

# Holly Hill Road East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

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

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The following is the proposed agenda for the meeting of the Board of Supervisors for the Holly Hill Road East Community Development District, scheduled to be held **Wednesday, October 16, 2019 at 10:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, FL 33880.** Questions or comments on the Board Meeting or proposed agenda may be addressed to Jane Gaarlandt at [gaarlandtj@pfm.com](mailto:gaarlandtj@pfm.com) or (407) 723-5900. As always, the personal attendance of three (3) Board Members will be required to constitute a quorum.

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Call-in Number: **1-844-621-3956**

Access Code: **790 393 986 #**

## **PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA**

### **Administrative Matters**

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. **Consideration of the Minutes of the August 21, 2019 Board of Supervisors' Meeting**

### **Business Matters**

- 2. **Public Hearing on the Adoption of the Amended and Restated Rules of Procedure**
  - Public Comments and Testimony
  - Board Comments
  - **Consideration of Resolution 2020-01, Adopting the Amended and Restated Rules of Procedure**
- 3. **Consideration of the RPF for Construction Services for Citrus Landing**
- 4. **Consideration of the Proposal between the District and VGlobalTech for Website Auditing Services**
- 5. **Consideration of the Agreement between the District and VGlobalTech for Website Auditing Services** *(provided under separate cover)*
- 6. **Ratification of Lease Agreement between the District and Navitas for Shade Structure**
- 7. **Ratification of Payment Authorization Nos. 85 – 92**
- 8. **Review of Monthly Financials** *(provided under separate cover)*

### **Other Business**

#### **Staff Reports**

District Counsel

Interim Engineer

District Manager

- Field Management Update – Security cameras, fan in electrical room, etc.

**Supervisor Requests and Audience Comments**

**Adjournment**



# **Holly Hill Road East Community Development District**

## **Minutes**

## **MINUTES OF MEETING**

### ***HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING***

***Wednesday, August 21, 2019 at 10:33 a.m.***

***Offices of Cassidy Homes***

***346 East Central Ave.,***

***Winter Haven, Florida 33880***

Board Members present at roll call:

Rennie Heath	Board Member	
Andrew Rhinehart	Board Member	
Lauren Schwenk	Board Member	
Patrick Marone	Board Member	
Scott Shapiro	Board Member	(via phone)

Also Present:

Jane Gaarlandt	PFM	
Sonali Patil	PFM	
Dexter Glasgow	PFM	
Amy Champagne	PFM	(via phone)
Roy Van Wyk	Hopping Green & Sams, P.A.	

## **FIRST ORDER OF BUSINESS**

### **Call to Order and Roll Call**

The meeting was called to order approximately at 10:33 a.m. Those in attendance are outlined above.

## **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

There were no members of the public present.

## **THIRD ORDER OF BUSINESS**

### **Consideration of the Minutes of the July 24, 2019 Board of Supervisors' Meeting**

The Board reviewed the Minutes of the July 24, 2019 Board of Supervisors' Meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board approved the Minutes of the July 24, 2019 Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Discussion of Memorandum of  
Updated Provisions of the District's  
Rules of Procedure**

Mr. Van Wyk explained that District staff reviewed the Rules of Procedure and outlined some of the major changes from the Recent Florida Statute updates and Legislative session.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-23,  
Public Hearing to Adopt Amended and  
Restated Rules of Procedure**

Mr. Van Wyk requested that the Board authorize District staff to get advertised for Amended and Restated Rules of Procedure and set the public hearing on October 16, 2019 as the public hearing date.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Board approved Resolution 2019-23, Setting Public Hearing to adopt Amended and Restated Rules of Procedure on October 16, 2019.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for the  
Installation of Security Cameras**

The Board reviewed the proposals for the installation of security cameras

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Board approved the Proposal from SWS Protection in the amount of \$4,500.00 for the Installation of Security Cameras.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for  
Installation of Fan/Vent in Electrical  
Room**

The Board reviewed the proposals for installation of fan/vent in Electrical Room.



On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Proposals for Installation of Fan/Vent in Electrical Room in a not to exceed amount of \$2,000.00 authorizing the Chair to sign off on the final proposal.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Proposals for Shade Structures on Pool Deck**

The Board reviewed proposals of shade structures on pool deck.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Board approved the Proposal from Pro Playgrounds for Shade Structures on Pool Deck choosing one cantilever this year and the second cantilever next year.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Proposals for Landscaping Maintenance along the Pathway**

Ms. Schwenk will abstain from this vote. She explained that since the last meeting she let one of her personnel go who was in charge of the maintenance of the crew at Holly Hill Road East. She has hired a replacement named Eric and Nick Rhinehart and they went out to look at the path and the options for planting Jasmine. It is an extensive planting. Ms. Schwenk does not think that planting jasmine is the right choice, then proposed mowing it and weeding along the fencing area. This scope of work includes picking up the dog trash.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with 4 in favor and 1 abstained, the Board approved the Proposals for Landscaping Maintenance along the Pathway.

#### **TENTH ORDER OF BUSINESS**

#### **Ratification of Payment Authorization Nos. 81 - 84**

The Board reviewed payment authorizations numbers 81 - 84.

On MOTION by Mr. Marone, seconded by Ms. Schwenk, with all in favor, the Board ratified Payment Authorization Nos. 81 – 84.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Review of Monthly Financials**

The Board reviewed the monthly financials. There was no action required by the Board.

#### **TWELFTH ORDER OF BUSINESS**

#### **Staff Reports**

**District Counsel –** No Report

**District Engineer –** Not Present

**District Manager –** Mr. Glasgow stated that the Board previously approved signage for the golf carts on the path. He held off because he had the sign company also put the whole deal together as if they were going to produce the signs and install and the price increased beyond where he was comfortable. If the sign company manufactures the signs and conducts installation the cost is \$828.13. The signs cost \$146.52 per sign.

On MOTION by Mr. Rhinehart, seconded by Mr. Heath, with all in favor, the Board approved the Revised Sign Proposal in the amount of \$828.13.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Supervisor Requests and Audience Comments**

Mr. Shapiro noted that expenses at the Amenities for Holly Hill Road East CDD might need to be split under the Interlocal Agreement with North Boulevard based on their applicable percentages for the next Fiscal Year. Ms. Lane is tracking this and she will reach out to Mr. Shapiro later in the month to make sure that she has everything tracked properly.

#### **FOURETEENTH ORDER OF BUSINESS**

#### **Adjournment**

There were no other questions or comments. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the August 21, 2019 Board of Supervisors' Meeting for the Holly Hill Road East Community Development District was adjourned.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

**Holly Hill Road East  
Community Development District**

**Resolution 2020-01**

## **RESOLUTION 2020-01**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Holly Hill Road East Community Development District (“**District**”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Davenport, Florida; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District has previously adopted Rules of Procedure to govern the administration of the District; and

**WHEREAS**, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

**WHEREAS**, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of October, 2019.

**ATTEST:**

**HOLLY HILL ROAD EAST COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary

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Chairperson, Board of Supervisors

**Exhibit A:** Amended and Restated Rules of Procedure

**EXHIBIT A:**  
AMENDED AND RESTATED RULES OF PROCEDURE

**AMENDED AND RESTATED  
RULES OF PROCEDURE  
HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT**

**EFFECTIVE AS OF OCTOBER 16, 2019**

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**Rule 1.0      General.**

- (1) The Holly Hill Road East Community Development District (the “District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Rule 1.1      Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
  - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
  - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.

**Rule 1.2      District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

- (1)    District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a)    Agenda packages for prior 24 months and next meeting;
  - (b)    Official minutes of meetings, including adopted resolutions of the Board;
  - (c)    Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d)    Adopted engineer's reports;
  - (e)    Adopted assessment methodologies/reports;
  - (f)    Adopted disclosure of public financing;
  - (g)    Limited Offering Memorandum for each financing undertaken by the District;
  - (h)    Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i)    District policies and rules;
  - (j)    Fiscal year end audits; and
  - (k)    Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2)    Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.



### **Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
  - (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 723-5900. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
  - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
    - 1. Financial Report
    - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
  - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4      Internal Controls to Prevent Fraud, Waste and Abuse**

- (1)    Internal Controls. The District shall establish and maintain internal controls designed to:
- (a)    Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
  - (b)    Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (c)    Support economical and efficient operations; and
  - (d)    Ensure reliability of financial records and reports; and
  - (e)    Safeguard assets.
- (2)    Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** § 218.33(3), Fla. Stat.

## **Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:



- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
  - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
    - (iii) Regulate the course of the hearing, including any pre-hearing matters;
    - (iv) Enter orders; and
    - (v) Make or receive offers of settlement, stipulation, and adjustment.
  - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
    - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.035(2), Fla. Stat.

### **Rule 3.0      Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.



- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
  - (a) Hold all required applicable state professional licenses in good standing;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

### **Rule 3.2      Procedure Regarding Auditor Selection.**

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1)    Definitions.

- (a)    "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b)    "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2)    Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3)    Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a)    Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) **Evaluation Criteria.** The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Ability to furnish the required services; and
  - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) **Request for Proposals.** The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
  - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
  - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
  - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.



- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
  - (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.



### **Rule 3.3      Purchase of Insurance.**

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 112.08, Fla. Stat.

### **Rule 3.4      Pre-qualification**

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
  - (a) The Board shall cause to be prepared a Request for Qualifications.
  - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
  - viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
  - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
  - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
  - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
  - xii. The vendor or affiliate(s) has been convicted of a contract crime.
    - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
    - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.



- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.0525, 255.20, Fla. Stat.

**Rule 3.5      Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.6      Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if [the proposals are too high](#), or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the



Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
  9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
  10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.7      Payment and Performance Bonds.**

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 255.05, Fla. Stat.

**Rule 3.8      Goods, Supplies, and Materials.**

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

**Rule 3.9      Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;



- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
  - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
  - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.  
**Law Implemented:** §§ 119.0701, 190.033, 287.017, Fla. Stat.

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

**Rule 3.11      Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.**

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1)      Filing.

- (a)      With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b)      Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c)      If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
  - (a) Administer oaths and affirmations;
  - (b) Rule upon offers of proof and receive relevant evidence;
  - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 190.033, Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective October 16, 2019, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Holly Hill Road East  
Community Development District**

**RPF for Construction Services for Citrus Landing**



**HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**CONSTRUCTION SERVICES FOR PHASE 3 (CITRUS LANDING) AND PHASE 4 (CITRUS RESERVE)  
INFRASTRUCTURE IMPROVEMENTS  
CITY OF DAVENPORT, FLORIDA**

Notice is hereby given that the Holly Hill Road East Community Development District (“District”) will receive proposals for the following District project:

**PHASE 3 AND PHASE 4 INFRASTRUCTURE IMPROVEMENTS**

The Project Manual will be available beginning **Wednesday, October 23, 2019 at 8:00 AM** EST at the offices of the Holly Hill Road East Community Development District’s (“District”) Engineer, Wood & Associates Engineering, LLC, located at 1925 Bartow Road, Lakeland, Florida 33801 or by calling (863) 940-2040 or emailing bids@woodcivil.com. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal and contract documents, and construction plans and specifications.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so. Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier’s check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Engineer directed to Dennis Wood at bids@woodcivil.com. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District’s Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of \$1,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$1,000,000 from a surety company acceptable

to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Polk County and is a licensed contractor in the State of Florida.

Any and all questions relative to this project shall be directed in email only to dennis@woodcivil.com no later than 8:00 AM EST, on Friday, November 1, 2019.

Firms desiring to provide services for this project must submit one (1) original and (1) electronic copy in PDF included with the submittal package of the required proposal no later than 5:00 PM EST, \_\_\_\_\_, November \_\_\_\_\_, 2019, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road Lakeland, FL 33801. Proposals shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be opened at a public meeting to be held at 10:00 PM EST, \_\_\_\_\_, \_\_\_\_\_, 2019, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road, Lakeland, FL 33801. No official action will be taken at the meeting. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

Holly Hill Road East Community Development District  
District Manager

**Run Date:** \_\_\_\_\_, \_\_\_\_\_, 2019

**HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT**  
**EVALUATION CRITERIA**

**CONSTRUCTION SERVICES FOR PHASE 3 AND PHASE 4 INFRASTRUCTURE IMPROVEMENTS**  
**CITY OF DAVENPORT, FLORIDA**

---

**PERSONNEL**

**(5 POINTS)**

E.g., geographic location of firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

---

**EXPERIENCE**

**(15 POINTS)**

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc.;

---

**UNDERSTANDING SCOPE OF WORK**

**(20 POINTS)**

Demonstration of the Proposer's understanding of the project requirements.

---

**FINANCIAL CAPABILITY**

**(10 POINTS)**

Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.

---

**SCHEDULE**

**(25 POINTS)**

Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

---

**PRICE**

**(25 POINTS)**

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

---

**TOTAL POINTS**

**(100 POINTS)**

# **Holly Hill Road East Community Development District**

**Proposal between the District and VGlobalTech  
for Website Auditing Services**



ACCREDITED  
BUSINESS

BBB Rating: A+

[Click for Profile](#)

## Technical & Human Audit Proposal for Public Facing Digital Assets (Software, Websites & Apps)

**Goal:** Ensure full compliance for people with disabilities as per:



**Nondiscrimination  
requirements of  
Title II of  
the American  
Disabilities Act  
(ADA)**



**WCAG (Web  
Content  
Accessibility  
Guidelines)**



**Section 508  
Stipulations**



**Florida  
Insurance  
Alliance / eGIS  
Risk Advisors  
Guidelines**

**Read more about details of the above list on VGlobalTech's website. All ADA requirements and information on these topics has been compiled in one place for our clients.**

**URL: <https://vglobaltech.com/website-compliance/>**

VGlobalTech.com ~ Experience Innovation

Page 1 of 11

Your strategic partner for Web Design, Software, Marketing, and SEO solutions.

Call: 321-947-7777 | Email: [contact@VGlobalTech.com](mailto:contact@VGlobalTech.com)

Private and Confidential Document. No part of this document shall be produced, sent, copied to any parties it is not intended for. It is intended for the entities listed clearly on this proposal. Any distribution without written consent shall be prosecuted

## Version Log:

Date	Version#	Comments	Author
April 11, 2019	1.0	Technical and Human Audit	VB Joshi
April 12, 2019	1.1	Added 3 Options	VB Joshi
April 12, 2019	1.2	Added compliance process flow	VB Joshi

## Your website gets 2 Compliance Seals VGlobalTech's Technical Compliance Seal & Human Audit Compliance Seal



**VGlobalTech is the ADA, WCAG Compliance Expert, with over 100 ADA & WCAG compliant websites created (....and counting) to-date! We have partnered with a non-profit agency to conduct Human Audit and Certification Seal.**

**Working together with your company we wish to add social value to the community we live in!**

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## 1.0 The Law

**Please familiarize your team with the Florida Statute 189.069 Special districts; required reporting of information; web-based public access. Source:**

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0189/Sections/0189.069.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html)

## 2.0 ADA & WCAG Compliance

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>



### 3.0 Quarterly Technical & Human Audit Testing

This audit is as per the Florida Insurance Alliance, eGIS Insurance Advisors and other insurance guidelines. Please check with your insurance agency for specific requirements. Read more here: [https://vglobaltech.com/wp-content/uploads/2019/03/FIA\\_ADA\\_Guidelines-2019-2020.pdf](https://vglobaltech.com/wp-content/uploads/2019/03/FIA_ADA_Guidelines-2019-2020.pdf)

VGlobalTech team is trained and well aware of ADA and WCAG 2.x Compliance guidelines. VGlobalTech has partnered with a local agency for the visually impaired – LightHouse Works. LightHouse has developed a unique program for digital accessibility that is run by visually impaired personnel that are highly skilled in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>



**Together we are now able to provide **not one but two** compliance seals for all our customers. Details of the compliance seals are below.**

### 3.1 Digital Asset Technical Compliance Seal:



VGlobalTech in-house technical team shall remediate / test the website / software for ADA, WCAG compliance. VGlobalTech's technical design & development team is fully aware of the Americans with Disability Act (ADA), Web Content Accessibility Guidelines (WCAG), **Section 508** of the Rehabilitation Act of 1973 and overall the design principles of a professional, accessible, functional and responsive web design. The entire team has taken dedicated time and efforts to learn these design principles first hand. Our purpose is clear – **Universal, Creative Web design that works for everyone, everywhere and every time!**

### 3.2 Human Audit Seal:



LightHouse Works' visually impaired personnel shall actually test the website for compliance as per the section 508 and ADA requirements. The VGlobalTech technical team shall remediate any points discovered by LightHouse team and send the site for re-certification. Upon satisfactory completion LightHouse shall provide the Human Audit Seal that will be specific to the site and the VGlobalTech team shall put the seal on the site. This is an added layer of true Human Audit testing that provides full ADA compliance.

## 4.0 Compliance Process Flow:



### Option 1 (recommended):

#### **Quarterly Technical & Human Audits:** **\$1200 / Four Audits**

- ✓ Covers all technical **AND** human audit aspects as per industry experts
- ✓ Discounted to cover both audits together
- ✓ Compliance seals renewed after every audit
- ✓ Ensure site and new content is in compliance with ALL standards
- ✓ Peace of mind

### Option 2:

#### **Quarterly Technical Audit Only\*:** **\$900 / Four Audits**

- ✓ Covers only technical aspects of elements, html, css, contrast etc as per WCAG
- ✓ Technical Audit Compliance seal renewed after every audit
- ✓ Does not cover human audit (additional considerations that are subjective to the person, assistive technology used etc)

### Option 3:

#### **Quarterly Human Audit Only\*\*:** **\$800 / Four Audits**

- ✓ Covers only human audit (considerations that are subjective to the person, assistive technology used etc conducted in a lab like environment)
- ✓ Human Audit Compliance seal renewed after every audit

***This proposal includes following points, stipulations terms and conditions:***

\*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps *\*unless otherwise noted*

\* email and phone communication

\*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

\*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

\*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on [www.VGlobalTech.com](http://www.VGlobalTech.com) website. If client requests a refund within seven days of the date of signing their agreement they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

6.0 Proposal Acceptance:

To accept these project, associated costs and conditions as listed above please sign and date below.

***The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech team can proceed with the project. All payments shall be made according to this agreement.***

Please Sign and Date, Return to [contact@vglobaltech.com](mailto:contact@vglobaltech.com):

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For Customer	Date
--------------	------

VB Joshi	
For VGlobalTech	Date

## 7.0 References:

**ADA Best Practices Tool Kit for State and Local Governments:**

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

**U.S. Department of Justice, Civil Rights Division, Disability Rights Section**

<https://www.ada.gov/websites2.htm>

**Web design Standards:** <https://www.w3schools.com/>

**Web Content Accessibility Guidelines (WCAG)** <https://www.w3.org/TR/WCAG21/>

**VGlobalTech Web Content Accessibility Implementation and Checkpoints:**

<http://vglobaltech.com/website-compliance/>



BBB Rating: A+

[Click for Profile](#)

## Contact Information:

**Website:** <https://vglobaltech.com>

**Email:** [contact@VGlobalTech.com](mailto:contact@VGlobalTech.com)

**Call:** 321-947-7777

**Holly Hill Road East  
Community Development District**

**Agreement between the District and VGlobalTech  
for Website Auditing Services**

*(provided under separate cover)*



**Holly Hill Road East  
Community Development District**

**Navitas Lease Agreement for Shade Structure**

# 40618199

## EQUIPMENT FINANCE AGREEMENT

NAVITAS CREDIT CORP.  
UNITED COMMUNITY BANK COMPANY

BORROWER: HOLLY HILL ROAD EAST COMMUNITY

DEVELOPMENT DISTRICT

DBA

Federal Tax ID# 36-4873766

(hereinafter referred to as "you" or "your")

Address: 12051 CORPORATE BLVD

City: ORLANDO

State: FL

Zip: 32817

Phone:

SECURED PARTY/ LENDER NAVITAS CREDIT CORP.

VENDOR INC

LEGACY CONSTRUCTION SERVICES GROUP

AGREEMENT # 40618199

(hereafter referred to as "We", "Us", or "Our")

(Vendor is not an agent of Secured Party nor is Vendor authorized to waive or alter any terms of this

## Equipment Description / Quantity / Serial # / VIN#

(1) PLAYGROUND EQUIPMENT PER SCHEDULE "A"

## Equipment Location (if different than above address)

0 HOLLY HILL ROAD DAVENPORT FL 33837

Term in Months: 54

Monthly Payments:

3 @ \$0.00 AND 51 @ \$527.41

Amount Financed: \$21,597.00

First Payment: \$0.00

Last Payment: \$0.00

Security Deposit: \$0.00

Other: \$0.00

INITIAL AMOUNT DUE: \$ 0.00

## TERMS AND CONDITIONS (PAGE 1 OF 2) - PLEASE READ CAREFULLY BEFORE SIGNING

1. **AGREEMENT:** You want to acquire the above equipment ("Equipment") from a vendor selected by you ("Vendor") and have requested that we finance the purchase price for you. You unconditionally promise to pay us the sum of all of the monthly payments indicated above or on any schedule ("Payments") and you agree to all of the terms stated in this Agreement. You authorize us to insert any Equipment serial numbers and other identification data and any other omitted facts and to correct obvious errors. We may adjust the monthly payment amount to finance any taxes due at the inception of this Agreement or if the actual cost of the Equipment is less than 10% higher or lower than the amount that the Payment amount was based on. At our discretion we may apply any amounts received from you to any amount you owe under this Agreement.

2. **TERM:** This Agreement shall become effective and shall commence only after you direct us to make disbursements to your Vendor, we approve your Vendor's invoice, we sign this Agreement and we make the initial disbursement or any later date that we designate ("Commencement Date"). The term of this Agreement shall terminate upon the date that all of your payment and other obligations have been paid and satisfied in full ("Term"). The Initial Amount Due shall be due on the Commencement Date and subsequent monthly payments are due on the day we select, payable to a location to be designated by us. **YOUR OBLIGATION TO PAY ALL PAYMENTS AND OTHER OBLIGATIONS TO US IS UNCONDITIONAL AND NOT SUBJECT TO ANY REDUCTION, SET-OFF, DEFENSE OR COUNTERCLAIM. THIS AGREEMENT MAY NOT BE CANCELED FOR ANY REASON WHATSOEVER AFTER COMMENCEMENT EXCEPT BY YOUR PAYMENT AND SATISFACTION OF ALL OF YOUR OBLIGATIONS HEREUNDER.** We have the right, but not the obligation, to electronically withdraw funds from your bank account to pay for any unpaid Payments or other amounts due hereunder. You will provide us with any bank account information we request in order to process electronic payments.

3. **EQUIPMENT:** You agree that you are the owner of and have title to the Equipment, excluding any software. By signing the Pay Proceeds Direction at the end of this Agreement, you authorize us to pay your Vendor, either as a prepayment to your Vendor to initiate delivery or upon your acceptance of the Equipment when it is delivered. You hereby grant to us a first priority, purchase money security interest in the Equipment and all replacements, replacement parts, accessories and attachments now or hereafter made a part of the Equipment, and all cash and non-cash proceeds, and all general intangibles, accounts and chattel paper arising therefrom. You agree, at your expense, to protect and defend our interests in the Equipment. Further, you shall at all times keep the Equipment free from all legal process, liens and other encumbrances if asserted or made against you or the Equipment. You agree we have the right to inspect the Equipment upon reasonable notice to you.

4. **NO WARRANTIES; NO AGENCY: WE ARE FINANCING THE EQUIPMENT FOR YOU "AS IS".** WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR ORDINARY USE IN CONNECTION WITH THIS AGREEMENT. Neither the Vendor nor any other person is our agent, nor are they authorized to waive or change any term of this Agreement. No representation, guaranty or warranty by the Vendor or other person is binding on us. No breach by the Vendor will relieve or excuse your obligations to us. If you entered into a maintenance or service agreement the cost of which is included in the Payments, you acknowledge we are not a party to such agreements and are not responsible for any service, repairs, or maintenance of the Equipment. If you have a dispute with your Vendor about delivery, installation, service or any other matter, you must continue to perform all your obligations, hereunder.

5. **SALE/ASSIGNMENT: YOU MAY NOT SELL, TRANSFER, ASSIGN OR LEASE THE EQUIPMENT OR YOUR OBLIGATIONS UNDER THIS AGREEMENT WITHOUT OUR PRIOR WRITTEN APPROVAL.** We may sell, assign or transfer this Agreement or any part of it and/or our interest in the Equipment without notifying you and you agree that if we do, (i) the new Secured Party will have the same rights and benefits that we now have but will not have to perform any of our obligations, (ii) the rights of the new Secured Party will not be subject to any claims, defenses or setoffs that you may have against us or the Vendor, and (iii) you will not assert any claims, defenses or setoffs whatsoever against us or the new Secured Party.

6. **SECURITY DEPOSIT:** As security for the performance of all your obligations hereunder, you have deposited with us the amount set forth in the section shown as "Security Deposit". We have the right, but are not obligated, to apply the security deposit at any time to any amount you owe. Provided you have fully performed all of the provisions of this Agreement, we will return to you any then remaining balance of the security deposit. We will not keep the security deposit separate from our general funds and you shall not be entitled to any interest thereon.

7. **CARE, USE AND LOCATION; LOSS:** You are responsible for installing and keeping the Equipment in good working order and repair. You will keep and use the Equipment only for business or commercial purposes and in compliance with all applicable laws, ordinances or regulations and only at your address shown on this Agreement unless we agree to another location. You will not make any alterations to the Equipment without our prior written consent, nor will you permanently attach the Equipment to any real estate. In the event the Equipment is lost, stolen or damaged, so long as you are not in default hereunder, you shall have the option within

## TERMS AND CONDITIONS (PAGE 1 OF 2) - PLEASE READ CAREFULLY BEFORE SIGNING

By signing this Agreement you acknowledge that you have read and understand the terms and conditions on each page of this Agreement, and you warrant that the person signing this Agreement on your behalf has the authority to do so and to grant the power of attorney set forth in Section 13 of this Agreement.

I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF BORROWER:

ACCEPTED BY SECURED PARTY: NAVITAS CREDIT CORP., at Columbia, South Carolina

X: Date Signed:

By: Date Accepted:

Print Name &amp; Title: JANE GAARLANDT DIST MGR

Print Name &amp; Title: JAMIE GLEATON

## UNCONDITIONAL GUARANTY:

For the purposes of this Guaranty, "you" and "your" refer to the person making the guaranty. "We", "us" and "our" refer to the Secured Party, our successors or assigns. You acknowledge that you have read and understood the Agreement and this Guaranty and that this is an irrevocable, joint, several and continuing guaranty. You agree that you have an interest in the Borrower's business, economic or otherwise, and that we would not enter into this Agreement without this Guaranty. You unconditionally guaranty that the Borrower will fully and promptly pay all its obligations under the Agreement and any future Agreements with us when they are due and will perform all its other obligations under the Agreement even if we modify or renew the Agreement, or if any payments made by the Borrower are rescinded or returned upon the insolvency, bankruptcy or reorganization of the Borrower, as if the payment had not been made. We do not have to notify you if the Borrower is in default under the Agreement. If the Borrower defaults, you will immediately pay and perform all obligations due under the Agreement. You agree that you will not be released or discharged if we: (i) fail to perfect a security interest in the Equipment or any other property which secures the obligations of Borrower or you to us ("Collateral"); (ii) fail to protect the Collateral, or (iii) abandon or release the Collateral or any obligor under the Agreement or this Guaranty. You agree that we do not have to proceed first against the Borrower or any Collateral. You hereby waive any right of exoneration, notice of acceptance of this Guaranty and of all other notices or demands of any kind in which you may be entitled to except for demand for payment. You will reimburse all expenses we incur in enforcing our rights against Borrower or you, including, without limitation, attorney's fees and costs. We may obtain information from and report to credit reporting agencies to enter into the Agreement or to enforce this Guaranty. You consent to personal jurisdiction, forum, choice of law and jury trial and transfer of venue waiver as stated in section 17. **YOU AND WE EACH WAIVE TRIAL BY JURY IN ANY ACTION RELATING TO THE AGREEMENT OR THIS GUARANTY.** This Guaranty may be executed by facsimile, electronic or original signature and such a copy shall be treated as an original for all purposes.

X: \_\_\_\_\_ Date Signed: \_\_\_\_\_

X: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name:

Print Name:

ACCR-02-02-01



## TERMS AND CONDITIONS (PAGE 2 OF 2) - PLEASE READ CAREFULLY BEFORE SIGNING

one week of such event to: (i) repair or replace the Equipment or (ii) pay to us the unpaid balance of the remaining Payments hereunder discounted to present value at the rate of three percent (3%) (or such greater amount that may be required by law) plus any other amounts due or to become due hereunder. **UNDER NO CIRCUMSTANCES ARE WE RESPONSIBLE FOR SERVICE OR MAINTENANCE ON THE EQUIPMENT.**

**8. TAXES:** You will pay when due to your appropriate taxing authority, all taxes, fines and penalties relating to this Agreement or the Equipment, and any applicable registration or titling fees or other governmental charges, that are now or in the future assessed or levied by any government authority or required for the lawful possession and use of the Equipment. Sales taxes due upon the purchase of the Equipment and any other such governmental charges, if included in the purchase price, may be financed hereunder.

**9. INDEMNITY:** We are not responsible for any injuries or losses to you or any other person or property caused by the installation, operation, maintenance, ownership, possession or use of the Equipment. You agree to reimburse us for, hold us harmless from, and defend us against any claims made against us, and for losses or injuries suffered by us, including, without limitation, those arising out of the negligence, tort, or strict liability claims. This indemnity shall continue even after the Term has expired.

**10. INSURANCE:** You agree to maintain comprehensive liability insurance acceptable to us. You also agree to maintain insurance against the loss of or damage to the Equipment for an amount not less than the replacement cost and name us and our assigns as loss payee. If you fail to timely provide such proof to us, we may, but are not obligated to, obtain property loss insurance to protect our interests in the Equipment. If we secure insurance in the form and amounts we deem reasonable: (i) you will reimburse the premium, which may be higher than a premium that you might pay if you obtained the insurance, (ii) the premium may include a profit to us and/or one of our affiliates through an investment in reinsurance or otherwise, and (iii) we will not name you as an insured party and your interests may not be fully protected. Any insurance proceeds received for the Equipment will be applied, at our option, to repair or replace the Equipment, or to the remaining payments due or that become due hereunder, discounted at three percent (3%) (or such greater amount that may be required by law).

**11. DEFAULT:** You will be in default if: (i) you do not pay any amount when due; (ii) you break any of your promises or representations hereunder or under any other agreement with us; (iii) you become insolvent, commence dissolution proceedings, assign your assets for the benefit of your creditors, or a trustee is appointed to take control of your assets; (iv) you or any guarantor enters (voluntarily or involuntarily) into a bankruptcy or other insolvency-related proceeding; (v) you default on any obligations to any of your other creditors; (vi) you have made any untrue or misleading representations to us; (vii) any guarantor dies; or (viii) you change your name, state of organization, chief executive office and/or place of residence without providing us with 30 days prior written notice of such change.

**12. REMEDIES:** In the event of a default by you, we can: (i) cancel this Agreement; (ii) declare you in default under any other agreement you have with us, and exercise any or all remedies provided to us thereunder; (iii) disable the Equipment or require that you ship the Equipment to us at your expense; (iv) accelerate and demand that you pay all the remaining Payments due under this Agreement discounted to present value at three percent (3%) (or such greater amount that may be required by law) together with any other amounts due hereunder; and/or (v) pursue any of the remedies available to us under the UCC or any other law, including repossession of the Equipment or other Collateral. Interest shall accrue on all amounts due us from the date of default until paid at the rate of the lesser of (i) one and one-half percent (1.5%) per month and (ii) the maximum rate permitted by law ("Remedy Interest Rate"). You agree to reimburse us for all charges, costs, expenses and attorney's fees that we have to pay to enforce this Agreement. If you return the Equipment pursuant to clause "(iii)" above or we take possession of the Equipment, you agree to pay the cost of repossession, storing, shipping, repairing and selling or leasing the Equipment. You agree that we do not have to notify you that we are selling or leasing the Equipment except as otherwise required by law. You also agree that we are entitled to abandon the Equipment if we believe it to be in our best interest.

**13. BORROWER REPRESENTATIONS AND OTHER AUTHORIZATIONS:** You hereby represent, warrant and promise to us that: (i) you have had an adequate opportunity to study this Agreement and consult your legal and other advisors before signing, and this Agreement is enforceable against you in accordance with its terms; (ii) you are not subject to any bankruptcy proceeding, and (iii) if this document was sent by you to us electronically, it has not been altered in any way and any alteration or revision to any part of this or any attached documents will make all such alterations or revisions non-binding and void. You hereby authorize us, and appoint us or our designee as your attorney-in-fact, to endorse insurance proceeds and to execute and file financing statements (naming you as "Debtor") and documents of title and registration (if applicable) on the Equipment or Collateral, and you agree to reimburse us for our out-of-pocket costs relating thereto.

**14. FEES AND CHARGES:** If any part of any Payment is not made by you when due, you agree to pay us fifteen percent (15%) of each past due amount (or the maximum amount permitted by law, if less than 15%). You agree to pay an administrative fee of fifty dollars (\$50.00) if any check or ACH is dishonored or returned. **AS A MATERIAL INDUCEMENT TO US TO ENTER INTO THIS AGREEMENT AND FINANCE YOUR EQUIPMENT, YOU AGREE THAT IF ANY PAYMENT, CHARGE OR FEE BILLED OR COLLECTED BY US IS FOUND TO EXCEED THE MAXIMUM AMOUNT ALLOWED BY LAW, THEN (i) WE MAY MODIFY ANY SUCH EXCESSIVE AMOUNT BILLED SO AS TO MAKE IT NOT EXCESSIVE, (ii) WE MAY REFUND TO YOU THE EXCESSIVE AMOUNT, TOGETHER WITH INTEREST AT THE "REMEDY INTEREST RATE" (AS DEFINED IN SECTION 12), AND (iii) THE FOREGOING SHALL BE YOUR EXCLUSIVE REMEDY FOR THE BILLING OR COLLECTING OF THE EXCESSIVE AMOUNTS AND YOU WILL NOT RAISE ANY OTHER CLAIM, COMPLAINT OR OBJECTION WITH RESPECT THERETO.**

**15. ENTIRE AGREEMENT; CHANGES:** This Agreement contains the entire agreement between you and us relating to the financing of the Equipment, and it may not be terminated or otherwise changed except in writing by both of us. A limiting endorsement on a check or other form of payment will not be effective to modify your obligations or any of the other terms of this Agreement, and we may apply any payment received without being bound by such limiting endorsements.

**16. COMPLIANCE; NOTICES:** In the event you fail to comply with any terms of this Agreement, we can, but we do not have to, take any action necessary to effect your compliance upon ten (10) days prior written notice to you. If we are required to pay any amount to obtain your compliance, the amount we pay plus all of our expense in causing your compliance, shall become additional obligations and shall be paid by you together with the next due payment. This Agreement is for the benefit of and is binding upon you, your personal representatives, successors and assigns. Any notice required by this Agreement or the UCC shall be deemed to be delivered when a record properly directed to the intended recipient has been (i) deposited with the US Postal Service, (ii) transmitted by facsimile or through the Internet, provided there is reasonably sufficient proof that it was received by the intended recipient, or (iii) has been personally delivered.

**17. CHOICE OF LAW; JURISDICTION:** THIS AGREEMENT SHALL NOT BE BINDING UNTIL IT IS ACCEPTED BY US IN WRITING, AND YOU HEREBY STIPULATE THAT OUR ACCEPTANCE AND SIGNING OF THIS AGREEMENT IN SOUTH CAROLINA FOLLOWING YOUR SIGNATURE MEANS THAT THIS AGREEMENT WAS MADE IN SOUTH CAROLINA. YOU HEREBY ACKNOWLEDGE THAT OUR ACCOUNT SERVICING OPERATIONS (INCLUDING THOSE SERVICING YOUR ACCOUNT) ARE LOCATED IN SOUTH CAROLINA. YOU HEREBY AGREE THAT THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF SOUTH CAROLINA, BUT WITHOUT GIVING EFFECT TO THE LAWS OF SOUTH CAROLINA GOVERNING CHOICE OF LAW. YOU CONSENT TO THE JURISDICTION OF THE STATE OR FEDERAL COURTS LOCATED IN THE STATE OF SOUTH CAROLINA FOR THE COUNTY OF LEXINGTON, AND AGREE THAT ANY ACTIONS OR PROCEEDINGS INITIATED BY YOU ARISING DIRECTLY OR INDIRECTLY OUT OF THIS AGREEMENT (WHETHER SOUNDING IN BREACH OF CONTRACT, TORT OR OTHERWISE) SHALL BE BROUGHT ONLY IN SUCH COUNTY IN SOUTH CAROLINA; PROVIDED HOWEVER, WE MAY BRING ACTION AGAINST YOU IN ANY STATE OR FEDERAL COURTS OUTSIDE SOUTH CAROLINA WE CHOOSE IN OUR SOLE DISCRETION, PROVIDED ONLY THAT SUCH COURT HAS PROPER JURISDICTION. IN THE EVENT THIS AGREEMENT IS ASSIGNED BY US, YOU CONSENT TO THE JURISDICTION OF THE STATE AND FEDERAL COURTS OF THE ASSIGNEE'S PRINCIPAL PLACE OF BUSINESS. YOU UNDERSTAND THAT YOUR AGREEMENT TO SOUTH CAROLINA LAW AND YOUR SUBMISSION TO PERSONAL JURISDICTION IN SOUTH CAROLINA DIRECTLY BENEFITS US AND IS A MATERIAL INDUCEMENT TO OUR ENTERING INTO THIS AGREEMENT AND FINANCING YOUR EQUIPMENT. YOU AND WE EACH HEREBY WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING, WHETHER BROUGHT IN CONTRACT OR TORT, OR AT LAW OR IN EQUITY, ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT.

**18. MISCELLANEOUS:** No delay or failure by us to enforce our rights under this Agreement shall prevent us from enforcing any rights at a later time. If any part of this Agreement is determined to be unenforceable, all other parts will remain in full force and effect. Any Equipment discounts we may negotiate with Vendor accrue solely to our benefit. The original of this Agreement shall be that copy which bears your electronic, facsimile or original signature, and our electronic or original signature.

## PAY PROCEEDS DIRECTION TO FINANCE AGREEMENT

You hereby irrevocably instruct us to pay the Vendor(s) listed below for the Equipment listed on Vendor(s) proposals approved by us. You hereby acknowledge that the Equipment has been delivered and is acceptable in all respects OR the Equipment has NOT been delivered but you hereby authorize us to make payment to the Vendor(s) in order to initiate delivery. Disbursement by us in accordance with the foregoing instructions shall constitute payment and delivery to and receipt by you of any and all such proceeds.

X 

Print Name & Title: JANE GAARLANDT DIST MGR

Date Signed: 9/27/19

I hereby authorize, in my absence,

Telephone #

to verify my direction to disburse funds.

Vendor: LEGACY CONSTRUCTION SERVICES GROUP INC

Vendor:

Vendor:

RECEIVED



# 40618199

NAVITAS  
CREDIT CORP.

A UNITED COMMUNITY BANK COMPANY



## EQUIPMENT SCHEDULE "A"

Lessee/Borrower/Rentee: HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT Agreement #:40618199

This Equipment Schedule "A" is to be attached to and become part of the Agreement referenced above by and between the undersigned and Navitas Credit Corp., Lessor/Secured Party/Rentor.

Equipment:

CSSD	<p>***HANGING CANTILEVER PRODUCTS***</p> <p>Rectangle Hanging Cantilever Shade: 36' Length x 18' Width x 8' Entry Height. (2) Columns on Base Plates + 6" surfacing at 12"x12". Beams at 10"x6". Rafters at Ø5.0" 11-Ga With Glide Elbows.</p>	1
------	--	---

This Equipment Schedule "A" is hereby verified as correct by the undersigned Lessee/Borrower/Rentee, who acknowledges receipt of a copy. This document may be executed by facsimile, electronic or original signature and such a copy shall be treated as an original for all purposes.

Lessee/Borrower/Rentee: HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

Signature: X [Signature]  
 Title: X DIST MGR  
 Date: X 9/27/19



info@navitascredit.com



www.navitascredit.com



A UNITED COMMUNITY BANK COMPANY



## Progress Payment Agreement

**Lessee/Borrower/Rentee: HOLLY HILL ROAD EAST COMMUNITY  
DEVELOPMENT DISTRICT**

**Agreement #: 40618199**

In reference to the Agreement # 40618199, between Lessee/Borrower/Rentee and Navitas Credit Corp. as Lessor/Secured Party/Rentor:

You negotiated with your supplier, **LEGACY CONSTRUCTION SERVICES GROUP INC ("Supplier")**, to acquire the equipment described in the Agreement (the "Agreement"). Your Supplier requires the payment of all or a substantial portion of the total cost of the equipment (the "Equipment Advance") to be paid to Supplier prior to your receipt and acceptance of the equipment. At your request, we will advance the Equipment Advance to Supplier prior to your receipt and acceptance of the equipment when we receive an invoice acceptable to us, but only on the condition that you agree to the following terms:

To induce us to make the Equipment Advance to Supplier prior to your receipt and acceptance of the equipment, **YOU AGREE THAT YOUR OBLIGATIONS (INCLUDING YOUR PAYMENT OBLIGATIONS) UNDER THE AGREEMENT HEREBY IMMEDIATELY COMMENCE. YOU FURTHER AGREE THAT THE AGREEMENT IS NON-CANCELABLE AND THAT YOU WILL TIMELY PERFORM ALL OF YOUR OBLIGATIONS UNDER THE AGREEMENT, INCLUDING MAKING THE MONTHLY PAYMENTS, WITHOUT ANY CLAIM OF SET-OFF, EVEN IF: (a) SOME OR ALL OF THE EQUIPMENT IS NOT DELIVERED AND/OR INSTALLED; (b) THE EQUIPMENT IS UNTIMELY DELIVERED AND/OR UNTIMELY INSTALLED; AND/OR (c) THE EQUIPMENT DOES NOT, AT THE TIME OF DELIVERY OR THEREAFTER, OPERATE PROPERLY OR THERE IS ANY OTHER NONCONFORMANCE IN THE EQUIPMENT OR IN ANY SERVICE.**

You acknowledge that you understand and agree that in the event you are not satisfied with the delivery or installation of the equipment that you shall only look to persons other than Lessor/Secured Party/Rentor such as the manufacturer, installer, or Supplier and shall not assert against Lessor/Secured Party/Rentor any claim or defense you may have with reference to the equipment, its delivery or non-delivery, or its installation. Upon your signing below, you authorize and direct us to pay the Equipment Advance to your Supplier and your promises under the Agreement will be irrevocable and unconditional in all respects and payments shall begin immediately and shall be due continuously hereafter.

A facsimile, electronic, or original copy of your signature on this Agreement bearing our original or electronic authorized signature will be treated as an original.

NAVITAS CREDIT CORP.

Lessor/Secured Party/Rentor

By

JAMIE GLEATON

CUSTOMER SERVICE REPRESENTATIVE

Title

Date

HOLLY HILL ROAD EAST COMMUNITY  
DEVELOPMENT DISTRICT

Lessee/Borrower/Rentee

By

JANE GAARLANDT

DIST MGR

Title

Date

9/21/19



info@navitascredit.com



www.navitascredit.com



**NAVITAS**  
CREDIT CORP.

# 40618199

Date: 9/28/2019

Customer: HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

Address: 12051 CORPORATE BLVD  
ORLANDO, FL 32817

Lessee/Borrower/Rentee: HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

Lessor/Secured Party/Rentor: Navitas Credit Corp

Agreement # 40618199

Dear Customer,

This letter shall serve to modify the above referenced Rental, Lease, or Equipment Finance Agreement in order to accurately reflect the changes set forth below:

**Other:**

**Billing Customer on 1st invoice amount of \$125.00 processing fees**

If you have any questions or would like to discuss this change to your account, please call our office at 877-628-4827 Ext \_\_\_\_\_ on business days between 8:30 AM and 5:00 PM Eastern Time.

Best Regards,

**Anthony Patrick**

**Funding Specialist**

**Navitas Credit Corp**

*A United Community Bank Company*

Funding Department [apatrick@navitascredit.com](mailto:apatrick@navitascredit.com)

203 FORT WADE RD SUITE 300 | Ponte Vedra, FL 32081

Tel: 877.628.4827, ext.216 | [www.navitascredit.com](http://www.navitascredit.com)

Navitas Credit Corp  
203 Fort Wade Road, Suite 300  
Ponte Vedra, FL 32081  
(877) 628-4827

**Holly Hill Road East  
Community Development District**

**Payment Authorization No. 85 – 92**

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 085**

8/15/2019

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>City of Davenport</b>		
	Acct: 9459 ; Service 07/05/2019 - 08/04/2019	--	\$ 10.73
	Acct: 9534 ; Service 07/05/2019 - 08/04/2019	--	\$ 28.73
<b>2</b>	<b>Fishkind &amp; Associates</b>		
	Conference Calls	24577	\$ 7.37
<b>3</b>	<b>Orkin</b>		
	Pest Control Services at 127 Bergamot Loop	191112383	\$ 100.15

**TOTAL       \$       146.98**

  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED AUG 21 2019**





# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

FOR BILLING INFORMATION  
CALL: (863)419-3300

HOLLY HILL ROAD EAST CDD

CYCLE A

7ARA

25003

Account #	Service Address	Billing Period	Bill Date	Due Date	TOTAL DUE			
9459	500-A Holly Hill Rd	07/05/19 to 08/04/19	08/09/2019	09/01/2019	\$ 10.73			
Service Code & Description	Date	Previous Reading	Date	Current Reading	Mult	Usage	Year Ago	Charge
					LAST PAYMENT		07/19/2019	10.73
WT WATER SERVICE - INSID	03/12	0	08/06	0	100.000	0	0	9.75 *
							* TAXES	0.98
							CURRENT CHARGES	10.73
							TOTAL AMOUNT DUE	10.73

RECEIVED AUG 12 2019

Consumption for service WT Maximum: 0

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec  
2018 2019

LABOR DAY WEEK- TRASH WILL BE PICKED UP ON THURSDAY SEPT 5TH.

\*\*\*\*\*

COMMISSION MEETINGS: THURSDAY SEPT 5TH AND THURSDAY SEPT 19TH 7PM

STORMWATER ASSESSMENT MEETING: AUG 19TH AND SEPT 5TH 7PM

\*\*\*\*\*

BAY STREET CLASSIC CAR SHOW: AUGUST 31st TIMES: 9AM-3PM

FARMERS MARKET: AUGUST 17TH 9AM-3PM

\*\*\*\*\*

\*\*\*NOTICE !!!!!\*\* ALL BILLS ARE DUE ON THE 1ST AND SUBJECT TO

DISCONNECTION AFTER THE 10TH OF THE MONTH. DETACH AND RETURN STUB WITH REMITTANCE



# CITY OF DAVENPORT

1 S ALLAPAHA AVE  
DAVENPORT FL 33837-0125

Account #	Bill Date	TOTAL DUE
9459	08/09/2019	\$ 10.73
Type	Due Date	
CYCLE A	09/01/2019	
PayID	Bill No	
7ARA	3395	

|||||  
HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
ORLANDO FL 32817

AMOUNT PAID \_\_\_\_\_

00000094599 0000010736



**City Of Davenport**  
**1 South Allapaha Ave.**  
**Davenport, FL 33837**

# ADDRESS SERVICE REQUESTED

For Billing inquiries, please call:  
 (863) 419-3300  
 utilityservices@mydavenport.org  
 Office Hours: Monday-Friday 8:00 – 5:00  
 After Hours (863) 419-3306  
 Superintendent: pgill@mydavenport.org

ACCOUNT #	LOCATION #	PAY ID
9534	25004	7CUB
BILL DATE	DUE DATE	TOTAL DUE
08/09/19	09/01/19	28.73

\*\*AUTO\*\*ALL FOR AADC 328 10 AADC 114353AAD9-A-1  
 2530 1 AB 0.409



HOLLY HILL ROAD EAST CDD  
 12051 CORPORATE BLVD  
 ORLANDO FL 32817-1450

ACCOUNT #		SERVICE ADDRESS			BILLING PERIOD		BILL DATE	DUE DATE	TOTAL DUE
9534		POOL METER / 127 Bergamot Loop			07/05/19 to 08/04/19		08/09/19	09/01/19	28.73
PREVIOUS DATE	READ	CURRENT DATE	READ	METER NUMBER	CONSUMPTION (100 gal)	YR. AGO	DESCRIPTION		CHARGE
07/08/19	44	08/05/19	57	1551206762	1300		WATER SERVICE - INSIDE CITY		9.75
07/08/19	44	08/05/19	57		1300		WASTEWATER SERVICE		18.00
							TAXES		0.98
							CURRENT CHARGES		28.73
							TOTAL AMOUNT DUE		\$ 28.73

## SPECIAL MESSAGES

LABOR DAY WEEK- TRASH WILL BE PICKED UP ON THURSDAY SEPT 5TH.

COMMISSION MEETINGS: THURSDAY SEPT 5TH AND THURSDAY SEPT 19TH 7PM  
 STORMWATER ASSESSMENT MEETING: AUG 19TH AND SEPT 5TH 7PM

BAY STREET CLASSIC CAR SHOW: AUGUST 31st TIMES: 9AM-3PM  
 FARMERS MARKET: AUGUST 17TH 9AM-3PM

\*\*\*NOTICE !!!!! ALL BILLS ARE DUE ON THE 1ST AND SUBJECT TO  
 DISCONNECTION AFTER THE 10TH OF THE MONTH.

RECEIVED AUG 15 2019

## Payment Coupon

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT  
 MAKE YOUR CHECKS PAYABLE TO: CITY OF DAVENPORT

ACCOUNT #	LOCATION #	PAY ID
9534	25004	7CUB
BILL DATE	DUE DATE	TOTAL DUE
08/09/19	09/01/19	28.73

AMOUNT ENCLOSED
REMIT PAYMENT TO:

HOLLY HILL ROAD EAST CDD  
 12051 CORPORATE BLVD  
 ORLANDO FL 32817-1450



CITY OF DAVENPORT  
 1 SOUTH ALLAPAHA AVE  
 DAVENPORT FL 33837-4161

**FISHKIND**  
& ASSOCIATES

# Invoice

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## Holly Hill Road East

**Please include the invoice  
number on your remittance  
and submit to:  
Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817  
Ph: 407-382-3256  
Fax: 407-382-3254  
www.fishkind.com**

**\$7.37**

# invoice

PAGE 9

INVOICE NUMBER 28154004  
INVOICE DATE 07/26/2019  
ACCOUNT NO. 85735742  
DUE DATE

MODERATOR 84618295 - Jane Gaarlandt

LOCATION

BILLING REF# 1

BILLING REF# 4

BILLING REF# 2

BILLING REF# 3

CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
124777511		07/11/2019	17703789695	10:56AM - 12:24PM	GLOBALMEET® AUDIO	TOLL FREE	1	88	0.00/MIN	0.00	0.00	
		07/11/2019	8132211516	10:57AM - 11:06AM	GLOBALMEET® AUDIO	TOLL FREE	1	9	0.00/MIN	0.00	0.00	
CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / ANI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
		07/11/2019	14074738395	11:02AM - 12:45PM	GLOBALMEET® AUDIO	TOLL FREE	1	103	0.00/MIN	0.00	0.00	
		07/11/2019	18132441984	11:04AM - 12:24PM	GLOBALMEET® AUDIO	TOLL FREE	1	80	0.00/MIN	0.00	0.00	
		07/11/2019	2158456540	11:14AM - 12:45PM	GLOBALMEET® AUDIO	TOLL FREE	1	91	0.00/MIN	0.00	0.00	
		07/11/2019	2158456540	11:15AM - 12:45PM	GLOBALMEET® AUDIO	TOLL FREE	1	90	0.00/MIN	0.00	0.00	0.00
124777511		07/18/2019	17865266961	10:53AM - 11:32AM	GLOBALMEET® AUDIO	TOLL FREE	1	39	0.00/MIN	0.00	0.00	
		07/18/2019	2158456540	10:55AM - 2:45PM	GLOBALMEET® AUDIO	TOLL FREE	1	230	0.00/MIN	0.00	0.00	
		07/18/2019	2158456540	10:56AM - 2:45PM	GLOBALMEET® AUDIO	TOLL FREE	1	229	0.00/MIN	0.00	0.00	
		07/18/2019	18136217841	10:58AM - 11:32AM	GLOBALMEET® AUDIO	TOLL FREE	1	34	0.00/MIN	0.00	0.00	
		07/18/2019	2158456540	11:27AM - 11:32AM	GLOBALMEET® AUDIO	TOLL FREE	1	5	0.00/MIN	0.00	0.00	
		07/18/2019	2158456540	1:55PM - 2:29PM	GLOBALMEET® AUDIO	TOLL FREE	1	34	0.00/MIN	0.00	0.00	
		07/18/2019	17062246936	1:55PM - 2:45PM	GLC		1	50	0.00/MIN	0.00	0.00	
		07/18/2019	2158456540	1:57PM - 2:45PM	GLC		1	48	0.00/MIN	0.00	0.00	
		07/18/2019	18132049080	1:57PM - 2:45PM	GLC		1	48	0.00/MIN	0.00	0.00	0.00
124777511		07/24/2019	18504252348	8:50AM - 9:16AM	GLC		1	26	0.00/MIN	0.00	0.00	0.00
124777511		07/24/2019	18504252348	9:24AM - 10:40AM	GLC		1	76	0.00/MIN	0.00	0.00	
		07/24/2019	18633243698	9:33AM - 10:40AM	GLC		1	67	0.00/MIN	0.00	0.00	
		07/24/2019	17703789695	9:54AM - 10:40AM	GLC		1	46	0.00/MIN	0.00	0.00	
		07/24/2019	18633243698	10:16AM - 10:28AM	GLC		1	12	0.00/MIN	0.00	0.00	0.00

$$22 \cdot 11 \div$$

$$3 \cdot =$$

$$7 \cdot 37 *$$

**INVOICE 191112383**

**Dated 8/13/2019**

Orkin  
3400 RECKER HWY  
WINTER HAVEN, FL 33880-1957

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450

Acct # 33267163

**RECEIVED AUG 13 2019**

Purchase order

DESCRIPTION	INVOICE	DISCOUNT	TAX	QUANTITY	AMOUNT DUE
<b>For service at: HOLLY HILL ROAD EAST CDD 127 BERGAMOT LOOP DAVENPORT, FL 33837</b>					
PC Standard - Monthly-	\$49.00	\$0.00	\$0.00		\$49.00
Excess Initial					
PC Standard - Monthly-PC	\$44.59	\$0.00	\$6.56		\$51.15
1st Service					

Total Payment Amount: \$0.00

<b>PLEASE REMIT</b>	<b>\$100.15</b>
---------------------	-----------------

Phone #: (800) 329-3201

Orkin  
3400 RECKER HWY  
WINTER HAVEN, FL 33880-1957

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**  
**For service at: 127 BERGAMOT LOOP DAVENPORT, FL 33837**  
**Phone #: (800) 329-3201**

Acct # 33267163  
HOLLY HILL ROAD EAST CDD

**INVOICE 191112383 Dated 8/13/2019**  
**PLEASE REMIT \$100.15**

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 086**

8/23/2019

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>A&amp;R Contracting &amp; Cleaning</b>		
	Trash Can Delivery	2545	\$ 125.00
<b>2</b>	<b>Business Observer</b>		
	Legal Advertising on 04/05/2019	19-00649K	\$ 47.86
	Legal Advertising on 04/19/2019	19-00728K	\$ 41.56
	Legal Advertising on 05/03/2019	19-00822K	\$ 48.13
	Legal Advertising on 05/17/2019	19-00923K	\$ 122.50
	Legal Advertising on 06/07/2019	19-01071K	\$ 50.31
	Legal Advertising on 06/28/2019, 07/05/2019	19-01193K	\$ 822.50
	Legal Advertising on 08/09/2019	19-01453K	\$ 50.31
<b>3</b>	<b>City of Davenport</b>		
	Acct: 9057 ; Service 07/05/2019 - 08/04/2019	--	\$ 85.80
<b>4</b>	<b>Complete Pool Care</b>		
	September Pool Service	13197	\$ 1,525.00
<b>5</b>	<b>Duke Energy</b>		
	Acct: 42941 31323 ; Service 06/21/2019 - 07/31/2019	--	\$ 1,721.09
	Acct: 42941 31323 ; Service 08/01/2019 - 08/20/2019	--	\$ 1,834.88
<b>6</b>	<b>Fuqua Janitorial Services</b>		
	August Clubhouse Cleaning	7871	\$ 1,105.00
<b>7</b>	<b>PFM Group Consulting</b>		
	August DM Fee	DM-08-2019-0027	\$ 1,666.67
	August Website Fee	DM-08-2019-0028	\$ 125.00
	July Reimbursables	OE-EXP-00332	\$ 192.96

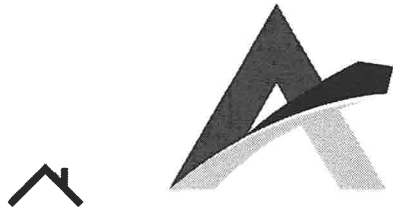
**TOTAL           \$   9,564.57**

  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED AUG 23 2019**





## A & R Contracting & Cleaning, LLC

A & R Contracting & Cleaning, LLC  
2061 9th Lane NE  
Winter Haven, FL 33881  
863-582-6202  
alvarezandramirez@gmail.com

## Invoice

BILL TO  
PFM Group Consulting LLC  
CITRUS ISLE CDD  
HOLLY HILL  
12051 Corporate Blvd. | Orlando, FL  
32817

RECEIVED AUG 22 2019

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2545	08/22/2019	\$125.00	08/30/2019	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
<b>Material and labor</b> DELIVERED TOTAL OF 6 TRASH CANS 4 THROUGH OUT THE POOL DECK WITH TRASH BAGS 1 IN EACH BATHROOM TOTAL OF 2 WITH TRASH BAGS	0	125.00	125.00

BALANCE DUE

**\$125.00**

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-00649K

Date 04/05/2019

RECEIVED AUG 21 2019

Attn:  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

Description	Amount
Serial # 19-00649K <b>Notice of Board of Supervisors' Meeting</b> <b>RE: Holly Hill Road East Community Development Meeting on April 17, 2019</b> <b>at 10:00 AM</b> <b>Published: 4/5/2019</b>	\$47.86

<b>Important Message</b>	Paid	()
	<b>Total</b>	<b>\$47.86</b>

**Payment is expected within 30 days of the first publication date of your notice.**

**Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.**

### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.



Serial Number  
19-00649K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Karen Ovadia who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Notice of Board of Supervisors' Meeting

in the matter of Holly Hill Road East Community Development Meeting on April 17, 2019 at 10:00 AM

in the \_ Court, was published in said newspaper in the

issues of 4/5/2019

Affiant further says that the said Business Observer is a newspaper published at Lakeland, Polk County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Lakeland in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

\_\_\_\_\_  
Karen Ovadia

Sworn to and subscribed before me this

5th day of April, 2019 A.D.

by Karen Ovadia who is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida  
(SEAL)

**Holly Hill Road East Community  
Development District  
Notice of Board of Supervisors'  
Meeting**

The Board of Supervisors of the Holly Hill Road East Community Development District ("Board") will hold a meeting on Wednesday, April 17, 2019 at 10:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, Florida 33880. The meeting is open to the public and will be conducted in accordance with provision of Florida Law related to Special Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

A copy of the agenda may be obtained at the offices of the District Manager, 12051 Corporate Blvd., Orlando, Florida 32817, during normal business hours.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 382-3256 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

April 5, 2019

19-00649K

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236

941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-00728K

Date 04/19/2019

RECEIVED AUG 21 2019

Attn:  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

### Description

### Amount

Serial # 19-00728K

\$41.56

### Notice of Rule Development

**RE:** The Holly Hill Road East Community Development District & North  
Boulevard Community Development District

**Published:** 4/19/2019

### Important Message

Paid

()

Total

\$41.56

Payment is expected within 30 days of the  
first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Serial Number  
19-00728K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Karen Ovadia who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Notice of Rule Development

in the matter of The Holly Hill Road East Community Development District & North Boulevard Community Development District

in the Court, was published in said newspaper in the

issues of 4/19/2019

Affiant further says that the said Business Observer is a newspaper published at Lakeland, Polk County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Lakeland in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

\_\_\_\_\_  
Karen Ovadia

Sworn to and subscribed before me this

19th day of April, 2019 A.D.

by Karen Ovadia who is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida  
(SEAL)

**NOTICE OF RULE  
DEVELOPMENT BY  
THE HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT  
DISTRICT & NORTH BOULEVARD  
COMMUNITY DEVELOPMENT  
DISTRICT**

In accordance with Chapters 190 and 120, Florida Statutes, the HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT and NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT ("Districts") hereby give notice of its intent to develop rules regarding Policies Regarding District Amenity Facilities related to the use of the Holly Hill Road East Community Development District's recreational facilities. The purpose and effect of these rules is to provide for efficient and effective Districts' operations by setting rates and fees to implement the provisions of Section 190.035, Florida Statutes. Specific legal authority for the rules includes Sections 190.035(2), 190.011(5), 120.54 and 120.81, Florida Statutes (2018). A public hearing will be conducted by the District on Wednesday, May 15, 2019, at 10:00 a.m., at the Offices of Cassidy Homes, 346 East Central Avenue, Winter Haven, Florida 33880. A copy of the proposed rules may be obtained by contacting the District Manager at 12051 Corporate Boulevard, Orlando, Florida 32817 or by calling (407) 723-5900.  
Jane Gaarlandt  
District Manager  
April 19, 2019 19-00728K

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-00822K

Date 05/03/2019

RECEIVED AUG 21 2019

Attn:  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

### Description

### Amount

Serial # 19-00822K

\$48.13

#### Notice of Meeting

RE: Meeting on May 15, 2019 at 10:00 a.m. for Holly Hill Road Community  
Development District  
Published: 5/3/2019

### Important Message

Paid

()

Total

\$48.13

Payment is expected within 30 days of the  
first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

### NOTICE

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Serial Number  
19-00822K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Karen Ovadia who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Notice of Meeting

in the matter of Meeting on May 15, 2019 at 10:00 a.m. for Holly Hill Road Community Development District

in the \_ Court, was published in said newspaper in the

issues of 5/3/2019

Affiant further says that the said Business Observer is a newspaper published at Lakeland, Polk County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Lakeland in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

\_\_\_\_\_  
Karen Ovadia

Sworn to and subscribed before me this

3rd day of May, 2019 A.D.

by Karen Ovadia who is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida  
(SEAL)

**Holly Hill Road East Community  
Development District  
Notice of Board of Supervisors'  
Meeting**

The Board of Supervisors of the Holly Hill Road East Community Development District ("Board") will hold a meeting on Wednesday, May 15, 2019 at 10:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, Florida 33880. The meeting is open to the public and will be conducted in accordance with provision of Florida Law related to Special Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

A copy of the agenda may be obtained at the offices of the District Manager, 12051 Corporate Blvd., Orlando, Florida 32817, during normal business hours.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

May 3, 2019

19-00822K

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-00923K

Date 05/17/2019

RECEIVED AUG 21 2019

Attn:  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

Description	Amount
Serial # 19-00923K <b>Meeting Notice</b> <b>RE: Holly Hill Public Hearing on June 19, 2019 at 10:00 am</b> <b>Published: 5/17/2019</b>	\$122.50

Important Message	Paid	()
	Total	\$122.50

Payment is expected within 30 days of the first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

### NOTICE

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Serial Number  
19-00923K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Karen Ovadia who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Meeting Notice

in the matter of Holly Hill Public Hearing on June 19, 2019 at 10:00 am

in the Court, was published in said newspaper in the

issues of 5/17/2019

Affiant further says that the said Business Observer is a newspaper published at Lakeland, Polk County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Lakeland in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

Karen Ovadia

Sworn to and subscribed before me this

17th day of May, 2019 A.D.

by Karen Ovadia who is personally known to me.

Notary Public, State of Florida  
(SEAL)

## FIRST INSERTION

### NOTICE OF RULEMAKING FOR AMENITY FACILITIES POLICIES AND RATES BY HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT AND NORTH BOULEVARD COMMUNITY DEVELOPMENT DISTRICT

A joint public hearing will be conducted by the Board of Supervisors of the Holly Hill Road East Community Development District and the Board of Supervisors of the North Boulevard Community Development District (together, the "Districts") on June 19th, 2019, at 10:00 a.m., at the offices of Cassidy Homes, 346 East Central Avenue, Winter Haven, Florida 33880.

In accordance with Chapters 190 and 120, Florida Statutes, the Districts hereby give the public notice of their intent to adopt proposed rules related to the use of the Districts' recreational facilities. The public hearing will provide an opportunity for the public to address proposed rules that, among other things, (1) address the policies and requirements for use of the Districts' facilities including, but not limited to, its clubhouse, playground, and swimming pool facility; (2) establish the non-resident user and rental fees for the use of such facilities; and (3) establish violation and penalty policies. The proposed fees are as follows:

Category	Proposed Rate Fee
Non-Residential User Fee	\$2500.00
Initial Key Card	\$10.00
Replacement of Damaged Key Card	\$30.00
Replacement of Lost or Stolen Key Card	\$50.00
Rental Fees	\$75.00 (less than 25 guests) \$125.00 (26 to 50 guests) \$175.00 (50+ guests)
Rental Deposit*	\$150.00*
Refundable subject to proper care and cleaning of facilities.	*If cost of repairs or cleaning exceeds deposit, actual costs may be charged.

The proposed rates may be adjusted at the public hearing pursuant to discussion by the Board of Supervisors and public comment. The purpose and effect of the Amenity Facilities Policies and Rates is to provide for efficient District operations by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, Florida Statutes (2018). Specific legal authority for the rule includes Sections 190.011(5), 190.012(3), 190.035(2), and 120.54, Florida Statutes. Prior Notice of Rule Development was published in The Ledger on May 16, 2019.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Districts with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, one or more Supervisors may participate in the public hearing by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Office at least forty-eight (48) hours before the hearing by contacting the District Manager at (407) 723-5900. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

A copy of the proposed rule may be obtained by contacting the District Manager, 12051 Corporate Boulevard, Orlando, Florida 32817 or at (407) 723-5900.

May 17, 2019

19-00923K

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-01071K

Date 06/07/2019

RECEIVED AUG 21 2019

Attn: Amanda Lane  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

Description	Amount
Serial # 19-01071K P.O./Ref.# Holly Hill	\$50.31
<b>Meeting Notice</b> <b>RE:</b> Meeting for Holly Hill on June 19, 2019 @ 10:00 AM <b>Published:</b> 6/7/2019	

<b>Important Message</b>	Paid	()
	<b>Total</b>	<b>\$50.31</b>

Payment is expected within 30 days of the first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

### NOTICE

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Serial Number  
19-01071K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Karen Ovadia who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Meeting Notice

in the matter of Meeting for Holly Hill on June 19, 2019 @ 10:00 AM

in the Court, was published in said newspaper in the

issues of 6/7/2019

Affiant further says that the said Business Observer is a newspaper published at Lakeland, Polk County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Lakeland in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

Karen Ovadia

Sworn to and subscribed before me this

7th day of June, 2019 A.D.

by Karen Ovadia who is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida  
(SEAL)

**Holly Hill Road East Community  
Development District  
Notice of Board of Supervisors'  
Meeting**

The Board of Supervisors of the Holly Hill Road East Community Development District ("Board") will hold a meeting on Wednesday, June 19, 2019 at 10:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, Florida 33880. The meeting is open to the public and will be conducted in accordance with provision of Florida Law related to Special Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

A copy of the agenda may be obtained at the offices of the District Manager, 12051 Corporate Blvd., Orlando, Florida 32817, during normal business hours.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jane Gaarlandt  
District Manager

June 7, 2019

19-01071K

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-01193K

Date 06/28/2019

RECEIVED AUG 21 2019

**Attn:**  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

### Description

### Amount

Serial # 19-01193K

\$822.50

### Notice of Meeting

**RE:** Holly Hill Road East Community Development Meeting on July 24, 2019  
at 10:00 am

**Published:** 6/28/2019, 7/5/2019

### Important Message

Paid	()
<b>Total</b>	<b>\$822.50</b>

**Payment is expected within 30 days of the first publication date of your notice.**

**Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.**

### NOTICE

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Serial Number  
19-01193K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Ernesto Rendon who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Notice of Meeting

in the matter of Holly Hill Road East Community Development Meeting on July 24, 2019 at 10:00 am

in the Court, was published in said newspaper in the

issues of 6/28/2019, 7/5/2019

**See Attached**

Affiant further says that the said Business Observer is a newspaper published at Lakeland, Polk County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Lakeland in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

\_\_\_\_\_  
Ernesto Rendon

Sworn to and subscribed before me this

5th day of July, 2019 A.D.

by Ernesto Rendon who is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida  
(SEAL)

## FIRST INSERTION

## HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2019/2020 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING.

## Upcoming Public Hearings, and Regular Meeting

The Board of Supervisors ("Board") for the Holly Hill Road East Community Development District ("District") will hold the following two public hearings and a regular meeting:

DATE:	July 24, 2019
TIME:	10:00 a.m.
LOCATION:	Office of County Counsel 345 East Central Avenue Winter Haven, Florida 33880

The first public hearing is being held pursuant to Chapter 190, Florida Statute, to receive public comment and objections to the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("Fiscal Year 2019/2020"). The second public hearing is being held pursuant to Chapters 191, 193 and 197, Florida Statute, to consider the imposition of operations and maintenance special assessments ("OM&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2019/2020; to consider the adoption of an assessment roll, and, in parallel hereto, the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy OM&M Assessments as finally approved by the Board. A Board meeting of this District will also be held where the Board may consider any other District business.

## Description of Assessments

The District imposes OM&M Assessments on nonresidential property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. Pursuant to Chapters 190, 191, 193, and 197, Florida Statute, a deviation of the services to be funded by the OM&M Assessments, and the properties to be imposed and benefited from the OM&M Assessments, on all land within the Proposed Budget. A graphical depiction of the property subject to the proposed OM&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed OM&M Assessments, which are subject to change in the hearing.

Land Use	Total # of Units / Acres	LEVY Factor	Proposed OM&M Assessment (including collection costs) (per year)
Phase 1 (platted)	734	1.00	\$724.73
Phase 2 (platted)	100	1.00	\$734.72
Phase 3 (unplatted land/lot)	182	0.25	\$188.93
Phase 4 (unplatted land/lot)	142	0.25	\$188.93

\*These assessments include a 7.0% gross-up to account for the fees and costs of collecting assessments on the county tax roll.

The proposed OM&M Assessments as stated (including collection costs) under early payment discounts, which Polk County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.00(2)(4), Florida Statute, the lien amount shall arise on the "maturity date" established by law for OM&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or an other action within Section 191.30(2)(c), Florida Statute, is met. Note that the OM&M Assessments do not include any debt service assessments previously levied by the District and due to be collected for Fiscal Year 2019/2020.

For Fiscal Year 2019/2020, the District intends to have the County tax collector collect the assessments imposed on certain developed property, and will directly collect the assessments imposed on the unimproved/undeveloped property by sending out a bill prior to, or during, November 2019. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The Districts decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner in a future time.

## Additional Provisions

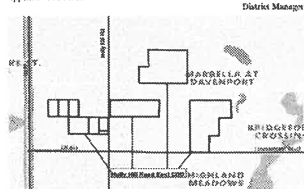
The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at <http://hollyhilldevelopment.com/>, or at the office of the District Manager, located at PPM Group Consulting, LLC, 1550 Corporate Boulevard, Orlando, Florida 32817, Ph: 407-725-0990 ("District Manager's Office"), during normal business hours. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requesting special accommodations at this meeting because of a disability or physical impairment should notify the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 711, or 1-800-955-8771 (TDD) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appear will decide to do so with respect to any matter considered.

Date of: July 4, 2019

at the public hearing or meeting is advised that persons will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.



Holly Hill Road East 0.141 and 0.142 Miles

RESOLUTION 2019-18

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS PURSUANT TO CHAPTERS 190, 191, AND 197, FLORIDA STATUTES, INDICATING THE NATURE AND ESTIMATED COST OF THE OPERATIONS WHOSE COST IS TO BE DEPAID BY THE SPECIAL ASSESSMENTS, PROVIDING THE PORTION OF THE ESTIMATED COST OF THE OPERATIONS TO BE DEPAID BY THE SPECIAL ASSESSMENTS, PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; BE MADE; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; ADOPTING A PRELIMINARY ASSESSMENT ROLL; PROVIDING FOR PUBLICATION OF THIS RESOLUTION.

WHEREAS, the Board of Supervisors of the Holly Hill Road East Community Development District ("Board") hereby determines to undertake the maintenance and operations ("Operations") described in Exhibit A, the District's approved budget for Fiscal Year 2019-2020, hereinafter referred to as "Operations";

WHEREAS, it is in the best interest of the Holly Hill Road East Community Development District ("District") to pay the cost of the Operations by special assessments pursuant to Chapter 190, Florida Statute ("Assessments"); and WHEREAS, the District is empowered by Chapter 190, the Uniform Community Development District Act, to finance, fund, plan, operate, and maintain the Operations and to impose, levy and collect the Assessments; and WHEREAS, the District hereby determines that benefits will accrue to the property maintained and/or operated by the District's Operations, the amount of those benefits, and that special assessments will be made in proportion to the benefits received, which amount is proportional to the benefits of each parcel; and WHEREAS, the District hereby determines that the assessments to be levied will not exceed the benefits to the property improved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT:

1. Assessments shall be levied to defray the cost of the Operations.  
2. The nature of the Operations are described in Exhibit A, which is also on file and available for public inspection in the District's office.  
3. The total estimated cost of the Operations for Fiscal Year 2019-2020 is \$349,914.55 ("Estimated Cost").  
4. The Assessments will defray approximately \$302,211.43, which is reflective of the Estimated Cost for the Fiscal Year 2019-2020.

5. The Assessments shall be apportioned based on equivalent residential unit ("ERU") values.

6. The Assessments shall be levied within the District on all lots and lands specially benefiting from the Operations and further designated by the assessment roll hereinafter provided for.

7. There is on file at the District Manager's Office, a preliminary assessment roll showing the area to be assessed, with specifications describing the Operations and the Estimated Cost of the Operations, all of which shall be open to inspection by the public.

8. The Assessments shall be due and payable during the 2019-2020 Fiscal Year. The Assessments may be certified for collection by the tax collector or may be collected directly by the District in accordance with Florida law.

9. The District Manager has caused to be made a preliminary assessment roll, in accordance with the method of assessment described in Section 190.06, which shows the lands assessed, the amount of benefit in and the assessment against each lot or parcel of land, which is attached hereto as Exhibit B and hereby adopted and approved as the District's preliminary assessment roll.

10. The Board shall adopt a subsequent resolution to fix a time and place at which the assessment of property to be assessed or any other persons interested therein may appear before the Board and be heard in the property and availability of the assessments or the undertaking of the Operations, the cost thereof, the manner of payment thereof, or the amount thereof to be assessed against each property as improved.

11. The District Manager is hereby directed to cause this Resolution to be published twice (once a week for two (2) weeks) in a newspaper of general circulation within Polk County and to provide such other notice as may be required by law as deemed in the best interests of the District.

12. This Resolution shall become effective upon its passage.  
PASSED AND ADOPTED this 19th day of June, 2019.

ATTEST:  
HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

/s/ Jane Glaszinski  
Secretary/Assistant Secretary  
Corporate Exhibit A: Fiscal Year 2019-2020 Budget  
Corporate Exhibit B: Preliminary Assessment Roll

10-011515K

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-01453K

Date 08/09/2019

RECEIVED AUG 21 2019

**Attn:**  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

Description	Amount
Serial # 19-01453K <b>Notice of Meeting</b> <b>RE:</b> Meeting on August 21, 2019 @ 10:00 AM for Holly Hill Road East Community <b>Published:</b> 8/9/2019	\$50.31

<b>Important Message</b>	<b>Paid</b>	()
	<b>Total</b>	<b>\$50.31</b>

**Payment is expected within 30 days of the first publication date of your notice.**

**Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.**

### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Serial Number  
19-01453K

# Business Observer

Published Weekly  
Lakeland, Polk County, Florida

COUNTY OF POLK

STATE OF FLORIDA

Before the undersigned authority personally appeared Ernesto Rendon who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Lakeland, Polk County, Florida; that the attached copy of advertisement,

being a Notice of Meeting

in the matter of Meeting on August 21, 2019 @ 10:00 AM for Holly Hill Road East Community

in the Court, was published in said newspaper in the

issues of 8/9/2019

Affiant further says that the said Business Observer is a newspaper published at Lakeland, Polk County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Lakeland in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

\*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

## Holly Hill Road East Community Development District Notice of Board of Supervisors' Meeting

The Board of Supervisors of the Holly Hill Road East Community Development District ("Board") will hold a meeting on Wednesday, August 21, 2019 at 10:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, Florida 33880. The meeting is open to the public and will be conducted in accordance with provision of Florida Law related to Special Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

A copy of the agenda may be obtained at the offices of the District Manager, 12051 Corporate Blvd., Orlando, Florida 32817, during normal business hours.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jane Gaarlandt  
District Manager

August 9, 2019

19-01453K

\_\_\_\_\_  
Ernesto Rendon

Sworn to and subscribed before me this

9th day of August, 2019 A.D.

by Ernesto Rendon who is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida  
(SEAL)



City Of Davenport  
1 South Allapaha Ave.  
Davenport, FL 33837

## ADDRESS SERVICE REQUESTED

HHR EAST

\*\*\*AUTO\*\*MIXED AADC 750 11 MAAD 114353A09-A-1  
2810 1 MB 0.425



HHR EAST (Citrus Pointe)  
346 E CENTRAL AVE  
WINTER HAVEN FL 33880-3046

For Billing inquiries, please call:  
(863) 419-3300

utilityservices@mydavenport.org

Office Hours: Monday-Friday 8:00 - 5:00

After Hours (863) 419-3306

Superintendent: pgill@mydavenport.org

ACCOUNT #	LOCATION #	PAY ID
9057	25001	6ZLA
BILL DATE	DUE DATE	TOTAL DUE
08/09/19	09/01/19	85.80

RECEIVED AUG 20 2019

ACCOUNT #		SERVICE ADDRESS		BILLING PERIOD		BILL DATE	DUE DATE	TOTAL DUE
9057		500 Holly Hill Rd		07/05/19 to 08/04/19		08/09/19	09/01/19	85.80
PREVIOUS DATE	CURRENT READ	DATE	READ	METER NUMBER	CONSUMPTION (100 gal)	YR. AGO	DESCRIPTION	CHARGE
03/28/19	103536	03/28/19	103536	70285341	0		HYDRANT	78.00
							TAXES	7.80
							CURRENT CHARGES	85.80
							TOTAL AMOUNT DUE	\$ 85.80

## SPECIAL MESSAGES

LABOR DAY WEEK- TRASH WILL BE PICKED UP ON THURSDAY SEPT 5TH.

COMMISSION MEETINGS: THURSDAY SEPT 5TH AND THURSDAY SEPT 19TH 7PM  
STORMWATER ASSESSMENT MEETING: AUG 19TH AND SEPT 5TH 7PM

BAY STREET CLASSIC CAR SHOW: AUGUST 31st TIMES: 9AM-3PM  
FARMERS MARKET: AUGUST 17TH 9AM-3PM

\*\*\*NOTICE !!!!! ALL BILLS ARE DUE ON THE 1ST AND SUBJECT TO  
DISCONNECTION AFTER THE 10TH OF THE MONTH.

RECEIVED

AUG 20 2019

EMAILED

Payment

## Coupon

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT  
MAKE YOUR CHECKS PAYABLE TO: CITY OF DAVENPORT

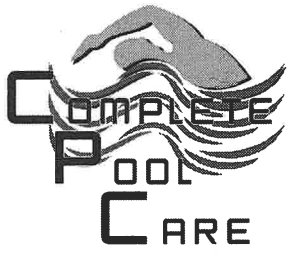
ACCOUNT #	LOCATION #	PAY ID
9057	25001	6ZLA
BILL DATE	DUE DATE	TOTAL DUE
08/09/19	09/01/19	85.80

AMOUNT ENCLOSED
REMIT PAYMENT TO:

HHR EAST  
346 E CENTRAL AVE  
WINTER HAVEN FL 33880-3046



CITY OF DAVENPORT  
1 SOUTH ALLAPAHA AVE  
DAVENPORT FL 33837-4161



**Complete Pool Care**  
PO Box 2196  
Winter Haven, FL 33883  
completepool05@aol.com  
863-287-5015

## Invoice

Date: 08/16/2019  
Invoice No.: 13197  
Due Date: 09/15/2019

**Bill To:**  
Hollyhill RD CDD  
Citrus Point

**RECEIVED AUG 16 2019**

Qty	Item	Description	Unit Price	Total
1		Pool Service for September 2019	\$1,525.00	\$1,525.00

**Total \$1,525.00**  
**Balance Due \$1,525.00**

**Please contact us for more information about payment options.**

**Thank you for your business.**





# STATEMENT OF ELECTRIC SERVICE

AUGUST 2019

ACCOUNT NUMBER

42941 31323

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

HOLLY HILL ROAD EAST CDD  
C/O AMANDA LANE  
12051 CORPORATE BLVD  
ORLANDO FL 32817

SERVICE ADDRESS  
127 BERGAMOT LOOP,  
(AMENITY CENTER)

DUE DATE  
SEP 12 2019

TOTAL AMOUNT DUE  
1,721.09

NEXT READ  
DATE ON OR  
ABOUT  
SEP 20 2019

DEPOSIT AMOUNT  
ON ACCOUNT  
240.00

PIN: 568174431

## METER READINGS

METER NO.	000195952
PRESENT (ESTIMATE)	010976
PREVIOUS (ESTIMATE)	000000
DIFFERENCE	010976
PRESENT ONPEAK	003067
PREVIOUS ONPEAK	000000
DIFFERENCE ONPEAK	003067
TOTAL KWH	10976
ON PEAK KWH	3067
PRESENT KW(ESTIMATE)	0038.54
PRESENT PEAK KW	0035.24
BASE KW	39
ON-PEAK KW	35
LOAD FACTOR	29.3%

PAYMENTS RECEIVED AS OF JUL 11 2019

70.88 THANK YOU

GS-1 060 GENERAL SERVICE - NON DEMAND SEC

BILLING PERIOD..06-21-19 TO 07-23-19 32 DAYS

CUSTOMER CHARGE			12.78
ENERGY CHARGE	8781 KWH @	8.07800¢	709.33
FUEL CHARGE	8781 KWH @	3.97400¢	348.96
ASSET SECURITIZATION CHARGE	8781 KWH @	0.23600¢	20.72
BILLING PERIOD..07-23-19 TO 07-31-19	8 DAYS		
CUSTOMER CHARGE (PRORATED)			3.41
ENERGY CHARGE	2195 KWH @	8.07800¢	177.31
FUEL CHARGE	2195 KWH @	3.97400¢	87.23
ASSET SECURITIZATION CHARGE	2195 KWH @	0.23600¢	5.18

*TOTAL ELECTRIC COST	1,364.92
GROSS RECEIPTS TAX	34.99
MUNICIPAL FRANCHISE FEE	89.74
MUNICIPAL UTILITY TAX	113.02
STATE AND OTHER TAXES ON ELECTRIC	118.42

TOTAL CURRENT BILL

1,721.09

TOTAL DUE THIS STATEMENT

\$1,721.09

Payment of this statement within 90 days from the billing date will avoid a 1% late charge being applied to this account.  
This bill for electric service covers an extended period of time.  
Duke Energy Florida utilized fuel in the following proportions to generate your power: Coal 14%, Purchased Power 13%, Gas 73%, Oil 0%, Nuclear 0% (For 12 months ending June 30, 2019).

## ENERGY USE

DAILY AVG. USE - 274 KWH/DAY  
USE ONE YEAR AGO - 0 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$34.12

RECEIVED AUG 21 2019

DETACH AND RETURN THIS SECTION

EB72 0012964

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 42941 31323

HOLLY HILL ROAD EAST CDD  
C/O AMANDA LANE  
12051 CORPORATE BLVD  
ORLANDO FL 32817 - 1450

P.O. BOX 1004  
CHARLOTTE,  
NC 28201-1004

DUE DATE

SEP 12 2019

TOTAL DUE

1,721.09

PLEASE ENTER  
AMOUNT PAID

429413132300000017210910000000000000000017210910100000000009



# STATEMENT OF ELECTRIC SERVICE

AUGUST 2019

ACCOUNT NUMBER

42941 31323

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

HOLLY HILL ROAD EAST CDD  
C/O AMANDA LANE  
12051 CORPORATE BLVD  
ORLANDO FL 32817

SERVICE ADDRESS  
127 BERGAMOT LOOP,  
(AMENITY CENTER)

DUE DATE  
SEP 13 2019

TOTAL AMOUNT DUE  
3,555.97

NEXT READ  
DATE ON OR  
ABOUT  
SEP 20 2019

DEPOSIT AMOUNT  
ON ACCOUNT  
240.00

PIN: 568174431

## METER READINGS

METER NO.	000195952
PRESENT (ACTUAL)	022743
PREVIOUS (ESTIMATE)	000000
DIFFERENCE	022743
PRESENT ONPEAK	005515
PREVIOUS ONPEAK	000000
DIFFERENCE ONPEAK	005515
TOTAL KWH	22743
ON PEAK KWH	5515
PRESENT KW (ACTUAL)	0018.94
PRESENT PEAK KW	0015.27
BASE KW	19
ON-PEAK KW	15
LOAD FACTOR	83.1%

## GS-1 060 GENERAL SERVICE - NON DEMAND SEC

BILLING PERIOD..06-21-19 TO 07-23-19 32 DAYS

CUSTOMER CHARGE		12.78
ENERGY CHARGE	12130 KWH @ 8.07800¢	979.86
FUEL CHARGE	12130 KWH @ 3.97400¢	482.05
ASSET SECURITIZATION CHARGE	12130 KWH @ 0.23600¢	28.63

BILLING PERIOD..07-23-19 TO 08-20-19 28 DAYS

CUSTOMER CHARGE		12.78
ENERGY CHARGE	10613 KWH @ 8.07800¢	857.32
FUEL CHARGE	10613 KWH @ 3.97400¢	421.76
ASSET SECURITIZATION CHARGE	10613 KWH @ 0.23600¢	25.05

*TOTAL ELECTRIC COST	2,820.23
GROSS RECEIPTS TAX	72.32
MUNICIPAL FRANCHISE FEE	185.41
MUNICIPAL UTILITY TAX	233.31
STATE AND OTHER TAXES ON ELECTRIC	244.70

TOTAL CURRENT BILL

3,555.97

TOTAL DUE THIS STATEMENT

\$3,555.97

Payment of this statement within 90 days from the billing date will  
avoid a 1% late charge being applied to this account.  
This bill for electric service covers an extended period of time.

pd

3,555.97  
1,721.09  
1,834.88 G+

RECEIVED AUG 22 2019

## ENERGY USE

DAILY AVG. USE - 379 KWH/DAY  
USE ONE YEAR AGO - 0 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$47.00

DETACH AND RETURN THIS SECTION

EB72 0012277

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 42941 31323

HOLLY HILL ROAD EAST CDD  
C/O AMANDA LANE  
12051 CORPORATE BLVD  
ORLANDO FL 32817 - 1450

DUE DATE

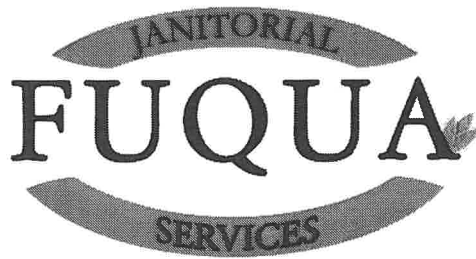
SEP 13 2019

TOTAL DUE

3,555.97

PLEASE ENTER  
AMOUNT PAID

429413132300000035559760000000000000000035559760100000000009



Fuqua Janitorial Services  
5962 Murphy Road  
Bartow, FL 33830  
(863) 651-9348

## Invoice

**BILL TO**

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD.  
ORLANDO, FL 32817

**SHIP TO**

HOLLY HILL ROAD EAST CDD  
500 HOLLY HILLS ROAD  
DAVENPORT, FL 33837

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
7871	08/15/2019	\$1,105.00	09/14/2019	Net 30	

QTY	DESCRIPTION	NET PRICE	EXT PRICE
13	AUGUST CLUBHOUSE CLEANING	85.00	1,105.00
BALANCE DUE			<b>\$1,105.00</b>

RECEIVED AUG 15 2019

Thank you for your business!



Date	Invoice Number
August 22, 2019	DM-08-2019-0027
Payment Terms	Due Date
Upon Receipt	August 22, 2019

<b>Bill To:</b>  Holly Hill Road East Community Development District c/o PFM Group Consulting District Accounting Department 12051 Corporate Blvd Orlando, FL 32817 United States of America
---

RECEIVED AUG 23 2019

<b>Company Address:</b>  1735 Market Street 43rd Floor Philadelphia, PA 19103 +1 (215) 567-6100  Federal Tax ID: 81-1642478
--

**Remittance Options:**

<u>Via ACH (preferred):</u>	<u>Via Wire:</u>	<u>Via Mail:</u>
PFM Group Consulting LLC Bank Name:M&T Bank ACH# (ACH): 031302955 Account #: 9865883822	Bank Name:M&T Bank ABA# (Wire): 022000046 Account #: 9865883822	PFM Group Consulting LLC PO Box 65126 Baltimore, MD 21264-5126 United States of America

**RE:** District Management - August, 2019

**Total Amount Due** **\$1,666.67**



Date	Invoice Number
August 22, 2019	DM-08-2019-0028
Payment Terms	Due Date
Upon Receipt	August 22, 2019

**Bill To:**  
  
Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

RECEIVED AUG 23 2019

**Company Address:**  
  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:**

Via ACH (preferred):  
PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

Via Wire:  
Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

Via Mail:  
PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

**RE:** Website Fee - August, 2019

**Total Amount Due**

**\$125.00**



Date	Invoice Number
August 22, 2019	OE-EXP-00332
Payment Terms	Due Date
Upon Receipt	August 22, 2019

<b>Bill To:</b>  Holly Hill Road East Community Development District c/o PFM Group Consulting District Accounting Department 12051 Corporate Blvd Orlando, FL 32817 United States of America
---

RECEIVED AUG 22 2019

<b>Company Address:</b>  1735 Market Street 43rd Floor Philadelphia, PA 19103 +1 (215) 567-6100  Federal Tax ID: 81-1642478
--

**Remittance Options:**

<u>Via ACH (preferred):</u>	<u>Via Wire:</u>	<u>Via Mail:</u>
PFM Group Consulting LLC Bank Name:M&T Bank ACH# (ACH): 031302955 Account #: 9865883822	Bank Name:M&T Bank ABA# (Wire): 022000046 Account #: 9865883822	PFM Group Consulting LLC PO Box 65126 Baltimore, MD 21264-5126 United States of America

**RE:** July 2019 Fedex - \$21.51  
July 2019 Postage - \$71.70  
July 2019 Copies - \$99.75

**Total Amount Due** **\$192.96**





Holly Hill

Invoice Number	Invoice Date	Account Number	Page
6-609-92729	Jul 11, 2019	0191-4396-1	3 of 3

<b>Ship Date:</b> Jun 28, 2019	<b>Cust. Ref.:</b> Fieldstone	<b>P.O.#:</b>
<b>Payor:</b> Shipper	<b>Dept.#:</b>	

Other charges billed out of week.

<b>Tracking ID</b>	775587523394	<b>Sender</b>	<b>Recipient</b>	<b>Fuel Surcharge</b>	0.21
<b>Service Type</b>	Ground Domestic	Amanda Lane	CLAYTON D. JOHNSON	<b>NDOC P/U- Auto Comm</b>	3.00
<b>Zone</b>	00	Public Financial Management	MANASOTA COMMERCIAL CONSTRU	<b>Total Charge</b>	<b>USD \$3.21</b>
<b>Packages</b>	1	12051 Corporate Blvd	1310 4TH AVE W		
<b>Delivered</b>	Jul 06, 2019	ORLANDO FL 32817	BRADENTON FL 34205		

<b>Ship Date:</b> Jun 28, 2019	<b>Cust. Ref.:</b> North Boulevard	<b>P.O.#:</b>
<b>Payor:</b> Shipper	<b>Dept.#:</b>	

Net charge represents minimum package charge for this parcel.

<b>Tracking ID</b>	775592526922	<b>Sender</b>	<b>Recipient</b>	<b>Transportation Charge</b>	8.23
<b>Service Type</b>	Ppd, Domestic	Amanda Lane	LOCAL GOVERNMENT AUDITS/342	<b>Performance Pricing</b>	-0.38
<b>Zone</b>	03	Public Financial Management	AUDITOR GENERAL	<b>Fuel Surcharge</b>	0.76
<b>Packages</b>	1	12051 Corporate Blvd	111 W MADISON ST	<b>NDOC P/U- Auto Comm</b>	3.00
<b>Rated Weight</b>	1 lbs	ORLANDO FL 32817	CLAUDE PEPPER BUILDING, ROOM 40	<b>Total Charge</b>	<b>USD \$11.61</b>
<b>Delivered</b>	Jul 01, 2019		TALLAHASSEE FL 32399-655011		

<b>Ship Date:</b> Jul 01, 2019	<b>Cust. Ref.:</b> Parker Road CDD	<b>P.O.#:</b>
<b>Payor:</b> Shipper	<b>Dept.#:</b>	

Net charge represents minimum package charge for this parcel.

<b>Tracking ID</b>	775611663116	<b>Sender</b>	<b>Recipient</b>	<b>Transportation Charge</b>	8.23
<b>Service Type</b>	Ppd, Domestic	Amy Champagne	LOCAL GOVERNMENT AUDITS/342	<b>Performance Pricing</b>	-0.38
<b>Zone</b>	03	PFM	AUDITOR GENERAL	<b>Fuel Surcharge</b>	0.76
<b>Packages</b>	1	12051 Corporate Blvd.	111 W MADISON ST	<b>NDOC P/U- Auto Comm</b>	3.00
<b>Rated Weight</b>	1 lbs	ORLANDO FL 32817	CLAUDE PEPPER BUILDING, ROOM 40	<b>Total Charge</b>	<b>USD \$11.61</b>
<b>Delivered</b>	Jul 02, 2019		TALLAHASSEE FL 32399-655011		

<b>Ship Date:</b> Jul 02, 2019	<b>Cust. Ref.:</b> Holly Hill	<b>P.O.#:</b>
<b>Payor:</b> Shipper	<b>Dept.#:</b>	

Net charge represents minimum package charge for this parcel.

<b>Tracking ID</b>	775616974639	<b>Sender</b>	<b>Recipient</b>	<b>Transportation Charge</b>	7.85
<b>Service Type</b>	Ppd, Domestic	Amanda Lane	A/R	<b>Fuel Surcharge</b>	0.86
<b>Zone</b>	02	PFM	CENTRAL FLORIDA STAIRLIFT	<b>Residential</b>	4.40
<b>Packages</b>	1	12051 Corporate Blvd.	5749 GOLDENWOOD DR	<b>Total Charge</b>	<b>USD \$13.11</b>
<b>Rated Weight</b>	1 lbs	ORLANDO FL 32817	ORLANDO FL 32817-329749		
<b>Delivered</b>	Jul 03, 2019				

<b>Ship Date:</b> Jul 03, 2019	<b>Cust. Ref.:</b> NO REFERENCE INFORMATION	<b>P.O.#:</b>
<b>Payor:</b> Shipper	<b>Dept.#:</b>	

Net charge represents minimum package charge for this parcel.

<b>Tracking ID</b>	775625367863	<b>Sender</b>	<b>Recipient</b>	<b>Transportation Charge</b>	7.85
<b>Service Type</b>	Ppd, Domestic	Dexter Glasgow	KIMBERLY FERRELL	<b>Fuel Surcharge</b>	0.86
<b>Zone</b>	02	PFM	LGI HOMES	<b>Declared Value</b>	3.00
<b>Packages</b>	1	12051 Corporate Blvd.	805 CHATHAM WALK DR	<b>Residential</b>	4.40
<b>Rated Weight</b>	1 lbs	ORLANDO FL 32817	RUSKIN FL 33570-206105	<b>Total Charge</b>	<b>USD \$16.11</b>
<b>Declared Value</b>	USD 120.00				
<b>Delivered</b>	Jul 05, 2019				

<b>Prepaid Subtotal</b>	<b>USD</b>	<b>\$75.13</b>
<b>Total FedEx Ground</b>	<b>USD</b>	<b>\$75.13</b>



Holly Hill

Invoice Number	Invoice Date	Account Number	Page
6-623-14758	Jul 25, 2019	0191-4396-1	3 of 3

Ship Date: Jul 16, 2019	Cust. Ref.: Holly Hill Road East CDD	P.O.#:
Payer: Shipper	Dept.#:	

The Earned Discount for this ship date has been calculated based on a revenue threshold of USD 236,962.29. Net Charge represents minimum package charge for this parcel. As a result, full discounts may not apply.  
Net charge represents minimum package charge for this parcel.

Tracking ID	775750942116	<b>Sender</b>	<b>Recipient</b>	Transportation Charge	8.23
Service Type	Ppd, Domestic	Amanda Lane	Local Government Audits/342	Performance Pricing	-0.38
Zone	03	PFM	Auditor General	Fuel Surcharge	0.55
Packages	1	12051 Corporate Blvd.	111 West Madison Street	<b>Total Charge</b>	<b>USD \$8.40</b>
Rated Weight	1 lbs	ORLANDO FL 32817	Claude Pepper Building, Room 401		
Delivered	Jul 19, 2019		TALLAHASSEE FL 32399		

Ship Date: Jul 16, 2019	Cust. Ref.: UnivParkRecDistrict	P.O.#: O&M Assessments
Payer: Shipper	Dept.#:	

The Earned Discount for this ship date has been calculated based on a revenue threshold of USD 236,962.29. Net Charge represents minimum package charge for this parcel. As a result, full discounts may not apply.  
Net charge represents minimum package charge for this parcel.

Tracking ID	775752221122	<b>Sender</b>	<b>Recipient</b>	Transportation Charge	7.85
Service Type	Ppd, Domestic	Alan Mishlove	CARLENE DESPARD	Fuel Surcharge	0.55
Zone	02	Public Financial Management	AMERIS BANK	<b>Total Charge</b>	<b>USD \$8.40</b>
Packages	1	12051 Corporate Blvd	1259 W GRANADA BLVD		
Rated Weight	1 lbs	ORLANDO FL 32817	ORMOND BEACH FL 32174-594299		
Delivered	Jul 17, 2019				

Ship Date: Jul 18, 2019	Cust. Ref.: UnivParkRecDistrict	P.O.#: O&M Assessments
Payer: Shipper	Dept.#:	

The Earned Discount for this ship date has been calculated based on a revenue threshold of USD 236,962.29. Net Charge represents minimum package charge for this parcel. As a result, full discounts may not apply.  
Net charge represents minimum package charge for this parcel.

Tracking ID	775774536345	<b>Sender</b>	<b>Recipient</b>	Transportation Charge	7.85
Service Type	Ppd, Domestic	Alan Mishlove	CARLENE DESPARD	Fuel Surcharge	0.55
Zone	02	Public Financial Management	AMERIS BANK	<b>Total Charge</b>	<b>USD \$8.40</b>
Packages	1	12051 Corporate Blvd	1259 W GRANADA BLVD		
Rated Weight	1 lbs	ORLANDO FL 32817	ORMOND BEACH FL 32174-594299		
Delivered	Jul 19, 2019				

<b>Prepaid Subtotal</b>	<b>USD</b>	<b>\$42.19</b>
<b>Total FedEx Ground</b>	<b>USD</b>	<b>\$42.19</b>



## Account Summary Report

Date Range: July 1, 2019 to July 31, 2019

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

### Meter Details

Location	Meter Name	Serial Number	PhP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

### Account Summary

Account	Sub Account	Pieces	Total Charged
Holly Hill Road East CDD		21	\$71.700
	<b>Grand Total</b>		<b>\$71.700</b>

## Copy Count

Account: Holly Hill Road East

Amount of Copies: 6005

Total \$: 99.75

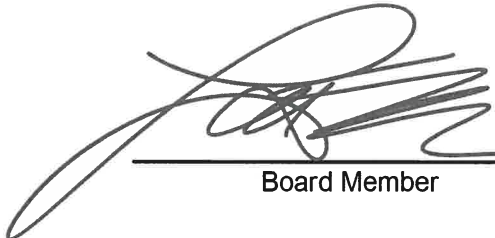
Month: July 2019

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 087**

8/23/2019

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>Creative Association Services</b>		
	July Amenity Landscaping	6252	\$ 500.00
	August Amenity Landscaping	6253	\$ 500.00
<b>2</b>	<b>Duke Energy</b>		
	Acct: 31118 94380 ; Service 07/29/2019 - 08/27/2019	--	\$ 384.93
<b>3</b>	<b>Hopping Green &amp; Sams</b>		
	General Counsel Through 07/31/2019	109381	\$ 1,788.22
<b>4</b>	<b>Navitas</b>		
	Playground Lease	--	\$ 1,642.78
<b>5</b>	<b>PFM Group Consulting</b>		
	ADA Website Compliance Fee	OE-EXP-00380	\$ 500.00
<b>TOTAL</b>			<b>\$ 5,315.93</b>

  
\_\_\_\_\_  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED AUG 30 2019**

**Creative Association Services, Inc.**

346 East Central Avenue  
Winter Haven, FL 33880

**Invoice**

Date	Invoice #
8/1/2019	6252

**Bill To**

Holly Hill Road East CDD  
c/o Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817

RECEIVED AUG 27 2019

Service Month	Terms	Due Date
July 2019	Due on receipt	8/1/2019

Quantity	Description	Rate	Class	Amount
1	Monthly Landscaping Service-Amenity Walkway <i>July</i>	500.00	Landscaping	500.00

***Thank you for your prompt payment!***

**Invoice Total** \$500.00

**Applied Payments/Credits** \$0.00

**Balance Due this Invoice** \$500.00

Phone # (863) 293-7400 Fax # (863) 508-1067 E-mail [info@creativeassociations.com](mailto:info@creativeassociations.com)

**Creative Association Services, Inc.**

346 East Central Avenue  
Winter Haven, FL 33880

**Invoice**

Date	Invoice #
8/31/2019	6253

**Bill To**

Holly Hill Road East CDD  
c/o Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817

RECEIVED AUG 27 2019

Service Month	Terms	Due Date
Aug 2019	Due on receipt	8/31/2019

Quantity	Description	Rate	Class	Amount
1	Monthly Landscaping Service-Amenity Walkway <i>August</i>	500.00	Landscaping	500.00

*Thank you for your prompt payment!*

Invoice Total	\$500.00
Applied Payments/Credits	\$0.00
Balance Due this Invoice	\$500.00

Phone # (863) 293-7400 Fax # (863) 508-1067

E-mail [info@creativeassociations.com](mailto:info@creativeassociations.com)



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

RECEIVED AUG 26 2019

===== STATEMENT =====

August 22, 2019

Holly Hill Road East CDD  
c/o PFM Group Consulting LLC  
12051 Corporate Blvd.  
Orlando, FL 32817

Bill Number 109381  
Billed through 07/31/2019

## General Counsel/Monthly Meeting

HHECDD 00001 RVW

### FOR PROFESSIONAL SERVICES RENDERED

07/01/19	RVW	Review documents for agenda; review correspondence regarding pool lift.	0.60 hrs
07/03/19	AHJ	Attend development status conference call.	0.20 hrs
07/11/19	AHJ	Prepare updates to development status chart; finalize agenda items; transmit same to Patil.	0.10 hrs
07/22/19	AHJ	Confer with Patil regarding affidavits of publication for mailed and published notices.	0.10 hrs
07/23/19	MKR	Prepare for and travel to board meeting.	1.90 hrs
07/24/19	MKR	Prepare for and attend board meeting; return travel.	1.80 hrs
07/24/19	AHJ	Confer with Patil regarding executed agenda items.	0.20 hrs
07/25/19	MKR	Follow-up from board meeting; prepare license agreement regarding special events on district property.	1.80 hrs
07/31/19	MCE	Research new law regarding new definition of "home address" and property appraiser objections to confidential information in assessment rolls; prepare memorandum to district manager regarding same.	0.10 hrs

Total fees for this matter \$1,599.00

### DISBURSEMENTS

Document Reproduction	33.00
Travel	149.39
Travel - Meals	6.83
Total disbursements for this matter	\$189.22

### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.60 hrs	145 /hr	\$87.00
Eckert, Michael C.	0.10 hrs	335 /hr	\$33.50

Rigoni, Michelle K.	5.50 hrs	235 /hr	\$1,292.50
Van Wyk, Roy	0.60 hrs	310 /hr	\$186.00

TOTAL FEES	\$1,599.00
TOTAL DISBURSEMENTS	\$189.22

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,788.22</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	0.60 hrs	145 /hr	\$87.00
Eckert, Michael C.	0.10 hrs	335 /hr	\$33.50
Rigoni, Michelle K.	5.50 hrs	235 /hr	\$1,292.50
Van Wyk, Roy	0.60 hrs	310 /hr	\$186.00

TOTAL FEES	\$1,599.00
TOTAL DISBURSEMENTS	\$189.22

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,788.22</b>
------------------------------------	-------------------

**Please include the bill number on your check.**





201 EXECUTIVE CENTER DR., SUITE 100  
COLUMBIA, SC 29210

Return Service Requested

Invoice Date: 08/24/2019

HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT  
12051 CORPORATE BLVD  
ORLANDO FL 32817-1450

## Remittance Section

Contract Number: 40428476  
Due Date: 9/15/2019  
Amount Due: \$1,642.78

Amount Enclosed: \$

☐ Please check here if your address has changed.  
Provide new address on reverse side.

Use enclosed envelope and make check payable to:

NAVITAS CREDIT CORP.  
PO BOX 935204  
ATLANTA, GA 311935204



000404284762019082400001642788



Your Opinion Matters! Click below; let us know how we are doing.  
<https://engage.navitascredit.com/Satisfaction-Survey>

PH: 888-978-6353

Keep lower portion for your records - Please return upper portion with your payment.

DUE DATE	CONTRACT NO.	EQUIPMENT DESCRIPTION
9/15/2019	40428476	PLAY GROUND
CUSTOMER NAME		
HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT		

## Important Messages

### NAVITAS ADVANTAGE

#### Introducing the Navitas Customer Advantage Program

At Navitas, loyalty matters. As a valued customer, your company automatically qualifies for our **Advantage Equipment Financing Program**. Start enjoying unique services and preferred pricing designed to make financing with Navitas effortless.

- ➔ Automatic Pre-Approvals
- ➔ Payment Lock-in
- ➔ Lowest Payment Guarantee
- ➔ Bonus Working Capital
- ➔ Special Financing Programs
- ➔ Application Only Approvals
- ➔ Preferred Support
- ➔ Dealer Locator Service

#### Command More Borrowing Power With Navitas



To learn more about our Advantage Program email [dthomas@navitascredit.com](mailto:dthomas@navitascredit.com).

CONTRACT NUMBER	DESCRIPTION	DUE DATE	PAYMENT AMOUNT	SALES/USE TAX	LATE CHARGE	INSURANCE CHARGES	OTHER CHARGES	TOTAL AMOUNT
40428476-1	Contract Payment	09/15/2019	\$1,642.78					\$1,642.78
SUBTOTALS:			\$1,642.78					\$1,642.78

RECEIVED AUG 26 2019



A UNITED COMMUNITY BANK COMPANY



Date	Invoice Number
August 26, 2019	OE-EXP-00380
Payment Terms	Due Date
Upon Receipt	August 26, 2019

**Bill To:**  
  
Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

RECEIVED AUG 26 2019

**Company Address:**  
  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:**

Via ACH (preferred):

PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

Via Wire:

Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

Via Mail:

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

**RE:** ADA Website Compliance Fee

**Total Amount Due**

**\$500.00**

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 088**

9/6/2019

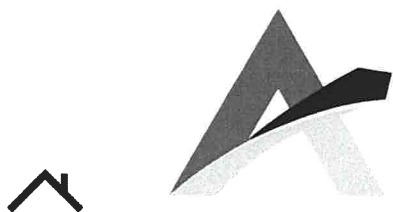
Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>A&amp;R Contracting &amp; Cleaning</b>		
	Dog Station Installation	2535	\$ 275.00
	Hurricane Prep - Pool Patio Furniture Removal	2559	\$ 120.00
<b>2</b>	<b>Creative Association Services</b>		
	September Amenity Landscaping	6264	\$ 500.00
<b>3</b>	<b>Duke Energy</b>		
	Acct: 65321 85118 ; Service 08/01/2019 - 08/29/2019	--	\$ 24.66
	Acct: 57840 25499 ; Service 08/05/2019 - 09/04/2019	--	\$ 50.40
	Acct: 97939 61028 ; Service 08/05/2019 - 09/04/2019	--	\$ 8.05
<b>4</b>	<b>Orkin</b>		
	September Amenity Pest Control	191112385	\$ 48.15

**TOTAL           \$   1,026.26**

  
\_\_\_\_\_  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED SEP 09 2019**



## A & R Contracting & Cleaning, LLC

A & R Contracting & Cleaning, LLC  
2061 9th Lane NE  
Winter Haven, FL 33881  
863-582-6202  
alvarezandramirez@gmail.com

## Invoice

### BILL TO

PFM Group Consulting LLC  
HOLLY HILL CDD  
CITRUS ISLE AND CITRUS POINTE  
12051 Corporate Blvd. | Orlando, FL  
32817

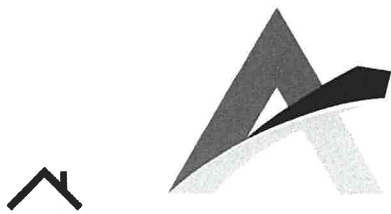
INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2535	08/14/2019	\$275.00	08/30/2019	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
<b>Labor</b> assemble and install 3 dog stations along citrus pointe and citrus isle  includes 3 bags of 80lb concrete 1 per post	1	275.00	275.00

BALANCE DUE

**\$275.00**

RECEIVED SEP 02 2019



## A & R Contracting & Cleaning, LLC

A & R Contracting & Cleaning, LLC  
2061 9th Lane NE  
Winter Haven, FL 33881  
863-582-6202  
alvarezandramirez@gmail.com

## Invoice

### BILL TO

PFM Group Consulting LLC  
Holly hill cdd  
12051 Corporate Blvd. | Orlando, FL  
32817

RECEIVED SEP 05 2019

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2559	08/30/2019	\$120.00	09/29/2019	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
<b>Labor</b> Hurricane prep removing all pool patio furniture	1	120.00	120.00
BALANCE DUE			<b>\$120.00</b>

**Creative Association Services, Inc.**

346 East Central Avenue  
Winter Haven, FL 33880

**Invoice**

Date	Invoice #
9/1/2019	6264

Bill To
---------

Holly Hill Road East CDD  
c/o Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817

RECEIVED SEP 06 2019

Service Month	Terms	Due Date
Sept 2019	Due on receipt	9/1/2019

Quantity	Description	Rate	Class	Amount
1	Monthly Landscaping Service-Amenity Walkway	500.00	Landscaping	500.00

*Thank you for your prompt payment!*

Invoice Total	\$500.00
Applied Payments/Credits	\$0.00
Balance Due this Invoice	\$500.00

Phone # (863) 293-7400 Fax # (863) 508-1067 E-mail [info@creativeassociations.com](mailto:info@creativeassociations.com)

**STATEMENT OF ELECTRIC SERVICE**

SEPTEMBER 2019

ACCOUNT NUMBER

**65321 85118**

**FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:**  
1-877-372-8477

**WEB SITE:** www.duke-energy.com

**TO REPORT A POWER OUTAGE:**  
1-800-228-8485

**HOLLY HILL ROAD EAST CDD**  
12051 CORPORATE BLVD  
RE: CITRUSPOINTE LIFTSTATION  
ORLANDO FL 32817

**SERVICE ADDRESS**  
256 BERGAMOT LOOP LIFT  
DAVENPORT FL 33837

**DUE DATE**  
SEP 20 2019

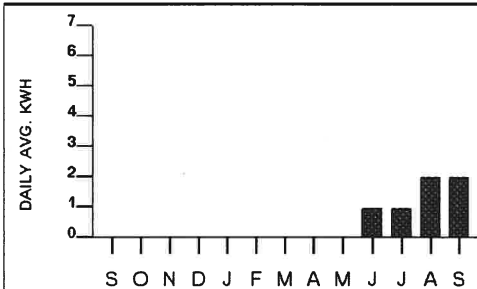
**TOTAL AMOUNT DUE**  
24.66

**NEXT READ  
DATE ON OR  
ABOUT**  
SEP 30 2019

**DEPOSIT AMOUNT  
ON ACCOUNT**  
200.00

**PIN: 568174431****METER READINGS**

METER NO.	000196388
PRESENT (ACTUAL)	000166
PREVIOUS (ACTUAL)	000113
DIFFERENCE	000053
PRESENT ONPEAK	000026
PREVIOUS ONPEAK	000017
DIFFERENCE ONPEAK	000009
TOTAL KWH	53
ON PEAK KWH	9
PRESENT KW (ACTUAL)	0000.68
PRESENT PEAK KW	0000.37
BASE KW	1
ON-PEAK KW	0
LOAD FACTOR	7.9%

**ENERGY USE**

DAILY AVG. USE - 2 KWH/DAY  
USE ONE YEAR AGO - 0 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$.69

PAYMENTS RECEIVED AS OF AUG 19 2019

25.29 THANK YOU

GS-1 060 GENERAL SERVICE - NON DEMAND SEC

BILLING PERIOD..08-01-19 TO 08-29-19 28 DAYS

CUSTOMER CHARGE		12.78
ENERGY CHARGE	53 KWH @ 8.07800¢	4.28
FUEL CHARGE	53 KWH @ 3.97400¢	2.11
ASSET SECURITIZATION CHARGE	53 KWH @ 0.24100¢	0.13

*TOTAL ELECTRIC COST	19.30
GROSS RECEIPTS TAX	.49
MUNICIPAL FRANCHISE FEE	1.27
MUNICIPAL UTILITY TAX	1.93
STATE AND OTHER TAXES ON ELECTRIC	1.67

TOTAL CURRENT BILL

24.66

TOTAL DUE THIS STATEMENT

**\$24.66**

Payment of this statement within 90 days from the billing date will  
avoid a 1% late charge being applied to this account.

To help us repair malfunctioning streetlights, quickly: 1. Call us at  
1-800-228-8485 or visit duke-energy.com/lightrepair 2. Provide us  
with the light's location and your contact information 3. Specific  
addresses, landmarks and directions work best

**RECEIVED AUG 30 2019**

DETACH AND RETURN THIS SECTION

EB72 0025043

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 65321 85118

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
RE: CITRUSPOINTE LIFTSTATION  
ORLANDO FL 32817 - 1450

**DUE DATE****SEP 20 2019****TOTAL DUE****24.66**

PLEASE ENTER  
AMOUNT PAID

6532185118200000002466100000000000000000000246610100000000009



# STATEMENT OF ELECTRIC SERVICE

SEPTEMBER 2019

ACCOUNT NUMBER

57840 25499

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

HOLLY HILL ROAD EAST CDD  
ATTN: JOE MCCLAREN  
12051 CORPORATE BLVD  
ORLANDO FL 32817

SERVICE ADDRESS  
569 CITRUS ISLE LOOP, WELL  
DAVENPORT FL 33837

DUE DATE TOTAL AMOUNT DUE  
SEP 26 2019 50.40

NEXT READ DEPOSIT AMOUNT  
DATE ON OR ON ACCOUNT  
ABOUT  
OCT 04 2019 240.00

PIN: 568174431

## METER READINGS

METER NO. 001001682  
PRESENT (ACTUAL) 003688  
PREVIOUS (ACTUAL) 003469  
DIFFERENCE 000219  
TOTAL KWH 219

PAYMENTS RECEIVED AS OF AUG 21 2019

155.10 THANK YOU

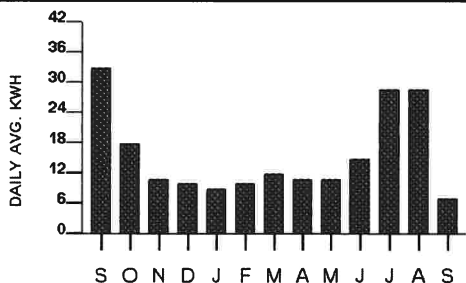
GS-1 060 GENERAL SERVICE - NON DEMAND SEC  
BILLING PERIOD..08-05-19 TO 09-04-19 30 DAYS

CUSTOMER CHARGE			12.78
ENERGY CHARGE	219 KWH @	8.07800¢	17.69
FUEL CHARGE	219 KWH @	3.97400¢	8.70
ASSET SECURITIZATION CHARGE	219 KWH @	0.24100¢	0.53

*TOTAL ELECTRIC COST	39.70
GROSS RECEIPTS TAX	1.02
MUNICIPAL FRANCHISE FEE	2.61
MUNICIPAL UTILITY TAX	3.62
STATE AND OTHER TAXES ON ELECTRIC	3.45

TOTAL CURRENT BILL 50.40

TOTAL DUE THIS STATEMENT \$50.40



## ENERGY USE

DAILY AVG. USE - 7 KWH/DAY  
USE ONE YEAR AGO - 33 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$1.32

Payment of this statement within 90 days from the billing date will avoid a 1% late charge being applied to this account.  
To help us repair malfunctioning streetlights, quickly: 1. Call us at 1-800-228-8485 or visit [duke-energy.com/lightrepair](http://duke-energy.com/lightrepair) 2. Provide us with the light's location and your contact information 3. Specific addresses, landmarks and directions work best

RECEIVED SEP 04 2019

DETACH AND RETURN THIS SECTION

EB72 0026778

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 57840 25499

HOLLY HILL ROAD EAST CDD  
ATTN: JOE MCCLAREN  
12051 CORPORATE BLVD  
ORLANDO FL 32817 - 1450

DUE DATE

SEP 26 2019

TOTAL DUE

50.40

PLEASE ENTER  
AMOUNT PAID

5784025499600000005040100000000000000000000504010100000000009



**STATEMENT OF ELECTRIC SERVICE**

SEPTEMBER 2019

ACCOUNT NUMBER

**97939 61028****FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477****WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)****TO REPORT A POWER OUTAGE:  
1-800-228-8485****HOLLY HILL ROAD EAST CDD**  
ATTN: JOE MCCLAREN  
12051 CORPORATE BLVD  
ORLANDO FL 32817**SERVICE ADDRESS**  
102 CITRUS ISLE LOOP LITE,  
ENTRY LITES**DUE DATE  
SEP 26 2019****TOTAL AMOUNT DUE  
8.05****NEXT READ  
DATE ON OR  
ABOUT  
OCT 04 2019****DEPOSIT AMOUNT  
ON ACCOUNT  
240.00****PIN: 568174431****METER READINGS**METER NO. 003551316  
PRESENT (ACTUAL) 000000  
PREVIOUS (ACTUAL) 000000  
DIFFERENCE 000000  
TOTAL KWH 0**GS-1 060 GENERAL SERVICE - NON DEMAND SEC**

BILLING PERIOD..08-05-19 TO 09-04-19 30 DAYS

CUSTOMER CHARGE

12.78

\*TOTAL ELECTRIC COST  
GROSS RECEIPTS TAX  
MUNICIPAL FRANCHISE FEE  
MUNICIPAL UTILITY TAX  
STATE AND OTHER TAXES ON ELECTRIC12.78  
.33  
.84  
1.40  
1.11TOTAL CURRENT BILL  
CREDIT BALANCE16.46  
8.41CR**TOTAL DUE THIS STATEMENT****\$8.05**Payment of this statement within 90 days from the billing date will  
avoid a 1% late charge being applied to this account.  
To help us repair malfunctioning streetlights, quickly: 1. Call us at  
1-800-228-8485 or visit [duke-energy.com/lightrepair](http://duke-energy.com/lightrepair) 2. Provide us  
with the light's location and your contact information 3. Specific  
addresses, landmarks and directions work best**ENERGY USE**DAILY AVG. USE - 0 KWH/DAY  
USE ONE YEAR AGO - 0 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$.43**RECEIVED SEP 04 2019**

DETACH AND RETURN THIS SECTION

EB72 0045404

**Make checks payable to: Duke Energy****ACCOUNT NUMBER - 97939 61028****HOLLY HILL ROAD EAST CDD  
ATTN: JOE MCCLAREN  
12051 CORPORATE BLVD  
ORLANDO FL 32817 - 1450**P.O. BOX 1004  
CHARLOTTE,  
NC 28201-1004**DUE DATE****SEP 26 2019****TOTAL DUE****8.05**PLEASE ENTER  
AMOUNT PAID

979396102830000000080520000000000000000000080520100000000009



PEST  
CONTROL  
DOWN  
TO A  
SCIENCE™

Orkin  
3400 RECKER HWY  
WINTER HAVEN, FL 33880-1957

AB 01 300250 53447 B 826 A



HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450

### CUSTOMER INFORMATION

Account Number:	33267163
Customer Address:	12051 CORPORATE BLVD ORLANDO, FL 32817-1450

### BRANCH INFORMATION

Branch Name:	148-WINTER HAVEN, FL
Branch Phone #:	(800) 329-3201
Branch Manager:	DAVID BERNSTEIN

We want to ensure your complete satisfaction.  
Please contact your local Orkin Branch at  
(800) 329-3201.

### ACCOUNT DETAIL

DATE	INVOICE#	SERVICING BRANCH	PO#	DESCRIPTION	CHARGES	TAX	TOTAL	PAYMENTS/ ADJUSTMENTS	AMOUNT DUE
------	----------	------------------	-----	-------------	---------	-----	-------	--------------------------	---------------

SERVICE ADDRESS 1: 127 BERGAMOT LOOP DAVENPORT, FL 33837

Sep,2019	191112385	148-WINTER HAVEN, FL		SCH SVC 09/10/2019 PC Standard - Monthly-PC Standard	\$45.00	\$3.15	\$48.15	\$0.00	\$48.15
----------	-----------	----------------------	--	--	---------	--------	---------	--------	---------

Subtotal \$48.15

Unapplied Credits \$0.00

**▶ TOTAL AMOUNT DUE \$48.15**

RECEIVED SEP 05 2019

**Thank you for choosing Orkin. Visit [www.orkin.com/myaccount](http://www.orkin.com/myaccount) to create your online profile.**

Payments received after 8/26/2019 are not reflected in the above detail. **Payment is due when service is rendered.**

Please detach and mail lower portion with check made payable to Orkin. Please include your account number on your check.

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450

Now you can pay online: [www.orkin.com/myaccount](http://www.orkin.com/myaccount).



PEST  
CONTROL  
DOWN  
TO A  
SCIENCE™

Orkin  
3400 RECKER HWY  
WINTER HAVEN, FL 33880-1957

Account Number:	33267163
Amount Due:	\$48.15
Amount Enclosed:	\$

☐ Want to sign up for Autopay?  
Please see reverse side.

*If you have a change of address,  
please contact your branch.*

0014833267163 0000050000048157

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 089**

9/16/2019

Item No.	Vendor	Invoice Number	General Fund
<b>1</b>	<b>Business Observer</b>		
	Legal Advertising on 09/06/2019	19-01606K	\$ 50.31
	Legal Advertising on 09/06/2019	19-01607K	\$ 61.25
<b>2</b>	<b>Creative Association Services</b>		
	September Landscaping	6258	\$ 1,166.00
<b>3</b>	<b>Duke Energy</b>		
	Acct: 95745 35139 ; Service 08/08/2019 - 09/09/2019	--	\$ 837.91
<b>4</b>	<b>Fuqua Janitorial Services</b>		
	September Clubhouse Cleaning	7897	\$ 935.00
<b>5</b>	<b>Southeast Wiring Solutions</b>		
	Commercial Camera System Installation	20204727	\$ 4,580.00
<b>6</b>	<b>State of Florida Department of Health</b>		
	Pool Permit Fee	--	\$ 280.00
<b>7</b>	<b>Supervisor Fees - 08/21/2019 Meeting</b>		
	Rennie Heath	--	\$ 200.00
	Scott Shapiro	--	\$ 200.00
	Lauren Schwenk	--	\$ 200.00
	Patrick Marone	--	\$ 200.00
	Andrew Rhinehart	--	\$ 200.00

**TOTAL       \$    8,910.47**

  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED SEP 17 2019**

# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236  
941-906-9386

RECEIVED SEP 09 2019

## INVOICE

Legal Advertising

Invoice # 19-01606K

Date 09/06/2019

Attn: Holly Hill Road East/ Amanda Lane  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

### Description

### Amount

Serial # 19-01606K  
P.O./Ref.# Holly Hill

\$50.31

### Meeting Notice

RE: Meeting for Holly Hill on September 18, 2019 @ 10:00 AM  
Published: 9/6/2019

### Important Message

Paid	()
Total	\$50.31

Payment is expected within 30 days of the  
first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.



# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236

941-906-9386

## INVOICE

### Legal Advertising

**Holly Hill Road East Community  
Development District  
Notice of Board of Supervisors'  
Meeting**

The Board of Supervisors of the Holly Hill Road East Community Development District ("Board") will hold a meeting on Wednesday, September 18, 2019 at 10:00 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, Florida 33880. The meeting is open to the public and will be conducted in accordance with provision of Florida Law related to Special Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

A copy of the agenda may be obtained at the offices of the District Manager, 12051 Corporate Blvd., Orlando, Florida 32817, during normal business hours.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jane Gaarlandt

District Manager

September 6, 2019

19-01606K

**Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.**

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# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236

941-906-9386

## INVOICE

Legal Advertising

RECEIVED SEP 09 2019

Invoice # 19-01607K

Date 09/06/2019

**Attn:** Rule Development for Holly Hill/Amanada Lane  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

### Description

### Amount

Serial # 19-01607K

\$61.25

### Notice of Rule Development

**RE:** Intention to Develop Amended and Restated Rules for Holly Hill

**Published:** 9/6/2019

### Important Message

Paid

()

Total

\$61.25

Payment is expected within 30 days of the  
first publication date of your notice.

**Attention:** If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

### NOTICE

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# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236

941-906-9386 x323

## INVOICE

### Legal Advertising

#### NOTICE OF RULE DEVELOPMENT BY THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, Florida Statutes, the Holly Hill Road East Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, c/o PFM Group Consulting LLC, 12051 Corporate Boulevard, Orlando, Florida 32817, Phone: (407) 723-5900. Jane Gaarlandt, District Manager  
Holly Hill Road East Community  
Development District

September 6, 2019 19-01607K

**Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.**

#### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

**Creative Association Services, Inc.**

346 East Central Avenue  
Winter Haven, FL 33880

**Invoice**

Date	Invoice #
9/1/2019	6258

**Bill To**

Holly Hill Road East CDD  
c/o Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817

RECEIVED SEP 09 2019

Service Month	Terms	Due Date
Sept 2019	Due on receipt	9/1/2019

Quantity	Description	Rate	Class	Amount
1	Monthly Landscaping Service-Citrus Isle	1,166.00	Landscaping	1,166.00

*Thank you for your prompt payment!*

Invoice Total \$1,166.00

Applied Payments/Credits \$0.00

Balance Due this Invoice \$1,166.00

Phone # (863) 293-7400 Fax # (863) 508-1067

E-mail [info@creativeassociations.com](mailto:info@creativeassociations.com)





# STATEMENT OF SERVICE

SEPTEMBER 2019

ACCOUNT NUMBER

95745 35139

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

HOLLY HILL ROAD EAST CDD  
ATTN: JOE MCCLAREN  
12051 CORPORATE BLVD  
ORLANDO FL 32817

SERVICE ADDRESS  
000 DAVENPORT BLVD LITE,  
CITRUS ISLE

DUE DATE  
OCT 01 2019

TOTAL AMOUNT DUE  
837.91

NEXT READ  
DATE ON OR  
ABOUT

DEPOSIT AMOUNT  
ON ACCOUNT

NONE

PIN: 568174431

## METER READINGS

PAYMENTS RECEIVED AS OF AUG 26 2019 837.83 THANK YOU

LS-1 017 LIGHTING SER COMPANY OWNED/MAINTAINED

BILLING PERIOD..08-08-19 TO 09-09-19 32 DAYS

CUSTOMER CHARGE			1.31
ENERGY CHARGE	2016 KWH @	2.92000¢	58.87
FUEL CHARGE	2016 KWH @	3.80500¢	76.71
ASSET SECURITIZATION CHARGE	2016 KWH @	0.03000¢	0.60

\*TOTAL ELECTRIC COST 137.49

EQUIPMENT RENTAL FOR:

48 ST CON30/35  
48 HPS UG RDWAY 9500L

FIXTURE TOTAL 540.96

MAINTENANCE TOTAL 82.56

GROSS RECEIPTS TAX 3.53

MUNICIPAL FRANCHISE FEE 9.04

MUNICIPAL UTILITY TAX 8.74

STATE AND OTHER TAXES ON ELECTRIC 11.93

SALES TAX ON EQUIPMENT RENTAL 43.66

TOTAL CURRENT BILL 837.91

TOTAL DUE THIS STATEMENT \$837.91

Payment of this statement within 90 days from the billing date will  
avoid a 1% late charge being applied to this account.

To help us repair malfunctioning streetlights, quickly: 1. Call us at  
1-800-228-8485 or visit [duke-energy.com/lightrepair](http://duke-energy.com/lightrepair) 2. Provide us  
with the light's location and your contact information 3. Specific  
addresses, landmarks and directions work best

## ENERGY USE

DAILY AVG. USE - 63 KWH/DAY  
USE ONE YEAR AGO - 67 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$23.78

RECEIVED SEP 10 2019

DETACH AND RETURN THIS SECTION

EB72 0039695

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 95745 35139

HOLLY HILL ROAD EAST CDD  
ATTN: JOE MCCLAREN  
12051 CORPORATE BLVD  
ORLANDO FL 32817 - 1450

DUE DATE

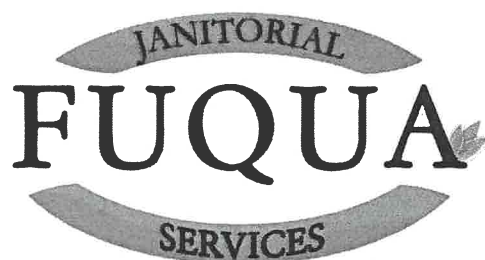
OCT 01 2019

TOTAL DUE

837.91

PLEASE ENTER  
AMOUNT PAID

95745351396000000837914000000000000000000008379140100000000009



**Fuqua Janitorial Services**  
5962 Murphy Road  
Bartow, FL 33830  
(863) 651-9348

## Invoice

**BILL TO**

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD.  
ORLANDO, FL 32817

**SHIP TO**

HOLLY HILL ROAD EAST CDD  
500 HOLLY HILLS ROAD  
DAVENPORT, FL 33837

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
7897	09/15/2019	\$935.00	10/15/2019	Net 30	

QTY	DESCRIPTION	NET PRICE	EXT PRICE
11	SEPTEMBER CLUBHOUSE CLEANING	85.00	935.00

**BALANCE DUE**

**\$935.00**

RECEIVED SEP 15 2019

Thank you for your business!



SOUTHEASTWIRINGSOLUTIONS  
8390 CHAMPIONSGATE BLVD  
SUITE 310  
CHAMPIONSGATE, FL 33896  
(407) 290-5911

# Invoice

Invoice # <b>20204727</b>	Customer # <b>PROJ-0044</b>	Invoice Date <b>09/13/2019</b>	Due Date <b>09/13/2019</b>	Amount Due <b>\$4,580.00</b>	Amount Enclosed <b>\$</b>
------------------------------	--------------------------------	-----------------------------------	-------------------------------	---------------------------------	------------------------------

To: Holly Hill Road East CDD  
C/O PFM Group  
12051 Corporate Blvd  
Orlando, FL 32817

Remit To: Southeast Wiring Solutions, Inc.  
8390 CHAMPIONSGATE BLVD  
SUITE 310  
CHAMPIONSGATE, FL 33896

Detach and return with your payment.

Customer Name <b>Holly Hill Road East CDD</b>	Customer # <b>PROJ-0044</b>	Invoice # <b>20204727</b>	Invoice Date <b>09/13/2019</b>	PO Number	Amount Due <b>\$4,580.00</b>
--	--------------------------------	------------------------------	-----------------------------------	-----------	---------------------------------

Description	QTY	Rate	Amount
<b>Holly Hill Amenity Center, Holly Hill Amenity Center Davenport, FL</b>			
CUSTOM COMMERCIAL CAMERA SYSTEM - Furnish and install 8 cameras w/ zoom/focus, 16 channel recorder, and configure for remote view on customer-provided internet connection	1.00	4,580.00	4,580.00

Payment terms: 60% to order equipment/start, 40% due on completion of project.	Sub Total:	4,580.00
	FL TAX:	0.00
	Invoice Total:	4,580.00
	Payments/Credits Applied:	(0.00)
	Invoice Amount Due:	4,580.00
	<b>Amount Due:</b>	<b>\$4,580.00</b>

RECEIVED SEP 13 2019

## CONTACT US

Billing Questions (407) 290-5911	Sales	Central Station	Service	Email <b>BILLING@SWSPROTECTION.COM</b>
-------------------------------------	-------	-----------------	---------	---

To pay online, please visit: <https://southeastwiring.alarmbiller.com> | Registration Key: 032A01



State of Florida  
Department of Health  
Notification of Fees Due

RECEIVED SEP 09 2019

Identification Number: 53-60-1876468  
For: Swimming Pools Public Pool > 25000 Gallons

Billing Code: 53-BID-4225809  
Fee Amount: \$280.00

To: **HHR East, LLC**  
12051 Corporate Blvd  
Orlando, FL 32817

Total Amount Due: \$280.00

Payment Due 06/30/2019 Upon Receipt

Notice: This bill is due and payable in full upon receipt and must be received by the local office by the Payment Due date.

[Please detach this portion and return with your payment]


Please verify all information, making changes as necessary, sign and return to **Environmental Services Bartow**

Account Information for: 53-60-1876468  
Facility Name: Citrus Isles  
Location Address 1: 500 Holly Hill Rd  
Location Address 2:  
City: Davenport  
State: FL  
Zip Code: 33837

County Mailing Address 1: 2090 E Clower St  
County Mailing Address 2:  
County Mailing City: Bartow  
County Mailing State: FL  
County Mailing Zip Code: 33830

Owner Name: ~~HHR East, LLC~~  
Owner Address 1: 12051 Corporate Blvd  
Owner Address 2: Orlando, FL 32817  
Owner City: Orlando  
Owner State: FL  
Owner Zip Code: 32817  
Work Phone:  
Home Phone: (863) 666-3575

Facility Contact Name: ~~HHR East, LLC~~  
Work Phone:  
Home Phone: (863) 666-3575

  
Signature: \_\_\_\_\_ Date: 9/10/19

[Environmental Health Division - Account Information Copy]



State of Florida  
Department of Health  
Notification of Fees Due

Identification Number: 53-60-1876468  
For: Swimming Pools Public Pool > 25000 Gallons

Billing Code: 53-BID-4225809  
Fee Amount: \$280.00

To: ~~HHR East, LLC~~  
12051 Corporate Blvd  
Orlando, FL 32817

Total Amount Due: \$280.00  
Payment Due 06/30/2019 Upon Receipt

Please return the entire bottom portion with your payment. The top portion (only) should be retained for your records.  
[Business Office - Cashiering & Accounting Copy]

## Holly Hill Road East Community Development District

Date of Meeting: August 21, 2019

Board Members:	Attendance	Fee
1. Rennie Heath	<u>x</u>	<u>\$200</u>
2. Scott Shapiro	<u>x (p)</u>	<u>\$200</u>
3. Lauren Schwenk	<u>x</u>	<u>\$200</u>
4. Patrick Marone	<u>x</u>	<u>\$200</u>
6. Andrew Rhinehart	<u>x</u>	<u>\$200</u>
		<u>\$1,000</u>

**Approved For Payment:**

  
Manager

9/13/19  
Date

RECEIVED SEP 13 2019

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 090**

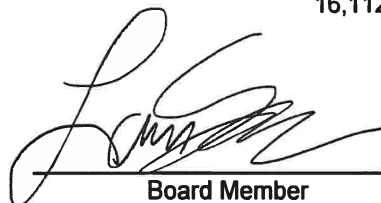
9/20/2019

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>Business Observer</b> FY 2020 Legal Advertising on 09/13/2019	19-01666K	\$ 105.00	FY 2020
2	<b>City of Davenport</b> Acct: 9534 ; Service 08/05/2019 - 09/04/2019	--	\$ 28.73	FY 2019
3	<b>Complete Pool Care</b> October Pool Service	13245	\$ 1,525.00	FY 2020
4	<b>Duke Energy</b> Acct: 42941 31323 ; Service 08/20/2019 - 09/20/2019	--	\$ 1,837.54	FY 2019
5	<b>Egis Insurance &amp; Risk Advisors</b> FY 2020 Insurance	9614	\$ 14,482.00	FY 2020
6	<b>Fishkind &amp; Associates</b> Conference Calls	24615	\$ 10.27	FY 2019
7	<b>PFM Group Consulting</b> July Reimbursables	105926	\$ 1,572.61	FY 2019
8	<b>Wood &amp; Associates</b> Engineering Services Through 09/01/2019	386	\$ 250.00	FY 2019

**TOTAL \$ 19,811.15**

3,699.15 FY 2019

16,112.00 FY 2020

  
\_\_\_\_\_  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED SEP 22 2019**



# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236

941-906-9386 x323

## INVOICE

Legal Advertising

Invoice # 19-01666K

Date 09/13/2019

Attn: Sonali Patil; Holly Hill Road East CDD  
PFM Group Consulting LLC  
12051 CORPORATE BLVD.  
ORLANDO FL 32817

Please make checks payable to:  
(Please note Invoice # on check)  
Business Observer  
1970 Main Street  
3rd Floor  
Sarasota, FL 34236

### Description

### Amount

Serial # 19-01666K

\$105.00

### Notice of Rulemaking Regarding the Amended and Restated Rules of Procedure of the North Boulevard Community Development District

RE: Public Hearing Conducted by the Board of Supervisors of the Holly Hill  
Road East Community Development District on October 16, 2019 at 10:00 a.  
m.

Published: 9/13/2019

### Important Message

Paid

()

Total

\$105.00

Payment is expected within 30 days of the  
first publication date of your notice.

RECEIVED SEP 16 2019

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of  
your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and  
that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct  
them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.



# Business Observer

1970 Main Street  
3rd Floor  
Sarasota, FL 34236

941-906-9386

## INVOICE

### Legal Advertising

#### NOTICE OF RULEMAKING REGARDING THE AMENDED AND RESTATED RULES OF PROCEDURE OF THE HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors of the Holly Hill Road East Community Development District ("District") on October 16, 2019 at 10:00 a.m. at the offices of Cassidy Homes, 346 East Central Avenue, Winter Haven, Florida 33880.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Polk County edition of the Business Observer on September 6, 2019.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to,

Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 12051 Corporate Boulevard, Orlando, Florida 32817 or by calling (407) 723-5900.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1-800-955-8770 for aid in contacting the District Office.

Holly Hill Road East Community  
Development District

Jane Gaarlandt, District Manager

September 13, 2019 19-01666K

**Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.**

#### NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.





**City Of Davenport**  
**1 South Allapaha Ave.**  
**Davenport, FL 33837**

### ADDRESS SERVICE REQUESTED

For Billing inquiries, please call:  
 (863) 419-3300  
[utilityservices@mydavenport.org](mailto:utilityservices@mydavenport.org)  
 Office Hours: Monday-Friday 8:00 – 5:00  
 After Hours (863) 419-3306  
 Superintendent: [pgill@mydavenport.org](mailto:pgill@mydavenport.org)

ACCOUNT #	LOCATION #	PAY ID
9534	25004	7CUB
BILL DATE	DUE DATE	TOTAL DUE
09/10/19	10/01/19	28.73

\*\*AUTO\*\*ALL FOR AADC 328 10 AADC 115276AA10-A-1  
 2545 1 AB 0.409



HOLLY HILL ROAD EAST CDD  
 12051 CORPORATE BLVD  
 ORLANDO FL 32817-1450

ACCOUNT #		SERVICE ADDRESS			BILLING PERIOD		BILL DATE	DUE DATE	TOTAL DUE
9534		POOL METER / 127 Bergamot Loop			08/05/19 to 09/04/19		09/10/19	10/01/19	28.73
PREVIOUS DATE	READ	CURRENT DATE	READ	METER NUMBER	CONSUMPTION (100 gal)	YR. AGO	DESCRIPTION		CHARGE
08/05/19	57	09/05/19	65	1551206762	800		WATER SERVICE - INSIDE CITY		9.75
08/05/19	57	09/05/19	65		800		WASTEWATER SERVICE		18.00
							TAXES		0.98
							CURRENT CHARGES		28.73
							TOTAL AMOUNT DUE		\$ 28.73

### SPECIAL MESSAGES

TRASH, RECYCLE AND BULK ITEMS PICKED UP EVERY WEDNESDAY-  
 PLEASE DONT PLACE CONSTRUCTION DEBRIS ON THE CURB, AND DON'T PLACE  
 TRASH OUT 24 HOURS BEFORE PICK UP.

\*\*\*\*\*  
 COMMISSION MEETINGS: THURSDAY SEPT 19th, MONDAY OCT. 7th AT 7:00PM  
 \*\*\*\*\*

VISIT OUR WEBSITE FOR UPCOMING EVENTS : [WWW.MYDAVENPORT.ORG](http://WWW.MYDAVENPORT.ORG)

\*\*\*NOTICE !!!!!!! ALL BILLS ARE DUE ON THE 1ST AND SUBJECT TO  
 DISCONNECTION AFTER THE 10TH OF THE MONTH.

RECEIVED SEP 16 2019

## Payment Coupon

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT  
 MAKE YOUR CHECKS PAYABLE TO: CITY OF DAVENPORT

ACCOUNT #	LOCATION #	PAY ID
9534	25004	7CUB
BILL DATE	DUE DATE	TOTAL DUE
09/10/19	10/01/19	28.73

AMOUNT ENCLOSED
REMIT PAYMENT TO:

HOLLY HILL ROAD EAST CDD  
 12051 CORPORATE BLVD  
 ORLANDO FL 32817-1450



CITY OF DAVENPORT  
 1 SOUTH ALLAPAHA AVE  
 DAVENPORT FL 33837-4161



**Complete Pool Care**  
PO Box 2196  
Winter Haven, FL 33883  
completepool05@aol.com  
863-287-5015

## Invoice

Date: 09/15/2019  
Invoice No.: 13245  
Due Date: 10/15/2019

**Bill To:**  
Hollyhill RD CDD  
Citrus Pointe

Qty	Item	Description	Unit Price	Total
1		Pool Service for October 2019	\$1,525.00	\$1,525.00
RECEIVED SEP 15 2019				

**Total \$1,525.00**  
**Balance Due \$1,525.00**

**Please contact us for more information about payment options.**

**Thank you for your business.**



# STATEMENT OF ELECTRIC SERVICE

SEPTEMBER 2019

ACCOUNT NUMBER

42941 31323

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

HOLLY HILL ROAD EAST CDD  
C/O AMANDA LANE  
12051 CORPORATE BLVD  
ORLANDO FL 32817

SERVICE ADDRESS  
127 BERGAMOT LOOP,  
(AMENITY CENTER)

DUE DATE TOTAL AMOUNT DUE  
OCT 11 2019 1,837.54

NEXT READ DEPOSIT AMOUNT  
DATE ON OR ON ACCOUNT  
ABOUT  
OCT 21 2019 240.00

PIN: 568174431

## METER READINGS

METER NO.	000195952
PRESENT (ESTIMATE)	034494
PREVIOUS (ACTUAL)	022743
DIFFERENCE	011751
PRESENT ONPEAK	008364
PREVIOUS ONPEAK	005515
DIFFERENCE ONPEAK	002849
TOTAL KWH	11751
ON PEAK KWH	2849
PRESENT KW(ESTIMATE)	0018.94
PRESENT PEAK KW	0015.27
BASE KW	19
ON-PEAK KW	15
LOAD FACTOR	83.1%

PAYMENTS RECEIVED AS OF SEP 09 2019

3,555.97 THANK YOU

GS-1 060 GENERAL SERVICE - NON DEMAND SEC

BILLING PERIOD..08-20-19 TO 09-20-19 31 DAYS

CUSTOMER CHARGE			12.78
ENERGY CHARGE	11751 KWH @	8.07800¢	949.25
FUEL CHARGE	11751 KWH @	3.97400¢	466.98
ASSET SECURITIZATION CHARGE	11751 KWH @	0.24100¢	28.32

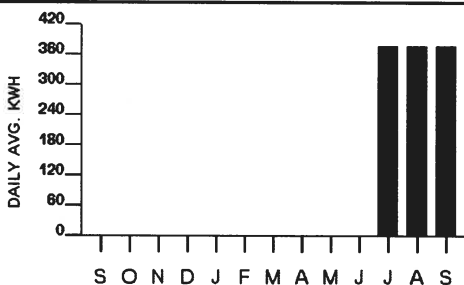
*TOTAL ELECTRIC COST	1,457.33
GROSS RECEIPTS TAX	37.37
MUNICIPAL FRANCHISE FEE	95.81
MUNICIPAL UTILITY TAX	120.57
STATE AND OTHER TAXES ON ELECTRIC	126.46

TOTAL CURRENT BILL

1,837.54

TOTAL DUE THIS STATEMENT

\$1,837.54



## ENERGY USE

DAILY AVG. USE - 379 KWH/DAY  
USE ONE YEAR AGO - 0 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$47.01

Payment of this statement within 90 days from the billing date will avoid a 1% late charge being applied to this account.

To help us repair malfunctioning streetlights, quickly: 1. Call us at 1-800-228-8485 or visit [duke-energy.com/lightrepair](http://duke-energy.com/lightrepair) 2. Provide us with the light's location and your contact information 3. Specific addresses, landmarks and directions work best

RECEIVED SEP 19 2019

DETACH AND RETURN THIS SECTION

EB72 0014647

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 42941 31323

HOLLY HILL ROAD EAST CDD  
C/O AMANDA LANE  
12051 CORPORATE BLVD  
ORLANDO FL 32817 - 1450

DUE DATE

OCT 11 2019

TOTAL DUE

1,837.54

PLEASE ENTER  
AMOUNT PAID

4294131323000000183754100000000000000000183754101000000000009



Holly Hill Road East Community Development District  
c/o PFM Group Consulting, LLC  
12051 Corporate Blvd.  
Orlando, FL 32817

# INVOICE

<b>Customer</b>	Holly Hill Road East Community Development District
<b>Acct #</b>	751
<b>Date</b>	09/13/2019
<b>Customer Service</b>	Charisse Bitner
<b>Page</b>	1 of 1

Payment Information	
<b>Invoice Summary</b>	\$ 14,482.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#9614
100119314	

Thank You

Please detach and return with payment



Customer: Holly Hill Road East Community Development District

Invoice	Effective	Transaction	Description	Amount
9614	10/01/2019	Renew policy	Policy #100119314 10/01/2019-10/01/2020 Florida Insurance Alliance Package - Renew policy Due Date: 9/13/2019	14,482.00

RECEIVED SEP 17 2019

Total			
\$ 14,482.00			

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

<b>Remit Payment To: Egis Insurance Advisors, LLC</b>	(321)233-9939	<b>Date</b>
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	sclimer@egisadvisors.com	09/13/2019



Florida  
Insurance  
Alliance™

## PREMIUM SUMMARY

Holly Hill Road East Community Development District  
c/o Fishkind & Associates, Inc.  
12051 Corporate Blvd.  
Orlando, FL 32817

**Term: October 1, 2019 to October 1, 2020**

**Quote Number: 100119314**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$9,357
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,819
Public Officials and Employment Practices Liability	\$2,306
<b>TOTAL PREMIUM DUE</b>	<b>\$14,482</b>

### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)

**FISHKIND**  
& ASSOCIATES

# Invoice

RECEIVED SEP 16 2019

Holly Hill Road East

**Please include the invoice  
number on your remittance  
and submit to:**

**\$10.27**



# invoice

PAGE 10

INVOICE NUMBER 28299102  
INVOICE DATE 08/26/2019  
ACCOUNT NO. 85735742  
DUE DATE 09/25/2019  
TAX ID 58-2421656  
AMOUNT DUE USD\$577.17

MODERATOR 84618295 - Jane Gaarlandt

LOCATION

BILLING REF# 1

BILLING REF# 4

BILLING REF# 2

BILLING REF# 3

CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE / NAME / AMI	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL
124777511		08/08/2019	2158456540	10:52AM - 11:08AM	GLOBALMEET® AUDIO	TOLL FREE	1	16	0.00/MIN	0.00	0.00	
		08/08/2019	18636197103	10:57AM - 11:44AM	GLOBALMEET® AUDIO	TOLL FREE	1	47	0.00/MIN	0.00	0.00	
		08/08/2019	17703789695	10:58AM - 11:13AM	GLOBALMEET® AUDIO	TOLL FREE	1	15	0.00/MIN	0.00	0.00	
		08/08/2019	18132441984	11:30AM - 11:33AM	GLOBALMEET® AUDIO	TOLL FREE	1	3	0.00/MIN	0.00	0.00	0.00
124777511		08/14/2019	14078080685	12:53PM - 1:02PM	GLOBALMEET® AUDIO	TOLL FREE	1	9	0.00/MIN	0.00	0.00	
		08/14/2019	2158456540	12:55PM - 1:02PM	GLOBALMEET® AUDIO	TOLL FREE	1	7	0.00/MIN	0.00	0.00	
		08/14/2019	13525053445	12:57PM - 2:44PM	GLOBALMEET® AUDIO	TOLL FREE	1	107	0.00/MIN	0.00	0.00	
		08/14/2019	13523184544	1:01PM - 1:05PM	GLOBALMEET® AUDIO	TOLL FREE	1	4	0.00/MIN	0.00	0.00	
		08/14/2019	13523184544	1:09PM - 1:18PM	GLOBALMEET® AUDIO	TOLL FREE	1	9	0.00/MIN	0.00	0.00	
		08/14/2019	14078080685	1:10PM - 2:31PM	GLOBALMEET® AUDIO	TOLL FREE	1	81	0.00/MIN	0.00	0.00	
		08/14/2019	2158456540	1:13PM - 2:44PM	GLOBALMEET® AUDIO	TOLL FREE	1	91	0.00/MIN	0.00	0.00	
		08/14/2019	2158456540	1:58PM - 2:44PM	GLOBALMEET® AUDIO	TOLL FREE	1	46	0.00/MIN	0.00	0.00	0.00
124777511		08/21/2019	2158456540	9:39AM - 10:32AM	GLOBALMEET® AUDIO	TOLL FREE	1	53	0.00/MIN	0.00	0.00	
		08/21/2019	17703789695	9:41AM - 10:52AM	GLOBALMEET® AUDIO	TOLL FREE	1	71	0.00/MIN	0.00	0.00	
		08/21/2019	18633243698	9:47AM - 10:52AM	GLOBALMEET® AUDIO	TOLL FREE	1	65	0.00/MIN	0.00	0.00	
		08/21/2019	2158456540	9:58AM - 10:52AM	GLOBALMEET® AUDIO	TOLL FREE	1	54	0.00/MIN	0.00	0.00	
		08/21/2019	18633243698	10:14AM - 10:31AM	GLOBALMEET® AUDIO	TOLL FREE	1	17	0.00/MIN	0.00	0.00	
		08/21/2019	18633243698	10:32AM - 10:52AM	GLOBALMEET® AUDIO	TOLL FREE	1	20	0.00/MIN	0.00	0.00	0.00
124777511		08/23/2019		8:57AM - 9:47AM	GLOBALMEET® AUDIO	TOLL FREE	1	50	0.00/MIN	0.00	0.00	
		08/23/2019	13862558171	8:57AM - 9:48AM	GLOBALMEET® AUDIO	TOLL FREE	1	51	0.00/MIN	0.00	0.00	
		08/23/2019	2158456540	8:59AM - 9:48AM	GLOBALMEET® AUDIO	TOLL FREE	1	49	0.00/MIN	0.00	0.00	0.00
124777511		08/23/2019	14074738395	10:55AM - 11:15AM	GLOBALMEET® AUDIO	TOLL FREE	1	20	0.00/MIN	0.00	0.00	
		08/23/2019	13862574100	10:55AM - 11:15AM	GLOBALMEET® AUDIO	TOLL FREE	1	20	0.00/MIN	0.00	0.00	
		08/23/2019	13862129206	10:57AM - 11:15AM	GLOBALMEET® AUDIO	TOLL FREE	1	18	0.00/MIN	0.00	0.00	
		08/23/2019	2158456540	10:58AM - 11:15AM	GLOBALMEET® AUDIO	TOLL FREE	1	17	0.00/MIN	0.00	0.00	
		08/23/2019	13867367700	10:59AM - 11:15AM	GLOBALMEET® AUDIO	TOLL FREE	1	16	0.00/MIN	0.00	0.00	0.00

TOTAL PRE-TAX 0.00

TOTAL USF/OTHER 0.00

TOTAL STATE TAX/OTHER 0.00

TOTAL MODERATOR CHARGES USD\$0.00

93.33  
280/3 = 93.33  
10.27



Date	Invoice Number
September 9, 2019	105926
Payment Terms	Due Date
Upon Receipt	September 9, 2019

**Bill To:**  
  
Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

RECEIVED SEP 20 2019

**Company Address:**  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:**

Via ACH (preferred):

PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

Via Wire:

Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

Via Mail:

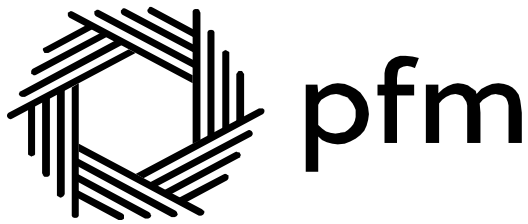
PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

**RE:** Billable Expenses through July, 2019.

Expenses  
**Total Amount Due**

\$1,572.61  
**\$1,572.61**





Date	Invoice Number
September 9, 2019	105926
Payment Terms	Due Date
Upon Receipt	September 9, 2019

## Expense Supporting Detail

Category	Worker	Transaction Date	Amount Billed
Gas (Rental Car)	Dexter Glasgow	03/14/19	\$5.84
Gas (Rental Car)	Dexter Glasgow	03/19/19	\$16.16
Gas (Rental Car)	Dexter Glasgow	04/08/19	\$19.47
Gas (Rental Car)	Dexter Glasgow	04/18/19	\$6.22
Gas (Rental Car)	Dexter Glasgow	04/24/19	\$14.09
Gas (Rental Car)	Dexter Glasgow	05/09/19	\$14.48
Gas (Rental Car)	Dexter Glasgow	05/22/19	\$8.75
Gas (Rental Car)	Dexter Glasgow	06/20/19	\$10.00
Gas (Rental Car)	Dexter Glasgow	06/25/19	\$10.00
Gas (Rental Car)	Dexter Glasgow	06/27/19	\$12.88
Gas (Rental Car)	Dexter Glasgow	07/05/19	\$4.50
Gas (Rental Car)			<u>\$122.39</u>
Miscellaneous Expense	Dexter Glasgow	04/30/19	\$384.87
Miscellaneous Expense	Dexter Glasgow	05/15/19	\$56.67
Miscellaneous Expense			<u>\$441.54</u>
Rental Car	Dexter Glasgow	03/14/19	\$28.25
Rental Car	Dexter Glasgow	03/19/19	\$38.75
Rental Car	Dexter Glasgow	04/08/19	\$29.83
Rental Car	Dexter Glasgow	04/18/19	\$11.46
Rental Car	Dexter Glasgow	04/24/19	\$22.52
Rental Car	Dexter Glasgow	05/09/19	\$32.87
Rental Car	Dexter Glasgow	05/22/19	\$12.16
Rental Car	Dexter Glasgow	06/20/19	\$15.28
Rental Car	Dexter Glasgow	06/25/19	\$21.84
Rental Car	Dexter Glasgow	06/27/19	\$39.10
Rental Car	Dexter Glasgow	07/01/19	\$19.70
Rental Car	Dexter Glasgow	07/05/19	\$13.14
Rental Car			<u>\$284.90</u>
Miscellaneous Expense	Jennifer Walden	07/31/19	\$723.78
Miscellaneous Expense			<u>\$723.78</u>
<b>Total Expenses:</b>			<b>\$1,572.61</b>

## Dexter Glasgow

**From:** Customerservice@enterprise.com  
**Sent:** Thursday, March 14, 2019 3:57 PM  
**To:** Dexter Glasgow  
**Subject:** ENTERPRISE RENTAL AGREEMENT 53NP3N

ENTERPRISE LEASING COMPANY OF ORLANDO, 1441 ALAFAYA TRAIL, OVIEDO, FL 327659171 (407) 971-4933

**RENTAL AGREEMENT** REF#  
2073 53NP3N

### SUMMARY OF CHARGES

**RENTER**  
GLASGOW, DEXTER

**DATE & TIME OUT**  
03/13/2019 09:07 AM  
**DATE & TIME IN**  
03/14/2019 03:55 PM

**BILLING CYCLE**  
24-HOUR

**VEH #1 2018 CHEV MALI 1LT4**  
VIN# 1G1ZD5ST5JF153027  
LIC# GHTD23  
MILES DRIVEN 273

**RATE SOURCE ACCOUNT**  
FISHKIND & ASSOCIATES INC

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	03/13 - 03/14	2	DAY	\$50.00	\$100.00
REFUELING CHARGE	03/13 - 03/14				\$0.00
<b>Subtotal:</b>					<b>\$100.00</b>

### Taxes & Surcharges

FL WASTE TIRE & BATTERY FEE	03/13 - 03/14	2	DAY	\$0.02	\$0.04
SALES TAX	03/13 - 03/14			7%	\$7.39
SC REC - FL SURCHG RECOV	03/13 - 03/14	2	DAY	\$2.00	\$4.00
VEHICLE LICENSE FEE RECOVERY	03/13 - 03/14	2	DAY	\$0.80	\$1.60
<b>Total Charges:</b>					<b>\$113.03</b>

### Bill-To / Deposits

DEPOSITS	(\$113.03)
----------	------------

**Total Amount Due** \$0.00

### PAYMENT INFORMATION

**AMOUNT PAID**  
\$113.03

**TYPE**  
Mastercard

**CREDIT CARD NUMBER**  
xxxxxxxxxxxx2206

RaceTrac 265  
10 Alafaya Woods Bly  
Oviedo, FL 32765  
(407) 366-4620  
For Guest Experience  
Comments, Please  
Call 888.636.5589 or  
go to racetrac.com

Term: JD12157159001  
Appr: 014087  
Seq#: 044403  
PUMP No. 04  
Grade: Unl-87  
Gallons: 8.997 G  
Price: \$2.599/Gal  
Total Fuel: \$23.38  
As advertised,  
E20 Flex Fuel may be  
offered in place of  
E15 Gasoline  
TOTAL SALE \$23.38  
MasterCard \$23.38

Capture

MasterCard  
XXXXXXXXXXXX2206  
Swiped

03/14/2019 15:37:58  
OFFER ON BACK  
NO LONGER VALID

HOW ARE WE DOING?  
GUEST@RACETRAC.COM  
3/14/2019 15:39:34



1441 ALAFAYA TRAIL  
OVIEDO, FL 32765-9171

Rental Agreement #:  
Bill Ref #:  
Invoice Date:  
Account #:

5527D5  
9500-3154-5338  
03/20/2019

**BILLING DETAIL**

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	47.50	142.50

Subtotal 142.50

3 DAY 0.02 0.06

VEHICLE LICENSE FEE RECOVERY 3 DAY 0.80 2.40

SALES TAX PCT 7.00 10.15

**Total Charges (USD) 155.11**

**PAYMENTS**

Payment Visa -155.11

**Total Payments (USD) -155.11**

**Amount Due (USD) 0.00**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

**BILL TO**

DEXTER GLASGOW  
216 LITTLE CREEK LN  
WINTER SPRINGS, FL - 32708

**RENTAL INFORMATION**

**Date/Time Out**  
03/18/2019 09:07 AM

**Date/Time In**  
03/20/2019 04:06 PM

**Renter**  
GLASGOW, DEXTER

**RENTAL VEHICLES**

Color	License	Model	Unit	Miles/Kms Out In
SILVER	LDHY68	RANGER	7RX4J6	2,127 2,676

**VIN:** 1FTER4EH8KLA05952

**CLAIM INFORMATION**

**Claim# / PO# / RO#** **Insured**

**Date of Loss** **Type of Loss** **Type of Vehicle**

**Repair Shop**

**For Billing Inquiries / Payment Terms :**

Tel#:4074477999

ORLARADMIN@EHI.COM

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

**Please Return This Portion With Remittance**

**Amount Due (USD) 0.00**

**Remit To :**

ENTERPRISE RENT-A-CAR  
5442 HOFFNER AVE  
ORLANDO, FL 32812

**Paid By:**

DEXTER GLASGOW  
216 LITTLE CREEK LN  
WINTER SPRINGS, FL 32708

**Fed Tax Id:** 59-1356140

**Account #**

**Rental Agreement**  
5527D5

**Amount**  
0.00

**GPBR**  
0762







**From:** [DoNotReply@erac.com](mailto:DoNotReply@erac.com)  
**To:** [Dexter Glasgow](#)  
**Subject:** ENTERPRISE Rental Agreement 5CVZ64  
**Date:** Wednesday, April 10, 2019 9:47:43 AM

**EXTERNAL EMAIL:** Use care with links and attachments.



RA #: 5CVZ64

Renter: GLASGOW,DEXTER

Dates & Times	Location
<b>Pickup</b> Apr 08, 2019 9:48 AM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4079714933
<b>Return</b> Apr 10, 2019 9:41 AM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4079714933

Vehicle	
Make/Model: FORD/F25C	
Color: WHITE	
Mileage: 429	
Fuel Out: Full	Fuel In: Full
License: LHNP90	
Unit #: 7S85C8	Vehicle #: KEE34595

Charges	Price/Unit	Total
TIME & DISTANCE 04/08 - 04/10	2 @ \$40.99/DAY	\$81.98
FL WASTE TIRE & BATTERY FEE	2 @ \$0.02/DAY	\$0.04
VEHICLE LICENSE FEE RECOVERY	2 @ \$0.80/DAY	\$1.60
SALES TAX	7.0000%	\$5.85
<b>Total Charges:</b>		<b>\$89.47</b>
Charge To:		VISA xxxx9369

2019-04-10 09:47:15



# RaceTrac 265

10 Alafaya Woods Blvd.  
Oviedo, FL 32765  
(407) 366-4620

For Guest Experience, Comments

Please Call 888.636.5589

Or go to racetrac.com

( DUPLICATE RECEIPT )

Tax Description	Qty	Amount
-----------------	-----	--------

Unl-87	Pump 20	
3.003 G @ \$2.799/ G		\$8.41

As advertised, E20 Flex Fuel may be  
offered in place of E15 Gasoline

Sub Total	\$8.41
-----------	--------

Tax:	\$0.00
------	--------

**Total \$8.41**

Visa:	\$8.41
-------	--------

Change	\$0.00
--------	--------

Capture

Visa

XXXXXXXXXXXX9369

Swiped

04/10/2019 09:24:48

I agree to pay the  
above Total Amount  
according to Card  
Issuer Agreement.

Term: JD12157159001

Appr: 01216A

Seq#: 019411

( DUPLICATE RECEIPT )

REG: 100CSH: ICR      TRAN: 1192523

4/10/2019 9:25:04 AM

OFFER ON BACK

NO LONGER VALID

HOW ARE WE DOING?

GUEST@RACETRAC.COM



**From:** [DoNotReply@erac.com](mailto:DoNotReply@erac.com)  
**To:** [Dexter Glasgow](#)  
**Subject:** ENTERPRISE Rental Agreement 5H86LR  
**Date:** Thursday, April 18, 2019 5:15:28 PM

**EXTERNAL EMAIL:** Use care with links and attachments.



RA #: 5H86LR

Renter: GLASGOW,DEXTER

Dates & Times	Location
<b>Pickup</b> Apr 18, 2019 9:17 AM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4079714933
<b>Return</b> Apr 18, 2019 5:13 PM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4079714933

Vehicle	
Make/Model: HYUN/TUCS	
Color: SILVER	
Mileage: 140	
Fuel Out: 1/2	Fuel In: 3/4
License: LDIH13	
Unit #: 7SLCX3	Vehicle #: KU947058

Charges	Price/Unit	Total
TIME & DISTANCE 04/18 - 04/18	1 @ \$40.00/DAY	\$40.00
FL WASTE TIRE & BATTERY FEE	1 @ \$0.02/DAY	\$0.02
SC REC - FL SURCHG RECOV	1 @ \$2.00/DAY	\$2.00
VEHICLE LICENSE FEE RECOVERY	1 @ \$0.80/DAY	\$0.80
SALES TAX	7.0000%	\$3.00
<b>Total Charges:</b>		<b>\$45.82</b>
Charge To:		VISA xxxx9369

2019-04-18 17:14:59



RaceTrac 601  
11801 University Blv  
Orlando , FL 32817  
(407) 249-9215  
For Guest Experience  
Comments, Please  
Call 888.636.5589 or  
go to racetrac.com

Term: JD12086375001  
Appr: 05211A  
Seq#: 004456  
PUMP No. 17  
Grade: Unl-87  
Gallons: 8.451 G  
Price: \$2.659/Gal  
Total Fuel: \$22.47  
As advertised,  
E20 Flex Fuel may be  
offered in place of  
E15 Gasoline  
TOTAL SALE \$22.47  
Visa \$22.47

Capture

Visa  
XXXXXXXXXXXX9389  
Swiped

04/24/2019 17:25:10

I agree to pay the  
above Total Amount  
according to Card  
Issuer Agreement.

OFFER ON BACK  
NO LONGER VALID

HOW ARE WE DOING?  
GUEST@RACETRAC.COM  
4/24/2019 17:26:55





From: [Customerservice@enterprise.com](mailto:Customerservice@enterprise.com)  
To: [Dexter Glasgow](#)  
Subject: ENTERPRISE RENTAL AGREEMENT 5J83P7  
Date: Thursday, April 25, 2019 5:28:33 PM

EXTERNAL EMAIL: Use care with links and attachments.

ENTERPRISE LEASING COMPANY OF ORLANDO, 1441 ALAFAYA TRAIL, OVIEDO, FL 327659171 (407)  
971-4933

RENTAL AGREEMENT REF#  
3320 5J83P7

RENTER  
GLASGOW, DEXTER

DATE & TIME OUT  
04/22/2019 10:23 AM  
DATE & TIME IN  
04/25/2019 05:25 PM

BILLING CYCLE  
24-HOUR

VEH  
#1 2019 NISN ROGU SV2W  
VIN# KNMAT2MTXKP504903  
LIC# EVZW18  
MILES DRIVEN995

RATE SOURCE ACCOUNT  
PUBLIC FINANCIAL  
MANAGEMENT

SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	04/22 - 04/25	4	DAY	\$34.00	\$136.00
REFUELING CHARGE	04/22 - 04/25				\$0.00
Subtotal:					\$136.00
Taxes & Surcharges					
FL WASTE TIRE & BATTERY FEE	04/22 - 04/25	4	DAY	\$0.02	\$0.08
SALES TAX	04/22 - 04/25			7%	\$10.31
SC REC - FL SURCHG	04/22 - 04/25	4	DAY	\$2.00	\$8.00
RECOV					
VEHICLE LICENSE FEE	04/22 - 04/25	4	DAY	\$0.80	\$3.20
RECOVERY					
Total Charges:					\$157.59

Bill-To / Deposits  
DEPOSITS (\$157.59)

Total Amount Due \$0.00

PAYMENT INFORMATION

AMOUNT PAID	TYPE	CREDIT CARD NUMBER
\$157.59	Visa	xxxxxxxxxxxx9369



Welcome to Wawa #5230

Phone: 863-840-9069

43582 Highway 27

Davenport, FL 33837

5/8/2019 10:08:06 AM Trx # 3462090

Register #100 Cashier: ICR

Customer Copy / Duplicated Receipt

Total: \$42.85

Qty

Term: JD12397880001

Appr: 00490A

Seq#: 002548

Pay at Pump Sale

Pump #: 16 Unleaded

15.876 Gallons @ \$2.699/Gal \$42.85

Sub-Total: \$42.85

Tax: \$0.00

Total: \$42.85

Visa: \$42.85

Change: \$0.00

Capture

Visa

XXXXXXXXXXXX9369

Swiped

05/08/2019 10:07:53

I agree to pay the  
above Total Amount  
according to Card  
Issuer Agreement.

\*\*\*\*\*  
\* YOUR OPINION MATTERS! \*  
\* Tell us about your experience at \*  
\* www.MyWawaVisit.com \*  
\* Take our survey for a chance to win \*  
\* Wawa swag gift baskets and \*  
\* gift cards valued at up to \$500! \*  
\* Disponible en Espanol \*  
\*\*\*\*\*  
\* Survey Code: 3462090 \*  
\* Store Number: 05230 \*  
\*\*\*\*\*

Please respond within 5 days  
NO PURCHASE NECESSARY  
See rules on website

Wawa #5118  
3000 N. Alafaya  
Oviedo FL 32765  
\*\*\*\*\*  
5/7/2019 10:24:27 A  
Term: JD12067146001  
Appr: 04213A  
Seq#: 009629  
Product: Unleaded  
Pump Gallons Price  
03 16.331 \$2.699  
Total Sale \$44.08  
Capture

Visa  
XXXXXXXXXXXX9369  
Swiped

05/07/2019 10:22:11

I agree to pay the  
above Total Amount  
according to Card  
Issuer Agreement.

\*\*\*\*\*

YOUR OPINION MATTERS

Tell us about your  
experience at

\* MyWawaVisit.com \*

Take our survey for  
a chance to win

Wawa swag  
gift baskets and  
gift cards valued  
at up to \$500!

Disponible  
en Espanol

\*\*\*\*\*

Survey Code: 1514068

Store Number: 05118

\*\*\*\*\*

Please respond  
within 5 days

NO PURCHASE  
NECESSARY

See rules at website

**From:** [DoNotReply@erac.com](mailto:DoNotReply@erac.com)  
**To:** [Dexter Glasgow](#)  
**Subject:** ENTERPRISE Rental Agreement 5P74FQ  
**Date:** Friday, May 10, 2019 8:25:40 AM

**EXTERNAL EMAIL:** Use care with links and attachments.



RA #: 5P74FQ

Renter: GLASGOW,DEXTER

Dates & Times	Location
<b>Pickup</b> May 07, 2019 9:52 AM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4079714933
<b>Return</b> May 10, 2019 8:22 AM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4079714933

Vehicle	
Make/Model: FORD/F15C	
Color: SILVER	
Mileage: 769	
Fuel Out: 7/8	Fuel In: 7/8
License: LDHN57	
Unit #: 7RY8H8	Vehicle #: KFA64436

Charges	Price/Unit	Total
TIME & DISTANCE 05/07 - 05/10	3 @ \$41.00/DAY	\$123.00
FL WASTE TIRE & BATTERY FEE	3 @ \$0.02/DAY	\$0.06
VEHICLE LICENSE FEE RECOVERY	3 @ \$0.80/DAY	\$2.40
SALES TAX	7.0000%	\$8.78

### Optional Products And Protections Accepted

DAMAGE WAIVER	3 @ \$20.99/DAY	\$62.97
<b>Total Charges:</b>		<b>\$197.21</b>
Charge To:		VISA xxxx9369

2019-05-10 08:25:24



# SCHOOL OUTFITTERS

www.schooloutfitters.com  
1-800-260-2776  
3736 Regent Ave.  
Cincinnati, Ohio 45212-3724

## For assistance, please contact:

Jason Rapp  
Phone: 866-619-0260  
Fax: 866-619-0261  
jason.rapp@schooloutfitters.com

## Payment Receipt

Order # ORD11192698

Apr 30, 2019  
Page 1 of 1

**Bill To**  
The North Blvd Community Development District  
Dexter Glasgow  
12051 Corporate Blvd

Orlando, FL 32817-1450 USA  
Phone: 1 (407) 723-5928 Fax:  
Email: Glasgowsd@pfm.com

**Ship To**  
The North Blvd Community Development District  
Dexter Glasgow  
12051 Corporate Blvd

Orlando, FL 32817-1450 USA  
Phone: 1 (407) 723-5928 Fax:  
Email: Glasgowsd@pfm.com

SKU #	Description	Qty	List	% off	Your Price	Ext. Price
1. NOR-ATA-1001-S O	OUTDOOR/INDOOR ENLCOSED CORK BULLETIN BOARD W/ TWO DOORS (4' W X 3' H)	3	\$502.50	31.36%	\$344.88	\$1,034.64

### Shipping & Handling Breakdown

Items shipping from: Shipping Via:

Norwood Commercial Furniture	SOUTHEASTERN FREIGHT LINES
---------------------------------	-------------------------------

Product SubTotal:	\$1,034.64
Shipping & Handling:	\$119.99
Sales Tax:	\$0.00
Grand Total:	\$1,154.63

**Total Charged: \$1,154.63**

### Payment Information

<b>Date Received</b>	4/30/2019
<b>Payment Method</b>	Credit Card
<b>Name on Card</b>	dexter glasgow
<b>Type of Card</b>	Master
<b>C.C. / Check Number</b>	XXXX-XXXX-XXXX-4006
<b>Exp</b>	11/22
<b>Transaction ID</b>	5566485560496496604080
<b>Purchase Order No.</b>	

If you are paying with a credit card, your card will be charged the day you order. In cases where your order does not ship immediately, this would be considered a prepayment.

### Important notes about this order:

Please contact your Florida account manager Jason Rapp at 866-619-0260 or jason.rapp@schooloutfitters.com for additional information. I am here to help you find the right solutions for your business and learning environments.

Thank you for your business.

























## RENTAL FOR JUL 05, 2019

Rental Agreement #: 69T5BS

 Customer Service: 855-287-4216

**PICK-UP**

Oviedo Autonaton Collision

Oviedo, FL

+1 407-971-4933

05 Jul 2019

9:53 AM

→

**RETURN**

Oviedo Autonaton Collision

Oviedo, FL

+1 407-971-4933

05 Jul 2019

4:49 PM

**FINAL TOTAL (USD)**

\$39.40

### RENTAL CHARGES

**VEHICLE**

TIME & DISTANCE	\$ 34.00 / day	\$ 34.00
-----------------	----------------	----------

**EXTRAS**

REFUELING CHARGE	\$ 0.00 / rental	Fee Waived
------------------	------------------	------------

**TAXES & FEES**

SALES TAX		\$ 2.58
-----------	--	---------

	\$ 0.02 / day	\$ 0.02
--	---------------	---------

SC REC - FL SURCHG RECOV	\$ 2.00 / day	\$ 2.00
--------------------------	---------------	---------

VEHICLE LICENSE FEE RECOVERY	\$ 0.80 / day	\$ 0.80
------------------------------	---------------	---------

**TOTAL**

total (USD)		\$ 39.40
-------------	--	----------

### RENTER DETAILS

Name:	DEXTER GLASGOW
-------	----------------

Member #:	WSJ872R
-----------	---------

Address On File:	....LITTLE CREE.... ....., ... ..
------------------	--------------------------------------

Account Name	Public Financial Management
--------------	--------------------------------

### VEHICLE DETAILS

Class Driven:	FCAR
---------------	------

Class Charged:	SCAR
----------------	------

Make/Model:	TOYO CAMR
-------------	-----------

License Plate:	GIAF41
----------------	--------

### DISTANCE

Odometer Start:	34882 Miles
-----------------	-------------

Odometer End:	35003 Miles
---------------	-------------

Distance Driven:	121 Miles
------------------	-----------

Thank you for choosing Enterprise.



**DOG WASTE DEPOT**  
**12316 World Trade Drive #102**  
**San Diego, CA 92128**  
**TEL:800-678-1612**  
**FAX:800-583-2169**  
**www.DogWasteDepot.com**

**INVOICE**

Date	Invoice #
7/31/2019	291508

Bill To	Ship To
Holly Hill Road East CDD Jennifer Walden 12051 Corporate Blvd. Orlando, FL 32817	Estela Alvarez 2061 9th Ln NE Winter Haven, 33881

PLEASE MAKE ALL CHECKS PAYABLE TO "Dog Waste Depot"

P.O. Number	Terms	Rep	Ship Date	Via	Notes
DEPOT-122796	INTERNET	DWD	7/31/2019	UPS	
Quantity	Item Code	Description	Price Each	Amount	
3	DEPOT-006-B-G...	DEPOT-006-B STATION ROLL BAG ROUND CAN- GREEN	229.99	689.97T	
	Tariff Mitigation ...	Tariff Mitigation Allowance Fee 4.9%	4.90%	33.81	
	Shipping	Shipping: 7/31/2019 Tracking 1ZV4W9480359174492, 1ZV4W9480360774108, 1ZV4W9480359421081 Out of State No Sales Tax	0.00	0.00	
			0.00%	0.00	
<p>Due to the 25% China Tariff, a temporary Tariff Mitigation Allowance Fee of 4.9% has been applied to your invoice. We and our suppliers have absorbed all the rest of the tariff to avoid the need for a price increase. When the Tariff is removed, the Fee will be discontinued. We are evaluating our supply chain to continue to provide the best value for our customers.</p> <p>Thank you for your business and support.</p>					
FED ID# 27-4523962			<b>Total</b>		\$723.78
			<b>Balance Due</b>		\$0.00



# Invoice

Date	Invoice #
9/14/2019	386

1925 Bartow Road Suite 100  
Lakeland, FL 33801

**Bill To**

Rennie Heath  
Holly Hill Road East CDD  
346 East Central Avenue  
Winter Haven, FL 33880

RECEIVED SEP 19 2019

Quantity	Description	Rate	Amount
1.5	Principal Engineer 7-10-19 Site visit of Citrus Point and Citrus Isles for Annual budget	125.00	187.50
0.5	Principal Engineer 7-20-19 Requisition Review	125.00	62.50
<p><i>RH</i> <i>1702</i></p> <p>SEP 19 2019</p>			
<b>Total</b>			\$250.00

Holly Hill Road East CDD  
Billing 7-8-19 thru 9-1-19

Please make checks payable to Wood & Associates Engineering LLC

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 091**

9/27/2019

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
<b>1</b>	<b>Duke Energy</b> Acct: 31118 94380 ; Service 08/27/2019 - 09/26/2019	--	\$ 384.97	FY 2019
<b>2</b>	<b>Hopping Green &amp; Sams</b> General Counsel Through 08/31/2019	109838	\$ 1,871.10	FY 2019
<b>3</b>	<b>Navitas</b> Playground Lease	--	\$ 1,642.78	FY 2019
<b>4</b>	<b>PFM Group Consulting</b> DM Fee: Sep. 2019 Website Fee: Sep. 2019 Reimbursables: Aug. 2019 Tax Roll Preparation and Submission	DM-09-2019-0027 DM-09-2019-0028 OE-EXP-00413 OE-TR-00011	\$ 1,666.67 \$ 125.00 \$ 228.13 \$ 12,500.00	FY 2019 FY 2019 FY 2019 FY 2020

**TOTAL \$ 18,418.65**

5,918.65 FY 2019  
12,500.00 FY 2020

  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

**RECEIVED SEP 27 2019**



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

RECEIVED SEP 23 2019

===== STATEMENT =====

September 16, 2019

Holly Hill Road East CDD  
c/o PFM Group Consulting LLC  
12051 Corporate Blvd.  
Orlando, FL 32817

Bill Number 109838  
Billed through 08/31/2019

## General Counsel/Monthly Meeting

HHECDD 00001 RVW

### FOR PROFESSIONAL SERVICES RENDERED

08/01/19	MKR	Attend conference call with financing team regarding future phasing and financing.	0.10 hrs
08/01/19	AHJ	Prepare updates to development status chart; attend development status conference call.	0.20 hrs
08/05/19	RVW	Research and revise rules of procedure.	0.20 hrs
08/12/19	AHJ	Calendar adopted board meeting dates.	0.20 hrs
08/13/19	MKR	Review draft meeting minutes and provide comments.	0.40 hrs
08/13/19	AHJ	Prepare amended and restated rules of procedure, resolution and memorandum regarding same; prepare notice of rulemaking and notice of rule development.	0.50 hrs
08/14/19	AHJ	Finalize agenda items; transmit same to Patil; prepare updates to development status chart.	0.30 hrs
08/15/19	MKR	Research outstanding meeting materials regarding board meeting.	0.10 hrs
08/15/19	AHJ	Confer with Patil regarding agenda items.	0.10 hrs
08/19/19	RVW	Review agenda; prepare for board meeting.	0.60 hrs
08/20/19	RVW	Prepare for and travel to board meeting.	1.20 hrs
08/21/19	RVW	Prepare for and attend board meeting.	2.60 hrs
08/22/19	AHJ	Attend development status conference call.	0.10 hrs
08/27/19	AHJ	Finalize notice of rulemaking and notice of rule development; transmit same to Patil.	0.20 hrs

Total fees for this matter

\$1,799.00

### DISBURSEMENTS

Document Reproduction  
Travel

69.25  
2.85

=====

Total disbursements for this matter	\$72.10
-------------------------------------	---------

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	1.60 hrs	145 /hr	\$232.00
Rigoni, Michelle K.	0.60 hrs	235 /hr	\$141.00
Van Wyk, Roy	4.60 hrs	310 /hr	\$1,426.00

TOTAL FEES	\$1,799.00
TOTAL DISBURSEMENTS	\$72.10

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,871.10</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	1.60 hrs	145 /hr	\$232.00
Rigoni, Michelle K.	0.60 hrs	235 /hr	\$141.00
Van Wyk, Roy	4.60 hrs	310 /hr	\$1,426.00

TOTAL FEES	\$1,799.00
TOTAL DISBURSEMENTS	\$72.10

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,871.10</b>
------------------------------------	-------------------

**Please include the bill number on your check.**



**NAVITAS CREDIT CORP.**  
A UNITED COMMUNITY BANK COMPANY

201 EXECUTIVE CENTER DR., SUITE 100  
COLUMBIA, SC 29210

*Return Service Requested*

Invoice Date: 09/24/2019

HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRI  
12051 CORPORATE BLVD  
ORLANDO FL 32817-1450

## Remittance Section

Contract Number: 40428476  
Due Date: 10/15/2019  
Amount Due: \$1,642.78

Amount Enclosed: \$

☐ Please check here if your address has changed.  
Provide new address on reverse side.

Use enclosed envelope and make check payable to:

NAVITAS CREDIT CORP.  
PO BOX 935204  
ATLANTA, GA 311935204



000404284762019092400001642787

*Keep lower portion for your records - Please return upper portion with your payment.*



**NAVITAS CREDIT CORP.**  
A UNITED COMMUNITY BANK COMPANY

Your Opinion Matters! Click below; let us know how we are doing.  
<https://engage.navitascredit.com/Satisfaction-Survey>

PH: 888-978-6353

DUE DATE	CONTRACT NO.	EQUIPMENT DESCRIPTION
10/15/2019	40428476	PLAY GROUND
CUSTOMER NAME		
HOLLY HILL ROAD EAST COMMUNITY DEVELOPMENT DISTRI		

## Important Messages

### NAVITAS ADVANTAGE

#### Introducing the Navitas Customer Advantage Program

At Navitas, loyalty matters. As a valued customer, your company automatically qualifies for our **Advantage Equipment Financing Program**. Start enjoying unique services and preferred pricing designed to make financing with Navitas effortless.

- ➔ Automatic Pre-Approvals
- ➔ Payment Lock-in
- ➔ Lowest Payment Guarantee
- ➔ Bonus Working Capital
- ➔ Special Financing Programs
- ➔ Application Only Approvals
- ➔ Preferred Support
- ➔ Dealer Locator Service

**Command More Borrowing Power With Navitas**



To learn more about our Advantage Program email [dthomas@navitascredit.com](mailto:dthomas@navitascredit.com).

CONTRACT NUMBER	DESCRIPTION	DUE DATE	PAYMENT AMOUNT	SALES/ USE TAX	LATE CHARGE	INSURANCE CHARGES	OTHER CHARGES	TOTAL AMOUNT
40428476-1	Contract Payment	10/15/2019	\$1,642.78					\$1,642.78
SUBTOTALS:			\$1,642.78					\$1,642.78

RECEIVED SEP 26 2019



**NAVITAS  
CREDIT CORP.**

A UNITED COMMUNITY BANK COMPANY



Date	Invoice Number
September 24, 2019	DM-09-2019-0027
Payment Terms	Due Date
Upon Receipt	September 24, 2019

RECEIVED SEP 24 2019

**Bill To:**

Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

**Company Address:**

1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:**

Via ACH (preferred):

PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

Via Wire:

Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

Via Mail:

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

RE: District Management - September, 2019

**Total Amount Due**

**\$1,666.67**





Date	Invoice Number
September 24, 2019	DM-09-2019-0028
Payment Terms	Due Date
Upon Receipt	September 24, 2019

**Bill To:**

Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

RECEIVED SEP 24 2019

**Company Address:**

1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:****Via ACH (preferred):**

PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

**Via Wire:**

Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

**Via Mail:**

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

**RE:** Website Fee - September, 2019

**Total Amount Due**

**\$125.00**



Date	Invoice Number
September 19, 2019	OE-EXP-00413
Payment Terms	Due Date
Upon Receipt	September 19, 2019

**Bill To:**

Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

**Company Address:**

1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

RECEIVED SEP 25 2019

**Remittance Options:****Via ACH (preferred):**

PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

**Via Wire:**

Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

**Via Mail:**

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

**RE:** August 2019 Fedex - \$15.63  
August 2019 Postage - \$34.00  
August 2019 Copies - \$178.50

**Total Amount Due**

**\$228.13**



Holly Hill

Invoice Number	Invoice Date	Account Number	Page
6-712-76953	Aug 20, 2019	6339-4889-5	2 of 2

## FedEx Express Shipment Detail By Payor Type (Original)

Ship Date: Aug 12, 2019	Cust. Ref.: Myrtle Creek ID	Ref.#2:
Payor: Shipper	Ref.#3:	

The Earned Discount for this ship date has been calculated based on a revenue threshold of \$ 236655.67

Fuel Surcharge - FedEx has applied a fuel surcharge of 7.50% to this shipment.

Business Closed or Adult Recipient Unavailable - Delivery Not Completed.

Distance Based Pricing, Zone 2

1st attempt Aug 13, 2019 at 01:11 PM.

Automation	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	775958303851	Myrtle Creek ID	Bryan Wilson
Service Type	FedEx Standard Overnight	PFM - Orlando East	Driveway Maintenance Inc.
Package Type	FedEx Envelope	12051 Corporate Blvd	677 Fairvilla Road
Zone	02	ORLANDO FL 32817 US	ORLANDO FL 32808 US
Packages	1		
Rated Weight	N/A	Transportation Charge	23.94
Delivered	Aug 14, 2019 13:31	Discount	-2.15
Svc Area	A1	Earned Discount	-4.86
Signed by	K.KAREN K	Automation Bonus Discount	-2.39
FedEx Use	000000000/200/_	Fuel Surcharge	1.09
		Courier Pickup Charge	0.00
		<b>Total Charge</b>	<b>USD \$15.63</b>

Ship Date: Aug 15, 2019	Cust. Ref.: Holly Hill	Ref.#2:
Payor: Shipper	Ref.#3:	

The Earned Discount for this ship date has been calculated based on a revenue threshold of \$ 236655.67

Fuel Surcharge - FedEx has applied a fuel surcharge of 7.50% to this shipment.

Distance Based Pricing, Zone 5

Automation	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	775994032321	Amanda Lane	Fifth Third Wholesale Lockbox
Service Type	FedEx Standard Overnight	PFM - Orlando East	Egis Insurance Advisors
Package Type	FedEx Envelope	12051 Corporate Blvd	4900 W 95th St.
Zone	05	ORLANDO FL 32817 US	OAK LAWN IL 60453 US
Packages	1		
Rated Weight	N/A	Transportation Charge	37.76
Delivered	Aug 16, 2019 10:04	Discount	-3.40
Svc Area	A1	Earned Discount	-16.04
Signed by	U.RADFORD	Automation Bonus Discount	-3.78
FedEx Use	000000000/233/_	Fuel Surcharge	1.09
		<b>Total Charge</b>	<b>USD \$15.63</b>

**Shipper Subtotal USD \$31.26**

**Total FedEx Express USD \$31.26**

## FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to [fedex.com](http://fedex.com) to sign up today!

## Account Summary Report

Date Range: August 1, 2019 to August 31, 2019

Meter Group: All Meters

Meter 1W00 - 1376538 OLD at ORLANDO, FL

Meter 4W00 - 0347354 at ORLANDO, FL

### Meter Details

Location	Meter Name	Serial Number	PbP Account Number
ORLANDO, FL	4W00 - 0347354	0347354	24978470
ORLANDO, FL	1W00 - 1376538 OLD	1376538	24978470

### Account Summary

Account	Sub Account	Pieces	Total Charged
Holly Hill Road East CDD		17	\$34.000
	<b>Grand Total</b>		<b>\$34.000</b>

## Copy Count

Account: Holly Hill Road East

Amount of Copies: 1190

Total \$: 178.50

Month: August 2019



Date	Invoice Number
September 24, 2019	OE-TR-00011
Payment Terms	Due Date
Upon Receipt	September 24, 2019

**Bill To:**  
  
Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

RECEIVED SEP 24 2019

**Company Address:**  
  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:**

**Via ACH (preferred):**

PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

**Via Wire:**

Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

**Via Mail:**

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

**RE:** Preparation and Submission for FY2020 Tax Roll

**Total Amount Due**

**\$12,500.00**

**HOLLY HILL ROAD EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 092**

10/4/2019

Item No.	Vendor	Invoice Number	General Fund	Fiscal Year
1	<b>A &amp; R Contracting &amp; Cleaning</b> Door Louver Installation	2571	\$ 214.20	FY 2020
2	<b>Duke Energy</b> Acct: 65321 85118 ; Service 08/29/2019 - 09/30/2019	--	\$ 27.16	FY 2019
	Acct: 57840 25499 ; Service 09/04/2019 - 10/03/2019	--	\$ 17.86	FY 2019
	Acct: 97939 61028 ; Service 09/04/2019 - 10/03/2019	--	\$ 16.46	FY 2019
3	<b>Orkin</b> Amenity Pest Control	191112386	\$ 48.15	FY 2020
4	<b>PFM Group Consulting</b> August Reimbursables	106192	\$ 1,957.86	FY 2019

**TOTAL \$ 2,281.69**

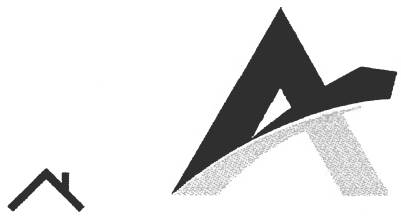
2,019.34 FY 2019

262.35 FY 2020

  
Board Member

Please Return To:  
Holly Hill Road East CDD  
c/o Fishkind & Associates  
12051 Corporate Boulevard  
Orlando, FL 32817

RECEIVED OCT 07 2019



## A & R Contracting & Cleaning, Llc

**A & R Contracting & Cleaning, LLC**  
2061 9TH LN NE  
winter haven, FL 33881  
863-582-6202  
alvarezandramirez@gmail.com

## Invoice

**BILL TO**

Dexter Glasgow  
Holly Hill rd  
Citrus pointe  
12051 Corporate Blvd Orlando, FL  
32817

RECEIVED OCT 04 2019

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2571	10/03/2019	\$214.20	11/02/2019	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
<b>Material and labor</b> Installed a door louver on the electrical room door	1	214.20	214.20

**BALANCE DUE**

**\$214.20**





# STATEMENT OF ELECTRIC SERVICE

OCTOBER 2019

ACCOUNT NUMBER

65321 85118

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
RE: CITRUSPOINTE LIFTSTATION  
ORLANDO FL 32817

SERVICE ADDRESS  
256 BERGAMOT LOOP LIFT  
DAVENPORT FL 33837

DUE DATE  
OCT 22 2019

TOTAL AMOUNT DUE  
27.16

NEXT READ  
DATE ON OR  
ABOUT  
OCT 29 2019

DEPOSIT AMOUNT  
ON ACCOUNT  
200.00

PIN: 568174431

## METER READINGS

METER NO.	000196388
PRESENT (ACTUAL)	000235
PREVIOUS (ACTUAL)	000166
DIFFERENCE	000069
PRESENT ONPEAK	000033
PREVIOUS ONPEAK	000026
DIFFERENCE ONPEAK	000007
TOTAL KWH	69
ON PEAK KWH	7
PRESENT KW (ACTUAL)	0000.91
PRESENT PEAK KW	0000.37
BASE KW	1
ON-PEAK KW	0
LOAD FACTOR	9.0%

PAYMENTS RECEIVED AS OF SEP 16 2019

24.66 THANK YOU

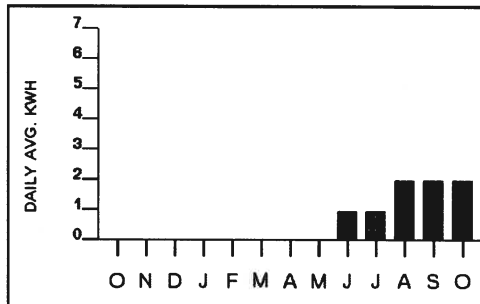
GS-1 060 GENERAL SERVICE - NON DEMAND SEC  
BILLING PERIOD..08-29-19 TO 09-30-19 32 DAYS

CUSTOMER CHARGE		12.78
ENERGY CHARGE	69 KWH @ 8.07800¢	5.57
FUEL CHARGE	69 KWH @ 3.97400¢	2.74
ASSET SECURITIZATION CHARGE	69 KWH @ 0.24100¢	0.17

*TOTAL ELECTRIC COST	21.26
GROSS RECEIPTS TAX	.55
MUNICIPAL FRANCHISE FEE	1.40
MUNICIPAL UTILITY TAX	2.10
STATE AND OTHER TAXES ON ELECTRIC	1.85

TOTAL CURRENT BILL 27.16

TOTAL DUE THIS STATEMENT \$27.16



Payment of this statement within 90 days from the billing date will avoid a 1% late charge being applied to this account. Learn how to lower your bill with a free on-site Business Energy Check. This no-cost analysis provides you with specific tips on how to save energy and qualify for valuable rebates for energy-savings measures. You may also qualify for a FREE Commercial Energy Savings Kit. Visit us at [duke-energy.com/FLbusiness](http://duke-energy.com/FLbusiness), or call 1-877-372-8477.

## ENERGY USE

DAILY AVG. USE - 2 KWH/DAY  
USE ONE YEAR AGO - 0 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$.66

RECEIVED SEP 30 2019

DETACH AND RETURN THIS SECTION

EB72 0028037

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 65321 85118

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
RE: CITRUSPOINTE LIFTSTATION  
ORLANDO FL 32817 - 1450

DUE DATE

OCT 22 2019

TOTAL DUE

27.16

PLEASE ENTER  
AMOUNT PAID

6532185118200000002716900000000000000000000271690100000000009

5784025499600000001,7863000000000000000000001,786301000000000009



9/26/2019

PEST  
CONTROL  
DOWN  
TO A  
SCIENCE™

Orkin  
3400 RECKER HWY  
WINTER HAVEN, FL 33880-1957

AB 01 247071 82084 B 616 A



HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450

## CUSTOMER INFORMATION

Account Number: 33267163

Customer Address: 12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450

## BRANCH INFORMATION

Branch Name: 148-WINTER HAVEN, FL

Branch Phone #: (800) 329-3201

Branch Manager: DAVID BERNSTEIN

We want to ensure your complete satisfaction.  
Please contact your local Orkin Branch at  
(800) 329-3201.

## ACCOUNT DETAIL

DATE	INVOICE#	SERVICING BRANCH	PO#	DESCRIPTION	CHARGES	TAX	TOTAL	PAYMENTS/ ADJUSTMENTS	AMOUNT DUE
<b>SERVICE ADDRESS 1: 127 BERGAMOT LOOP DAVENPORT, FL 33837</b>									
Oct, 2019	191112386	148-WINTER HAVEN, FL		SCH SVC 10/08/2019 PC Standard - Monthly-PC Standard	\$45.00	\$3.15	\$48.15	\$0.00	\$48.15
Subtotal									\$48.15
Unapplied Credits									\$0.00
<b>TOTAL AMOUNT DUE</b>									<b>\$48.15</b>

RECEIVED OCT 01 2019

**Thank you for choosing Orkin. Visit [www.orkin.com/myaccount](http://www.orkin.com/myaccount) to create your online profile.**

Payments received after 9/25/2019 are not reflected in the above detail. **Payment is due when service is rendered.**

Please detach and mail lower portion with check made payable to Orkin. Please include your account number on your check.

HOLLY HILL ROAD EAST CDD  
12051 CORPORATE BLVD  
ORLANDO, FL 32817-1450

Now you can pay online: [www.orkin.com/myaccount](http://www.orkin.com/myaccount).

PEST  
CONTROL  
DOWN  
TO A  
SCIENCE™

Orkin  
3400 RECKER HWY  
WINTER HAVEN, FL 33880-1957

Account Number: 33267163

Amount Due: \$48.15

Amount Enclosed: \$

☐ Want to sign up for Autopay?  
Please see reverse side.

If you have a change of address,  
please contact your branch.

0014833267163 0000050000048157



Date	Invoice Number
September 24, 2019	106192
Payment Terms	Due Date
Upon Receipt	September 24, 2019

**Bill To:**  
  
Holly Hill Road East Community Development District  
c/o PFM Group Consulting District Accounting  
Department  
12051 Corporate Blvd  
Orlando, FL 32817  
United States of America

RECEIVED OCT 03 2019

**Company Address:**  
  
1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
+1 (215) 567-6100  
  
Federal Tax ID: 81-1642478

**Remittance Options:**

Via ACH (preferred):

PFM Group Consulting LLC  
Bank Name:M&T Bank  
ACH# (ACH): 031302955  
Account #: 9865883822

Via Wire:

Bank Name:M&T Bank  
ABA# (Wire): 022000046  
Account #: 9865883822

Via Mail:

PFM Group Consulting LLC  
PO Box 65126  
Baltimore, MD 21264-5126  
United States of America

**RE:** Billable expenses for August 2019.

Expenses  
**Total Amount Due**

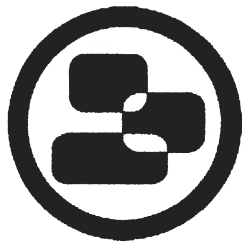
\$1,957.86  
**\$1,957.86**





Date	Invoice Number
September 24, 2019	106192
Payment Terms	Due Date
Upon Receipt	September 24, 2019

Expense Supporting Detail			
Category	Worker	Transaction Date	Amount Billed
Miscellaneous Expense	Dexter Glasgow	08/22/19	\$790.96
Miscellaneous Expense	Dexter Glasgow	08/26/19	\$252.80
			Miscellaneous Expense <u>\$1,043.76</u>
Miscellaneous Expense	Jennifer Walden	08/01/19	\$799.84
Miscellaneous Expense	Jennifer Walden	08/02/19	-\$52.32
Miscellaneous Expense	Jennifer Walden	08/03/19	\$166.58
			Miscellaneous Expense <u>\$914.10</u>
			<b>Total Expenses: \$1,957.86</b>


**SCHOOL  
OUTFITTERS**
**1-866-619-1776**

 Fax: 1-800-494-1036  
 3736 Regent Ave.  
 Cincinnati, OH, 45212-3724  
 www.schooloutfitters.com

**Receipt**
**Order#**

 W5644356  
 August 1, 2019

<b>Bill To</b>	<b>Ship To</b>
PFM Group Consulting LLC Sonali Patil 12501 Corporate Blvd. Orlando, FL 32817 Ph: (407) 723-5900	A & R Contracting & Cleaning, LLC Estela Alvarez 2061 9th Lane NE 2061 9th Lane NE Winter Haven, FL 33881-1719 Ph: (863) 582-6202

<b>Order No.</b>	<b>Order Date</b>	<b>Payment Terms</b>
W5644356	08/01/2019	CreditCard

SKU#	Description	Qty Ordered	Price	Extended Price
NOR-ENO1056DL	Square Plastic Trash Can w/ Dome Top Lid [Free Shipping]	8	\$186.88	\$1,495.04

Any question or discrepancies concerning this order must be reported within seven days to our sales and service department at 1-800-260-2776

<b>Product Total:</b>	\$1,495.04
<b>Shipping &amp; Handling Total:</b>	\$0.00
<b>Subtotal:</b>	\$1,495.04
<b>Sales Tax:</b>	\$104.65
<b>Total:</b>	\$1,599.69

Please pay this amount	\$0.00
A & R Contracting & Cleaning, LLC	
Order No.	W5644356
Order Date	08/1/2019

SPLIT B/T 2 DISTRICTS:

HOLLY HILL CDD - \$ 799.84

DAVENPORT SOUTH CDD - \$ 799.85



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places to learn.®

[www.schooloutfitters.com](http://www.schooloutfitters.com) • 3736 Regent Ave. • Cincinnati, Ohio 45212-3724

For assistance, please contact:

Accounting

Phone: 866-619-3776

Fax: 866-619-3927

[accounting@schooloutfitters.com](mailto:accounting@schooloutfitters.com)

## Credit Card Refund Receipt

Transaction #:  
TRANS111165859  
Aug 02, 2019

**Bill to:**  
PFM Group Consulting LLC  
Sonali Patil  
12501 Corporate Blvd.  
Orlando, FL 32817, USA  
  
Phone: (407) 723-5900  
Fax: N/A  
Email: [patils@pfm.com](mailto:patils@pfm.com)

**Total Refund:**

**(\$104.65)**

### Refund Information

<b>Date Processed</b>	8/2/2019
<b>Refund Method</b>	CreditCard
<b>Name on Card</b>	
<b>Type of Card</b>	MasterCard
<b>C.C. / Check Number</b>	XXXX-XXXX-XXXX-4022
<b>Exp</b>	1/2000
<b>Payment Ref. No.</b>	5647922243616417203084
<b>Transaction #</b>	TRANS111165859
<b>Purchase Order No.</b>	
If you are paying with a credit card, your card will be charged the day you order. In cases where your order does not ship immediately, this would be considered a prepayment.	

SPLIT BT 2 DISTRICTS :

HOLLY HILL CDD - \$52.32 REFUND

DAVENPORT SOUTH CDD - \$52.33 REFUND

Thank you for your business.

For Assistance: Accounting • Phone: 866-619-3776 • Fax: 866-619-3927 • [accounting@schooloutfitters.com](mailto:accounting@schooloutfitters.com)





Order Confirmation

Account # 5601393  
Order #: 16005670  
PO #: WALDEN08012019

Dear Sonali Patil,

Thank you for placing your order with Global Industrial. Your order details are below. We will send a confirmation once your item(s) ship.

Please note, orders containing multiple items may generate additional notifications as items may ship separately.

For most up to date information on your order, please [click here](#).

**Shipping Address:**

ESTELA ALVAREZ  
A & R CONTRACTING & CLEANING, LLC  
2061 9th Ln NE  
WINTER HAVEN, FLORIDA 33881  
UNITED STATES

**Billing Address:**

JENNIFER WALDEN  
PFM GROUP CONSULTING LLC  
12051 Corporate Blvd.  
ORLANDO, FLORIDA 32817 UNITED STATES

**Payment Information:**

Card Type: Master Card  
Card Number: XXXX-XXXX-XXXX-4022

Order Date: 08/01/2019 15:22 PM EST

Product Description	Item #	Qty	Price	Total
simplehuman® Plastic Swing Lid Can - 16 Gallon Black	261024BK	4	\$ 59.99	\$ 239.96
<b>Shipping Method:</b> UPS - GROUND				
<b>Estimated Delivery Date:</b> 08/06/2019-08/09/2019				

Subtotal: \$ 239.96  
Shipping and Handling: \$ 71.39  
Tax: \$ 21.80  
Total: \$ 333.15

This order is subject to [Global Industrial's Terms & Conditions of Sale](#). Global Industrial objects to any other additional or different terms in your purchase order or acceptance.

Global Industrial Customer Service  
1.888.978.7759

CONNECT WITH US



11 Harbor Park Drive, Port Washington, N.Y. 11050  
Copyright © 2019 by Global Industrial. All Rights Reserved

SPLIT B/T 2 DISTRICTS:  
HOLLY HILL CDD - \$1166.58  
DAVENPORT SOUTH CDD - \$1166.57

**PAID  
IN  
FULL****INVOICE  
INV-6210**More than fast. More than signs. ®  
fastsigns.com/2106PO Number: Holly Hill Road CDD  
Payment Terms: 50% Down 50% at Completion

Order Due Date: 9/5/2019

Created Date: 8/22/2019

**DESCRIPTION: 18"x24"(3) Pedestrian Only signs. Single sided. With border. Reflective.****Bill To:** PFM Group Consulting  
12051 Corporate Boulevard  
Orlando, FL 32817  
US**Pickup At:** FASTSIGNS Oviedo  
2200 Winter Springs Blvd #118  
Oviedo, FL 32765  
US**Ordered By:** Dexter Glasgow  
Email: glasgowd@pfm.com  
Work Phone: (407) 212-2313  
Cell Phone: (407) 723-5900  
Tax ID: 85-8017327033C-7**Salesperson:** Lina Carmona  
Email: lina.carmona@fastsigns.com  
Work Phone: 407-542-1234

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	.080 Aluminum reflective. Radius Corners, 2 Holes 18" x 24", White -Installation included	3	\$146.52	\$0.00	\$439.56
1.1	Vended Products - .080 Aluminum reflective. Radius Corners, 2 Holes 18" x 24", White				
1.2	Vended Products - U-Channel Posts - Break Away Hardware				
1.3	Installation 1 Professional - install vended				
2	(8ft. Exposed) 10ft U-Channel Galvanized post	2	\$70.00	\$0.00	\$140.00
2.1	10' U-Channel Galvanized Post - (8ft. Exposed) 10ft U-Channel Galvanized post				
3	Custom graphic vinyl 3M protection	3	\$70.4667	\$0.00	\$211.40
3.1	Clear Calendared Vinyl - Clear vinyl				

<b>Subtotal:</b>	\$790.96
<b>Taxable Amount:</b>	\$0.00
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$790.96
<b>Amount Paid:</b>	\$790.96
<b>BALANCE DUE:</b>	\$0.00

TRANSACTIONS		
Date	Type	Amount
8/22/2019	MasterCard (Offline) - 4006	\$790.96

Thank you for choosing FASTSIGNS of Oviedo!

**PAID  
IN  
FULL**

**INVOICE**  
**INV-6239**

PO Number: Holly Hill

Payment Terms: 50% Down 50% at Completion

More than fast. More than signs. ®  
fastsigns.com/2106

Order Due Date: 9/4/2019

Created Date: 8/26/2019

**DESCRIPTION:** Holly Hill CDD Dog Park Rules

**Bill To:** PFM Group Consulting  
12051 Corporate Boulevard  
Orlando, FL 32817  
US

**Pickup At:** FASTSIGNS Oviedo  
2200 Winter Springs Blvd #118  
Oviedo, FL 32765  
US

**Ordered By:** Dexter Glasgow  
Email: glasgowd@pfm.com  
Work Phone: (407) 212-2313  
Cell Phone: (407) 723-5900  
Tax ID: 85-8017327033C-7

**Salesperson:** Lina Carmona  
Email: lina.carmona@fastsigns.com  
Work Phone: 407-542-1234

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	18" x 24" Dibond with Digital Print and Gloss Overlamine. Installation included.	1	\$118.00	\$0.00	\$118.00
1.1	Dibond/Max Metal 3mm White - Dibond				
1.2	Vinyl - Calendered (Overlay) - Vinyl Calendered overlay				
1.3	Overlaminates- 3 mil UV Gloss - Laminate				
1.4	Graphic Design Fee - Layout				
2	Professional Installation	1	\$134.80	\$0.00	\$134.80
2.1	Vended Products - Installation				
Subtotal:					\$252.80
Taxable Amount:					\$0.00
Taxes:					\$0.00
Grand Total:					\$252.80
Amount Paid:					\$252.80
BALANCE DUE:					\$0.00

TRANSACTIONS		
Date	Type	Amount
8/26/2019	MasterCard (Online) - 4006	\$252.80

Thank you for choosing FASTSIGNS of Oviedo!

**Holly Hill Road East  
Community Development District**

**Monthly Financials**

*(provided under separate cover)*