



Your Community.
Our Commitment.

STONEBRIER

COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

Board of Supervisors Regular Meeting

***Date/Time:
Thursday
October 16, 2025
6:00 p.m.***

***Location:
Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, FL 33558***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

STONEBRIER

COMMUNITY DEVELOPMENT DISTRICT

c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
321-263-0132

Board of Supervisors
Stonebrier Community Development District

Dear Supervisors:

The Regular Meeting of the Board of Supervisors of the Stonebrier Community Development District is scheduled for **Thursday, October 16, 2025 at 6:00 p.m. at Heritage Harbor Clubhouse – 19502 Heritage Harbor Parkway, Lutz, FL 33558.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact the District Manager at (321) 263-0132 X 536 or hbeckett@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

Heath Beckett

Heath Beckett
District Manager

Cc: Attorney
Engineer
District Records



Meeting Date: Thursday, October 16, 2025
 Time: 6:00 p.m.
 Location: Heritage Harbor Clubhouse
 19502 Heritage Harbor Way
 Lutz, FL 33558

[Click Here to Join the Meeting Online](#)
 Dial-in Number: 1-904-348-0776
 Phone Conference ID: 684 257 747#
 (Mute/Unmute: *6)
 (Raise/Lower Hand: *5)

Agenda

The full draft agenda packet will be posted to the CDD website under [Meeting Documents](#) when it becomes available, or it may be requested no earlier than 7 days prior to the meeting date by emailing sconley@vestapropertyservices.com

FIRST ORDER OF BUSINESS:

Roll Call

Supervisors	Present	Teams	Absent
Joseph Traugott (1)			
Michael Kiely (2-VC)			
Analina Medina (3-C)			
Kristyn Fada (4)			
Hari Joshi (5)			

Staff/Vendors

Heath Beckett, Vesta
 Michael Bush, Vesta
 Ryan Dugan, Kutak Rock
 Vasili Kostakis, Stantec
 Lee Smith, Steadfast Environmental
 Christina Van Helden, Yellowstone Landscape

SECOND ORDER OF BUSINESS:

Audience Comments – Agenda Items

(Limited to 3 minutes per individual for agenda items.)

THIRD ORDER OF BUSINESS:

Reports

- A. Landscape Maintenance Report – *Christina Van Helden, Yellowstone* [EXHIBIT 1](#)
 - 1. Consideration of Yellowstone Proposals
 - a. Live Oak Replacements - \$44,088.14 [EXHIBIT 2](#)
 - b. September Irrigation Inspection Repairs - \$1,184.28 [EXHIBIT 3](#)
- B. Contracts [EXHIBIT 4](#)
- C. Outstanding Proposals [EXHIBIT 5](#)
- D. Irrigation Spending [EXHIBIT 6](#)
- E. District Engineer – *Vasili Kostakis, Stantec* [EXHIBIT 7](#)
- F. Aquatic Maintenance Report – *Lee Smith, Steadfast Environmental* [EXHIBIT 8](#)
 - 1. Consideration of Steadfast Environmental Proposals
 - a. Quarterly Herbicide Treatments on Lake Nancy – *Previously Presented* [EXHIBIT 9](#)

THIRD ORDER OF BUSINESS: Reports (Continued)

- G. Field Operations Report – *Michael Bush, Vesta* EXHIBIT 10
 - 1. Consideration of Field Operation Proposals
- H. District Counsel – *Ryan Dugan, Kutak Rock*
- I. District Manager – *Heath Beckett, Vesta District Services* EXHIBIT 11

FOURTH ORDER OF BUSINESS: Consent Agenda

- A. Consideration and Approval of the Minutes of the Board of Supervisors Regular Meeting Held September 11, 2025 EXHIBIT 12
- B. Consideration and Approval of the Unaudited August 2025 Financial Report EXHIBIT 13

FIFTH ORDER OF BUSINESS: District Management and Field Management Services

- A. Consideration of Responses to Informal Request for Proposals for District Management Services and Field Management Services EXHIBIT 14
 - 1. Vesta (current contract addendums)
 - 2. GMS
 - 3. Anchor Stone Management
- B. Authorization of Termination of Current District Management and Field Management Services Provider

SIXTH ORDER OF BUSINESS: Supervisor Requests (Includes Next Meeting Agenda Items)

- A. Selection of Next Month's Landscape Lighting Colors (*Joshi*)

SEVENTH ORDER OF BUSINESS: Audience Comments – New Business
(Limited to 3 minutes per individual for non-agenda items)

EIGHTH ORDER OF BUSINESS: Next Meeting Quorum Check **November 13, 2025 at 6:00 p.m.**

	<i>In Person</i>	<i>Virtually</i>	<i>Not</i>
Joseph Traugott (1)			
Michael Kiely (2)			
Analina Medina (3)			
Kristyn Fada (4)			
Hari Joshi (5)			

Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, FL 33558

NINTH ORDER OF BUSINESS: Action Item Summary (To be Included in Minutes)

TENTH ORDER OF BUSINESS: Adjournment



EXHIBIT 1





Chrissy Van Helden
Yellowstone Landscape

STONEBRIER CDD

Wednesday, October 8, 2025

10 Observations Identified





OBSERVATION 1

Assigned To Client

Mulch install



OBSERVATION 2

Assigned To Client

Hedge across from Sweetgrass trimmed and reduced



OBSERVATION 3

Assigned To Client

Irrigation monthly inspection in progress



OBSERVATION 4

Assigned To Client

Woodline on Sunlake in process of being cut back





OBSERVATION 5

Assigned To Client

Multiple Halleys on south end deteriorating



OBSERVATION 6

Assigned To Client

Copper leaf schedule for replacement



OBSERVATION 7

Assigned To Crew

Annual beds need to be weeded weekly



OBSERVATION 8

Assigned To Client

Palms throughout Cdd pruned last week of September





OBSERVATION 9

Turf condition



OBSERVATION 10

Heritage harbor border cut back



EXHIBIT 2



CHANGE ORDER:
Proposal# 606010
DATE 16 Oct 2025

PROJECT: **Remove and Replace Live Oak Trees**
OWNER: Stonebrier Community Development District
CONTRACTOR: Yellowstone Landscape, Inc.

The Contract (defined below) is modified as follows:

- This Change Order is subject to the terms of that "Agreement for the Provision of Landscape and Irrigation Maintenance Services by and between the Stonebrier Community Development District and Yellowstone Landscape, Inc." Dated **16 Oct 2025**
- The scope of services under the Contract is hereby amended to additionally include the services described in the proposal attached hereto as **Exhibit A**, and at a price of **\$44,088.14** **Exhibit A** shall be incorporated herein only to the extent that it states the scope of services for the additional labor and materials to be provided under this Change Order, and the price thereof, but otherwise no other provisions of **Exhibit A** shall be incorporated herein.
- Except as expressly stated herein, the Contract shall continue in full force and effect according to its terms. To the extent that there is any conflict between this Change Order and the Contract, this Change Order shall control.

(NOT VALID UNTIL SIGNED BY OWNER & CONTRACTOR)

ACCEPTED:
Stonebrier Community Development District
Owner

BY (Authorized Signature)
DATE _____

ACCEPTED:
Yellowstone Landscape, Inc.
Contractor

Christina McVan Helden
BY (Authorized Signature)
DATE 10/16/2025





Proposal #: 606010

Date: 10/9/2025

From: Chrissy Van Helden

**Landscape Enhancement Proposal for
Stonebrier CDD**

Heath Beckett
Vesta Property Services
250 International Pkwy
Suite 208
Lake Mary, FL 32746
hbeckett@vestapropertyservices.com

LOCATION OF PROPERTY

21550 County Line Road West
Lutz, FL 33558

Remove and Replace Oak Trees

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Debris Removal	1	\$1,400.00	\$1,400.00
Tree Removal/Stump Grind	3	\$1,640.00	\$4,920.00
Live Oak Tree 7" cal	6	\$5,130.28	\$30,781.65
Tree Delivery	1	\$1,643.88	\$1,643.88
Install Trees	6	\$684.95	\$4,109.70
Tree Stake Kits Install	6	\$205.49	\$1,232.91

Remove 3 Unstable Oak Trees

- One Located on Sunlake Blvd Southbound South of Traffic Circle, North of Woodside Entrance
 - Infested with Carpenter Ants. Severely Leaning Toward the Road
- One Located Eastbound on Countyline Rd in Between Waterbridge and Sweetgrass Entrances
 - Roots Along Curblineline Exposed to an Unhealthy Extent. Tree is Leaning Toward Backside of a House
- One Located Westbound on Countyline Rd in Front of Soccer Field
 - Base of Tree Rotted and Damaged from Carpenter Ants. Leaning Toward the Road Way

Stump Grind All 3 Trees

Replace Trees Per County Standards

Terms and Conditions: Signature below authorizes Yellowstone to perform work as described in this proposal and verifies that the prices and specifications are hereby accepted. This quote is firm for 30 days and change in plans or scope may result in a change of price. All overdue balances will be charged a 1.5% a month, 18% annual percentage rate.

Limited Warranty: Plant material is under a limited warranty for one year. Transplanted material and/or plant material that dies due to conditions out of Yellowstone's control (i.e., Act of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

AUTHORIZATION TO PERFORM WORK:

By _____

Print Name/Title

Date _____

Stonebrier CDD

Subtotal	\$44,088.14
Sales Tax	\$0.00
Proposal Total	\$44,088.14

THIS IS NOT AN INVOICE



EXHIBIT 3



CHANGE ORDER:
SB 20250912 Irrig
DATE 16 Oct 2025

PROJECT: **Monthly Irrigation Inspection Report**
OWNER: Stonebrier Community Development District
CONTRACTOR: Yellowstone Landscape, Inc.

The Contract (defined below) is modified as follows:

- This Change Order is subject to the terms of that "Agreement for the Provision of Landscape and Irrigation Maintenance Services by and between the Stonebrier Community Development District and Yellowstone Landscape, Inc." Dated **16 Oct 2025**
- The scope of services under the Contract is hereby amended to additionally include the services described in the proposal attached hereto as **Exhibit A**, and at a price of **\$1,184.28 Exhibit A** shall be incorporated herein only to the extent that it states the scope of services for the additional labor and materials to be provided under this Change Order, and the price thereof, but otherwise no other provisions of **Exhibit A** shall be incorporated herein.
- Except as expressly stated herein, the Contract shall continue in full force and effect according to its terms. To the extent that there is any conflict between this Change Order and the Contract, this Change Order shall control.

(NOT VALID UNTIL SIGNED BY OWNER & CONTRACTOR)

ACCEPTED:
Stonebrier Community Development District
Owner

BY (Authorized Signature)
DATE _____

ACCEPTED:
Yellowstone Landscape, Inc.
Contractor

Christina M Van Helden
BY (Authorized Signature)
DATE 10/16/2025



Yellowstone Landscape | TAMPA



30319 Commerce Drive, San Antonio, FL 33576 - 813.223.6999

Property

Stonebrier CDD
25110 County Line Rd W
Lutz, FL 33558

Contact

Inspection

Started: 9/10/2025
Last Updated: 9/12/2025
Inspector: D Pellecchia

Estimate Summary

Labor: 13 hours, 39 minutes - \$1,023.75
Materials: \$160.53

Total: \$1,184.28
(plus applicable taxes)

Service Summary

Service	Quantity	Cost
Remove Sprinkler Head	1	\$230.00
Repair Drip Line	4	\$20.25
Repair Lateral Line	2	\$557.40
Replace Sprinkler Head	10	\$376.63
Total (plus applicable taxes):		\$1,184.28

Signature

Date



Service Detail

Controller 1 > Zone 4 sprays					
Asset	Service	Notes	Labor	Materials	Total
Lateral Line 1	<u>Repair</u>	Part: Line Line Length (ft.): 5 Line Size: 2" Hours: 6 Crushed pipe underneath oak tree needs to be fixed	\$450.00	\$59.90	\$509.90

Controller 1 > Zone 2 Sprays					
Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 5	<u>Replace</u>	Part: Nozzle Hours: 0.45 3 clogged nozzles fixed on-site.	\$33.75	\$2.23	\$35.98

Controller 1 > Zone 19 Sprays / annuals					
Asset	Service	Notes	Labor	Materials	Total
Drip Line 3	<u>Repair</u>	Drip Line Length (ft.): 1 Drip Line Size: 1/2" Hours: 0.2 Is cut drip to being in two different places fixed on-site	\$15.00	\$5.25	\$20.25
Sprinkler Head 1	<u>Replace</u>	Part: Nozzle Hours: 0.15 Replace maxi check nozzle fixed on-site	\$11.25	\$2.23	\$13.48

Controller 2 > Zone 4 sprays					
Asset	Service	Notes	Labor	Materials	Total
Lateral Line 1	<u>Repair</u>	Part: Line Line Length (ft.): 0 Line Size: 1/2" Hours: 0,5 Sprinkle broken from a nipple replaced on site	\$37.50	\$10.00	\$47.50

Controller 2 > Zone 11 spray					
Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 4	<u>Replace</u>	Part: Head & Nozzle Head Type: Spray Head Size: 6" Line Length (ft.): 0 Hours: 0.25 Is broken sprinkler head fixed on site	\$18.75	\$16.75	\$35.50



Controller 3 on county line rd > Zone 15 Sprays

Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 2	<u>Replace</u>	Part: Head & Nozzle Head Type: Spray Head Size: 6" Line Length (ft.): 0 Hours: 0.25 Broken sprinkler had fixed on site	\$18.75	\$16.75	\$35.50
Sprinkler Head 3	<u>Replace</u>	Part: Nozzle Hours: 0.15 Cracked nozzle fixed on-site	\$11.25	\$2.23	\$13.48

Controller 3 on county line rd > Zone 17 Sprays

Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 6	<u>Remove</u>	Hours: 3 remove spray head next to big oak tree needs to be capped fixed on-site	\$225.00	\$5.00	\$230.00

Controller 3 on county line rd > Zone 18 Sprays

Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 4	<u>Replace</u>	Part: Head & Nozzle Head Type: Spray Head Size: 6" Line Length (ft.): 0 Hours: 2 broken spray head next to big oak tree fixed on-site, lots of roots	\$150.00	\$16.75	\$166.75

Controller 3 on county line rd > Zone 21 Sprays

Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 3	<u>Replace</u>	Part: Nozzle Hours: 0.15 clogged nozzle fixed on site	\$11.25	\$2.23	\$13.48

Controller 4 Green mile > Zone 8 sprays

Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 1	<u>Replace</u>	Part: Head & Nozzle Head Type: Spray Head Size: 6" Line Length (ft.): 0 Hours: 0.25 broken spray head repaired on site	\$18.75	\$16.75	\$35.50

Controller 4 Green mile > Zone 13 Sprays



Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 2	<u>Replace</u>	Part: Nozzle Hours: 0.15 broken nozzle repaired on site	\$11.25	\$2.23	\$13.48

Controller 4 Green mile > Zone 14 Sprays

Asset	Service	Notes	Labor	Materials	Total
Sprinkler Head 1	<u>Replace</u>	Part: Nozzle Hours: 0.15 broken nozzle repaired on site	\$11.25	\$2.23	\$13.48

Controller 5 > Zone 5 Drip

Asset	Service	Notes	Labor	Materials	Total
Drip Line 2	<u>Repair</u>	Drip Line Length (ft.): 0 Drip Line Size: 1/4" Hours: cut drip repaired on site	\$0.00	\$0.00	\$0.00

Controller 5 > Zone 9 Rotors

Asset	Service	Notes	Labor	Materials	Total
Drip Line 2	<u>Repair</u>	Drip Line Length (ft.): 0 Drip Line Size: 1/4" Hours: broken drip feeder replaced on site	\$0.00	\$0.00	\$0.00

Controller 5 > Zone 20 drip annual

Asset	Service	Notes	Labor	Materials	Total
Drip Line 2	<u>Repair</u>	Drip Line Length (ft.): 0 Drip Line Size: 1/4" Hours: 4 broken drip lines repaired on site	\$0.00	\$0.00	\$0.00



EXHIBIT 4



STONEBRIER - CONTRACTS

DATE APPROVED/ EXECUTED	WO#	VENDOR	DESCRIPTION	COST	LINE ITEM	NOTES	INVOICED
03/14/19		Stantec	Engineering Services FY 24 Billed hourly - \$85-\$135		ENGINEERING SERVICES		ONGOING - BILLED HOURS - month
04/19/19		Engage PEO	Supervisor Compensation \$200/mtg ea Payroll taxes \$15.30/mtg ea Payroll processing \$50/invoice + \$50 annual fee	\$ 12,000.00	SUPERVISORS COMPENSATION	ENCUMBERED \$200/mtg per Supervisor	ONGOING - per mtg
				\$ 918.00	PAYROLL TAXES	ENCUMBERED \$15.30/mtg per Supervisor	ONGOING - per mtg
				\$ 650.00	PAYROLL SERVICES	ENCUMBERED \$50/invoice	ONGOING - per invoice
05/14/20		Steadfast	Aquatic Maintenance Areas 1-35 (39,324 LF) 4xmonth treat invasive/exotic vegetation, inspect outflow structures, remove normal size trash/debris, pond dye if desired Conservation Area Buffer: monthly herbicide applications at Lake Ruth	\$ 22,380.00	POND & LAKE MAINTENANCE	ENCUMBERED 8/14/2025 COLI approved (3.5%) effective 10/1	AUTO RENEWS OCT 1 - \$1,865 month
08/18/21		Heritage Harbor Golf & Country	Meeting Space	\$ 900.00	MISCELLANEOUS SERVICES	ENCUMBERED Heritage Harbor library - \$75/mtg due every two months	ANNUAL CONFIRMATION OF AVAILABILITY - AUG/SEPT - \$150/everv 2 months ONGOING - BILLED HOURS - month
06/16/22		Kutak Rock	Legal Services FY 24 Billed hourly - Attorney: \$325, Associate: \$250, Paralegal: \$140		LEGAL SERVICES		
07/01/22		Tampa Bay Poo Patrol	10 pet waste stations, waste/debris in 10ft radius of each station, 3 garbage cans	\$ 4,164.00	DOG WASTE SERVICES	ENCUMBERED \$375/mo	ONGOING - TERMINATE IMMEDIATELY FOR CAUSE/10 DAYS
				\$ 780.00	PORTER SERVICES	ENCUMBERED \$65/mo	
07/25/22		Vnewagetutors LLC DBA VGlobal	Website & email hosting & maintenance svcs inc. ADA/WCAG compliance, doc conversion, site security mgmt, quarterly ADA audits, quarterly Audit Seals renewals	\$ 2,400.00	WEBSITE MONTHLY MAINTENANCE	ENCUMBERED \$200/mo	AUTO RENEWAL 7/25 - \$295 month
				\$ 1,140.00	EMAIL	ENCUMBERED \$95/mo	
09/06/22		DiBartolomeo, McBee, Hartley &	Auditor Services FY2022-2026	\$ 3,100.00	AUDITING	ENCUMBERED - Annual	EXP MAY 2026 FY25 - \$3,250; FY26 - \$3,400
10/01/22		Vesta	District Management Services	\$ 12,000.00	DISTRICT MANAGEMENT	ENCUMBERED	AUTO RENEWAL 10/1 - \$1,000 month
				\$ 10,000.00	ADMINISTRATIVE SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
				\$ 10,000.00	ACCOUNTING SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
				\$ 5,500.00	ASSESSMENT ROLL PREPARATION	ENCUMBERED	AUTO RENEWAL 10/1 - \$458.33 month
10/01/26		Vesta	District Management Services Addendum 1 COL Increase FY 2026	\$ 600.00	DISTRICT MANAGEMENT	ENCUMBERED	AUTO RENEWAL 10/1 - \$1,000 month
				\$ 500.00	ADMINISTRATIVE SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
				\$ 500.00	ACCOUNTING SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
				\$ 275.00	ASSESSMENT ROLL PREPARATION	ENCUMBERED	AUTO RENEWAL 10/1 - \$458.33 month
10/01/27		Vesta	District Management Services Addendum 1 COL Increase FY 2027 add: DM-\$630; Acc-\$525; Admin-\$525; Assess-\$289		DISTRICT MANAGEMENT	ENCUMBERED	AUTO RENEWAL 10/1 - \$1,000 month
					ADMINISTRATIVE SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
					ACCOUNTING SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
					ASSESSMENT ROLL PREPARATION	ENCUMBERED	AUTO RENEWAL 10/1 - \$458.33 month
10/01/28		Vesta	District Management Services Addendum 1 COL Increase FY 2028 add: DM-\$662; Acc-\$551; Admin-\$551; Assess-\$303		DISTRICT MANAGEMENT	ENCUMBERED	AUTO RENEWAL 10/1 - \$1,000 month
					ADMINISTRATIVE SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
					ACCOUNTING SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
					ASSESSMENT ROLL PREPARATION	ENCUMBERED	AUTO RENEWAL 10/1 - \$458.33 month
10/01/22		Vesta	Dissemination Agreement	\$ 1,500.00	DISSEMINATION AGENT	DPFG may use 3rd party	ONGOING - 60 DAY WRITTEN TERMINATION - \$1,500 year
10/01/22		Vesta	Field Management	\$ 10,000.00	FIELD OPERATIONS SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
10/01/25		Vesta	Field Management Addendum 1 COL Inc & 2xmonth site visit FY 2027: add \$525; FY 2028: add \$551	\$ 500.00	FIELD OPERATIONS SERVICES	ENCUMBERED	AUTO RENEWAL 10/1 - \$833.33 month
		GNP Services, CPA, PA	Arbitrage Reporting - Bond Series 2016	\$ 500.00	ARBITRAGE	Required	ONGONIG - WRITTEN TERMINATION BY 7/31, I.E. 30 DAYS PRIOR TO BOND YEAR - \$500 year
		Illuminations Holiday Lighting	Holiday Lighting rental for 6 entrances & roundabout 2023-2025	\$ 11,000.00	HOLIDAY LIGHTING	ENCUMBERED Exp Dec 2025	NEED NEW PROPOSAL SEPT/OCT 2025 - \$5,500 Sept/Oct & \$5,500 Dec
10/01/23		BUSINESS OBSERVER	Monthly Meeting Notices	\$ 735.00	LEGAL ADVERTISEMENTS	ENCUMBERED Required	AS NEEDED - approx \$61.25 month
10/01/23		Egis	Insurance	\$ 9,802.00	INSURANCE	PAID - Annual	ANNUAL RENEWAL BY 10/1
10/01/23		TAMPA ELECTRIC	Electric - Various accounts		ELECTRICITY- IRRIGATION SYS.		ONGOING - BILLED USAGE - month
10/02/23		FLORIDA DEPT OF ECONOMIC OP	FY 2023/2024 Special District Fee Invoice/Update Form	\$ 175.00	REGULATORY AND PERMIT FEES	REQUIRED - Annual	ONGOING
11/09/23		Steadfast	Pond X Foutan Maintenance - 3 fountains	\$ 900.00	POND & LAKE MAINTENANCE	ENCUMBERED	AUTO RENEWS OCT 1 - \$450 semi-annual
02/13/25		Yellowstone Landscape	Landscape (inc. Lake Ruth Quarterly Maintenance)	\$ 205,000.00	LANDSCAPE MAINTENANCE	ENCUMBERED Yr 1a Mar 17, 2025 to Sep 30, 2025 (\$111,041.67) Yr 1b Oct 1, 2025 to Sep 30, 2026 (\$205,000.00) Yr 2 Oct 1, 2026 - Sep 30, 2027 (\$211,149.96) Yr 3 Oct 1, 2027 - Sep 30, 2028 (\$217,484.40)	ANNUAL RENEWAL 10/1 FOR 2 YRS EXPIRES 9/30/2028 YR 1: \$17,083.33/mo YR 2: \$17,595.83/mo YR 3: \$18,123.70/mo START RFP JUNE/JULY 2028

EXHIBIT 5



STONEBRIER - OPEN PROPOSALS **Approved Proposals will be archived once invoiced							
DATE APPROVED/ EXECUTED	WO#	VENDOR	DESCRIPTION	COST	LINE ITEM	NOTES	INVOICED
05/08/25	552410	Yellowstone	Waterbridge (Sunake) Entrance Enhanc	\$ 59,194.38	CAPITAL PROJECTS	NTE \$66,000 inc Waterbridge Entrance Irrigation & light pine	



EXHIBIT 6



EXHIBIT 7



STONEBRIER OPEN ACTION ITEMS

Completed/ongoing items will be archived			Last Updated	10/8/2025
DISTRICT ENGINEER				
Requested	Assigned to	Action Item	Updates	Completed
9/12/2024	DE	Gather information on the project associated with a recent survey and why CDD trees tagged Wetland delineation survey	11/14 Long Lake Ranch Engineer on Record contacted L/M 12/12 no response from engineer on Record yet, no updates on water management portal DC asked to reach out to LLR DC for any info that can be shared *Monitoring for future landscape cost share along W. County Line Rd 1/9 no update in permitting 2/13 no update in permitting 3/6 no update in permitting 4/1 soil testing underway 5/8 no update in permitting 7/10 no update in permitting 8/14 no update in permitting	



EXHIBIT 8





Stonebrier CDD Aquatics

Inspection Date:

10/2/2025 2:44 PM

Prepared by:

Matt Goldrick

Account Manager

STEADFAST OFFICE:
WWW.STEADFASTENV.COM
813-836-7940



Inspection Report

SITE: DO2

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

Small patches of filamentous algae are clinging to beneficial plants around the perimeter. An algaecide treatment will target this growth without harming the beneficials.

Any nuisance grasses will be addressed following that treatment.

Note that some photos lower in the report will be ground-level to due intermittent rain and wind during the inspection.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	✗ Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗ Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗ Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

SITE: F

Condition: Excellent ✓Great Good Poor Mixed Condition Improving



Comments:

Very mild nuisance grass growth. Most has previously been treated and is decaying. Another herbicide application will be done to continue decay. No algae observed.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	✗ N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗ Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗ Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

Inspection Report

SITE: H2

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

Mild filamentous algae present in the corner with the mitered end section. An influx of nutrients from stormwater runoff via the drain is likely gathering in this area causing the algal growth. An algaecide treatment will quickly begin the decay process. Any other algae present is decaying.
No nuisance grasses observed.
I'm glad to see this pond in this condition given the trouble it has been previously.

<u>WATER:</u>	☒ Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	☒ Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	☒ N/A	Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

SITE: JSUMP

Condition: ✓Excellent Great Good Poor Mixed Condition Improving



Comments:

No algae or nuisance grasses observed. Routine monitoring and treatments as needed will continue.

<u>WATER:</u>	☒ Clear	Turbid	Tannic
<u>ALGAE:</u>	☒ N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	☒ N/A	Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

Inspection Report

SITE: M2

Condition: Excellent ✓Great Good Poor Mixed Condition Improving



Comments:

Small sections of filamentous algae and nuisance grasses present. Both will be addressed during and upcoming maintenance event.

<u>WATER:</u>	☒ Clear	☐ Turbid	☐ Tannic
<u>ALGAE:</u>	☐ N/A	☒ Subsurface Filamentous	☒ Surface Filamentous
		☐ Planktonic	☐ Cyanobacteria
<u>GRASSES:</u>	☐ N/A	☒ Minimal	☐ Moderate
			☐ Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
☒ Torpedo Grass	☐ Pennywort	☐ Babytears	☐ Chara
☐ Hydrilla	☐ Slender Spikerush	☐ Other:	

SITE: T4

Condition: ✓Excellent Great Good Poor Mixed Condition Improving



Comments:

No algae or nuisance grasses observed. Routine monitoring and treatments as needed will continue.

Given its proximity to a sidewalk, residents should be aware of an alligator living in this pond. Keep pets on a leash when passing.

<u>WATER:</u>	☒ Clear	☐ Turbid	☐ Tannic
<u>ALGAE:</u>	☒ N/A	☐ Subsurface Filamentous	☐ Surface Filamentous
		☐ Planktonic	☐ Cyanobacteria
<u>GRASSES:</u>	☒ N/A	☐ Minimal	☐ Moderate
			☐ Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
☐ Torpedo Grass	☐ Pennywort	☐ Babytears	☐ Chara
☐ Hydrilla	☐ Slender Spikerush	☐ Other:	

Inspection Report

SITE: TZ

Condition: ✓Excellent Great Good Poor Mixed Condition Improving



Comments:

Any growth present is topped out on the littoral shelf. No algae observed. Routine monitoring and treatments as needed will continue.

<u>WATER:</u>	☒ Clear	Turbid	Tannic
<u>ALGAE:</u>	☒ N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	☒ N/A	Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:

SITE: U

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

Any growth present is topped out on the littoral shelf. No algae observed. Routine monitoring and treatments as needed will continue.

<u>WATER:</u>	☒ Clear	Turbid	Tannic
<u>ALGAE:</u>	☒ N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	☒ Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			
	☒ Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:



Inspection Report

SITE: UZ

Condition: Excellent Great Good Poor ✓ Mixed Condition Improving



Comments:

Similarly to the neighboring pond, small patches of filamentous algae are clinging to beneficial plants around the perimeter. An algaecide treatment will target this growth without harming the beneficials. Any nuisance grasses will be addressed following that treatment.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	✗ Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗ Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗ Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

SITE: Z

Condition: Excellent Great ✓ Good Poor Mixed Condition Improving



Comments:

Mild nuisance grass growth on the fully submerged littoral shelf. Treatment via hose reel can be done to control growth if the grasses do not drown first. Any algae has receded back to the bottom of the pond.

There was a small fish kill on this pond within the past few days, likely caused by an anoxic event from rain over the weekend. Only 5-6 dead fish observed.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	✗ Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗ Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗ Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

MANAGEMENT SUMMARY



Summer may be officially over, but growing season will still be here for a few weeks. Daily temperatures in the 80's and sudden rain events brought on by late season hurricanes will continue to fuel vegetative and algal growth. An array of herbicides and algaecides are always available should rapid growth occur after a large rain event.

This time of year, technicians are extra vigilant of ensuring drainage and outflow structures are free of debris as to not impede function should a storm hit.

All ponds were in good or better condition during today's inspection. Algae and nuisance grasses are minimal and can be easily controlled with regiment of algaecides and herbicides.

RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid over treating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond's shore.

Thank you for choosing Steadfast Environmental!



MAINTENANCE AREA



Stonebrier CDD

Sunlake Blvd, Lutz, FL

Gate Code:



STONEBRIER OPEN ACTION ITEMS

Completed/ongoing items will be archived			Last Updated	10/8/2025
VENDOR - Steadfast				
Requested	Assigned to	Action Item	Updates	Completed
9/11/2025	Steadfast	Lights still not working correctly not on at the same time. At certain times the app says they are on but they actually are not on		
8/14/2025	Steadfast	Provide maintenance log for fountain lights		



EXHIBIT 9





Steadfast Alliance
30435 Commerce Drive
Suite 102
San Antonio FL 33576 US

ESTIMATE

DATE	DUE	ESTIMATE #
8/11/2025	9/10/2025	EST-SCA2214

BILL TO

Stonebrier CDD
250 International Parkway, Ste
208
Lake Mary FL 32746

SHIP TO

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is for administering touch up treatments in Lake Nancy on a Quarterly basis.			
Technicians will be deployed to apply EPA approved herbicides via boat, which will inhibit the regrowth of lilies.	4.00	940.00	3,760.00

According to permit #80748 MAIW, we are only permitted to treat 40% of the native vegetation present (i.e. the lilies) as shown in attached map.

4 treatment events, \$940/event. Will be billed immediately after each event.

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

TOTAL	3,760.00
--------------	-----------------

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____



EXHIBIT 10



STONEBRIER OPEN ACTION ITEMS

Completed/ongoing items will be archived			Last Updated	10/8/2025
FIELD MANAGER				
Requested	Assigned to	Action Item	Updates	Completed
9/11/2025	FM	Get with Tim Gay and get a proposal for the lights at roundabout instead of what they are doing now.		
9/11/2025	FM	Get other quotes as well. - Nebula		
9/11/2025	FM	Trash can overflowing between sweetgrass and waterbridge on county line. Confirm they are coming once a week.		
9/11/2025	FM	Electrical maintenance contract with someone. Maybe Spinelli.		
9/11/2025	FM	Quote for repainting all the street sign poles and the community sign		
8/8/2024	FM	County Sidewalks - Send monthly reminder to County requesting repair	4/25 DM sent letter to County & FM submitted claim via system 9/2 Encourage residents to submit requests: https://hcfl.gov/residents/property-owners-and-renters/roads-and-sidewalks/report-sidewalk-damage 12/12 Agenda item - Simmons Concrete proposal District doesn't own sidewalks - every month remind them it needs to be done 2/6 Added links to Hillsborough County website and HOA portal for ROW & sign reporting Oct 2021 Field Report references Hillsborough Co WO #SR500064 for repairs along County Line Road.	ONGOING



EXHIBIT 11



STONEBRIER OPEN ACTION ITEMS

Completed/ongoing items will be archived			Last Updated	10/8/2025
DISTRICT MANAGER				
Requested	Assigned to	Action Item	Updates	Completed
9/11/2025	DM	Try to contact county in another way to get the sidewalks fixed – DM/FM Authorize DC to send another letter to the county (Hold for now). Look into who the commissioner is in this district		



EXHIBIT 12



**MINUTES OF MEETING
STONEBRIER
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Stonebrier Community Development District was held on Thursday, September 11, 2025 at 6:00 p.m., at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida 33558. The actions taken are summarized as follows:

FIRST ORDER OF BUSINESS: Roll Call

Mr. Beckett called the meeting to order 6:06 p.m. and conducted roll call.

Present and constituting a quorum were:

Analina Medina (S3)	Board Supervisor, Chair
Michael Kiely (S2)	Board Supervisor, Vice Chair
Hari Joshi (S5)	Board Supervisor, Assistant Secretary

Also present were:

Heath Beckett	District Manager, Vesta District Services
Ryan Dugan	District Counsel, Kutak Rock LLP (<i>virtually</i>)
Christina Van Helden	Account Manager, Yellowstone
Lee Smith	Account Manager, Steadfast Environmental

SECOND ORDER OF BUSINESS: Audience Comments – Agenda Items (*Limited to 3 minutes per individual for agenda items*)

There being none, the next item followed.

THIRD ORDER OF BUSINESS: Reports

A. Exhibit 1: Contracts

Steadfast billing for the semi-annual fountain maintenance, and options for holiday lighting and permanent lighting and upgrading to colored lights for the trees were discussed.

B. Exhibit 2: Outstanding Proposals

Ms. Van Helden discussed replacement of the red plants at the entrance.

C. Exhibit 3: Irrigation Spending

Ms. Van Helden responded to Supervisor questions on irrigation spending and the irrigation asset report.

Mr. Beckett recommended Supervisors email him their comments, questions and concerns for vendors so he can pass them along.

D. Exhibit 4: District Engineer – *Vasili Kostakis, Stantec*

A representative from Stantec was not present.

Discussion moved to III.F. Landscape Maintenance Report.

E. Exhibit 5: Aquatic Maintenance Report – *Lee Smith, Steadfast Environmental*

This item was discussed out of order after III.F. Landscape Maintenance Report.

Mr. Smith reviewed the condition of the ponds and treatment results and responded to Supervisor questions.

1. Consideration of Steadfast Environmental Proposals

a. Exhibit 6: Quarterly Herbicide Treatments on Lake Nancy

Consideration of this item was postponed until the next meeting.

b. Exhibit 7: Initial Herbicide Treatment on Lake Ruth - \$10,714.50
– *Previously Presented*

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Steadfast to perform an initial herbicide treatment on Lake Ruth in the amount of \$10,714.50, to be funded as an FY 2026 capital project, for Stonebrier Community Development District.

The fountains and changing of the light colors were discussed.

Mr. Beckett reviewed a Steadfast proposal (#SCA2397) to repair fountain #3 light assembly which had been damaged by fishing hooks.

Discussion followed on frequency of fountain maintenance. Semi-annual maintenance will continue and billing will be separate from aquatic maintenance.

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Steadfast proposal # SCA2397 in the amount of \$2,496.31, for Stonebrier Community Development District.

Mr. Beckett presented Ms. Fada's questions regarding conservation area maintenance. Supervisors affirmed that residents may request permission to remove invasive vegetation from the conservation area if the work is contracted through the CDD's vendor. Mr. Dugan forwarded the District's Natural Area Maintenance policy documentation to Mr. Beckett. Residents will pay the vendor directly for the requested work.

F. Exhibit 8: Landscape Maintenance Report – *Christina Van Helden, Yellowstone*

Ms. Van Helden discussed the landscape projects and presented proposals, and responded to Supervisor questions.

1. Landscape Audit

2. Irrigation Asset Report

This item was discussed under III.C. Irrigation Spending.

3. Consideration of Yellowstone Proposals

a. Exhibit 9: #602325 Erosion Repair at Sunlake Sidewalk Near
Waterbridge Exit - \$437.80

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Yellowstone proposal #602325 for an erosion repair at Sunlake sidewalk near the Waterbridge exit in the amount of \$437.80, for Stonebrier Community Development District.

b. Exhibit 10: September 2, 2025 Irrigation Report Repairs

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Yellowstone to complete the September 2, 2025 irrigation report repairs in the amount of \$1,340.38, for Stonebrier Community Development District.

Mr. Beckett presented Ms. Fada's landscape observations and will forward a copy to Ms. Van Helden.

Discussion moved to V.B. HOA Landscape Request before proceeding to the next item.

c. Exhibit 11: Mulch Installation

i. #541721 Pine Bark - \$30,750.00

ii. #553719 Coco - \$22,550.00

Supervisors discussed the mulch options.

On a MOTION by Mr. Kiely, SECONDED by Mr. Joshi, WITH ALL IN FAVOR, the Board approved Yellowstone proposal #553719 for coco mulch installation in the amount of \$22,550.00, to be funded as a capital project, for Stonebrier Community Development District.

Ms. Van Helden discussed the removal of three leaning trees and replacement options, and a hurricane recovery proposal. Board consensus was not to pre-approve hurricane recovery projects.

G. Exhibit 12: Field Operations Report – *Michael Bush, Vesta*

Mr. Beckett responded to Supervisor questions on the Field Operations Report.

Supervisors discussed the Hillsborough County sidewalks still in need of repairs. Mr. Dugan recommended continued requests for sidewalk repairs be sent to Hillsborough County. Mr. Dugan was directed to send another letter and try to find out how to escalate the request. He encouraged residents to contact the Commissioner.

In response to a Supervisor question, it was affirmed that the license agreement for the French Drain has been forwarded to the HOA for review.

Discussion moved to III.I. District Manager Action Items (Exhibit 14) before proceeding to the next item.

H. Exhibit 13: District Counsel – *Ryan Dugan, Kutak Rock*

Mr. Dugan reviewed the first amendment to the agreements with Vesta District Services for field operations and district management services. Supervisors discussed the compensation terms and field operations scope changes and noted they were not pleased with how and when the proposed price and scope changes were relayed to them. Mr. Beckett discussed the visual inspection and on-site meetings with vendors currently being performed by Mr. Bush. Outside of the terms, auto renewal and the number of site visits, no other changes were made to the current scope.

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved the first amendment to the District Management and the Field Operations agreements with Vesta District Services, for Stonebrier Community Development District.

Mr. Dugan was asked to hold off on sending a letter to Hillsborough County regarding the sidewalk repairs, pending response from exploring other options. He will ask his office for alternate contacts.

I. Exhibit 14: District Manager – *Heath Beckett, Vesta District Services*

Mr. Beckett provided updates for the District Manager action items list. He is working with staff and the HOA regarding the fence installed within the conservation setback. Ongoing maintenance for column lights was discussed, specifically creating an agreement for ongoing maintenance with a view to offset the cost to the District for every service call and trip charge. A proposal was requested. Supervisors discussed the disconnect between what the landscape light app registers and the physical display.

Discussion moved back to III.H. District Counsel before proceeding to the next item.

Mr. Beckett discussed Heritage Harbor CDD's interest in maintaining landscape on a parcel within the Stonebrier CDD boundaries. Heritage Harbor CDD Supervisors would like to install bollards to inhibit unauthorized vehicles damaging their fence and accessing the golf course. Board consensus was for Mr. Beckett to proceed with an agreement with the two District Counsels.

1. Discussion on Unassigned Funds

The intent is to earmark unassigned funds for some improvement projects. Further discussion on this item was postponed until the November meeting, once the FY 2025 accounting is completed. It was suggested that multiple landscape bids be requested for future landscape enhancements.

2. Discussion on District's Performance Measures/Standards

a. Exhibit 15: Review of FY 2025 Performance Measures/Standards

Board consensus was that the goals and objectives for FY 2025 had been met. Mr. Dugan added that the report is required to be posted on the District's website by December 31.

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved the FY 2025 Achieved Goals and Objectives Report, for Stonebrier Community Development District.

b. Exhibit 16: Adoption of FY 2026 Performance Measures/Standards & Annual Reporting Form

On a MOTION by Mr. Kiely, SECONDED by Mr. Joshi, WITH ALL IN FAVOR, the Board approved the FY 2026 Performance Measures/Standards & Annual Reporting Form as presented, for Stonebrier Community Development District.

A request was made to confirm the Audited Financial Report for the District was posted on the website. *(The link to the Auditor General*

website, where the Audited Financial Report can be accessed, is posted on the website in accordance with Florida Statute.)

FOURTH ORDER OF BUSINESS: Consent Agenda

- A. Exhibit 17: Consideration and Approval of the Minutes of the Board of Supervisors Regular Meeting Held August 14, 2025
- B. Exhibit 18: Consideration and Approval of the Unaudited July 2025 Financial Report

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Consent Agenda – items A and B as presented, for Stonebrier Community Development District.

FIFTH ORDER OF BUSINESS: Supervisor Requests (Includes Next Meeting Agenda Item Requests)

- A. Selection of Next Month's Landscape Lighting Colors (Joshi)

Red, yellow, and orange.

- B. HOA Landscape Request (Medina)

This item was discussed during III.F. Landscape Maintenance Report.

Supervisors discussed the impact of future construction in the area referenced. Board consensus was to not proceed with planting on the berm at this time. Mr. Beckett was asked to provide a formal answer to the HOA. The District will continue to monitor the development site and consider future action when additional details on the site plan are available.

Ms. Medina requested confirmation of weekly porter services as the trash can by the pond between Sweetgrass and County Line is constantly overflowing, a proposal for repairs to pillars with missing bricks, paint touch ups where sections were missed on the Waterbridge/Sunlake monuments, and a quote for repainting the black streetlight poles and community sign. She also requested an RFP for District Management and Field Management for market comparison (with Field Services as twice a month with an option of weekly site visits).

Mr. Dugan discussed the process for the RFP for District Management. One bid package with separate line items will be forwarded to District Management firms known to District Management. The timeframe would be to consider bids at the October meeting.

Board consensus was to move the October meeting to October 16th in order to review the RFP responses.

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board authorized District Counsel to proceed with an informal RFP for District Management services, for Stonebrier Community Development District.

Mr. Dugan confirmed that he was not required to attend the October 16th meeting in person and RFP respondents would not be required to attend or present at the meeting.

SIXTH ORDER OF BUSINESS: Audience Comments – New Business *(Limited to 3 minutes per individual for non-agenda items)*

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS: Next Meeting Quorum Check

The next Stonebrier Community Development District meeting is scheduled for 6:00 p.m. on October 16, 2025 at Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, Florida 33558.

Quorum for an October 16, 2025 meeting was established.

EIGHTH ORDER OF BUSINESS: Action Items Summary

District Manager

- Move meeting to Oct 16.
- Try to contact Hillsborough County in another way to get the sidewalks repaired – DM/FM. Look into who the commissioner is in this district
- Add Discussion on Unassigned Funds to November agenda

District Counsel

- Send another letter to Hillsborough County regarding sidewalk repairs (on hold).
- RFP for District Manager and Field Manger services

Field Manager

- Connect with Tim Gay and request proposal for the lights at round about instead of what they are doing now.
- Get other quotes as well - Nebula
- Notify Blue Wave Lighting - lights still not working correctly not on at the same time. At certain times the app says they are on, but they actually are not on
- Trash can overflowing between Sweetgrass and Waterbridge on County Line Rd. Confirm they are coming once a week.
- Look into electrical maintenance contract. Maybe Spinelli.
- Request quotes for repainting all the street sign poles and the community sign

NINTH ORDER OF BUSINESS: Adjournment

On a MOTION by Mr. Kiely, SECONDED by Mr. Joshi, WITH ALL IN FAVOR, the Board adjourned the meeting at 8:47 p.m., for Stonebrier Community Development District.

**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 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.*

227 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
228 **noticed meeting held on October 16, 2025.**

229 _____
230 ☐ Kyle Darin, Secretary
231 ☐ Heath Beckett, Assistant Secretary

☐ Analina Medina, Chair
☐ Michael Kiely, Vice Chair



EXHIBIT 13



Stonebrier Community Development District

*Financial Statements
(Unaudited)*

*Period Ending
August 31, 2025*



Stonebrier CDD
Balance Sheet
August 31, 2025

	<u>General Fund</u>	<u>2016 Debt Service Fund</u>	<u>Total</u>
1 Assets:			
2 Operating Account	\$ 73,469	\$ -	\$ 73,469
3 Money Markets	1,230,635	-	1,230,635
4 Trust Accounts:			
5 Reserve Fund	-	222,719	222,719
6 Prepayment Fund	-	1,081	1,081
7 Revenue Fund	-	205,828	205,828
8 Sinking Fund	-	-	-
9 Interest Fund	-	-	-
10 Accounts Receivable	-	-	-
11 On Roll Assessments Receivable	-	-	-
12 Undeposited funds	-	-	-
13 Due From Other Funds	-	-	-
14 Prepaid Items	-	-	-
15 Deposits	873	-	873
16 Total Assets	<u><u>1,304,977</u></u>	<u><u>429,628</u></u>	<u><u>1,734,605</u></u>
17 Liabilities:			
18 Accounts Payable	21,792	-	21,792
19 Due to Other Funds	-	-	-
20 Due to Other Government	-	-	-
21 Deferred Revenue	-	-	-
22 Total Liabilities	<u><u>21,792</u></u>	<u><u>-</u></u>	<u><u>21,792</u></u>
23 Fund Balance:			
24 Non-Spendable:			
25 Prepaid & Deposits	873	-	873
26 Assigned:			
27 Renewal & Replacement	720,284	-	720,284
28 Operating Capital (3 month)	122,503	-	122,503
29 Unassigned	439,525	429,628	869,152
30 Total Fund Balance	<u><u>1,283,184</u></u>	<u><u>429,628</u></u>	<u><u>1,712,812</u></u>
31 Total Liabilities & Fund Balance	<u><u>1,304,977</u></u>	<u><u>\$ 429,628</u></u>	<u><u>\$ 1,734,605</u></u>



Stonebrier CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2024 through August 31, 2025

	Adopted Budget	Current Month	Year to Date	Variance + / (-)	% of Budget
1 Revenues:					
2 Assessments On-Roll	\$ 628,254	\$ -	\$ 631,169	\$ 2,915	100.46%
3 Interest	-	4,067	49,426	49,426	0.00%
4 Miscellaneous	-	-	-	-	0.00%
5 Total Revenues	\$ 628,254	\$ 4,067	\$ 680,595	\$ 52,341	108.33%
6 Expenditures:					
7 Administrative					
8 Supervisor Compensation	13,000	1,000	10,400	(2,600)	80.00%
9 Payroll Taxes	995	77	796	(199)	79.96%
10 Payroll Services	750	50	600	(150)	80.00%
11 District Management	12,000	1,000	11,000	(1,000)	91.67%
12 Administrative Services	10,000	833	8,765	(1,235)	87.65%
13 Accounting Services	10,000	833	9,167	(833)	91.67%
14 Assessment Roll Preparation	5,500	458	5,042	(458)	91.67%
15 General Mass Mailing	1,000	-	-	(1,000)	0.00%
16 Auditing	2,950	-	3,100	150	105.08%
17 Miscellaneous Bank Fees	500	-	-	(500)	0.00%
18 Regulatory & Permit Fees	175	-	175	-	100.00%
19 Legal Advertisements	2,500	144	1,166	(1,334)	46.64%
20 Engineering Services	22,000	1,401	11,948	(10,052)	54.31%
21 Legal Services	26,000	3,522	21,806	(4,194)	83.87%
22 Website Development & Hosting	2,400	200	2,200	(200)	91.67%
23 Email	1,140	95	1,045	(95)	91.67%
24 Insurance	9,596	-	9,802	206	102.15%
25 Miscellaneous Services	975	-	482	(493)	49.46%
26 Total Administrative	121,481	9,613	97,493	(23,988)	80.25%
27 Debt Service Administration					
28 Trustee Fees	4,300	-	3,704	(596)	86.14%
29 Dissemination Agent	1,500	-	1,500	-	100.00%
30 Arbitrage	500	-	500	-	100.00%
31 Total Debt Service Administration	6,300	-	5,704	(596)	90.54%
32 Field Operations					
33 Field Operations Series (Part-time)	10,000	-	5,417	(4,583)	54.17%
34 Entry & Walls Maintenance	2,500	-	572	(1,928)	22.88%
35 Electricity-(Irrigation System)	7,500	738	6,995	(505)	93.26%
36 Pond & Lake Maintenance	22,528	1,976	23,541	1,013	104.50%
37 Landscape Maintenance	190,200	17,083	188,455	(1,745)	99.08%
38 Landscape Replenishment	30,000	2,320	18,353	(11,647)	61%
39 Landscape Irrigation	14,000	-	12,328	(1,672)	88.06%
40 Miscellaneous Repairs & Pressure Washing	7,584	-	1,045	(6,539)	13.78%
41 Signage	250	-	225	(25)	90.00%
42 Holiday Decorations	11,000	-	11,000	-	100.00%
43 Capital Projects	44,000	-	18,282	(25,718)	41.55%
44 Dog Waste Services	4,164	412	3,882	(282)	93.23%
45 Porter	780	-	650	(130)	83.33%
46 Field Contingency	17,723	844	45,361	27,638	255.94%
47 Total Field Operations	362,229	23,373	336,105	(26,124)	92.79%

Renewal & Replacement Reserve	138,244	-	11,068	(127,176)	8.01%
48 Total Expenditures	<u>\$ 628,254</u>	<u>\$ 32,987</u>	<u>\$ 450,370</u>	<u>\$ (177,884)</u>	<u>71.69%</u>
49 Excess of Revenues Over (Under) Expenditures	\$ -	\$ (28,920)	230,225		
50 Other Financing Sources (Uses)					
51 Transfer In			-		
52 Transfer Out			-		
53 Total Other Financing Sources (Uses)			<u>-</u>		
54 Fund Balance - Beginning			1,052,959		
55 Fund Balance - Ending			<u>1,283,184</u>		
Fund Balance Breakdown:					
Deposits/Prepaid			873		
Renewal & Replacement			720,284		
Operating Capital			122,503		
Unassigned			<u>439,525</u>		
Total Fund Balance			<u>1,283,184</u>		



Stonebrier CDD
Debt Service Fund - Series 2016
Statement of Revenues, Expenditures and Changes in Fund Balance
For the period from October 1, 2024 through August 31, 2025

	<u>Adopted Budget</u>	<u>Year to Date</u>	<u>Variance +/-</u>
1 Revenues:			
2 Special Assessments (Net)	\$ 445,438	\$ 447,504	\$ 2,066
3 Interest	-	15,326	15,326
4 Total Revenues	<u><u>\$ 445,438</u></u>	<u><u>\$ 462,831</u></u>	<u><u>\$ 17,393</u></u>
5 Expenditures:			
6 Interest:			
7 May 1, 2025	83,838	83,838	(1)
8 November 1, 2024	79,638	83,838	4,200
9 Principal Retirement			
10 May 1, 2025	280,000	280,000	-
11 Total Expenditures	<u><u>\$ 443,476</u></u>	<u><u>\$ 447,675</u></u>	<u><u>\$ 4,199</u></u>
12 Excess of Revenues Over (Under) Expenditures	\$ 1,962	\$ 15,156	
13 Other Financing Sources (Uses)			
14 Transfer In		-	
15 Transfer Out		-	
16 Total Other Financing Sources (Uses)		<u><u>\$ -</u></u>	
17 Fund Balance - Beginning		414,472	
18 Fund Balance - Ending		<u><u>\$ 429,628</u></u>	



Stonebrier CDD
Check Reister
FY2025

Date	Num	Name	Memo	Receipts	Disbursements	Balance
9/30/2023		Balance Forward				\$ 134,333.91
10/01/2024	419		close of CRF fund - combining with GF	25,792.50		160,126.41
10/01/2024	1677	Heritage Harbor Golf & Country Club	Library Rental 1/11/24-7/18/24		600.00	159,526.41
10/03/2024	100324ACH1	TAMPA ELECTRIC	Aug 06, 2024 - Sep 05, 2024 - 19420 Sunlake Bl Irr		41.02	159,485.39
10/03/2024	100324ACH2	TAMPA ELECTRIC	Aug 06, 2024 - Sep 05, 2024 19451 Sunlake Bl Irr		222.10	159,263.29
10/03/2024	100324ACH3	TAMPA ELECTRIC	Aug 06, 2024 - Sep 05, 2024 19640 Sunlake Blvd		167.33	159,095.96
10/03/2024	100324ACH4	TAMPA ELECTRIC	Aug 06, 2024 - Sep 05, 2024 3150 County Line Road W		25.68	159,070.28
10/03/2024	100324ACH5	TAMPA ELECTRIC	Aug 06, 2024 - Sep 05, 2024 19599 Double Tree Way		189.61	158,880.67
10/03/2024	100324ACH6	TAMPA ELECTRIC	Aug 06, 2024 - Sep 05, 2024 19231 Sunlake Blvd		43.23	158,837.44
10/22/2024	1672	EGIS INSURANCE & RISK ADVISORS	Insurance Policy #100124103 10/1/24 - 10/1/25		9,802.00	149,035.44
10/23/2024	1573	U.S. Bank	Administration fees 9/1/24 - 8/31/25		4,040.63	144,994.81
10/28/2024	100256	Stantec Consulting Services, Inc	Invoice: 2297366 (Reference: General Consulting.)		195.00	144,799.81
10/28/2024	100257	Vesta District Services	Invoice: 422550 (Reference: Management Fees Oct 24.)		3,958.33	140,841.48
10/28/2024	100258	BUSINESS OBSERVER	Invoice: 24-03096H (Reference: Legal Advertising.)		70.00	140,771.48
10/28/2024	100259	American Power Washing LLC	Invoice: 571 (Reference: Soft wash cleaning of all CDD entrance monuments.)		2,000.00	138,771.48
10/28/2024	100260	GNP SERVICES, CPA	Invoice: 7520 (Reference: Rebatable Arbitrage Liability.)		500.00	138,271.48
10/28/2024	100261	Steadfast Environmental	Invoice: SE-24888 (Reference: Routine Aquatic Maintenance.) Invoice: SE-25049 (Reference: Rou...		4,054.70	134,216.78
10/28/2024	100262	VGlobalTech	Invoice: 6674 (Reference: Website Hosting.)		295.00	133,921.78
10/28/2024	100264	Kutak Rock LLP	Invoice: 3454338 (Reference: General Counsel.) Invoice: 3467790 (Reference: General Counsel.)		7,704.37	126,217.41
10/28/2024	100265	TAMPA BAY POO PATROL	Invoice: 1922 (Reference: Monthly Pet Waste Stations 10.24.) Invoice: 1773 (Reference: Mainta...		824.00	125,393.41
10/31/2024			Interest	13.38		125,406.79
10/31/2024				25,805.88	34,733.00	125,406.79
11/01/2024	110124ACH1	TAMPA ELECTRIC	Sep 06, 2024 - Oct 04, 2024 19231 Sunlake Blvd		41.04	125,365.75
11/01/2024	110124ACH2	TAMPA ELECTRIC	Sep 06, 2024 - Oct 04, 2024 19599 Double Tree Way		174.71	125,191.04
11/01/2024	110124ACH3	TAMPA ELECTRIC	Sep 06, 2024 - Oct 04, 2024 3150 County Line Road W		23.35	125,167.69
11/01/2024	110124ACH4	TAMPA ELECTRIC	Sep 06, 2024 - Oct 04, 2024 19640 Sunlake Blvd		158.19	125,009.50
11/01/2024	110124ACH5	TAMPA ELECTRIC	Sep 06, 2024 - Oct 04, 2024 19451 Sunlake Bl Irr		39.87	124,969.63
11/01/2024	110124ACH6	TAMPA ELECTRIC	Sep 06, 2024 - Oct 04, 2024 - 19420 Sunlake Bl Irr		24.53	124,945.10
11/04/2024	1674	RedTree Landscape Systems			21,266.67	103,678.43
11/07/2024	1675	Heritage Harbor Golf & Country Club	Library Rental 1/11/24 - 7/18/24		600.00	103,078.43
11/08/2024	100266	BUSINESS OBSERVER	Invoice: 24-03243H (Reference: Legal Advertising.)		122.50	102,955.93
11/08/2024	100267	Vesta District Services	Invoice: 423032 (Reference: Management Fees Nov 24.)		3,556.83	99,399.10
11/08/2024	100268	RedTree Landscape Systems	Invoice: 19173 (Reference: Landscape Enhancement Oct 24.)		15,516.67	83,882.43
11/08/2024	100269	TAMPA BAY POO PATROL	Invoice: 2101 (Reference: Service and maintain 10 waste stations.)		412.00	83,470.43
11/15/2024	111524ACH1	ANALINA MEDINA	BOS MTG 10/30/24		184.70	83,285.73
11/15/2024	111524ACH2	Engage PEO	BOS MTG 10/30/24		172.40	83,113.33
11/15/2024	44	Harikrishna Joshi	BOS MTG 10/30/24		184.70	82,928.63
11/15/2024	43	Kristyn Fada	BOS MTG 10/30/24		184.70	82,743.93
11/15/2024	111524ACH3	Michael Kiely	BOS MTG 10/30/24		184.70	82,559.23

11/22/2024	112224ACH1	ANALINA MEDINA	BOS MTG 11/14/24		184.70	82,374.53	
11/22/2024	112224ACH2	EMMANUEL RAMOS	BOS MTG 11/14/24		184.70	82,189.83	
11/22/2024	112224ACH3	Engage PEO	BOS MTG 11/14/24		203.00	81,986.83	
11/22/2024	46	Harikrishna Joshi	BOS MTG 11/14/24		184.70	81,802.13	
11/22/2024	45	Kristyn Fada	BOS MTG 11/14/24		184.70	81,617.43	
11/22/2024	112224ACH4	Michael Kiely	BOS MTG 11/14/24		184.70	81,432.73	
11/25/2024	1676	FLORIDA DEPT OF ECONOMIC OPPORTU	FY 2024/2025 Special District Fee Invoice/Update Form		175.00	81,257.73	
11/25/2024	100270	Stantec Consulting Services, Inc	Invoice: 2308917 (Reference: General Consulting - Oct 2024.)		495.00	80,762.73	
11/25/2024	100271	VGlobalTech	Invoice: 6752 (Reference: Web Maintenance, Security Services, Webhosting.)		295.00	80,467.73	
11/25/2024	100272	RedTree Landscape Systems	Invoice: 19620 (Reference: Irrigation Repairs 11.06.24.)		300.00	80,167.73	
11/25/2024	100273	Vesta District Services	Invoice: 423169 (Reference: Dissemination Agent 10.24.)		1,500.00	78,667.73	
11/29/2024			Interest		8.45	78,676.18	
11/30/2024					8.45	46,739.06	78,676.18
12/03/2024	120324ACH1	TAMPA ELECTRIC	Oct 05, 2024 - Nov 05, 2024 - 19420 Sunlake Bl Irr		34.05	78,642.13	
12/03/2024	120324ACH2	TAMPA ELECTRIC	Oct 05, 2024 - Nov 05, 2024 19451 Sunlake Bl Irr		35.24	78,606.89	
12/03/2024	120324ACH3	TAMPA ELECTRIC	Oct 05, 2024 - Nov 05, 2024 19640 Sunlake Blvd		178.72	78,428.17	
12/03/2024	120324ACH4	TAMPA ELECTRIC	Oct 05, 2024 - Nov 05, 2024 3150 County Line Road W		26.32	78,401.85	
12/03/2024	120324ACH5	TAMPA ELECTRIC	Oct 05, 2024 - Nov 05, 2024 19599 Double Tree Way		175.18	78,226.67	
12/03/2024	120324ACH6	TAMPA ELECTRIC	Oct 05, 2024 - Nov 05, 2024 19231 Sunlake Blvd		44.80	78,181.87	
12/05/2024			Deposit		61.25	78,243.12	
12/06/2024			Deposit		600.00	78,843.12	
12/12/2024			Funds Transfer		100,000.00	178,843.12	
12/12/2024	100274	Stantec Consulting Services, Inc	Invoice: 2322740 (Reference: General Consulting 11/24.)		1,193.50	177,649.62	
12/12/2024	100275	Vesta District Services	Invoice: 423482 (Reference: Management Fees Dec 24.)		3,958.33	173,691.29	
12/12/2024	100276	Illuminations Holiday Lighting	Invoice: 192924 (Reference: Holiday lighting and decoration.)		5,500.00	168,191.29	
12/12/2024	100277	Steadfast Environmental	Invoice: SE-25208 (Reference: Routine Aquatic Maintenance 11/24.) Invoice: SE-25388 (Referenc...		3,604.70	164,586.59	
12/12/2024	100278	VGlobalTech	Invoice: 6876 (Reference: Website Maintenance Dec 24.)		295.00	164,291.59	
12/12/2024	100279	RedTree Landscape Systems	Invoice: 19508 (Reference: Landscape Maintenance Nov 24.) Invoice: 19692 (Reference: Irrigati...		16,770.04	147,521.55	
12/12/2024	100280	Kutak Rock LLP	Invoice: 3496348 (Reference: General Counsel thru 10/31/24.)		1,563.50	145,958.05	
12/12/2024	100281	TAMPA BAY POO PATROL	Invoice: 2255 (Reference: Service and maintain 10 waste stations.)		412.00	145,546.05	
12/12/2024	100282	BUSINESS OBSERVER	Invoice: 24-03469H (Reference: Legal Advertising.)		59.06	145,486.99	
12/13/2024	100283	Vesta District Services	Invoice: 423573 (Reference: Billable Expenses - Nov 2024.)		27.62	145,459.37	
12/13/2024	100284	Custom Reserves, LLC	Invoice: R1504.24 (Reference: Retainer Payment.)		1,150.00	144,309.37	
12/13/2024	100285	RedTree Landscape Systems	Invoice: 19874 (Reference: Landscape Enhancement.) Invoice: 19873 (Reference: Landscape Enhan...		9,200.00	135,109.37	
12/18/2024	100286	Steadfast Environmental	Invoice: SE-25221 (Reference: Routine Aquatic Maintenance.)		1,802.35	133,307.02	
12/20/2024	122024ACH1	ANALINA MEDINA	BOS MTG 12/12/24		184.70	133,122.32	
12/20/2024	122024ACH2	EMMANUEL RAMOS	BOS MTG 12/12/24		184.70	132,937.62	
12/20/2024	122024ACH3	Engage PEO	BOS MTG 12/12/24		172.40	132,765.22	
12/20/2024	47	Harikrishna Joshi	BOS MTG 12/12/24		184.70	132,580.52	
12/20/2024	122024ACH4	Michael Kiely	BOS MTG 12/12/24		184.70	132,395.82	
12/20/2024	100287	BUSINESS OBSERVER	Invoice: 24-03657H (Reference: Legal Advertising.)		59.06	132,336.76	
12/23/2024	100288	RedTree Landscape Systems	Invoice: 20053 (Reference: Irrigation Repairs.)		3,100.00	129,236.76	
12/30/2024	1678	Harikrishna Joshi	BOS MTG 3/21/24		184.70	129,052.06	
12/31/2024	100289	Kutak Rock LLP	Invoice: 3501409 (Reference: General Counsel Nov 24.)		1,427.00	127,625.06	
12/31/2024			Interest		10.91	127,635.97	

12/31/2024				100,672.16	51,712.37	127,635.97
01/02/2025	100290	RedTree Landscape Systems	Invoice: 19805 (Reference: Landscape Maintenance Dec 24.)		15,516.67	112,119.30
01/03/2025	010325ACH1	TAMPA ELECTRIC	Nov 06, 2024 - Dec 05, 2024 19231 Sunlake Blvd		39.14	112,080.16
01/03/2025	010325ACH2	TAMPA ELECTRIC	Nov 06, 2024 - Dec 05, 2024 19599 Double Tree Way		199.75	111,880.41
01/03/2025	010325ACH3	TAMPA ELECTRIC	Nov 06, 2024 - Dec 05, 2024 3150 County Line Road W		24.10	111,856.31
01/03/2025	010325ACH4	TAMPA ELECTRIC	Nov 06, 2024 - Dec 05, 2024 19640 Sunlake Blvd		217.30	111,639.01
01/03/2025	010325ACH5	TAMPA ELECTRIC	Nov 06, 2024 - Dec 05, 2024 19451 Sunlake Bl Irr		136.23	111,502.78
01/03/2025	010325ACH6	TAMPA ELECTRIC	Nov 06, 2024 - Dec 05, 2024 - 19420 Sunlake Bl Irr		23.52	111,479.26
01/07/2025	100291	TAMPA BAY POO PATROL	Invoice: 2433 (Reference: Pet Waste Stations - Jan 2025.)		412.00	111,067.26
01/07/2025	100292	VGlobalTech	Invoice: 6958 (Reference: Website Hosting.)		295.00	110,772.26
01/08/2025	100293	Vesta District Services	Invoice: 424095 (Reference: Management Fees Jan 25.)		3,958.33	106,813.93
01/08/2025	100294	Illuminations Holiday Lighting	Invoice: 192125 (Reference: Christmas light installation.)		5,500.00	101,313.93
01/14/2025	100295	Stantec Consulting Services, Inc	Invoice: 2335691 (Reference: 2025 FY General Consulting - Dec 2024.)		2,493.00	98,820.93
01/17/2025	100296	RedTree Landscape Systems	Invoice: 20449 (Reference: Storm Clean up.)		7,000.00	91,820.93
01/17/2025	100297	BUSINESS OBSERVER	Invoice: 25-00148H (Reference: Legal Advertising.)		135.63	91,685.30
01/17/2025	071725BOS1	ANALINA MEDINA	BOS MTG 1/9/25		184.70	91,500.60
01/17/2025	071725BOS2	Engage PEO	BOS MTG 1/9/25		172.40	91,328.20
01/17/2025	49	Harikrishna Joshi	BOS MTG 1/9/25		184.70	91,143.50
01/17/2025	48	Kristyn Fada	BOS MTG 1/9/25		184.70	90,958.80
01/17/2025	071725BOS3	Michael Kiely	BOS MTG 1/9/25		184.70	90,774.10
01/22/2025	012225ACH1	TAMPA ELECTRIC	Feb 27, 2024 - Dec 05, 2024 - 3744 Evergreen Oaks Drive		1,306.77	89,467.33
01/31/2025	100298	BUSINESS OBSERVER	Invoice: 25-00293H (Reference: Legal Advertising.)		54.69	89,412.64
01/31/2025	100299	Kutak Rock LLP	Invoice: 3514488 (Reference: General Counsel Dec 24.)		1,601.00	87,811.64
01/31/2025			Interest	9.70		87,821.34
01/31/2025				9.70	39,824.33	87,821.34
02/04/2025	100300	Steadfast Environmental	Invoice: SE-26099 (Reference: Routine Aquatic Maintenance 1/25.)		1,802.35	87,821.34
02/04/2025	100301	RedTree Landscape Systems	Invoice: 20205 (Reference: Landscape Maintenance Jan 25.)		15,982.17	71,839.17
02/04/2025	020425ACH1	TAMPA ELECTRIC	12/6/24 - 11/7/25 - 3744 Evergreen Oaks Drive		202.81	71,636.36
02/04/2025	020425ACH2	TAMPA ELECTRIC	Dec 06, 2024 - Jan 07, 2025 19231 Sunlake Blvd		37.76	71,598.60
02/04/2025	020425ACH4	TAMPA ELECTRIC	Dec 06, 2024 - Jan 07, 2025 3150 County Line Road W		32.02	71,566.58
02/04/2025	020425ACH5	TAMPA ELECTRIC	Dec 06, 2024 - Jan 07, 2025 19640 Sunlake Blvd		209.70	71,356.88
02/04/2025	020425ACH6	TAMPA ELECTRIC	Dec 06, 2024 - Jan 07, 2025 19451 Sunlake Bl Irr		162.61	71,194.27
02/04/2025	020425ACH7	TAMPA ELECTRIC	Dec 06, 2024 - Jan 07, 2025 - 19420 Sunlake Bl Irr		59.03	71,135.24
02/04/2025	020425ACH3	TAMPA ELECTRIC	Dec 06, 2024 - Jan 07, 2025 19599 Double Tree Way		191.05	70,944.19
02/05/2025	100302	VGlobalTech	Invoice: 7034 (Reference: Website & Email Hosting.)		295.00	70,649.19
02/06/2025			Funds Transfer	100,000.00		170,649.19
02/10/2025	100303	Stantec Consulting Services, Inc	Invoice: 2350295 (Reference: General consulting thru 1/31/25.)		1,462.00	169,187.19
02/10/2025	100304	Vesta District Services	Invoice: 424761 (Reference: Management Fees Feb 25.)		3,333.33	165,853.86
02/10/2025	100305	TAMPA BAY POO PATROL	Invoice: 2609 (Reference: Service and maintain 10 waste stations weekly.)		412.00	165,441.86
02/14/2025	100306	Custom Reserves, LLC	Invoice: F1504.25 (Reference: Reserve Study - Final Payment.)		1,150.00	164,291.86
02/20/2025	100307	RedTree Landscape Systems	Invoice: 20043 (Reference: Hurricane Milton Cleanup Arbor Care.)		27,500.00	136,791.86
02/20/2025	100308	Vesta Property Services Inc	Invoice: WC135 (Reference: Bike Rack and Concrete Pad.)		485.00	136,306.86
02/21/2025	022125PR1	ANALINA MEDINA	BOS MTG 2/13/25		184.70	136,122.16
02/21/2025	022125PR2	Engage PEO	BOS MTG 2/13/25		203.00	135,919.16
02/21/2025	51	Harikrishna Joshi	BOS MTG 2/13/25		184.70	135,734.46



02/21/2025	52	Joseph C. Traugott	BOS MTG 2/13/25		184.70	135,549.76
02/21/2025	50	Kristyn Fada	BOS MTG 2/13/25		184.70	135,365.06
02/21/2025	022125PR3	Michael Kiely	BOS MTG 2/13/25		184.70	135,180.36
02/28/2025		Interest		11.97		135,192.33
02/28/2025				100,011.97	54,443.33	135,192.33
03/03/2025	100309	BUSINESS OBSERVER	Invoice: 25-00554H (Reference: Legal Advertising.)	54.69		135,137.64
03/03/2025	100310	Steadfast Environmental	Invoice: SE-26155 (Reference: Routine Aquatic Maintenance.)	1,802.35		133,335.29
03/03/2025	100311	RedTree Landscape Systems	Invoice: 20664 (Reference: Landscape Maintenance Feb 25.)	15,982.17		117,353.12
03/03/2025	100312	Vesta District Services	Invoice: 424955 (Reference: Management Fees Mar 25.)	3,333.33		114,019.79
03/05/2025	030525ACH1	TAMPA ELECTRIC	Jan 08, 2025 - Feb 05, 2025 19231 Sunlake Blvd	35.96		113,983.83
03/05/2025	030525ACH2	TAMPA ELECTRIC	Jan 08, 2025 - Feb 05, 2025 19599 Double Tree Way	134.72		113,849.11
03/05/2025	030525ACH3	TAMPA ELECTRIC	Jan 08, 2025 - Feb 05, 2025 3150 County Line Road W	32.96		113,816.15
03/05/2025	030525ACH4	TAMPA ELECTRIC	Jan 08, 2025 - Feb 05, 2025 19640 Sunlake Blvd	164.72		113,651.43
03/05/2025	030525ACH5	TAMPA ELECTRIC	Jan 08, 2025 - Feb 05, 2025 19451 Sunlake Bl Irr	145.79		113,505.64
03/05/2025	030525ACH6	TAMPA ELECTRIC	Jan 08, 2025 - Feb 05, 2025 - 19420 Sunlake Bl Irr	49.53		113,456.11
03/05/2025	030525ACH7	TAMPA ELECTRIC	Jan 08, 2025 - Feb 05, 2025 - 3744 Evergreen Oaks Drive	162.49		113,293.62
03/07/2025	100313	Kutak Rock LLP	Invoice: 3535276 (Reference: general counsel jan25.)	3,850.50		109,443.12
03/07/2025	100314	TAMPA BAY POO PATROL	Invoice: 2820 (Reference: Pet waste station maintenance March25.)	412.00		109,031.12
03/07/2025	100315	RedTree Landscape Systems	Invoice: 21029 (Reference: irrigation repairs.) Invoice: 21039 (Reference: irrigation repairs...	510.85		108,520.27
03/11/2025	100316	Stantec Consulting Services, Inc	Invoice: 2364241 (Reference: General Consulting Feb 25.)	1,032.00		107,488.27
03/13/2025	100317	Illuminations Holiday Lighting	Invoice: 92125 (Reference: Electrical Work on meter panel.)	572.00		106,916.27
03/13/2025	100318	Vesta District Services	Invoice: 425382 (Reference: Billable Expenses - Feb 2025.)	4.63		106,911.64
03/24/2025	100319	RedTree Landscape Systems	Invoice: 20990 (Reference: Landscape Maintenance Mar 25.) Invoice: 21327 (Reference: Irrigati...	16,696.11		90,215.53
03/28/2025	100320	BUSINESS OBSERVER	Invoice: 25-00881H (Reference: Legal Advertising.)	70.00		90,145.53
03/28/2025	032825BOS1	ANALINA MEDINA	BOS MTG 3/13/25	184.70		89,960.83
03/28/2025	032825BOS2	Engage PEO	BOS MTG 3/13/25	203.00		89,757.83
03/28/2025	54	Harikrishna Joshi	BOS MTG 3/13/25	184.70		89,573.13
03/28/2025	55	Joseph C. Traugott	BOS MTG 3/13/25	184.70		89,388.43
03/28/2025	53	Kristyn Fada	BOS MTG 3/13/25	184.70		89,203.73
03/28/2025	032825BOS3	Michael Kiely	BOS MTG 3/13/25	184.70		89,019.03
03/31/2025	100321	Yellowstone Landscape	Invoice: 877457 (Reference: Monthly Landscape Maintenance March 2025.)	8,541.67		80,477.36
03/31/2025	100322	Steadfast Contactors Alliance, LLC	Invoice: SA-10561 (Reference: Routine Aquatic Maintenance Mar 25.)	1,802.35		78,675.01
03/31/2025		Interest		10.02		78,685.03
03/31/2025				10.02	56,517.32	78,685.03
04/01/2025	1679	US BANK	Trans DS tax collections	429,526.99		-350,841.96
04/03/2025	040325ACH1	TAMPA ELECTRIC	Feb 06, 2025 - Mar 06, 2025- 3744 Evergreen Oaks Drive	183.28		-351,025.24
04/03/2025	040325ACH2	TAMPA ELECTRIC	Feb 06, 2025 - Mar 06, 2025- 19420 Sunlake Bl Irr	54.18		-351,079.42
04/03/2025	040325ACH3	TAMPA ELECTRIC	Feb 06, 2025 - Mar 06, 2025 19451 Sunlake Bl Irr	163.63		-351,243.05
04/03/2025	040325ACH4	TAMPA ELECTRIC	Feb 06, 2025 - Mar 06, 2025 19640 Sunlake Blvd	172.01		-351,415.06
04/03/2025	040325ACH5	TAMPA ELECTRIC	Feb 06, 2025 - Mar 06, 2025 3150 County Line Road W	30.61		-351,445.67
04/03/2025	040325ACH6	TAMPA ELECTRIC	Feb 06, 2025 - Mar 06, 2025 19599 Double Tree Way	147.65		-351,593.32
04/03/2025	040325ACH7	TAMPA ELECTRIC	Feb 06, 2025 - Mar 06, 2025 19231 Sunlake Blvd	35.17		-351,628.49
04/04/2025			Funds Transfer Taxes & O&M	500,000.00		148,371.51
04/04/2025	100323	TAMPA BAY POO PATROL	Invoice: 3042 (Reference: Service and maintain 10 waste stations.)	412.00		147,959.51
04/04/2025	100324	Yellowstone Landscape	Invoice: 889369 (Reference: Landscape Maintenance April 2025.)	17,083.34		130,876.17

04/04/2025	100325	VGlobalTech	Invoice: 7236 (Reference: Website & Email Hosting.)	295.00	130,581.17
04/07/2025	100326	Stantec Consulting Services, Inc	Invoice: 2377746 (Reference: General Counsel Mar 25.)	1,290.00	129,291.17
04/08/2025	100327	Heritage Harbor Golf & Country Club	Invoice: 128 (Reference: Library Rental Nov, Dec, Jan, Feb, Mar & Apr.)	450.00	128,841.17
04/09/2025	100328	Kutak Rock LLP	Invoice: 3551050 (Reference: General Counsel Feb 25.)	5,080.89	123,760.28
04/14/2025	100329	Steadfast Contactors Alliance, LLC	Invoice: SA-11281 (Reference: Installation of fountain lights.)	1,750.00	122,010.28
04/16/2025	100330	Vesta District Services	Invoice: 426007 (Reference: Management Fees Mar 25.)	3,333.33	118,676.95
04/18/2025	100331	BUSINESS OBSERVER	Invoice: 25-01085H (Reference: Legal Advertising.)	70.00	118,606.95
04/18/2025	041825BOS1	Engage PEO	BOS MTG 4/10/25	141.80	118,465.15
04/18/2025	56	Harikrishna Joshi	BOS MTG 4/10/25	184.70	118,280.45
04/18/2025	041825BOS2	Joseph C. Traugott	BOS MTG 4/10/25	184.70	118,095.75
04/18/2025	041825BOS3	Michael Kiely	BOS MTG 4/10/25	184.70	117,911.05
04/23/2025	100332	Yellowstone Landscape	Invoice: 897466 (Reference: Irrigation Pump Repair.)	4,455.80	113,455.25
04/25/2025	100333	BUSINESS OBSERVER	Invoice: 25-01176H (Reference: Legal advertising.)	59.06	113,396.19
04/30/2025			Interest	16.63	113,412.82
04/30/2025				500,016.63	465,288.84
05/01/2025	100334	Vesta District Services	Invoice: 426035 (Reference: Management Fees May 25.)	3,333.33	110,079.49
05/01/2025	100335	Blue Wave Lighting	Invoice: 92225 (Reference: LED Replacement.)	750.00	109,329.49
05/01/2025	100336	Yellowstone Landscape	Invoice: 899328 (Reference: Pond Tree Removal.) Invoice: 900548 (Reference: Irrigation Pump R...	10,590.00	98,739.49
05/01/2025	100337	Steadfast Contactors Alliance, LLC	Invoice: SA-11136 (Reference: Routine Aquatic Maintenance April 25.)	1,802.35	96,937.14
05/02/2025	050225ACH1	TAMPA ELECTRIC	Mar 07, 2025 - Apr 04, 2025 - 3744 Evergreen Oaks Drive	182.21	96,754.93
05/02/2025	050225ACH2	TAMPA ELECTRIC	Mar 07, 2025 - Apr 04, 2025 - 19420 Sunlake Bl Irr	56.94	96,697.99
05/02/2025	050225ACH3	TAMPA ELECTRIC	Mar 07, 2025 - Apr 04, 2025 19451 Sunlake Bl Irr	166.52	96,531.47
05/02/2025	050225ACH4	TAMPA ELECTRIC	Mar 07, 2025 - Apr 04, 2025 19640 Sunlake Blvd	243.85	96,287.62
05/02/2025	050225ACH5	TAMPA ELECTRIC	Mar 07, 2025 - Apr 04, 2025 3150 County Line Road W	58.14	96,229.48
05/02/2025	050225ACH6	TAMPA ELECTRIC	Mar 07, 2025 - Apr 04, 2025 19599 Double Tree Way	48.72	96,180.76
05/02/2025	050225ACH7	TAMPA ELECTRIC	Mar 07, 2025 - Apr 04, 2025 19231 Sunlake Blvd	35.79	96,144.97
05/06/2025	100338	Kutak Rock LLP	Invoice: 3555904 (Reference: Legal Services Mar 25.)	1,376.50	94,768.47
05/06/2025	100339	VGlobalTech	Invoice: 7310 (Reference: Email & Website Hosting.)	295.00	94,473.47
05/15/2025	100340	Vesta District Services	Invoice: 426670 (Reference: Billable Expenses - Apr 2025.)	99.98	94,373.49
05/22/2025	100341	Stantec Consulting Services, Inc	Invoice: 2397461 (Reference: General Consulting April 25.)	774.00	93,599.49
05/22/2025	100342	Steadfast Contactors Alliance, LLC	Invoice: SA-12160 (Reference: Lake Nancy Treatment Plan.)	4,361.50	89,237.99
05/22/2025	100343	TAMPA BAY POO PATROL	Invoice: 3248 (Reference: Service 10 Waste Stations.)	412.00	88,825.99
05/23/2025	052325BOS1	ANALINA MEDINA	BOS MTG 5/8/25	184.70	88,641.29
05/23/2025	052325BOS2	Engage PEO	BOS MTG 5/8/25	203.00	88,438.29
05/23/2025	58	Harikrishna Joshi	BOS MTG 5/8/25	184.70	88,253.59
05/23/2025	052325BOS3	Joseph C. Traugott	BOS MTG 5/8/25	184.70	88,068.89
05/23/2025	57	Kristyn Fada	BOS MTG 5/8/25	184.70	87,884.19
05/23/2025	052325BOS4	Michael Kiely	BOS MTG 5/8/25	184.70	87,699.49
05/27/2025	100344	BUSINESS OBSERVER	Invoice: 25-01442H (Reference: Legal Advertising.)	70.00	87,629.49
05/27/2025	100345	Yellowstone Landscape	Invoice: 918748 (Reference: Removal of 2 Trees & a Root Ball.)	5,250.00	82,379.49
05/30/2025	1680	Kristyn Fada	BOS MTG 11/14/24	184.70	82,194.79
05/30/2025	432R		Reverse of GJE 432 -- Kristyn Fada - voided check 11/22/24	184.70	82,379.49
05/31/2025			Interest	8.54	82,388.03
05/31/2025				193.24	31,218.03
					82,388.03

06/03/2025	060325ACH1	TAMPA ELECTRIC	Apr 05, 2025 - May 06, 2025 - 19420 Sunlake Bl Irr	71.82	82,316.21
06/03/2025	060325ACH2	TAMPA ELECTRIC	Apr 05, 2025 - May 06, 2025 19451 Sunlake Bl Irr	209.26	82,106.95
06/03/2025	060325ACH3	TAMPA ELECTRIC	Apr 05, 2025 - May 06, 2025 19640 Sunlake Blvd	202.86	81,904.09
06/03/2025	060325ACH4	TAMPA ELECTRIC	Apr 05, 2025 - May 06, 2025 3150 County Line Road W	50.37	81,853.72
06/03/2025	060325ACH5	TAMPA ELECTRIC	Apr 05, 2025 - May 06, 2025 19599 Double Tree Way	201.65	81,652.07
06/03/2025	060325ACH6	TAMPA ELECTRIC	Apr 05, 2025 - May 06, 2025 19231 Sunlake Blvd	38.49	81,613.58
06/03/2025	060325ACH7	TAMPA ELECTRIC	Apr 05, 2025 - May 06, 2025 - 3744 Evergreen Oaks Drive	203.18	81,410.40
06/04/2025	100346	Yellowstone Landscape	Invoice: 899505 (Reference: Monthly Landscape Maintenance May 2025.) Invoice: 922270 (Referen...	22,526.96	58,883.44
06/04/2025	100347	VGlobalTech	Invoice: 7393 (Reference: Website Hosting and maintenance.)	295.00	58,588.44
06/04/2025	100348	TAMPA BAY POO PATROL	Invoice: 3478 (Reference: Pet waste station maintenance.)	412.00	58,176.44
06/04/2025	100349	Steadfast Contactors Alliance, LLC	Invoice: SA-11934 (Reference: Routine Aquatic Maintenance.)	1,802.35	56,374.09
06/04/2025	100350	Vesta District Services	Invoice: 426760 (Reference: Monthly management fee June25.)	3,333.33	53,040.76
06/09/2025	100351	Stantec Consulting Services, Inc	Invoice: 2405590 (Reference: 2025 FY General Consulting.)	1,290.00	51,750.76
06/10/2025	100352	Kutak Rock LLP	Invoice: 3579963 (Reference: Professional Legal Services Rendered.)	1,614.50	50,136.26
06/13/2025	061325PR1	Engage PEO	BOS MTG 6/5/25	172.40	49,963.86
06/13/2025	60	Harikrishna Joshi	BOS MTG 6/5/25	184.70	49,779.16
06/13/2025	061325PR2	Joseph C. Traugott	BOS MTG 6/5/25	184.70	49,594.46
06/13/2025	59	Kristyn Fada	BOS MTG 6/5/25	184.70	49,409.76
06/13/2025	061325PR3	Michael Kiely	BOS MTG 6/5/25	184.70	49,225.06
06/16/2025	100353	DIBARTOLOMEO, McBEE, HARTLEY, & B	Invoice: 90110678 (Reference: Audit service Sep 30,24.)	3,100.00	46,125.06
06/16/2025	100354	Yellowstone Landscape	Invoice: 934999 (Reference: Waterbridge Irrigation Upgrade.)	9,557.65	36,567.41
06/16/2025	100355	Romaner Graphics	Invoice: 22714 (Reference: Authorized Personnel Only installed.)	225.00	36,342.41
06/20/2025	100356	Blue Wave Lighting	Invoice: 1920625 (Reference: Landscape Lighting Maintenance.)	295.00	36,047.41
06/30/2025	100357	Kutak Rock LLP	Invoice: 3583071 (Reference: Professional legal services rendered.)	1,770.30	34,277.11
06/30/2025	100358	Yellowstone Landscape	Invoice: 923049 (Reference: Monthly Landscape Maintenance June 2025.)	17,083.33	17,193.78
06/30/2025	100359	Steadfast Contactors Alliance, LLC	Invoice: SA-12525 (Reference: Routine Aquatic Maintenance.)	1,802.35	15,391.43
06/30/2025			Interest	4.81	15,396.24
06/30/2025				4.81	66,996.60
07/03/2025	100360	VGlobalTech	Invoice: 7521 (Reference: Web Maintenance: ADA Website Maintenance.)	295.00	15,101.24
07/03/2025	100361	Stantec Consulting Services, Inc	Invoice: 2418492 (Reference: 2025 FY General Consulting.)	517.75	14,583.49
07/03/2025	100362	Vesta District Services	Invoice: 427220 (Reference: Monthly contracted management fees Jul25.)	3,333.33	11,250.16
07/03/2025	100363	TAMPA BAY POO PATROL	Invoice: 3700 (Reference: Pet Waste Station Maintenance.)	412.00	10,838.16
07/03/2025	01ACH070325	TAMPA ELECTRIC	05.07.25- 06.05.25 19231 Sunlake Blvd	34.76	10,803.40
07/03/2025	02ACH070325	TAMPA ELECTRIC	05.07.25- 06.05.25 19599 Double Tree Way	172.88	10,630.52
07/03/2025	03ACH070325	TAMPA ELECTRIC	05.07.25- 06.05.25 3150 County Line Road W	36.62	10,593.90
07/03/2025	04ACH070325	TAMPA ELECTRIC	05.07.25- 06.05.25 19640 Sunlake Blvd	190.74	10,403.16
07/03/2025	05ACH070325	TAMPA ELECTRIC	05.07.25- 06.05.25 19451 Sunlake Bl Irr	177.23	10,225.93
07/03/2025	06ACH070325	TAMPA ELECTRIC	05.07.25- 06.05.25 - 19420 Sunlake Bl Irr	63.34	10,162.59
07/03/2025	07ACH070325	TAMPA ELECTRIC	05.07.25- 06.05.25 - 3744 Evergreen Oaks Drive	193.70	9,968.89
07/14/2025	100364	BUSINESS OBSERVER	Invoice: 25-01971H (Reference: Notice of Public Hearing and Board of Supervisors Meeting 8/14/25...	188.12	9,780.77
07/17/2025	100365	Yellowstone Landscape	Invoice: 956009 (Reference: Irrigation Inspection made on 5/27/25.)	1,006.20	8,774.57
07/18/2025	071825BOS1	ANALINA MEDINA	BOS MTG 5/1/25	184.70	8,589.87
07/18/2025	071825BOS2	Engage PEO	BOS MTG 5/1/25	172.40	8,417.47
07/18/2025	63	Harikrishna Joshi	BOS MTG 5/1/25	184.70	8,232.77
07/18/2025	071825BOS3	Joseph C. Traugott	BOS MTG 5/1/25	184.70	8,048.07

07/18/2025	071825BOS4	Michael Kiely	BOS MTG 5/1/25		184.70	7,863.37
07/18/2025	071825BOS5	ANALINA MEDINA	BOS MTG 7/10/25		184.70	7,678.67
07/18/2025	071825BOS6	Engage PEO	BOS MTG 7/10/25		172.40	7,506.27
07/18/2025	62	Harikrishna Joshi	BOS MTG 7/10/25		184.70	7,321.57
07/18/2025	61	Kristyn Fada	BOS MTG 7/10/25		184.70	7,136.87
07/18/2025	071825BOS7	Michael Kiely	BOS MTG 7/10/25		184.70	6,952.17
07/31/2025	100366	BUSINESS OBSERVER	Invoice: 25-01834H (Reference: Notice of Board of Supervisors regular meeting 7/10/25.)		70.00	6,882.17
07/31/2025	100367	Steadfast Contactors Alliance, LLC	Invoice: SA-13299 (Reference: Routine Aquatic Maintenance.)		1,802.35	5,079.82
07/31/2025			Interest		1.40	5,081.22
07/31/2025					1.40	10,316.42
08/04/2025	01ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 - 3744 Evergreen Oaks Drive		206.80	4,874.42
08/04/2025	02ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19231 Sunlake Blvd		36.84	4,837.58
08/04/2025	03ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19599 Double Tree Way		160.36	4,677.22
08/04/2025	04ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 3150 County Line Road W		31.72	4,645.50
08/04/2025	05ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19640 Sunlake Blvd		188.78	4,456.72
08/04/2025	06ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19451 Sunlake Bl Irr		254.81	4,201.91
08/04/2025	07ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 - 19420 Sunlake Bl Irr		69.46	4,132.45
08/06/2025			Funds Transfer	50,000.00		54,132.45
08/06/2025	100368	TAMPA BAY POO PATROL	Invoice: 3933 (Reference: Pet waste station maintenance.)		412.00	53,720.45
08/06/2025	100369	VGlobalTech	Invoice: 7600 (Reference: Web Maintenance: ADA Website Maintenance.)		295.00	53,425.45
08/12/2025	100370	VGlobalTech	Invoice: 7114 (Reference: Website Hosting.)		295.00	53,130.45
08/18/2025	100371	Romaner Graphics	Invoice: 22682 (Reference: Hurricane Street Sign Damage.)		1,350.00	51,780.45
08/19/2025			Funds Transfer	75,000.00		126,780.45
08/20/2025	100372	Yellowstone Landscape	Invoice: 938514 (Reference: Landscape Maintenance July 25.) Invoice: 972657 (Reference: Palm ...		23,486.33	103,294.12
08/20/2025	100373	Vesta District Services	Invoice: 427656 (Reference: Management Fees Aug 25.)		3,958.33	99,335.79
08/21/2025	1681	US BANK	Trans DS tax collections		21,664.30	77,671.49
08/25/2025	100374	Stantec Consulting Services, Inc	Invoice: 2441960 (Reference: WTR Stonebrier CDD District Engineering Services..)		1,401.00	76,270.49
08/25/2025	100375	Kutak Rock LLP	Invoice: 3611417 (Reference: Professional legal services rendered.)		1,681.59	74,588.90
08/29/2025	082925BOS1	ANALINA MEDINA	BOS MTG 8/14/25		184.70	74,404.20
08/29/2025	082925BOS2	Engage PEO	BOS MTG 8/14/25		203.00	74,201.20
08/29/2025	65	Harikrishna Joshi	BOS MTG 8/14/25		184.70	74,016.50
08/29/2025	082925BOS3	Joseph C. Traugott	BOS MTG 8/14/25		184.70	73,831.80
08/29/2025	64	Kristyn Fada	BOS MTG 8/14/25		184.70	73,647.10
08/29/2025	082925BOS4	Michael Kiely	BOS MTG 8/14/25		184.70	73,462.40
08/31/2025			Interest		6.36	73,468.76
08/31/2025					125,006.36	56,618.82
						73,468.76

Stonebrier CDD
GL Detail
FY2025

Account	Type	Date	Num	Name	Memo	Debit	Credit
1100100 - Cash - BU Operating Account							
	Bill Pmt -Check	08/04/2025	01ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 - 3744 Evergreen Oaks Drive		206.80
	Bill Pmt -Check	08/04/2025	02ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19231 Sunlake Blvd		36.84
	Bill Pmt -Check	08/04/2025	03ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19599 Double Tree Way		160.36
	Bill Pmt -Check	08/04/2025	04ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 3150 County Line Road W		31.72
	Bill Pmt -Check	08/04/2025	05ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19640 Sunlake Blvd		188.78
	Bill Pmt -Check	08/04/2025	06ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19451 Sunlake Bl Irr		254.81
	Bill Pmt -Check	08/04/2025	07ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 - 19420 Sunlake Bl Irr		69.46
	Transfer	08/06/2025			Funds Transfer	50,000.00	
	Bill Pmt -Check	08/06/2025	100368	TAMPA BAY POO PATROL	Invoice: 3933 (Reference: Pet waste station maintenance.)		412.00
	Bill Pmt -Check	08/06/2025	100369	VGlobalTech	Invoice: 7600 (Reference: Web Maintenance: ADA Website Maintenance.)		295.00
	Bill Pmt -Check	08/12/2025	100370	VGlobalTech	Invoice: 7114 (Reference: Website Hosting.)		295.00
	Bill Pmt -Check	08/18/2025	100371	Romaner Graphics	Invoice: 22682 (Reference: Hurricane Street Sign Damage.)		1,350.00
	Transfer	08/19/2025			Funds Transfer	75,000.00	
	Bill Pmt -Check	08/20/2025	100372	Yellowstone Landscape	Invoice: 938514 (Reference: Landscape Maintenance July 25.) Invoice: 972657 (Reference: Palm ...		23,486.33
	Bill Pmt -Check	08/20/2025	100373	Vesta District Services	Invoice: 427656 (Reference: Management Fees Aug 25.)		3,958.33
	Bill Pmt -Check	08/21/2025	1681	US BANK	Trans DS tax collections		21,664.30
	Bill Pmt -Check	08/25/2025	100374	Stantec Consulting Services, Inc	Invoice: 2441960 (Reference: WTR Stonebrier CDD District Engineering Services.)		1,401.00
	Bill Pmt -Check	08/25/2025	100375	Kutak Rock LLP	Invoice: 3611417 (Reference: Professional legal services rendered.)		1,681.59
	Bill Pmt -Check	08/29/2025	082925BOS1	ANALINA MEDINA	BOS MTG 8/14/25		184.70
	Bill Pmt -Check	08/29/2025	082925BOS2	Engage PEO	BOS MTG 8/14/25		203.00
	Bill Pmt -Check	08/29/2025	65	Harikrishna Joshi	BOS MTG 8/14/25		184.70
	Bill Pmt -Check	08/29/2025	082925BOS3	Joseph C. Traugott	BOS MTG 8/14/25		184.70
	Bill Pmt -Check	08/29/2025	64	Kristyn Fada	BOS MTG 8/14/25		184.70
	Bill Pmt -Check	08/29/2025	082925BOS4	Michael Kiely	BOS MTG 8/14/25		184.70
	Deposit	08/31/2025			Interest	6.36	
Total 1100100 - Cash - BU Operating Account.						125,006.36	56,618.82
1100102 - BU MMK Account							
	Transfer	08/06/2025			Funds Transfer		50,000.00
	Transfer	08/19/2025			Funds Transfer		75,000.00
	Deposit	08/31/2025			Interest	4,060.66	
Total 1100102 - BU MMK Account						4,060.66	125,000.00
3151000 - Revenue Trust DS 2016							
	Deposit	08/02/2025			Interest	658.77	
	Transfer	08/04/2025			Funds Transfer	803.26	
	Deposit	08/27/2025			Deposit	21,664.30	
Total 3151000 - Revenue Trust DS 2016						23,126.33	0.00
3151004 - DS 2016 Reserve Trust Fund							
	Deposit	08/02/2025			Interest	803.26	
	Transfer	08/04/2025			Funds Transfer		803.26
Total 3151004 - DS 2016 Reserve Trust Fund						803.26	803.26
3151009 - Prepayment DS 2016							
	Deposit	08/02/2025			Interest	3.88	
Total 3151009 - Prepayment DS 2016						3.88	0.00
1131000 - Due From							
3131001 - DS 2016 - Due From GF							
	Deposit	08/27/2025	1681		Money owed from GF		21,664.30
Total 3131001 - DS 2016 - Due From GF						0.00	21,664.30
1131000 - Due From							
1202000 - Accounts Payable							
	Bill	08/01/2025	7600	VGlobalTech	Reference: Web Maintenance: ADA Website Maintenance.		295.00
	Bill	08/01/2025	427656	Vesta District Services	Reference: Management Fees Aug 25.		3,958.33
	Bill	08/01/2025	973333	Yellowstone Landscape	Reference: Monthly Landscape Maintenance August 2025.		17,083.33
	Bill	08/01/2025	SA-14146	Steadfast Contactors Alliance, LLC	Reference: Routine Aquatic Maintenance.		1,802.35
	Bill	08/02/2025	3933	TAMPA BAY POO PATROL	Reference: Pet waste station maintenance.		412.00
	Bill Pmt -Check	08/04/2025	01ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 - 3744 Evergreen Oaks Drive	206.80	

Stonebrier CDD
GL Detail
FY2025

Account	Type	Date	Num	Name	Memo	Debit	Credit
	Bill Pmt -Check	08/04/2025	02ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19231 Sunlake Blvd	36.84	
	Bill Pmt -Check	08/04/2025	03ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19599 Double Tree Way	160.36	
	Bill Pmt -Check	08/04/2025	04ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 3150 County Line Road W	31.72	
	Bill Pmt -Check	08/04/2025	05ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19640 Sunlake Blvd	188.78	
	Bill Pmt -Check	08/04/2025	06ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 19451 Sunlake Bl Irr	254.81	
	Bill Pmt -Check	08/04/2025	07ACH080425	TAMPA ELECTRIC	06.06.25- 07.07.25 - 19420 Sunlake Bl Irr	69.46	
	Bill Pmt -Check	08/06/2025	100368	TAMPA BAY POO PATROL	Invoice: 3933 (Reference: Pet waste station maintenance.)	412.00	
	Bill Pmt -Check	08/06/2025	100369	VGlobalTech	Invoice: 7600 (Reference: Web Maintenance: ADA Website Maintenance.)	295.00	
	Bill	08/07/2025	973288	Yellowstone Landscape	Reference: Irrigation & Landscape Enhancement.		2,320.00
	Bill	08/11/2025	211002773839 8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19451 Sunlake Bl Irr		247.73
	Bill	08/11/2025	211002774050 8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19640 Sunlake Blvd		206.11
	Bill	08/11/2025	211002774365-8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 3150 County Line Road W		26.51
	Bill	08/11/2025	211002774605 8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19599 Double Tree Way		156.69
	Bill	08/11/2025	211002774860 8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19231 Sunlake Blvd		33.97
	Bill	08/11/2025	221009461742-8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 - 3744 Evergreen Oaks Drive		174.10
	Bill	08/12/2025	211002773607-8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 - 19420 Sunlake Bl Irr		66.58
	Bill Pmt -Check	08/12/2025	100370	VGlobalTech	Invoice: 7114 (Reference: Website Hosting.)	295.00	
	Bill Pmt -Check	08/18/2025	100371	Romaner Graphics	Invoice: 22682 (Reference: Hurricane Street Sign Damage.)	1,350.00	
	Bill	08/19/2025	3611417	Kutak Rock LLP	Reference: Professional legal services rendered.		1,681.59
	Bill	08/20/2025	Trans DS tax FY25 2	US BANK	Trans DS tax collections		21,664.30
	Bill Pmt -Check	08/20/2025	100372	Yellowstone Landscape	Invoice: 938514 (Reference: Landscape Maintenance July 25.) Invoice: 972657 (Reference: Palm ...	23,486.33	
	Bill Pmt -Check	08/20/2025	100373	Vesta District Services	Invoice: 427656 (Reference: Management Fees Aug 25.)	3,958.33	
	Bill	08/20/2025	2441960	Stantec Consulting Services, Inc	Reference: WTR Stonebrier CDD District Engineering Services..		1,401.00
	Bill Pmt -Check	08/21/2025	1681	US BANK	Trans DS tax collections	21,664.30	
	Bill Pmt -Check	08/25/2025	100374	Stantec Consulting Services, Inc	Invoice: 2441960 (Reference: WTR Stonebrier CDD District Engineering Services..)	1,401.00	
	Bill Pmt -Check	08/25/2025	100375	Kutak Rock LLP	Invoice: 3611417 (Reference: Professional legal services rendered.)	1,681.59	
	Bill	08/29/2025	20259	Kristyn Fada	BOS MTG 8/14/25		184.70
	Bill	08/29/2025	20259	Harikishna Joshi	BOS MTG 8/14/25		184.70
	Bill	08/29/2025	20259	Michael Kiely	BOS MTG 8/14/25		184.70
	Bill	08/29/2025	20259	ANALINA MEDINA	BOS MTG 8/14/25		184.70
	Bill	08/29/2025	20259	Joseph C. Traugott	BOS MTG 8/14/25		184.70
	Bill	08/29/2025	119345	Engage PEO	BOS MTG 8/14/25		203.00
	Bill Pmt -Check	08/29/2025	082925BOS1	ANALINA MEDINA	BOS MTG 8/14/25	184.70	
	Bill Pmt -Check	08/29/2025	082925BOS2	Engage PEO	BOS MTG 8/14/25	203.00	
	Bill Pmt -Check	08/29/2025	65	Harikishna Joshi	BOS MTG 8/14/25	184.70	
	Bill Pmt -Check	08/29/2025	082925BOS3	Joseph C. Traugott	BOS MTG 8/14/25	184.70	
	Bill Pmt -Check	08/29/2025	64	Kristyn Fada	BOS MTG 8/14/25	184.70	
	Bill Pmt -Check	08/29/2025	082925BOS4	Michael Kiely	BOS MTG 8/14/25	184.70	
	Bill	08/29/2025	25-02551H	BUSINESS OBSERVER	Reference: Notice of Change of Board of Supervisors Regular Meeting.		144.38
	Bill	08/29/2025	3613449	Kutak Rock LLP	Reference: Professional legal services rendered.		1,840.00
	Bill	08/31/2025	428516	Vesta District Services	Reference: Billable Expenses - Aug 2025.		10.68
Total 1202000 - Accounts Payable						56,618.82	54,851.15
1207000 - Due To							
1207001 - GF - Due to DS 2016							
	Bill	08/20/2025	Trans DS tax FY25 2	US BANK	Transfer Debt Service tax collections	21,664.30	
Total 1207001 - GF - Due to DS 2016						21,664.30	0.00
Total 1207000 - Due To						21,664.30	0.00
1363120 - Interest Revenue							
1361001 - O&M Interest Revenue							
	Deposit	08/31/2025			Interest		4,060.66
	Deposit	08/31/2025			Interest		6.36
Total 1361001 - O&M Interest Revenue						0.00	4,067.02
3363010 - Interest- DS2016 Investment							
	Deposit	08/02/2025			Interest		658.77
	Deposit	08/02/2025			Interest		803.26
	Deposit	08/02/2025			Interest		3.88

Stonebrier CDD
GL Detail
FY2025

Account	Type	Date	Num	Name	Memo	Debit	Credit
Total 3363010 - Interest- DS2016 Investment						0.00	1,465.91
Total 1363120 - Interest Revenue						0.00	5,532.93
1100000 - Administrative							
1511001 - Board of Supervisors Salaries							
	Bill	08/29/2025	20259	Kristyn Fada	BOS MTG 8/14/25	184.70	
	Bill	08/29/2025	20259	Hankrishna Joshi	BOS MTG 8/14/25	184.70	
	Bill	08/29/2025	20259	Michael Kiely	BOS MTG 8/14/25	184.70	
	Bill	08/29/2025	20259	ANALINA MEDINA	BOS MTG 8/14/25	184.70	
	Bill	08/29/2025	20259	Joseph C. Traugott	BOS MTG 8/14/25	184.70	
	Bill	08/29/2025	119345	Engage PEO	BOS MTG 8/14/25	76.50	
Total 1511001 - Board of Supervisors Salaries						1,000.00	0.00
1511115 - Payroll Taxes							
	Bill	08/29/2025	119345	Engage PEO	BOS MTG 8/14/25	76.50	
Total 1511115 - Payroll Taxes						76.50	0.00
1511117 - Payroll Services Fee							
	Bill	08/29/2025	119345	Engage PEO	P/R Fee	50.00	
Total 1511117 - Payroll Services Fee						50.00	0.00
1511125 - Management Consulting Services							
	Bill	08/01/2025	427656	Vesta District Services	Reference: Management Fees Aug 25.	1,000.00	
Total 1511125 - Management Consulting Services						1,000.00	0.00
1511135 - General Administrative							
	Bill	08/01/2025	427656	Vesta District Services	Reference: Management Fees Aug 25.Reference: Management Fees Aug 25.	833.33	
Total 1511135 - General Administrative						833.33	0.00
1511141 - Accounting Svcs							
	Bill	08/01/2025	427656	Vesta District Services	Reference: Management Fees Aug 25.	833.34	
Total 1511141 - Accounting Svcs						833.34	0.00
1511165 - Assessment Roll Preparation							
	Bill	08/01/2025	427656	Vesta District Services	Reference: Management Fees Aug 25.	458.33	
Total 1511165 - Assessment Roll Preparation						458.33	0.00
1511200 - Legal Advertising							
	Bill	08/29/2025	25-02551H	BUSINESS OBSERVER	Reference: Notice of Change of Board of Supervisors Regular Meeting.	144.38	
Total 1511200 - Legal Advertising						144.38	0.00
1511220 - Profserv - Engineering Services							
	Bill	08/20/2025	2441960	Stantec Consulting Services, Inc	Reference: WTR Stonebrier CDD District Engineering Services..	1,401.00	
Total 1511220 - Profserv - Engineering Services						1,401.00	0.00
1511240 - Profserv - Legal Services							
	Bill	08/19/2025	3611417	Kutak Rock LLP	Reference: Professional legal services rendered.	1,681.59	
	Bill	08/29/2025	3613449	Kutak Rock LLP	Reference: Professional legal services rendered.	1,840.00	
Total 1511240 - Profserv - Legal Services						3,521.59	0.00
1511260 - Website Hosting & Management							
	Bill	08/01/2025	7600	VGlobaITech	Reference: Web Maintenance: ADA Website Maintenance.	200.00	
Total 1511260 - Website Hosting & Management						200.00	0.00
1511270 - E-Mail							
	Bill	08/01/2025	7600	VGlobaITech	Reference: Web Maintenance: ADA Website Maintenance.	95.00	
Total 1511270 - E-Mail						95.00	0.00
Total 1100000 - Administrative						9,613.47	0.00
1160000 - Field Operations							
1530040 - Electricity General							
	Bill	08/11/2025	211002773839 8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19451 Sunlake Bl Irr	247.73	
	Bill	08/11/2025	211002774050 8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19640 Sunlake Blvd	206.11	
	Bill	08/11/2025	211002774365-8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 3150 County Line Road W	26.51	
	Bill	08/11/2025	211002774605 8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19599 Double Tree Way	156.69	



Stonebrier CDD
GL Detail
FY2025

Account	Type	Date	Num	Name	Memo	Debit	Credit
Total 1530040 : Electricity General	Bll	08/11/2025	211002774860-8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 19231 Sunlake Blvd	33.97	
	Bll	08/12/2025	211002773607-8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 - 19420 Sunlake Bl Irr	66.58	
1530060 : Pond & Lake Maint.						737.59	0.00
Total 1530060 : Pond & Lake Maint.	Bll	08/01/2025	SA-14146	Steadfast Contractors Alliance, LLC	Reference: Routine Aquatic Maintenance.	1,802.35	
	Bll	08/11/2025	Z21009461742-8.25	TAMPA ELECTRIC	07.08.25- 08.05.25 - 3744 Evergreen Oaks Drive	174.10	
1530120 : Landscape Maintenance						1,976.45	0.00
Total 1530120 : Landscape Maintenance	Bll	08/01/2025	973333	Yellowstone Landscape	Reference: Monthly Landscape Maintenance August 2025.	17,083.33	
						17,083.33	0.00
1530140 : Landscape Renewal & Replacement							
Total 1530140 : Landscape Renewal & Replacement	Bll	08/07/2025	973288	Yellowstone Landscape	Reference: Irrigation & Landscape Enhancement.	2,320.00	
						2,320.00	0.00
1530240 : Miscellaneous Field Expense							
Total 1530240 : Miscellaneous Field Expense	Bll	08/31/2025	428516	Vesta District Services	Reference: Billable Expenses - Aug 2025.	10.68	
						10.68	0.00
1530250 : Pet Waste Station Maintenance							
Total 1530250 : Pet Waste Station Maintenance	Bll	08/02/2025	3933	TAMPA BAY POO PATROL	Reference: Pet waste station maintenance.	412.00	
						412.00	0.00
1160000 : Field Operations - Other							
Total 1160000 : Field Operations - Other	Bll	08/01/2025	427656	Vesta District Services	Reference: Management Fees Aug 25.	833.33	
						833.33	0.00
Total 1160000 : Field Operations						23,373.38	0.00
TOTAL						264,270.46	264,270.46



8:10 AM
09/03/25

Stonebrier CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1681	08/21/2025	US BANK		1100100 - Cash - B...		-21,664.30
Bill	Trans DS tax FY25 2	08/20/2025			1207001 - GF - Due ...	-21,664.30	21,664.30
TOTAL						-21,664.30	21,664.30
Bill Pmt -Check	01ACH080425	08/04/2025	TAMPA ELECTRIC		1100100 - Cash - B...		-206.80
Bill	221009461742-7.25	07/11/2025			1530060 - Pond & L...	-206.80	206.80
TOTAL						-206.80	206.80
Bill Pmt -Check	02ACH080425	08/04/2025	TAMPA ELECTRIC		1100100 - Cash - B...		-36.84
Bill	211002774860 7.25	07/11/2025			1530040 - Electricity...	-36.84	36.84
TOTAL						-36.84	36.84
Bill Pmt -Check	03ACH080425	08/04/2025	TAMPA ELECTRIC		1100100 - Cash - B...		-160.36
Bill	211002774605 7.25	07/11/2025			1530040 - Electricity...	-160.36	160.36
TOTAL						-160.36	160.36
Bill Pmt -Check	04ACH080425	08/04/2025	TAMPA ELECTRIC		1100100 - Cash - B...		-31.72
Bill	211002774365-7.25	07/11/2025			1530040 - Electricity...	-31.72	31.72
TOTAL						-31.72	31.72
Bill Pmt -Check	05ACH080425	08/04/2025	TAMPA ELECTRIC		1100100 - Cash - B...		-188.78
Bill	211002774050 7.25	07/11/2025			1530040 - Electricity...	-188.78	188.78
TOTAL						-188.78	188.78
Bill Pmt -Check	06ACH080425	08/04/2025	TAMPA ELECTRIC		1100100 - Cash - B...		-254.81
Bill	211002773839 7.25	07/11/2025			1530040 - Electricity...	-254.81	254.81
TOTAL						-254.81	254.81

8:10 AM
09/03/25

Stonebrier CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	07ACH080425	08/04/2025	TAMPA ELECTRIC		1100100 · Cash - B...		-69.46
Bill	211002773607-T.25	07/11/2025			1530040 · Electricity...	-69.46	69.46
TOTAL						-69.46	69.46
Bill Pmt -Check	100368	08/06/2025	TAMPA BAY POO ...		1100100 · Cash - B...		-412.00
Bill	3933	08/02/2025			1530250 · Pet Wast...	-412.00	412.00
TOTAL						-412.00	412.00
Bill Pmt -Check	100369	08/06/2025	VGlobalTech		1100100 · Cash - B...		-295.00
Bill	7600	08/01/2025			1511260 · Website ...	-200.00	200.00
					1511270 · E-Mail	-95.00	95.00
TOTAL						-295.00	295.00
Bill Pmt -Check	100370	08/12/2025	VGlobalTech		1100100 · Cash - B...		-295.00
Bill	7114	03/01/2025			1511260 · Website ...	200.00	200.00
					1511270 · E-Mail	-95.00	95.00
TOTAL						-295.00	295.00
Bill Pmt -Check	100371	08/18/2025	Romaner Graphics		1100100 · Cash - B...		-1,350.00
Bill	22682	05/07/2025			1530280 · Continge...	-1,350.00	1,350.00
TOTAL						-1,350.00	1,350.00
Bill Pmt -Check	100372	08/20/2025	Yellowstone Lands...		1100100 · Cash - B...		-23,486.33
Bill	938514	07/01/2025			1530120 · Landscap...	-17,083.33	17,083.33
Bill	972657	07/31/2025			1530140 · Landscap...	-4,083.00	4,083.00
Bill	973288	08/07/2025			1530140 · Landscap...	-2,320.00	2,320.00
TOTAL						-23,486.33	23,486.33



8:10 AM
09/03/25

Stonebrier CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	100373	08/20/2025	Vesta District Servi...		1100100 · Cash - B...		-3,958.33
Bill	427656	08/01/2025			1511125 · Managem...	-1,000.00	1,000.00
					1511141 · Accountin...	-833.34	833.34
					1511135 · General ...	-833.33	833.33
					1160000 · Field Ope...	-833.33	833.33
					1511165 · Assessm...	-458.33	458.33
TOTAL						-3,958.33	3,958.33
Bill Pmt -Check	100374	08/25/2025	Stantec Consulting...		1100100 · Cash - B...		-1,401.00
Bill	2441960	08/20/2025			1511220 · Profserv -...	-1,401.00	1,401.00
TOTAL						-1,401.00	1,401.00
Bill Pmt -Check	100375	08/25/2025	Kutak Rock LLP		1100100 · Cash - B...		-1,681.59
Bill	3611417	08/19/2025			1511240 · Profserv -...	-1,681.59	1,681.59
TOTAL						-1,681.59	1,681.59





STONEBRIER CDD
3744 EVERGREEN OAKS DR, FOUNTAIN
LUTZ, FL 33558

Statement Date: July 11, 2025

Amount Due: \$206.80

Due Date: August 01, 2025

Account #: 221009461742

DO NOT PAY. Your account will be drafted on August 01, 2025

Account Summary

Current Service Period: June 06, 2025 - July 07, 2025

Previous Amount Due \$193.70

Payment(s) Received Since Last Statement -\$193.70

Current Month's Charges \$206.80

Amount Due by August 01, 2025 \$206.80

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight



Your average daily kWh used was **2.63% lower** than the same period last year.

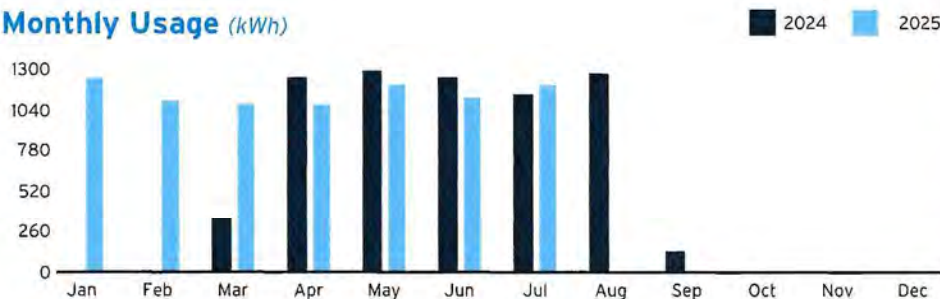


Your average daily kWh used was **0% higher** than it was in your previous period.



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Monthly Usage (kWh)



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AN EMERA COMPANY



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 221009461742

Due Date: August 01, 2025



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See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$206.80

Payment Amount: \$ _____

613112902527

Your account will be
drafted on August 01, 2025

STONEBRIER CDD
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
3744 EVERGREEN OAKS DR
FOUNTAIN, LUTZ, FL 33558

Account #: 221009461742
Statement Date: July 11, 2025
Charges Due: August 01, 2025

Meter Read

Service Period: Jun 06, 2025 - Jul 07, 2025

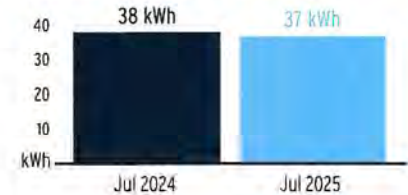
Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000882937	07/07/2025	31,700		30,502		1,198 kWh	1	32 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	32 days @ \$0.63000	\$20.16
	Energy Charge	1,198 kWh @ \$0.08641/kWh	\$103.52
	Fuel Charge	1,198 kWh @ \$0.03391/kWh	\$40.62
	Storm Protection Charge	1,198 kWh @ \$0.00577/kWh	\$6.91
	Clean Energy Transition Mechanism	1,198 kWh @ \$0.00418/kWh	\$5.01
	Storm Surcharge	1,198 kWh @ \$0.02121/kWh	\$25.41
	Florida Gross Receipt Tax		\$5.17
	Electric Service Cost		\$206.80

Avg kWh Used Per Day



Important Messages

Total Current Month's Charges

\$206.80

For more information about your bill and understanding your charges, please visit [TampaElectric.com](https://www.tampaelectric.com)

Ways To Pay Your Bill

	Bank Draft Visit TECOaccount.com for free recurring or one time payments via checking or savings account.		In-Person Find list of Payment Agents at TampaElectric.com		Mail A Check Payments: TECO P.O. Box 31318 Tampa, FL 33631-3318 Mail your payment in the enclosed envelope.
	Credit or Debit Card Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com . Convenience fee will be charged.		Phone Toll Free: 866-689-6469	All Other Correspondences: Tampa Electric P.O. Box 111 Tampa, FL 33601-0111	

Contact Us

Online: TampaElectric.com	Hearing Impaired/TTY: 7-1-1
Phone: Commercial Customer Care: 866-832-6249 Residential Customer Care: 813-223-0800 (Hillsborough) 863-299-0800 (Polk County) 888-223-0800 (All Other Counties)	Power Outage: 877-588-1010 Energy-Saving Programs: 813-275-3909

Please Note: If you choose to pay your bill at a location not listed on our website or provided by Tampa Electric, you are paying someone who is not authorized to act as a payment agent at Tampa Electric. You bear the risk that this unauthorized party will relay the payment to Tampa Electric and do so in a timely fashion. Tampa Electric is not responsible for payments made to unauthorized agents, including their failure to deliver or timely deliver the payment to us. Such failures may result in late payment charges to your account or service disconnection.



STONEBRIER CDD
19231 SUNLAKE BLVD
LUTZ, FL 33558-4930

Statement Date: July 11, 2025

Amount Due: \$36.84

Due Date: August 01, 2025

Account #: 211002774860

DO NOT PAY. Your account will be drafted on August 01, 2025

Account Summary

Current Service Period: June 06, 2025 - July 07, 2025

Previous Amount Due \$34.76

Payment(s) Received Since Last Statement -\$34.76

Current Month's Charges \$36.84

Amount Due by August 01, 2025 \$36.84

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight



Your average daily kWh used was **40% lower** than the same period last year.

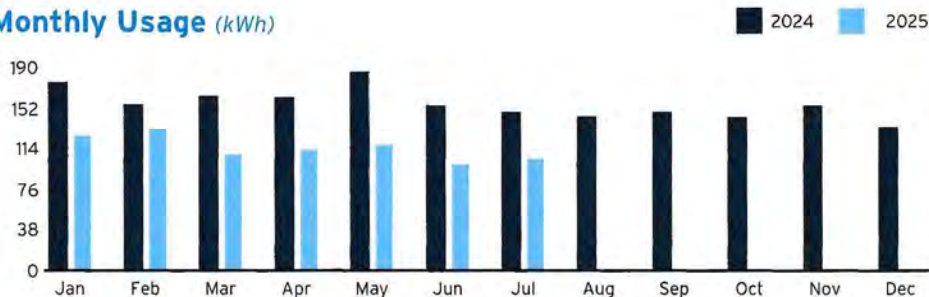


Your average daily kWh used was **0% higher** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com

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TampaElectric.com/SurgeProtection

Zap Cap | **TECO**
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AN EMERA COMPANY



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211002774860

Due Date: August 01, 2025



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$36.84

Payment Amount: \$ _____

605088224369

Your account will be
drafted on August 01, 2025

STONEBRIER CDD
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
19231 SUNLAKE BLVD
LUTZ, FL 33558-4930

Account #: 211002774860
Statement Date: July 11, 2025
Charges Due: August 01, 2025

Meter Read

Meter Location: Gate

Service Period: Jun 06, 2025 - Jul 07, 2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000195096	07/07/2025	10,162		10,058		104 kWh	1	32 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	32 days @ \$0.63000	\$20.16
	Energy Charge	104 kWh @ \$0.08641/kWh	\$8.99
	Fuel Charge	104 kWh @ \$0.03391/kWh	\$3.53
	Storm Protection Charge	104 kWh @ \$0.00577/kWh	\$0.60
	Clean Energy Transition Mechanism	104 kWh @ \$0.00418/kWh	\$0.43
	Storm Surcharge	104 kWh @ \$0.02121/kWh	\$2.21
	Florida Gross Receipt Tax		\$0.92
	Electric Service Cost		\$36.84

Avg kWh Used Per Day



Important Messages

Total Current Month's Charges

\$36.84

For more information about your bill and understanding your charges, please visit [TampaElectric.com](https://www.tampaelectric.com)

Ways To Pay Your Bill

	Bank Draft Visit TECOaccount.com for free recurring or one time payments via checking or savings account.		In-Person Find list of Payment Agents at TampaElectric.com		Mail A Check Payments: TECO P.O. Box 31318 Tampa, FL 33631-3318 Mail your payment in the enclosed envelope. All Other Correspondences: Tampa Electric P.O. Box 111 Tampa, FL 33601-0111
	Credit or Debit Card Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com . Convenience fee will be charged.		Phone Toll Free: 866-689-6469		

Contact Us

Online: TampaElectric.com	Hearing Impaired/TTY: 7-1-1
Phone: Commercial Customer Care: 866-832-6249 Residential Customer Care: 813-223-0800 (Hillsborough) 863-299-0800 (Polk County) 888-223-0800 (All Other Counties)	Power Outage: 877-588-1010 Energy-Saving Programs: 813-275-3909

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STONEBRIER CDD
19599 DOUBLE TREE WY
LUTZ, FL 33558-0000

Statement Date: July 11, 2025

Amount Due: \$160.36

Due Date: August 01, 2025

Account #: 211002774605

DO NOT PAY. Your account will be drafted on August 01, 2025

Account Summary

Current Service Period: June 06, 2025 - July 07, 2025

Previous Amount Due	\$172.88
Payment(s) Received Since Last Statement	-\$172.88
Current Month's Charges	\$160.36

Amount Due by August 01, 2025 \$160.36

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight



Your average daily kWh used was **60.56% lower** than the same period last year.

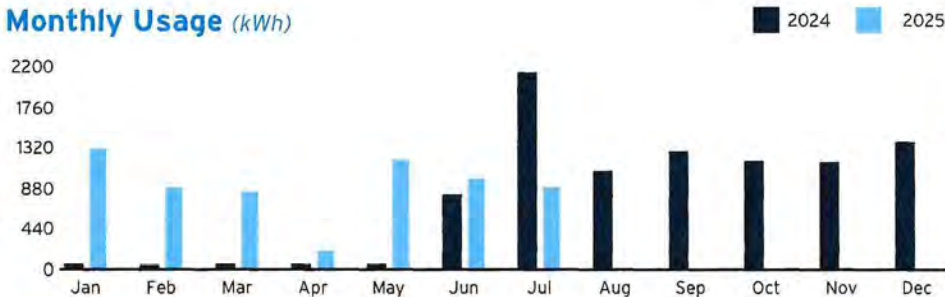


Your average daily kWh used was **15.15% lower** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com

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Limited time offer at
TampaElectric.com/SurgeProtection

Zap Cap | **TECO**
SYSTEMS™ TAMPA ELECTRIC
AN EMERA COMPANY



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211002774605

Due Date: August 01, 2025



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$160.36

Payment Amount: \$ _____

605088224368

Your account will be
drafted on August 01, 2025

STONEBRIER CDD
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
19599 DOUBLE TREE WY
LUTZ, FL 33558-0000

Account #: 211002774605
Statement Date: July 11, 2025
Charges Due: August 01, 2025

Meter Read

Meter Location: Irrigation

Service Period: Jun 06, 2025 - Jul 07, 2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	- Previous Reading	= Total Used	Multiplier	Billing Period
1000766373	07/07/2025	46,947	46,048	899 kWh	1	32 Days

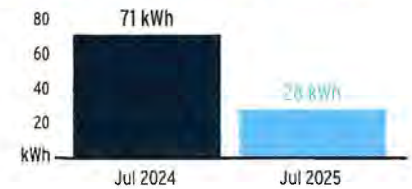
Charge Details



Electric Charges

Daily Basic Service Charge	32 days @ \$0.63000	\$20.16
Energy Charge	899 kWh @ \$0.08641/kWh	\$77.68
Fuel Charge	899 kWh @ \$0.03391/kWh	\$30.49
Storm Protection Charge	899 kWh @ \$0.00577/kWh	\$5.19
Clean Energy Transition Mechanism	899 kWh @ \$0.00418/kWh	\$3.76
Storm Surcharge	899 kWh @ \$0.02121/kWh	\$19.07
Florida Gross Receipt Tax		\$4.01
Electric Service Cost		\$160.36

Avg kWh Used Per Day



Important Messages

Total Current Month's Charges

\$160.36

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Ways To Pay Your Bill



Bank Draft

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In-Person

Find list of Payment Agents at TampaElectric.com



Mail A Check

Payments:
TECO
P.O. Box 31318
Tampa, FL 33631-3318
Mail your payment in the enclosed envelope.



Credit or Debit Card

Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com. Convenience fee will be charged.



Phone

Toll Free:
866-689-6469

All Other Correspondences:
Tampa Electric
P.O. Box 111
Tampa, FL 33601-0111

Contact Us

Online:

TampaElectric.com

Phone:

Commercial Customer Care:
866-832-6249
Residential Customer Care:
813-223-0800 (Hillsborough)
863-299-0800 (Polk County)
888-223-0800 (All Other Counties)

Hearing Impaired/TTY:

7-1-1

Power Outage:

877-588-1010

Energy-Saving Programs:

813-275-3909

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STONEBRIER CDD
3150 COUNTY LINE RD W
LUTZ, FL 33559-0000

Statement Date: July 11, 2025

Amount Due: \$31.72

Due Date: August 01, 2025

Account #: 211002774365

DO NOT PAY. Your account will be drafted on August 01, 2025

Account Summary

Current Service Period: June 06, 2025 - July 07, 2025

Previous Amount Due \$36.62

Payment(s) Received Since Last Statement -\$36.62

Current Month's Charges \$31.72

Amount Due by August 01, 2025 \$31.72

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight



Your average daily kWh used was **50% lower** than the same period last year.

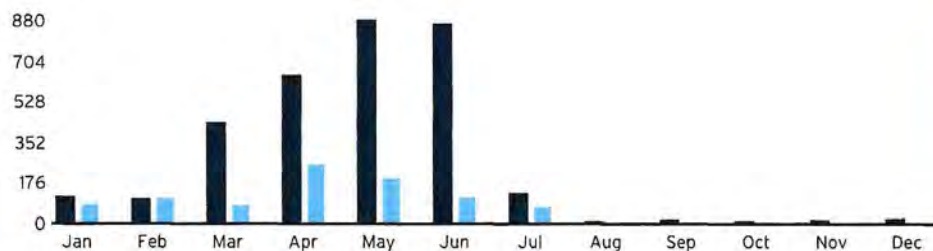


Your average daily kWh used was **50% lower** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211002774365

Due Date: August 01, 2025



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$31.72

Payment Amount: \$ _____

605088224367

Your account will be drafted on August 01, 2025

STONEBRIER CDD
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.





Service For:
3150 COUNTY LINE RD W
LUTZ, FL 33559-0000

Account #: 211002774365
Statement Date: July 11, 2025
Charges Due: August 01, 2025

Meter Read

Meter Location: Irrigation

Service Period: Jun 06, 2025 - Jul 07, 2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000762121	07/07/2025	15,190		15,119		71 kWh	1	32 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	32 days @ \$0.63000	\$20.16
	Energy Charge	71 kWh @ \$0.08641/kWh	\$6.14
	Fuel Charge	71 kWh @ \$0.03391/kWh	\$2.41
	Storm Protection Charge	71 kWh @ \$0.00577/kWh	\$0.41
	Clean Energy Transition Mechanism	71 kWh @ \$0.00418/kWh	\$0.30
	Storm Surcharge	71 kWh @ \$0.02121/kWh	\$1.51
	Florida Gross Receipt Tax		\$0.79
	Electric Service Cost		\$31.72

Avg kWh Used Per Day



Important Messages

Total Current Month's Charges

\$31.72

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Ways To Pay Your Bill

	Bank Draft Visit TECOaccount.com for free recurring or one time payments via checking or savings account.		In-Person Find list of Payment Agents at TampaElectric.com		Mail A Check Payments: TECO P.O. Box 31318 Tampa, FL 33631-3318 Mail your payment in the enclosed envelope.
	Credit or Debit Card Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com . Convenience fee will be charged.		Phone Toll Free: 866-689-6469		All Other Correspondences: Tampa Electric P.O. Box 111 Tampa, FL 33601-0111

Contact Us

Online: TampaElectric.com	Hearing Impaired/TTY: 7-1-1
Phone: Commercial Customer Care: 866-832-6249	Power Outage: 877-588-1010
Residential Customer Care: 813-223-0800 (Hillsborough) 863-299-0800 (Polk County) 888-223-0800 (All Other Counties)	Energy-Saving Programs: 813-275-3909

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STONEBRIER CDD
19640 SUNLAKE BL IRRI
LUTZ, FL 33558-0000

Statement Date: July 11, 2025

Amount Due: **\$188.78**

Due Date: August 01, 2025

Account #: 211002774050

DO NOT PAY. Your account will be drafted on August 01, 2025

Account Summary

Current Service Period: June 06, 2025 - July 07, 2025

Previous Amount Due	\$190.74
Payment(s) Received Since Last Statement	-\$190.74
Current Month's Charges	\$188.78

Amount Due by August 01, 2025 \$188.78

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight



Your average daily kWh used was **9.68% higher** than the same period last year.

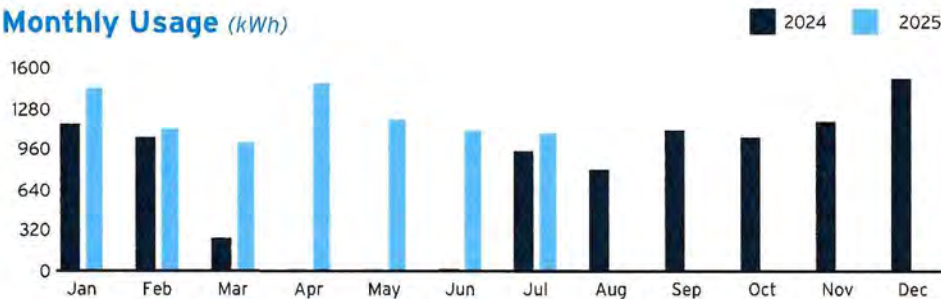


Your average daily kWh used was **8.11% lower** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com

STOP POWER SURGES!
50% OFF install
plus 1st month free!

Limited time offer at
TampaElectric.com/SurgeProtection

Zap Cap | **TECO**
SYSTEMS | TAMPA ELECTRIC
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To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211002774050

Due Date: August 01, 2025



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: **\$188.78**

Payment Amount: \$ _____

605088224366

Your account will be
drafted on August 01, 2025

STONEBRIER CDD
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.





Service For:
19640 SUNLAKE BL IRRI
LUTZ, FL 33558-0000

Account #: 211002774050
Statement Date: July 11, 2025
Charges Due: August 01, 2025

Meter Read

Service Period: Jun 06, 2025 - Jul 07, 2025

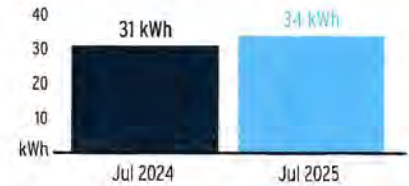
Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	- Previous Reading	= Total Used	Multiplier	Billing Period
1000797691	07/07/2025	69,718	68,636	1,082 kWh	1	32 Days

Charge Details

Electric Charges		
Daily Basic Service Charge	32 days @ \$0.63000	\$20.16
Energy Charge	1,082 kWh @ \$0.08641/kWh	\$93.50
Fuel Charge	1,082 kWh @ \$0.03391/kWh	\$36.69
Storm Protection Charge	1,082 kWh @ \$0.00577/kWh	\$6.24
Clean Energy Transition Mechanism	1,082 kWh @ \$0.00418/kWh	\$4.52
Storm Surcharge	1,082 kWh @ \$0.02121/kWh	\$22.95
Florida Gross Receipt Tax		\$4.72
Electric Service Cost		\$188.78

Avg kWh Used Per Day



Important Messages

Total Current Month's Charges

\$188.78

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Ways To Pay Your Bill



Bank Draft

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P.O. Box 31318
Tampa, FL 33631-3318
Mail your payment in the enclosed envelope.



Credit or Debit Card

Pay by credit Card using KUBRA EZ-Pay at [TECOaccount.com](https://www.tecoaccount.com). Convenience fee will be charged.



Phone

Toll Free: **866-689-6469**

All Other

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813-223-0800 (Hillsborough)

863-299-0800 (Polk County)

888-223-0800 (All Other Counties)

Hearing Impaired/TTY:

7-1-1

Power Outage:

877-588-1010

Energy-Saving Programs:

813-275-3909

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STONEBRIER CDD
19451 SUNLAKE BL IRR1
LUTZ, FL 33558-0000

Statement Date: July 11, 2025

Amount Due: \$254.81

Due Date: August 01, 2025

Account #: 211002773839

DO NOT PAY. Your account will be drafted on August 01, 2025

Account Summary

Current Service Period: June 06, 2025 - July 07, 2025

Previous Amount Due \$177.23

Payment(s) Received Since Last Statement -\$177.23

Current Month's Charges \$254.81

Amount Due by August 01, 2025 \$254.81

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight



Your average daily kWh used was **14.55% lower** than the same period last year.

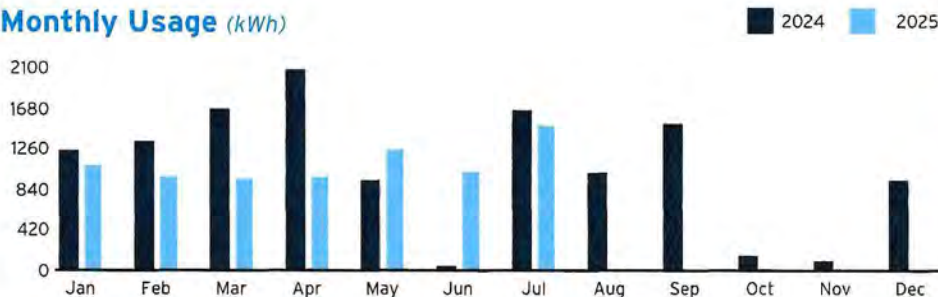


Your average daily kWh used was **38.24% higher** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (kWh)



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Zap Cap | **TECO**
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AN EMERA COMPANY



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211002773839

Due Date: August 01, 2025



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$254.81

Payment Amount: \$ _____

605088224365

Your account will be
drafted on August 01, 2025

STONEBRIER CDD
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
19451 SUNLAKE BL IRRI
LUTZ, FL 33558-0000

Account #: 211002773839
Statement Date: July 11, 2025
Charges Due: August 01, 2025

Meter Read

Service Period: Jun 06, 2025 - Jul 07, 2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000797658	07/07/2025	53,478		51,971		1,507 kWh	1	32 Days

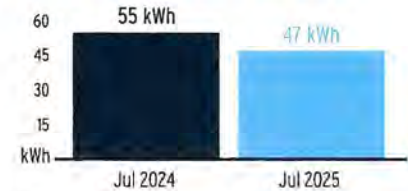
Charge Details



Electric Charges

Daily Basic Service Charge	32 days @ \$0.63000	\$20.16
Energy Charge	1,507 kWh @ \$0.08641/kWh	\$130.22
Fuel Charge	1,507 kWh @ \$0.03391/kWh	\$51.10
Storm Protection Charge	1,507 kWh @ \$0.00577/kWh	\$8.70
Clean Energy Transition Mechanism	1,507 kWh @ \$0.00418/kWh	\$6.30
Storm Surcharge	1,507 kWh @ \$0.02121/kWh	\$31.96
Florida Gross Receipt Tax		\$6.37
Electric Service Cost		\$254.81

Avg kWh Used Per Day



Important Messages

Total Current Month's Charges

\$254.81

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P.O. Box 111
Tampa, FL 33601-0111

Contact Us

Online:

TampaElectric.com

Phone:

Commercial Customer Care:

866-832-6249

Residential Customer Care:

813-223-0800 (Hillsborough)

863-299-0800 (Polk County)

888-223-0800 (All Other Counties)

Hearing Impaired/TTY:

7-1-1

Power Outage:

877-588-1010

Energy-Saving Programs:

813-275-3909

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STONEBRIER CDD
19420 SUNLAKE BL IRRI
LUTZ, FL 33558-0000

Statement Date: July 11, 2025

Amount Due: \$69.46

Due Date: August 01, 2025

Account #: 211002773607

DO NOT PAY. Your account will be drafted on August 01, 2025

Account Summary

Current Service Period: June 06, 2025 - July 07, 2025

Previous Amount Due	\$63.34
Payment(s) Received Since Last Statement	-\$63.34
Current Month's Charges	\$69.46

Amount Due by August 01, 2025 \$69.46

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Your Energy Insight



Your average daily kWh used was **9.09% lower** than the same period last year.

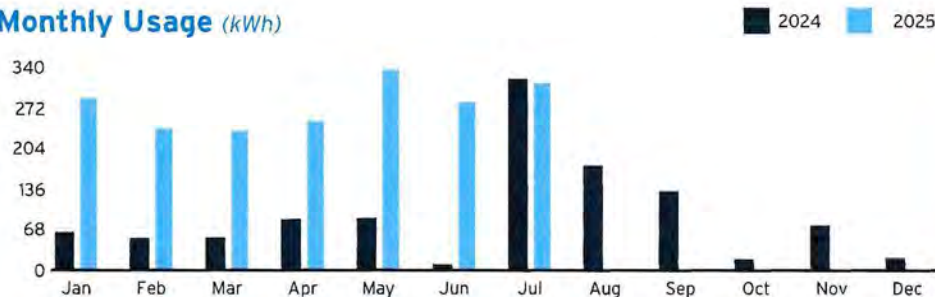


Your average daily kWh used was **11.11% higher** than it was in your previous period.



Scan here to view your account online.

Monthly Usage (kWh)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting TECOaccount.com

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plus 1st month free!

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TampaElectric.com/SurgeProtection

Zap Cap | **TECO**
SYSTEMS™ TAMPA ELECTRIC
AN EMERA COMPANY



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211002773607

Due Date: August 01, 2025



Pay your bill online at TampaElectric.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit TampaElectric.com/Paperless to enroll now.

Amount Due: \$69.46

Payment Amount: \$ _____

605088224364

Your account will be
drafted on August 01, 2025

STONEBRIER CDD
250 INTERNATIONAL PKWY, STE 208
LAKE MARY, FL 32746-5062

Mail payment to:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Make check payable to: TECO
Please write your account number on the memo line of your check.



Service For:
19420 SUNLAKE BL IRRI
LUTZ, FL 33558-0000

Account #: 211002773607
Statement Date: July 11, 2025
Charges Due: August 01, 2025

Meter Read

Service Period: Jun 06, 2025 - Jul 07, 2025

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000812523	07/07/2025	10,779		10,465		314 kWh	1	32 Days

Charge Details

	Electric Charges		
	Daily Basic Service Charge	32 days @ \$0.63000	\$20.16
	Energy Charge	314 kWh @ \$0.08641/kWh	\$27.13
	Fuel Charge	314 kWh @ \$0.03391/kWh	\$10.65
	Storm Protection Charge	314 kWh @ \$0.00577/kWh	\$1.81
	Clean Energy Transition Mechanism	314 kWh @ \$0.00418/kWh	\$1.31
	Storm Surcharge	314 kWh @ \$0.02121/kWh	\$6.66
	Florida Gross Receipt Tax		\$1.74
	Electric Service Cost		\$69.46

Avg kWh Used Per Day



Important Messages

Total Current Month's Charges

\$69.46

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	Credit or Debit Card Pay by credit Card using KUBRA EZ-Pay at TECOaccount.com . Convenience fee will be charged.		Phone Toll Free: 866-689-6469		

Contact Us

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Phone: Commercial Customer Care: 866-832-6249 Residential Customer Care: 813-223-0800 (Hillsborough) 863-299-0800 (Polk County) 888-223-0800 (All Other Counties)	Power Outage: 877-588-1010 Energy-Saving Programs: 813-275-3909

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Tampa Bay Poo Patrol

913 East New Orleans Avenue
Tampa, Florida 33603
(813)485-6740
tbpoopatrol@gmail.com | www.tampabaypoopatrol.com



RECIPIENT:

Stonebrier CDD

250 International Parkway
Suite 208
Lake Mary, FL 32746

SERVICE ADDRESS:

3741 West County Line Road
Lutz, Florida 33549

Invoice #3933

Issued Aug 02, 2025

Due Sep 01, 2025

Total \$412.00

Account Balance \$412.00

August

Product/Service	Description	Qty.	Unit Price	Total
Pet Waste Station Maintenance	Service and maintain 10 waste stations weekly - includes removing waste, replacing liner and disposal bags.	1	\$347.00	\$347.00*
Trash Can Service		1	\$65.00	\$65.00

* Non-taxable

Thank you for your business. Please contact us with any questions regarding this invoice.

Tampa Bay Poo Patrol, LLC 861364653

Total \$412.00

Account balance \$412.00

Pay Now

Tampa Bay Poo Patrol

913 East New Orleans Avenue

Tampa, Florida 33603

(813)485-6740

tbpoopatrol@gmail.com | www.tampabaypoopatrol.com



Stonebrier CDD

250 International Parkway

Suite 208

Lake Mary, FL 32746

August

Invoice #: 3933

Due date: Sep 01, 2025

Amount due: \$412.00

Amount enclosed: _____

Mail to:

Tampa Bay Poo Patrol

913 East New Orleans Avenue

Tampa, Florida 33603

VGlobalTech

636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

BILL TO

Tish Dobson
District Manager
Stone Brier CDD
250 International Parkway,
Suite 208
Lake Mary, FL 32746 USA

INVOICE # 7600**DATE** 08/01/2025**DUE DATE** 08/15/2025**TERMS** 15th of the Month

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing monthly website maintenance, content updates, ADA and WCAG Compliance checks, document conversions.	1	125.00	125.00
	Web Maintenance:Web Hosting, Server Maintenance, Storage Domain Hosting, Website Hosting services on our industry leading, Secure Private Servers including control panel, Backups, OS Updates, Virus checks, and system administration tasks for 99.9% server uptime guarantee	1	50.00	50.00
	Security Services:DNS Management, SSL and Firewall Update and manage DNS settings as per customer needs (domain security etc)., SSL Certificate for website, Firewall with Geolocations settings (for instance block hits from certain locations) , IP filtering capability as needed. Industry leading web security, virus protection, hacking / phishing attack protection.	1	25.00	25.00
	Email:VGlobalTech Managed - Microsoft Business Standard Email Hosting - Monthly Discounted with	1	95.00	95.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Webhosting Discounted (due to web hosting and maintenance) Monthly Charge Total 5 Email Inboxes Yourname@Yourdomain.com setup Email hosting with 50 GB mailbox / user Business-class email on mobile devices, tablets, desktops, and the web with Exchange included Manage your calendar, share available meeting times, schedule meetings, and get reminders Outlook access, Client setup help, Web Email Access Schedule meetings and respond to invitations with ease using shared calendars			

Make checks payable to "VGlobalTech" and post to the address on the invoice. You may also elect to pay online.

BALANCE DUE

\$295.00



VGlobalTech

636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

BILL TO

Tish Dobson
District Manager
Stone Brier CDD
250 International Parkway,
Suite 208
Lake Mary, FL 32746 USA

INVOICE # 7114**DATE** 03/01/2025**DUE DATE** 03/15/2025**TERMS** 15th of the Month

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing monthly website maintenance, content updates, ADA and WCAG Compliance checks, document conversions.	1	125.00	125.00
	Web Maintenance:Web Hosting, Server Maintenance, Storage Domain Hosting, Website Hosting services on our industry leading, Secure Private Servers including control panel, Backups, OS Updates, Virus checks, and system administration tasks for 99.9% server uptime guarantee	1	50.00	50.00
	Security Services:DNS Management, SSL and Firewall Update and manage DNS settings as per customer needs (domain security etc)., SSL Certificate for website, Firewall with Geolocations settings (for instance block hits from certain locations) , IP filtering capability as needed. Industry leading web security, virus protection, hacking / phishing attack protection.	1	25.00	25.00
	Email:VGlobalTech Managed - Microsoft Business Standard Email Hosting - Monthly Discounted with	1	95.00	95.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Webhosting Discounted (due to web hosting and maintenance) Monthly Charge Total 5 Email Inboxes Yourname@Yourdomain.com setup Email hosting with 50 GB mailbox / user Business-class email on mobile devices, tablets, desktops, and the web with Exchange Included Manage your calendar, share available meeting times, schedule meetings, and get reminders Outlook access, Client setup help, Web Email Access Schedule meetings and respond to invitations with ease using shared calendars			

Make checks payable to "VGlobalTech" and post to the address on the invoice. You may also elect to pay online.

BALANCE DUE

\$295.00





20108 Pond Spring Way
Tampa, FL 33647
813-991-6069
romanergraphics@gmail.com

INVOICE # 22682

TO: Stonebrier
COMPANY NAME: _____
DATE: 5/7/25

Hurricane street sign damage - Straighten leaning U-Channel posts:

- 1 - Majestic View Dr. / Sweet Grass Way
- 2 - Majestic View Dr. / Wingrove Ln.
- 3 - Majestic View Dr. / Mapleridge Dr. - STOP sign
- 4 - Majestic View Dr. / Butterwood Ln. - STOP sign
- 5 - W. County Line Rd. / Balley Flats
- 6 - Majestic View Dr. / Sweet Grass Way - STOP sign
- 7 - W. County Line Rd. / Stump Field - STOP sign
- 8 - Misty Willow Way - 20 MPH Speed Limit sign
- 9 - Misty Willow Way - Dead End sign
- 10- Misty Willow Way - Pedestrian Crossing sign
- 11- Misty Willow Way / Sunlake Blvd.
- 12- Winglewood Cir. / Stardale Way
- 13-14 Sunlake Blvd. North of Roundabout
Pedestrian Crossing - both sides of street
- 15- Sunlake Blvd. South of Roundabout
Sunlake Blvd. street name sign
- 16- Yield sign - before Roundabout
- 17- 20 MPH Speed Limit sign - before Roundabout
- 18- W. County Line Rd. / Double Tree Way

TOTAL: \$1,350.00



YELLOWSTONE LANDSCAPE

Bill To:

Stonebrier CDD
c/o DPGF
250 International Pkwy
Suite 280
Lake Mary, FL 32746

Property Name: Stonebrier CDD

Address: 21550 County Line Road West
Lutz, FL 33558

INVOICE

INVOICE #	INVOICE DATE
938514	7/1/2025
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 31, 2025

Invoice Amount: \$17,083.33

Description	Current Amount
Monthly Landscape Maintenance July 2025	\$17,083.33

Invoice Total **\$17,083.33**

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



**Bill To:**

Stonebrier CDD
c/o DPFG
250 International Pkwy
Suite 280
Lake Mary, FL 32746

Property Name: Stonebrier CDD**Address:** 21550 County Line Road West
Lutz, FL 33558**INVOICE**

INVOICE #	INVOICE DATE
972657	7/31/2025
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: August 30, 2025**Invoice Amount:** \$4,083.00

Description	Current Amount
Sabal Palm Replacement	
Tree Care Service	\$4,083.00

Invoice Total **\$4,083.00**

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286





INVOICE

INVOICE #	INVOICE DATE
973288	8/7/2025
TERMS	PO NUMBER
Net 30	

Bill To:

Stonebrier CDD
c/o DPFG
250 International Pkwy
Suite 280
Lake Mary, FL 32746

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Stonebrier CDD

Address: 21550 County Line Road West
Lutz, FL 33558

Invoice Due Date: September 6, 2025

Invoice Amount: \$2,320.00

Description	Current Amount
3121 Mapleridge Dr	
Removal of declined plant material along fence line of County Line Road behind 3121 Mapleridge Dr	
Per resident request (See work order submitted)	
Install new plant material to fill in fence space	
Ensure irrigation has proper coverage of new plant material	
Clean up all debris	
Irrigation	\$70.00
Landscape Enhancement	\$2,250.00

IN COMMERCIAL LANDSCAPING

Invoice Total **\$2,320.00**

Should you have any questions or inquiries please call (386) 437-6211.



CHANGE ORDER: YL- 560794

DATE: 5/29/2025

PROJECT: 3121 Mapleridge Dr – Replace declined plant material along fence line of County Line Road

OWNER: Stonebrier Community Development District

CONTRACTOR: Yellowstone Landscape, Inc.

The Contract (defined below) is modified as follows:

- This Change Order is subject to the terms of that "Agreement for the Provision of Landscape and Irrigation Maintenance Services by and between the Stonebrier Community Development District and Yellowstone Landscape, Inc." Dated: 3-17-2025.
- The scope of services under the Contract is hereby amended to additionally include the Landscape Enhancement services described in the proposal attached hereto as **Exhibit A**, and at a price of ~~\$2,320.00~~. **Exhibit A** shall be incorporated herein only to the extent that it states the scope of services for the additional labor and materials to be provided under this Change Order, and the price thereof, but otherwise no other provisions of **Exhibit A** shall be incorporated herein.
- Except as expressly stated herein, the Contract shall continue in full force and effect according to its terms. To the extent that there is any conflict between this Change Order and the Contract, this Change Order shall control.

(NOT VALID UNTIL SIGNED BY OWNER & CONTRACTOR)

ACCEPTED:

Stonebrier Community Development District
Owner

ACCEPTED:

Yellowstone Landscape, Inc.
Contractor

Michael Kiely

By (Authorized Signature)
Chair / Vice Chair, Board of Supervisors

Approved by BOS 6/5/2025

Cathy Hall

By (Authorized Signature)

Title: ACCOUNT MANAGER

Date: 8 JULY 2025

EXHIBIT A



Landscape Enhancement Proposal for Stonebrier CDD

Heath Beckett
Vesta Property Services
250 International Pkwy
Suite 208
Lake Mary, FL 32746
hbeckett@vestapropertyservices.com

3121 Mapleridge Dr

Proposal #: 560794
Date: 5/29/2025
From: Chrissy Van Haden

LOCATION OF PROPERTY

21550 County Line Road West
Lutz, FL 33558

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
General Labor	1	\$900.00	\$900.00
Sweet Viburnum, 7 gal	25	\$54.00	\$1,350.00
Irrigation Labor	1	\$70.00	\$70.00

Removal of declined plant material along fence line of County Line Road behind 3121 Mapleridge Dr

- Per resident request (See work order submitted)

Install new plant material to fill in fence space

Ensure irrigation has proper coverage of new plant material

Clean up all debris



250 International Parkway, Suite 208

Lake Mary, FL 32746

TEL: 321-263-0132

Invoice

Bill To

Stonebrier Community Development District
c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary FL 32746

Date 08/01/2025

Invoice # 427656

In Reference To:

Monthly contracted management fees, as follows:

PLEASE REMIT PAYMENT TO CORPORATE HEADQUARTERS:
VESTA DISTRICT SERVICES
c/o Vesta Property Services, Inc.
245 Riverside Avenue, Suite 300
Jacksonville, FL 32202

Description	Quantity	Rate	Amount
District Management Services	1	1,000.00	1,000.00
Government & Trust Fund Accounting Services	1	833.34	833.34
General Administration Services	1	833.33	833.33
Assessment Preparation	1	458.33	458.33
Field Operations	1	833.33	833.33

Total 3,958.33



INVOICE

Invoice Number	2441960
Invoice Date	August 20, 2025
Customer Number	182095
Project Number	238202253

Bill To

Stonebrier Community
Development District
Accounts Payable
250 International Parkway
Suite 280
Lake Mary FL 33647
United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
Bank of America
ABA No. : 111000012
Account No: 3752096026
Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services Inc.
(SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: WTR Stonebrier CDD District Engineering Services.

Stantec Project Manager:

Kostakis, Vasili

Current Invoice Due:

\$1,401.00

For Period Ending:

August 8, 2025

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager

INVOICE

Invoice Number2441960

Project Number238202253

Top Task 2025 FY

2025 FY General Consulting

Professional Services

Billing Level	Hours	Rate	Current Amount
Level 06	7.00	156.00	1,092.00
	7.00		1,092.00
Level 11	1.50	206.00	309.00
	1.50		309.00
Professional Services Subtotal	8.50		1,401.00

Top Task 2025 FY Total

1,401.00

Total Fees & Disbursements

\$1,401.00

INVOICE TOTAL (USD)

\$1,401.00



Billing Backup - Roster

Date	Project	Task	Expnd Type	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment
2026-07-10	238202253	2026 FY	Direct - Regular	KOSTAKIS, VASIL	1.50	206.00	309.00	CDD MEETING
2025-08-06	238202253	2025 FY	Direct - Regular	WOODCOCK, BHAYDON	7.00	156.00	1,092.00	BOND HOLDER REVIEW
Total Labor:					8.50		\$1,401.00	
Total Project 238202253					8.50		\$1,401.00	

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 19, 2025

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3611417

Client Matter No. 19323-1

Notification Email: eftgroup@kutakrock.com

Stonebrier CDD

Vesta District Services

Suite 280

250 International Parkway

Lake Mary, FL 32746

Invoice No. 3611417

19323-1

Re: Stonebrier CDD - General Counsel

For Professional Legal Services Rendered

06/04/25	R. Dugan	0.10	28.00	Correspondence regarding RedTree palm trees
06/05/25	R. Dugan	2.60	728.00	Attend Board meeting; correspondence regarding same
06/06/25	D. Wilbourn	0.40	68.00	Prepare fiscal year budget documents
06/06/25	D. Wilbourn	0.50	85.00	Prepare letter to property owner regarding dead tree removal
06/10/25	R. Dugan	0.20	56.00	Review draft letter regarding dangerous trees; correspondence regarding same
06/12/25	R. Dugan	0.10	28.00	Correspondence regarding old sunlake medians
06/18/25	R. Dugan	0.80	224.00	Research RedTree invoice 19271 question; correspondence regarding same
06/19/25	R. Dugan	0.40	112.00	Review FloridaPa website for FEMA award process; correspondence with DEM regarding same; correspondence regarding RedTree invoice 19271



KUTAK ROCK LLP

Stonebrier CDD

August 19, 2025

Client Matter No. 19323-1

Invoice No. 3611417

Page 2

06/20/25	R. Dugan	0.70	196.00	Conference regarding RedTree invoice 19271; correspondence regarding same; correspondence regarding clothing dumpster bin on district property
06/27/25	R. Dugan	0.20	56.00	Correspondence regarding landscape services
06/29/25	R. Dugan	0.20	56.00	Correspondence with RedTree attorney regarding invoice 19271

TOTAL HOURS	6.20
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TOTAL FOR SERVICES RENDERED	\$1,637.00
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DISBURSEMENTS

Freight and Postage	41.39
Reproduction Costs	3.20

TOTAL DISBURSEMENTS	<u>44.59</u>
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TOTAL CURRENT AMOUNT DUE	<u>\$1,681.59</u>
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EXHIBIT 14



STONEBRIER
COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS
FOR
DISTRICT MANAGEMENT SERVICES
AND
FIELD MANAGEMENT SERVICES

ISSUED Tuesday, September 18, 2025



STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

**REQUEST FOR PROPOSALS (“RFP”):
TABLE OF CONTENTS**

1. *RFP: General Information for Proposals*
2. *Scope of Services*
3. *Pricing Form*
4. *Proposer Information Form*

STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

1. RFP: GENERAL INFORMATION FOR PROPOSALS

The Stonebrier Community Development District (“**District**”) requests proposals for District Management services and field operations management services and as further outlined herein. This is an informal RFP. These services are considered contractual service and are not required to be competitively bid. In order to be considered, the proposer must submit a complete Pricing Form and Proposer Information Form attached hereto. The District invites proposers to submit proposals for (i) both District Management and Field Management services; (ii) District Management services only; or (iii) Field Management services only. Note, while not required, proposers are encouraged to submit proposals for both District Management and Field Management.

Proposal Submission Information: Proposals must be received by **Thursday, October 9, 2025, at 12:00 p.m. EST**. Proposals should be sent by electronic transmission to Ryan J. Dugan and David Wilbourn with Kutak Rock LLP (“**District Counsel**”) at the following e-mail addresses: ryan.dugan@kutakrock.com and david.wilbourn@kutakrock.com. The District’s Board is expected to review proposals during its October 16, 2025, regularly scheduled meeting. While this is a public meeting, the District’s Board is not requesting proposer interviews or presentations and will generally focus its selection on the written proposal. The date and time of the selection meeting is subject to change and, if changed, notice thereof will be emailed to all parties recorded as having received the Project Manual.

Optional Facility Visit: Before submitting a proposal, proposers may visit the District and perform self-guided tours of the District’s public facilities. Submitting a proposal is a certification by the proposer that the proposer is familiar with the facilities and that the prices which the proposer proposes includes all costs pertaining to the requested services.

Proposer Questions: All questions about the meaning or intent of the RFP are to be directed in writing by e-mail only to District Counsel. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda which will be emailed to all parties recorded as having received the Project Manual. All questions must be received no later than 5:00 p.m. on October 2, 2025, to be considered.

Basis of Award / Right to Reject: The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

Summary of Anticipated Schedule: The District anticipates the following RFP schedule, though certain dates may be subject to change:

Date & Time	Event
9/18/2025	RFP package disseminated via e-mail
9/18/2025 to 10/2/2025	Optional Self-Guided Facility Visits
10/2/2025 at 5:00 p.m.	Question deadline
10/9/2025 at 12:00 p.m.	Proposals submittal deadline
10/16/2025 at 6:00 p.m.	Board Meeting: Proposal Selection

STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

2. DISTRICT MANAGEMENT – SCOPE OF SERVICES

Task 1 - MANAGEMENT

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Bid proposal should be based on twelve (12) meetings per year, 4 hours in length
- C. Ensure compliance with all statutes affecting the district.
- D. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

Task 2 – ADMINISTRATIVE

- A. Agenda Preparation, record keeping in accordance with Florida law, prepare accurate meeting minutes, filing of records/reports with local/state agencies including the Florida Commission on Ethics, provide administrative support services to the District Manager
- B. Prepare and publish all meeting and workshop notices
- C. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy
- D. Tablets/electronic device for Supervisors use at meetings

Task 3 - ACCOUNTING

- A. Monthly accounts payable, construction and capital program accounting, monthly production of Unaudited Financial Statements, Filing the Annual Financial Report, Filing the Annual Independent Audit, and other usual and customary accounting services required of CDD's
- B. Budget preparation shall include calculation of operation and maintenance assessments

Task 4 – ASSESSMENT ADMINISTRATION SERVICES

- A. Assessment Roll Preparation and Re-amortization schedule, preparing of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing
- B. Estoppel letters, bond payoff information and other collection related work shall be provided to property owner and realtors. Estoppels will be billed at state approved levels

Task 5 – DISSEMINATION AGENT SERVICES

- A. Payment made annually in the month of October each year.
- B. Providing the ongoing disclosure requirements and duties listed in the agreements of all series of Bonds issued by the District, facilitating the District's compliance with the Securities and Exchange Commission's Rule 15c2-12(b)(5).

ADDITIONAL SERVICES

Additional District Meetings – proposed hourly fee to be charged for each hour past the initial 4-hour meeting timeframe included in the scope of services.

2. FIELD MANAGEMENT – SCOPE OF SERVICES

Task 6 – Field Management

Oversight of vendors, submitting one (1) written monthly Field Services Report, to be included in the Board meeting agenda.

Conduct two (2) site visits per month for the purpose of inspecting landscape and pond maintenance in accordance with District's agreements and meeting with District vendors and contractors.

Attend monthly Board meetings, including in person at the request of the Board, to review the monthly Field Services Report with the Board.

Execute the direction from Board meetings related to Field Services, including soliciting proposals, and coordinating field services work.

ADDITIONAL SERVICES

Conduct two (2) additional site visits per month for the purpose of inspecting landscape and pond maintenance in accordance with District's agreements and meeting with District vendors and contractors. This would bring the total number of site visits to four (4) per month. Additional Services pricing should reflect the additional cost and not the cost of the base scope of services.

STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

3. PRICING FORM

Please provide three (3) years of pricing for Tasks 1 – 6 to complete the above corresponding duties, including any management fees or markups. If proposer is bidding on District Management services, a price must be provided for each of Tasks 1 – 5.

If proposer is declining to provide Field Management services and the District will be required to hire a separate firm to provide such services, please write in “decline” for the pricing for Task 6.

For Additional Services, please provide pricing on an as needed basis. These prices should not be included in the annual total for base services.

Task	Detail	Pricing		
		Year 1	Year 2	Year 3
Task 1	Management			
Task 2	Administrative			
Task 3	Accounting			
Task 4	Assessment Administration			
Task 5	Dissemination Agent			
Task 6	Field Management			
	ANNUAL TOTAL			
Additional Services				
District Management – Hourly rate for additional district meetings or meetings over 4 hours				
Field Management – Total cost for 2 additional site visits per month				



STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

4. GENERAL PROPOSER INFORMATION

• *Proposer General Information:*

Proposer Name _____

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

Parent Company Name (if any) _____

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

• *Company Standing:*

Proposer's Corporate Form: _____
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? _____ Date _____

Is the Proposer in good standing with that State? Yes ____ No ____

If no, please explain: _____

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes ____ No ____

If no, please explain _____



STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

- *What are the Proposer's current insurance limits?*

General Liability	\$	_____
Automobile Liability	\$	_____
Workers Compensation	\$	_____
Expiration Date		_____

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

EXPERIENCE

- *Has the Proposer performed work for a highly amenitized community development district or master planned residential community previously? Yes ____ No ____ If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Is this a current contract? Yes ____ No ____

Duration of contract: _____

- *List the Proposer's total annual dollar value of district management services completed for each of the last five (5) years starting with the latest year and ending with the most current year (as applicable):*

2020 = _____



STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

2021 = _____

2022 = _____

2023 = _____

2024 = _____

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management services or dissemination agent services contract within the past 3 years? Yes _____ No _____ For each such incident, please provide the following information (attach additional sheets as needed):*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

Reason for Termination: _____

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes _____ No _____*

If yes, please describe each violation, fine, and resolution _____

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes _____ No _____*

If yes, please provide:

The names of the entities _____



STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

The state(s) where barred or suspended _____

The period(s) of debarment or suspension _____

Also, please explain the basis for any bar or suspension:

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

[END OF RFP]



Stonebrier CDD
Informal RFP for District Management and Field Management Services
Summary of Proposals

<u>DM Services</u>	<u>Vesta</u>	<u>GMS</u>	<u>ASM</u>
Management	\$ 12,600.00	\$ 45,000.00	\$ 12,000.00
Admin	\$ 10,500.00	\$ -	\$ 10,000.00
Accounting	\$ 10,500.00	\$ -	\$ 10,000.00
Assessment Admin	\$ 5,775.00	\$ 6,000.00	\$ 5,500.00
Dissem Agent	\$ 1,500.00	\$ 5,000.00	\$ 1,500.00
Year 1 Annual Total	\$ 40,875.00	\$ 56,000.00	\$ 39,000.00
Year 2 Annual Total	\$ 42,919.00	\$ 59,360.00	\$ 39,000.00
Year 3 Annual Total	\$ 45,065.00	\$ 62,922.00	\$ 39,000.00
Growth rate over 3-year period	3.31%	3.96%	0.00%
Additional meeting rate per hour	\$ 175.00	\$ 265.00	\$ 150.00

<u>Field Services</u>	<u>Vesta</u>	<u>GMS</u>	<u>ASM</u>
Year 1 Annual Total	\$ 10,500.00	\$ 15,000.00	\$ 10,500.00
Year 2 Annual Total	\$ 11,025.00	\$ 15,900.00	\$ 10,500.00
Year 3 Annual Total	\$ 11,576.25	\$ 16,854.00	\$ 10,500.00
Growth rate over 3-year period	3%	4%	0%
2 Additional Field Visit Charge	\$10,000 for Year 1	\$8,500 for year 1	\$30 per hour

<u>Grand Total</u>	<u>Vesta</u>	<u>GMS</u>	<u>ASM</u>
Year 1 Annual Total	\$ 51,375	\$ 71,000	\$ 49,500
Year 2 Annual Total	\$ 53,944	\$ 75,260	\$ 49,500
Year 3 Annual Total	\$ 56,641	\$ 79,776	\$ 49,500
Growth Rate over 3-year period	3.31%	3.96%	0.00%



FIRST AMENDMENT TO AGREEMENT FOR DISTRICT MANAGEMENT SERVICES

THIS AMENDMENT TO AGREEMENT FOR DISTRICT MANAGEMENT SERVICES ("**Amendment**") is made and entered into, by and between:

STONEBRIER COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located at c/o 250 International Parkway, Suite 208, Lake Mary, Florida 32746 ("**District**"); and

VESTA PROPERTY SERVICES, INC., a Florida corporation, whose mailing address is 245 Riverside Avenue, Suite 300, Jacksonville, Florida 32202 ("**Consultant**").

RECITALS

WHEREAS, the District was established pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**"), and is validly existing under the Constitution and laws of the State of Florida; and

WHEREAS, the District and DPFG Management & Consulting, LLC, previously entered into that certain *Agreement Between Stonebrier Community Development District and DPFG Management & Consulting, LLC, for District Management Services*, dated October 1, 2022, as assigned to Consultant pursuant to that certain Consent to Assignment dated April 13, 2023 ("**Agreement**"); and

WHEREAS, Section 9 of the Agreement provides that the parties may mutually agree to amend the Agreement; and

WHEREAS, the District and the Consultant now desire to amend the Agreement as set forth herein.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Consultant agrees as follows:

1. **INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated as a material part of this Amendment.

2. **AMENDMENT.** The parties agree that the Agreement is hereby amended as follows:

- a. **Term; Auto-Renewal.** Section 6 of the Agreement is hereby amended to provide that the term of the Agreement shall commence as of October 1, 2026, and shall terminate September 30, 2028, unless terminated earlier by either party in accordance with the provisions of the Agreement. If not terminated early prior to September 30, 2028, the Agreement shall automatically renew each October 1 for additional one-year terms at the same compensation as the year prior to termination. The Consultant acknowledges that compensation under the



Agreement is firm and that the Consultant may change the prices only with the District's consent, as evidenced by a vote of the District's Board of Supervisors and a written amendment to the Agreement.

- b. Fees and Expenses; Payment Terms.** Section 7.A. of the Agreement is hereby amended to provide that as compensation for the performance of the Standard Services, the District agrees to pay the Consultant the not to exceed amounts set forth below:

SERVICES	FY 2026	FY 2027	FY 2028
District Management	\$12,600	\$13,230	\$13,892
Accounting Services	\$10,500	\$11,025	\$11,576
Administration Services	\$10,500	\$11,025	\$11,576
Assessment Roll Preparation Services	\$5,775	\$6,064	\$6,367
ANNUAL TOTAL	\$39,375	\$41,344	\$43,411
MONTHLY TOTAL	\$3,281.25	\$3,445.31	\$3,617.58

The Schedule of Fees described in Exhibit B to the Agreement with the pricing schedule is hereby replaced with the above schedule.

3. AFFIRMATION OF THE AGREEMENT; CONFLICTS. The District and the Consultant agree that nothing contained herein shall alter or amend the parties' rights and responsibilities under the Agreement, except to the extent set forth herein. The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the parties.

4. AUTHORIZATION. The execution of this Amendment has been duly authorized by the appropriate body or official of the District and the Consultant, both the District and the Consultant have complied with all the requirements of law, and both the District and the Consultant have full power and authority to comply with the terms and provisions of this instrument.

- 5. EFFECTIVE DATE.** This Amendment shall be effective as of October 1, 2025.

[Signature page follows]

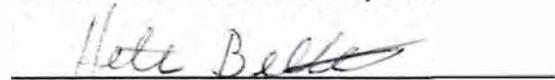


WHEREFORE, the parties below execute this Amendment.

STONEBRIER COMMUNITY
DEVELOPMENT DISTRICT


By: _____
Its: _____

VESTA PROPERTY SERVICES, INC.


By: _____
Its: _____



FIRST AMENDMENT TO AGREEMENT FOR FIELD OPERATIONS SERVICES

THIS AMENDMENT TO AGREEMENT FOR FIELD OPERATIONS SERVICES ("Amendment") is made and entered into, by and between:

STONEBRIER COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located at c/o 250 International Parkway, Suite 208, Lake Mary, Florida 32746 ("**District**"); and

VESTA PROPERTY SERVICES, INC., a Florida corporation, whose mailing address is 245 Riverside Avenue, Suite 300, Jacksonville, Florida 32202 ("**Contractor**").

RECITALS

WHEREAS, the District was established pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**"), and is validly existing under the Constitution and laws of the State of Florida; and

WHEREAS, the District and Contractor previously entered into that certain *Agreement Between Stonebrier Community Development District Vesta Property Services, Inc., for Field Operations Services*, dated October 1, 2022 ("**Agreement**"); and

WHEREAS, Section 14 of the Agreement provides that the parties may mutually agree to amend the Agreement; and

WHEREAS, the District and the Contractor now desire to amend the Agreement as set forth herein.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Contractor agrees as follows:

- 1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated as a material part of this Amendment.
- 2. AMENDMENT.** The parties agree that the Agreement is hereby amended as follows:
 - a. Compensation.** Section 3 of the Agreement is hereby amended to provide that as compensation for the performance of the Services, the District agrees to pay the Consultant the not to exceed amounts set forth below:

[Continued to next page]

FIELD SERVICES	FY 2026	FY 2027	FY 2028
ANNUAL TOTAL	\$10,500	\$11,025	\$11,576
MONTHLY TOTAL	\$875	\$918.75	\$964.67

- b. Term and Termination.** Section 4.A. of the Agreement is hereby amended to provide that the term of the Agreement shall commence as of October 1, 2026, and shall terminate September 30, 2028, unless terminated earlier by either party in accordance with the provisions of the Agreement. If not terminated early prior to September 30, 2028, the Agreement shall automatically renew each October 1 for additional one-year terms at the same compensation as the year prior to termination. The Contractor acknowledges that compensation under the Agreement is firm and that the Contractor may change the prices only with the District's consent, as evidenced by a vote of the District's Board of Supervisors and a written amendment to the Agreement.

The Schedule of Fees described in Exhibit A to the Agreement with the pricing schedule is hereby replaced with the above schedule.

- c. Scope of Services.** Section 2.C. of the Agreement is hereby amended to provide that Contractor shall conduct site visits / performance audits twice per month for the purposes of inspecting landscape and pond maintenance in accordance with the District's agreements and meet with District vendors and contractors.

3. AFFIRMATION OF THE AGREEMENT; CONFLICTS. The District and the Contractor agree that nothing contained herein shall alter or amend the parties' rights and responsibilities under the Agreement, except to the extent set forth herein. The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the parties.

4. AUTHORIZATION. The execution of this Amendment has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

5. EFFECTIVE DATE. This Amendment shall be effective as of October 1, 2025.

[Signature page follows]



WHEREFORE, the parties below execute this Amendment.

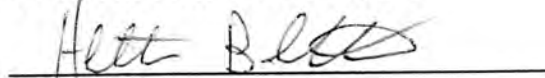
**STONEBRIER COMMUNITY
DEVELOPMENT DISTRICT**



By: _____

Its: _____

VESTA PROPERTY SERVICES, INC.



By: _____

Its: _____





Governmental Management Services

Serving Florida's Communities

October 9th, 2025

Stonebrier Community Development District
c/o Mr. Ryan Dugan and David Wilbourn, District Counsel
Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301

Via email to Ryan.Dugan@kutakrock.com and David.Wilbourn@kutakrock.com

RE: Proposal for District Management and Field Operations Management Services

Dear Mr. Dugan and Mr. Wilbourn,

Governmental Management Services-Tampa L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing District Management and Field Operations Management Services to the Stonebrier Community Development District ("CDD"). Enclosed you will find our comprehensive proposal, which includes two options for your consideration: the RFP Requested Model and an Alternative Proposed Model. We believe the Proposal demonstrates that we are the best choice for this project. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 275+ CDDs across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (865) 603-5101 or via email at DMossing@qmntnn.com if you have any questions or need additional information.

Sincerely,

Darrin Mossing

Darrin Mossing
GMS President

Enclosures

ORLANDO

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

ORLANDO

6200 Lee Vista Boulevard
Suite 300
Orlando, FL 32822
(407) 841-5524

ST. AUGUSTINE

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

FT. LAUDERDALE

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

TAMPA

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

PALM COAST

393 Palm Coast Parkway SW
Suite 4
Palm Coast, FL 32137
(904) 940-5850

KNOXVILLE

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



Proposal For District Management & Field Operations Management Services Prepared For The Stonebrier Community Development District:



GOVERNMENTAL MANAGEMENT SERVICES-TAMPA, LLC



DISTRICT MANAGEMENT
& FIELD OPERATIONS
MANAGEMENT
SERVICES

www.govmgtsvc.com

Submitted
October 9th, 2025



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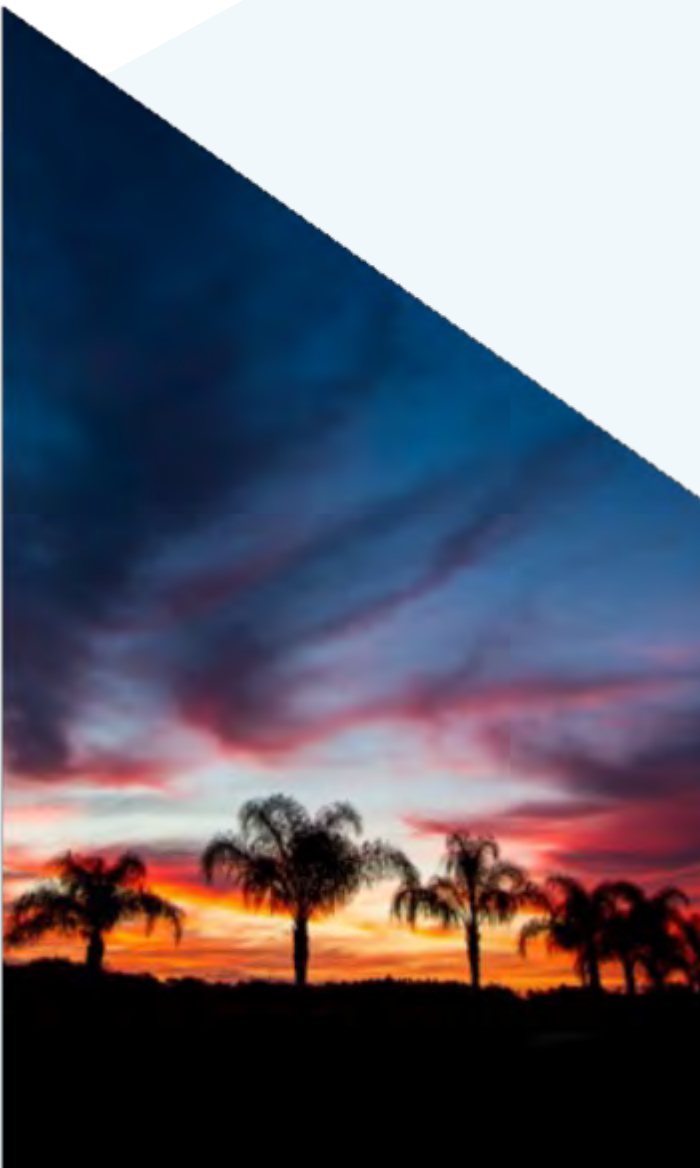
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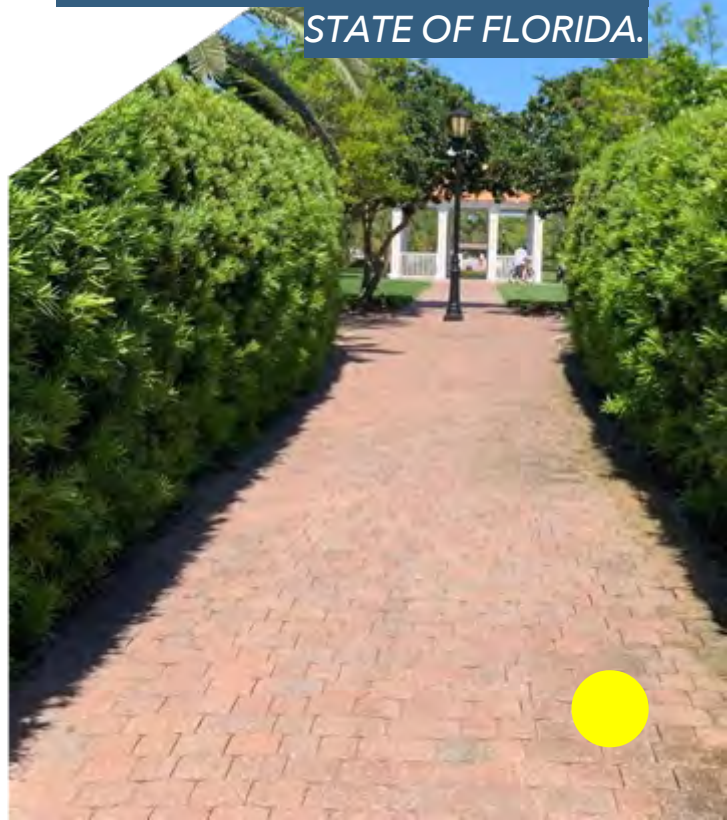


COMPANY INFORMATION

Governmental Management Services ("GMS") is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 275 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 275 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

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



HOW WE WORK

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

Statement of Qualifications

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

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

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

FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 275 Community Development Districts in 25 counties across the State of Florida.



OUR VALUES

MISSION

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



CORE VALUES

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



Customer Commitment

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



Integrity

We are honest, open, ethical, and fair.

People trust us to do what's right.



Teamwork

We win together, not alone.

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



Passion and Drive

We are proud of the services we provide.

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



Empower Individuals

Our employees set us apart.

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



Quality

Details matter.

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

CONTACT INFORMATION

Corporate Office:

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

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

**GMS - South
Florida**

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

**GMS -
Central Florida**

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

GMS - Tampa

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

435 10th Avenue West,
Suite 206
Tampa, Florida 34221

**GMS - North
Florida**

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

50 Ellis Street,
Suite 208
St. Augustine, FL 32095
(904) 288-7667

393 Palm Coast
Parkway SW, Suite 4
Palm Coast, FL 32137

We have additional satellite offices
throughout the State of Florida



GOVERNMENTAL MANAGEMENT SERVICES

DARRIN MOSSING
PRESIDENT

KEITH NELSON
CHIEF OPERATING
OFFICER

HUMAN RESOURCES ♦ RECRUITING ♦ TRAINING
COMPLIANCE ♦ CORPORATE FINANCE

RIVERSIDE (NF)
AULSON MOSSING
VICE PRESIDENT

SOUTH FLORIDA
PATI POWERS
VICE PRESIDENT

CENTRAL FLORIDA
GEORGE FLINT
VICE PRESIDENT

NORTH FLORIDA
JIM OLIVER
MANAGING PARTNER

TAMPA
JASON GREENWOOD
MANAGING PARTNER

FIELD OPERATIONS

- CHRISTIAN BIROL
- CHRISTIAN DELLINGER
- JAY SORIANO
- JAMES SCHESZER
- RICHARD GRAY

AMENITIES

- AULSON MOSSING
- TIMI WRIGHT
- NATALIE CLEM
- KAYLA RINKER
- ANDREW BEVIS
- & 18 OTHERS

ACCOUNTING

- PATTI POWERS, VP
- TIZIANA CESSNA
- SHANNON RINKUS
- ASHLEY COOPER
- NIKI MARINO
- JENNIFER WASSERMAN, CPA
- SHEIK NEERPOO

DISTRICT MANAGEMENT

- PAUL WINKELJOHN
- JULIANA DUQUE
- ANDREW GILL
- JULIO PADILLA
- ANDRESSA PHILLIPS
- BEN QUESADA
- JESUS LORENZO

ACCOUNTING

- KATE COSTA, DIRECTOR
- TRESEA VISCARRA
- ROBERTO VALUJO
- ROBERTO COLO
- NANCY SOLER
- ZUNY YAN
- CAROL WRIGHT
- & 6 OTHERS

DISTRICT MANAGEMENT

- JILL BURNS, MANAGING PARTNER
- JASON SHOWE
- TRICIA ADAMS
- JEREMY LEBRUN
- ROB SZODZA

ACCOUNTING

- OKSANA KUZMUK
- BERNADETTE PEREGRINO
- TODD POLVERE
- TARA LEE
- SUSAN FERRERO

DISTRICT MANAGEMENT

- MATTHEW BAGETTI
- CORBIN DENAGY
- MARLEE GILES
- DANIEL LAUGHLIN
- JAMES PERRY

ACCOUNTING

- SHARYN HENNING, CPA
- HANNAH HENRY
- SAVANNA SZODZA
- ALEXANDRA WOLFE, CPA

DISTRICT MANAGEMENT

- JASON GREENWOOD
- AMANDA FERGUSON
- RICHARD McGRATH
- BRIAN YOUNG

MAINTENANCE

- TIMOTHY CARTER
- LUTHER NEWTON
- MARK CESSNA
- JOSEPH SOMMERS
- & 13 OTHERS

LIFEGUARDS & POOL ATTENDANTS

- 30 – 50 OTHERS ON SEASONAL AND/OR FLEX SCHEDULES

ASSESSMENT ADMINISTRATION

- RICHARD HANS, VP
- DARRIN MOSSING JR
- DANIEL HARVEY

ADMINISTRATION

- JENNIFER MCCONNELL
- LATOYA FLOWERS
- ELLEN ACOSTA
- REGINE LUCAS
- & 2 OTHERS

ASSESSMENT ADMINISTRATION

- DARRIN MOSSING JR.
- MICHAEL CORTESE

ADMINISTRATION

- STACE VANDERBILT, DIRECTOR
- SAMANTHA HAM
- & 8 OTHERS

ASSESSMENT ADMINISTRATION

- SHERYL FULKS
- DARRIN MOSSING, JR.
- MARISSA SMARTO

ADMINISTRATION

- COURTNEY HOGGE
- LISA PELKEY
- SARAH SWEETING

ASSESSMENT ADMINISTRATION

- DARRIN MOSSING JR.
- MICHAEL CORTESE
- BROADFORD NELSON

ADMINISTRATION

- NICOLE VIVERTO
- REBECCA SANTOS
- SUSAN YOUNG
- DORIS SANTOS

FIELD OPERATIONS

- PAT SZODZA
- PATRICK BURGESS
- JASON GITEL
- JULIO PADILLA

AMENITIES

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

FIELD OPERATIONS

- ALAN SCHEERER
- CLAYTON SMITH
- MARSHALL TINDALL
- ROB SZODZA
- & 4 OTHERS

AMENITIES

- MARCIA CALLEJA
- CHRISTINE WELLS
- ALEXANDRA PENAGOS
- & 11 OTHERS

FIELD OPERATIONS

- JAY SORIANO
- ROBERT BERLIN
- CHRISTIAN DELLINGER
- TERRY GLYNN

AMENITIES

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

FIELD OPERATIONS

- CLAYTON SMITH
- MICK SHEPPARD
- GARETT DUBOIS
- MATT AZRIEL

AMENITIES

- BRIAN YOUNG
- & 14 OTHERS

MAINTENANCE

- ANGEL GUZMAN
- JULIO COLON
- ABNER DEJESUS
- JOSE SOTO
- & 3 OTHERS

INFORMATION TECHNOLOGY

- DAN BRADLEY

MAINTENANCE

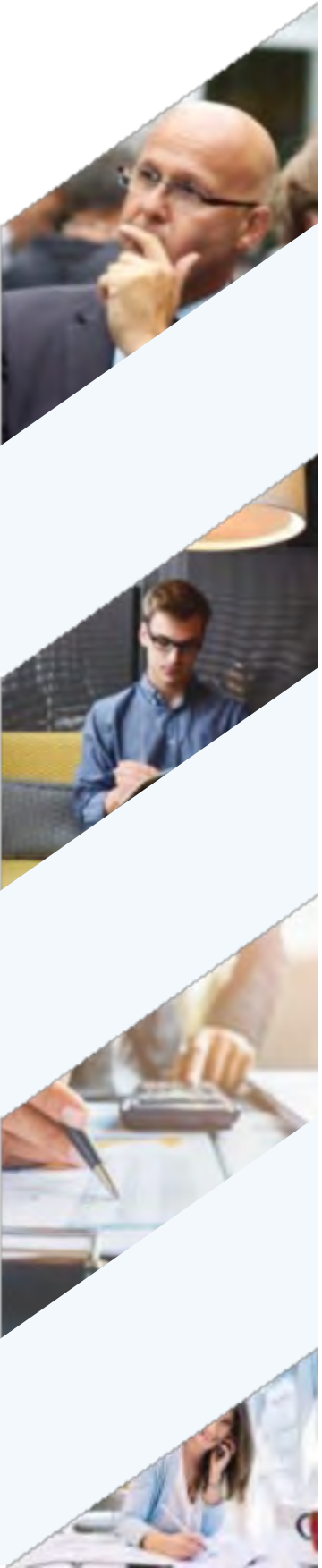
- GARETT DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR
- & 3 OTHERS

MAINTENANCE

- GARETT DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR
- & 3 OTHERS



OUR TEAM



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

STATEMENT OF STAFF CONSISTENCY

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

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



Proposed GMS District Management Service Team

Trusted & Service Oriented



Jason Greenwood
Partner,
District Manager



Alex Wolfe, CAP
District Accounting



Richard McGrath
District Manager



Nicole Viverito
District Administration



Matt Azriel
Field Operations
Manager

GMS-TAMPA
JASON GREENWOOD
MANAGING DIRECTOR

See Page 7
Of Our Proposal
For The Rest
Of The
GMS Organization

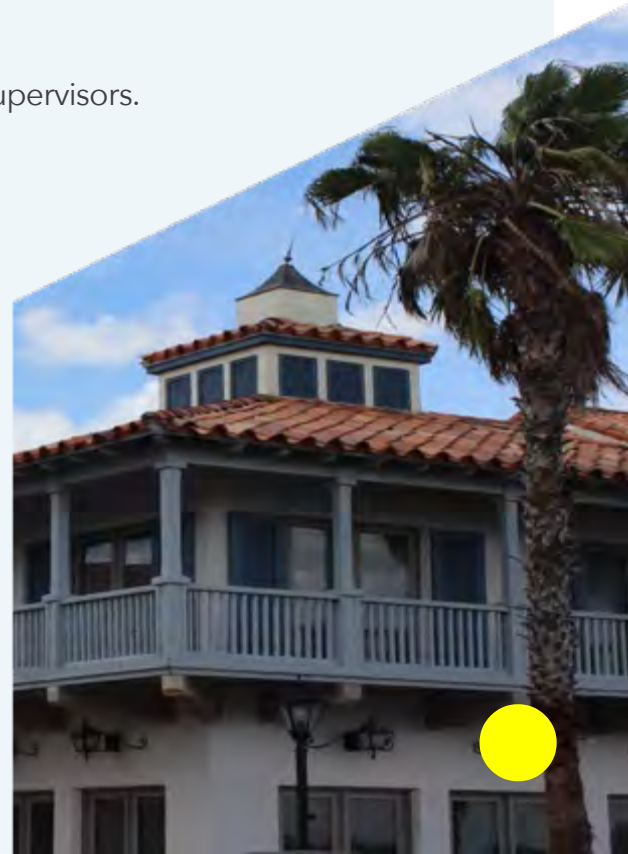
DISTRICT MANAGEMENT: • JASON GREENWOOD • AMANDA FERGUSON • RICHARD McGRATH • BRIAN YOUNG	DISTRICT ACCOUNTING: • SHARYN HENNING, CPA • HANNAH HENRY • SAVANNA SZOZDA • ALEXANDRA WOLFE, CPA	DISTRICT ADMINISTRATION: • NICOLE VIVERITO • SUSAN YOUNG • REBECCA SANTOS • DORIS SANTOS	ASSESSMENT ADMINISTRATION: • DARRIN MOSSING JR. • MICHAEL CORTESE • BRADFORD NELSON	DISTRICT AMENITY MANAGEMENT: • BRIAN YOUNG • & 14 OTHERS	DISTRICT FIELD OPERATIONS: • CLAYTON SMITH • MICK SHEPARD • GARETT DUBOIS • MATT AZRIEL	DISTRICT FIELD MAINTENANCE: • JEFF BACHELOR • GARETT DUBOIS • STEVEN WENTZ • & 3 OTHERS
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DISTRICT MANAGEMENT SERVICES

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

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



EDUCATION

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

EXPERIENCE

37+ Years

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

DARRIN MOSSING

PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from Ohio University with a Bachelor's degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for the Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 275 CDDs, Homeowners Association, and other Special Taxing Districts across the State of Florida.

JASON GREENWOOD

MANAGING PARTNER

Jason Greenwood provides management services to CDDs and property owners associations throughout the State of Florida. Mr. Greenwood has been committed to GMS since 2017, is a licensed Community Association Manager, and operates out of the Tampa, Florida office. Mr. Greenwood has BA degrees in Business and Finance with a minor in Marketing from Ashford University in Clinton, Iowa, and an MBA in Business Administration, specialization in Finance, from Lynn University in Boca Raton, Florida.

EDUCATION

B.A., Business, Finance,
Marketing minor,
Ashford University
MBA, specialization in
Finance, Lynn University

EXPERIENCE

8+ Years

- District Management
- Assessment Roll Administration

RICHARD MCGRATH

DISTRICT MANAGER

Richard McGrath also provides management services to CDDs throughout the State of Florida. Mr. McGrath is a licensed Real Estate Agent and operates out of our Tampa, Florida Office. He has a wealth of experience in customer service and management. Mr. McGrath earned his Bachelor's Degree in Business Administration from the University of Florida and continued his education by earning his Master's Degree in International Business also from the University of Florida.



ADMINISTRATIVE SERVICES

Amanda Ferguson leads our recording administration department. Amanda prepares agenda packages, meeting notices, public records administration, statutory compliance, and various other required administrative services. She is an Administration Management Professional, who has been committed to GMS since its establishment in 2004. Mrs. Ferguson has performed various functions in her 20+ years with GMS; including amenity center management at premier North Florida communities, contract compliance, managing programs and special events, lifeguard management, and transcription of board meetings. Mrs. Ferguson currently provides transcription and administrative services to 20 Community Development Districts in the Tampa Bay, Central Florida, and Southwest Florida Regions. **Nicole Viverito** joined the GMS organization in 2022 as a CDD Recording Administrator; she is known for her compliance discipline and customer service orientation.

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

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



ASSESSMENT ROLL CERTIFICATIONS & ADMINISTRATION

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

Our GMS Services Include:

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



ACCOUNTING SERVICES

Alexandra Wolfe manages the accounting and financial reporting for our clients. She is a Certified Public Accountant with over 14 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Wolfe's experience includes financial statement preparation, payroll, budget preparation, preparation of annual audit reports, statutory and bond compliance. She has a Bachelor of Business Administration Degree in International Business from George Washington University. Ms. Wolfe also has experience as an auditor completing annual reports required for CDDs.

EDUCATION

B.S. in Information Management,
Masters in Business Management and Accounting

EXPERIENCE

12 Years
• Accounting
• Financial Reporting

EDUCATION

B.A. in International Business, George Washington University

EXPERIENCE

21 Years, CPA
• Accounting
• Financial Reporting

Hannah Henry has over 10 years of experience managing the accounting and financial reporting for our clients. Ms. Henry serves as District Accountant to 12+ CDDs and Homeowner Associations. She has a Bachelors Degree from the University of Tennessee with Information Management and has a Masters Degree from King University in Business Management and Accounting.

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

- Establish Governmental Fund Accounting System per the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present them to the Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit the proposed budget to local governing authorities 60 days before adoption.
- Prepare year-end adjusting journal entries in preparation for the annual audit by an Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
 - Complete annual financial audit report within 9 months after the fiscal year end.
 - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Report to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

OPERATIONS MANAGEMENT SERVICES

GMS provides operations/field management services to 80+ Districts throughout Florida under the direction of **Clayton Smith**. He has a deep, and lengthy family history connected to CDD management, and has owned and operated his own maintenance company in the Central Florida area which carried out various undertakings, primarily for CDDs. He is a proud alumnus of the Florida State University. **Mick Sheppard** is our Operations Maintenance Manager, overseeing maintenance projects and providing maintenance services. Mick is equipped and capable of handling almost all CDD maintenance needs and specializes in maintenance projects specific to CDDs. Mick has a lengthy background in various maintenance services including but not limited to plumbing, HVAC repair, grounds maintenance, and property maintenance.

PROPER OPERATION OF THE DISTRICTS INCLUDE:

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

FACILITY REPAIR & MAINTENANCE SERVICES

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

AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

Brian Young is the Director of Amenity Management in Tampa. He currently oversees amenity operations at Villages of Bloomingdale, Belmont, Forest Brooke, and Cypress Creek. In addition to Brian, there are various members of amenity staff working on-site and are available to assist with special events throughout the fiscal year that would be reviewed and approved annually by the Board of Supervisors.



GMS has significant experience with highly amenitized CDD communities and is flexible regarding the approach taken to staffing, managing, and operating amenities. We typically see one of three approaches taken to amenity management:

- 1) District contracts with GMS for operations
- 2) District contracts with a third-party company for operations
- 3) District directly employs staff for operations

**UNDER THE FIRST APPROACH, THE FOLLOWING SERVICES ARE TYPICALLY PROVIDED
BY GMS TO ENSURE A FIRST CLASS, AMENITY CENTERED COMMUNITY:**

- Recruit, hire, train, and monitor Clubhouse and Facilities staff.
- Assume responsibility to manage a vibrant schedule of activities, events and lifestyle programming. GMS is structured to take a regional approach to serving its clients, but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.
- Communicate lifestyle opportunities and residential services information to owners and potential residents.
- Promote voluntary compliance with District rules, regulations and policies by communicating with residents.
- Maintain excellent level of customer service.
- Monitor the use of the amenities including resident barcode passes, security cameras, and other means of safeguarding the District.
- Maintain excellent level of customer service.
- Coordinate with vendors, contractors, internal and external stakeholders to ensure smooth operations of day to day and special activities.
- Maintain all relevant records of incidents, inspections, revenue, and other information as required by the District.
- Assist with budget preparation and reports, policy recommendations and enforcement, safety and/or security recommendations, collection of rental fees, maintaining records as needed.

Under the second and third approach, although the above services would not be provided directly by GMS, we would work to ensure that the contractor or direct employees were performing these and other necessary services.



SAMPLE SPECIAL EVENTS

Social events are for all residents and open to the public, and a critical component to the success of the community. Below are some examples of events currently provided at other communities that GMS has previously assisted in staffing.

SUMMER CAMP

Each week features an array of art activities, sports, games and a field trip. Campers are provided a t-shirt, daily snacks and extended care. A similar camp can also be provided during Spring Break.

FALL FESTIVAL

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

WINTER CELEBRATION

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.

KIDS NIGHT OUT/TEEN SCENE

DJ, games, food, drinks and more to entertain kids & teens.

ICE CREAM SOCIAL

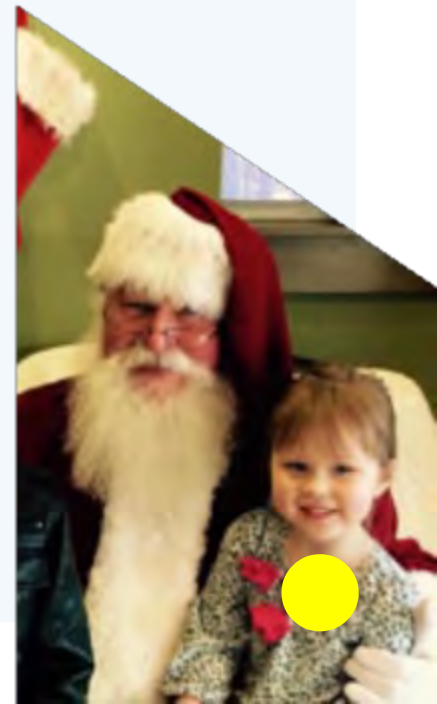
Ice cream and beverages with contests, raffles and games.

SPRING FLING

An Easter egg hunt, pictures with the Easter bunny and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

DIVE-IN MOVIE

View a movie by the pool with snacks and beverages while you enjoy the show.



SAMPLE NEWSLETTER



REFERENCES

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

Glenn Roberts

Chair, Dupree Lakes CDD
22598 Cherokee Rose Place
Land O'Lakes, FL 34639
(502) 741-8013
seat4@dupreelakescdd.org

John Ford

Chair, Mirada CDD
31656 Cabana Rye Avenue
San Antonio, FL 33576
(516) 749-2322
johninmirada@gmail.com

Kristen Brooks

Chair, Belmont CDD
10109 Count Fleet Drive
Ruskin, FL 33573
(404) 723-1245
boardmember5@belmontcdd.com

Gerald Barkholz

Chair, Palms of Terra Ceia Bay CDD
2925 Terra Ceia Bay Blvd., Unit 2904
Palmetto, FL 34221
(941) 705-6329
jerrybarkholz@gmail.com

Paul Cilia

Chair, Forest Brooke CDD
5019 Grist Mill Court
Wimauma, FL 33598
(813) 419-8115
seat3@forestbrookecdd.org

Mark Hardee

Chair, Terra Bella CDD
23963 San Giovanni Drive
Land O Lakes, FL 34639
(301) 370-1183
terrabellacddseat5@gmail.com

GOVERNMENTAL MANAGEMENT SERVICES

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Table 2-1. District Management & Client Management Experience Summary

GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		
2	Acacia Grove	Miami-Dade	✓	✓	✓		
3	Academical Village	Broward	✓	✓	✓		✓
4	Acree	Duval	✓	✓	✓		
5	Amelia Concourse	Nassau	✓	✓	✓		✓
6	Amelia Walk	Nassau	✓	✓	✓		✓
7	Anabelle Island	Clay	✓	✓	✓		✓
8	Armstrong	Clay	✓	✓	✓		
9	Astonia	Polk	✓	✓	✓		✓
10	Asturia	Pasco	✓	✓	✓		✓
11	Auburn Lakes	Brevard	✓	✓	✓		
12	Bahia Mar	Broward	✓	✓	✓		
13	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
14	Bannon Lakes	St. Johns	✓	✓	✓		
15	Banyan Drive Security Guard Spec	Miami-Dade	✓	✓			
16	Bartram Park	Duval	✓	✓	✓		
17	Bartram Springs	Duval	✓	✓	✓		
18	Bauer Drive	Miami-Dade	✓	✓	✓		
19	Bay Laurel Center	Marion	✓	✓	✓	✓	
20	Baytree	Brevard	✓	✓	✓		✓
21	Baywinds	Miami-Dade	✓	✓	✓		✓
22	Beacon Tradeport	Miami-Dade	✓	✓	✓		
23	Bella Collina	Lake	✓	✓	✓	✓	✓
24	Bella Tara	Osceola	✓	✓	✓		
25	Bellagio	Miami-Dade	✓	✓	✓		
26	Belmont	Hillsborough	✓	✓	✓		✓
27	Bent Creek	St. Lucie	✓	✓	✓		
28	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
29	Bonita Village	Lee	✓	✓	✓		
30	Bonnet Creek	Orange	✓	✓	✓		✓
31	Botaniko	Broward	✓	✓	✓		
32	Bradbury	Polk	✓	✓	✓		✓
33	Brandy Creek	St. Johns	✓	✓	✓		
34	Bridgewalk	Osceola	✓	✓	✓		✓
35	Bridgewater	Polk	✓	✓	✓		✓
36	By-The-Sea Security Guard Specia	Miami-Dade	✓	✓			
37	Campo Bello	Miami-Dade	✓	✓	✓		
38	Candler Hills East	Marion	✓	✓	✓		
39	Canopy	Leon	✓	✓	✓		✓
40	Capital Region	Leon	✓	✓	✓		
41	Central Lake	Lake	✓	✓	✓	✓	
42	Centre Lake	Miami-Dade	✓	✓	✓		✓
43	ChampionsGate	Osceola	✓	✓	✓		
44	ChampionsGate Condominium Pro	Osceola	✓	✓	✓		
45	ChampionsGate Villas Building 1 C	Osceola	✓	✓	✓		

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GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Chapel Creek	Pasco	✓	✓	✓		✓
47	Cheswick South	Clay	✓	✓	✓		
48	City of Coral Gables**	Miami-Dade	✓	✓			
49	Coastal Ridge	Duval	✓	✓	✓		
50	Coconut Cay	Miami-Dade	✓	✓	✓		✓
51	Cocoplum Lights	Miami-Dade	✓	✓			
52	Cocoplum Security Roving Special	Miami-Dade	✓	✓			
53	Copper Creek	St. Lucie	✓	✓	✓		✓
54	Copper Oaks	Lee	✓	✓	✓		
55	Coquina Shores	Flagler	✓	✓	✓		
56	Coral Bay	Broward	✓	✓	✓		✓
57	Coral Keys Homes	Miami-Dade	✓	✓	✓		
58	Cordova Palms	St. Johns	✓	✓	✓		✓
59	Country Greens	Lake	✓	✓	✓		✓
60	County Road 33	Polk	✓	✓	✓		
61	Creek Preserve	Hillsborough	✓	✓	✓		✓
62	Creeside	St. Lucie	✓	✓	✓		
63	Crossings	Osceola	✓	✓	✓		✓
64	Crossroads Village Center	Polk	✓	✓	✓		
65	Crosswinds East	Polk	✓	✓	✓		✓
66	Crosswinds West	Polk	✓	✓	✓		
67	Crystal Cay	Miami-Dade	✓	✓	✓		
68	Cypress Bluff	Duval	✓	✓	✓		
69	Cypress Cove	Broward	✓	✓	✓		✓
70	Cypress Park Estates	Polk	✓	✓	✓		✓
71	Cypress Ridge	Hillsborough	✓	✓	✓		✓
72	Darby	Duval	✓	✓	✓		
73	Davenport Road South	Polk	✓	✓	✓		✓
74	Davis Reserve	Polk	✓	✓	✓		✓
75	Deer Island	Lake	✓	✓	✓		✓
76	Deer Run	Flagler	✓	✓	✓		✓
77	Dewey Robbins	Lake	✓	✓	✓		
78	Double Branch	Clay	✓	✓	✓		
79	Dowden West	Orange	✓	✓	✓		✓
80	Downtown Doral	Miami-Dade	✓	✓	✓		
81	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
82	Dunes	Flagler	✓	✓	✓		
83	Dupree Lakes	Pasco	✓	✓	✓		✓
84	Durbin Crossings	St. Johns	✓	✓	✓		
85	Eagle Hammock	Polk	✓	✓	✓		✓
86	Eagle Trace	Polk	✓	✓	✓		
87	East 547	Polk	✓	✓	✓		✓
88	Eden Hills	Polk	✓	✓	✓		✓
89	Elevation Pointe	Orange	✓	✓	✓		
90	Enclave At Black Pointe Marina	Miami-Dade	✓	✓	✓		✓

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GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Epmore	Miami-Dade	✓	✓	✓		
92	Estancia at Wiregrass	Pasco	✓	✓	✓		✓
93	Eureka Grove	Miami-Dade	✓	✓	✓		
94	Falcon Trace	Orange	✓	✓	✓		✓
95	Forest Brooke	Hillsborough	✓	✓	✓		✓
96	Founders Ridge	Lake	✓	✓	✓		
97	Fronterra	Collier	✓	✓	✓		
98	Gardens at Hammock Beach	Flagler	✓	✓	✓		
99	GIR East	Osceola	✓	✓	✓		
100	Golden Gem	Lake	✓	✓	✓		
101	Grand Oaks	St. Johns	✓	✓	✓		
102	Grande Pines	Orange	✓	✓	✓		✓
103	Green Corridor	Multiple	✓	✓			
104	Griffin Lakes	Broward	✓	✓	✓		✓
105	Hamilton Bluff	Polk	✓	✓	✓		
106	Hammock Lake Banyan Dr. Security	Miami-Dade	✓	✓			
107	Hammock Lakes Security Guard Station	Miami-Dade	✓	✓			
108	Hammock Oaks Golf and RV Resort	Sumter	✓	✓	✓		✓
109	Hammock Oaks Harbor Security Guard Station	Miami-Dade	✓	✓			
110	Hammock Reserve	Polk	✓	✓	✓		✓
111	Harbor Reserve	Osceola	✓	✓	✓		✓
112	Hartford Terrace	Polk	✓	✓	✓		✓
113	Hemingway Point	Broward	✓	✓	✓		✓
114	Heritage Park	St. Johns	✓	✓	✓		✓
115	Heron Isles	Nassau	✓	✓	✓		
116	Hickory Tree	Osceola	✓	✓	✓		
117	Hicks Ditch	Lake	✓	✓	✓		
118	Highland Meadows	Polk	✓	✓	✓		✓
119	Highland Meadows West	Polk	✓	✓	✓		✓
120	Holly Hill Road East	Polk	✓	✓	✓		✓
121	Hollywood Beach 1	Broward	✓	✓	✓		
122	Horseshoe Creek	Polk	✓	✓	✓		
123	Hunt Club Grove	Polk	✓	✓	✓		✓
124	Indigo	Volusia	✓	✓	✓		
125	Indigo East	Marion	✓	✓	✓		
126	Islands of Doral III	Miami-Dade	✓	✓	✓		
127	Isle of Bartram Park	St. Johns	✓	✓	✓		
128	Jennings Farms HOA	Clay	✓				
129	Kepler Road	Volusia	✓	✓	✓		
130	Kingman Gate	Miami-Dade	✓	✓	✓		✓
131	Kings Bay Security Guard Station	Miami-Dade	✓	✓			
132	Knightsbridge	Osceola	✓	✓	✓		✓
133	Lake Ashton	Polk	✓	✓	✓		
134	Lake Ashton II	Polk	✓	✓	✓		
135	Lake Deer	Polk	✓	✓	✓		✓

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GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Lake Emma	Lake	✓	✓	✓		✓
137	Lake Harris	Lake	✓	✓	✓		✓
138	Lake Lizzie	Osceola	✓	✓	✓		✓
139	Lake Mattie Preserve	Polk	✓	✓	✓		
140	Lakehaven	Lake	✓	✓	✓		✓
141	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
142	LakeShore Ranch	Pasco	✓	✓	✓		✓
143	Lakeside Plantation	Sarasota	✓	✓	✓		
144	Landings	Flagler	✓	✓	✓		
145	Landings At Miami Beach	Miami-Dade	✓	✓	✓		
146	Lawson Dunes	Polk	✓	✓	✓		✓
147	Live Oak Lake	Osceola	✓	✓	✓		✓
148	Lucaya	Lee	✓	✓	✓		
149	Lucerne Park	Polk	✓	✓	✓		✓
150	Mainstreet at Coconut Creek	Miami-Dade	✓	✓	✓		
151	Majorca Isles	Miami-Dade	✓	✓	✓		
152	Mayfair	Brevard	✓	✓	✓		
153	McJunkin At Parkland	Broward	✓	✓	✓		
154	Meadowview At Twin Creeks	St. Johns	✓	✓	✓		
155	Mediterranea	Palm Beach	✓	✓	✓		
156	Metropica	Broward	✓	✓	✓		
157	Middle Village	Clay	✓	✓	✓		
158	Mirada (Lee)	Lee	✓	✓	✓		
159	Mirada (Pasco)	Pasco	✓	✓	✓		✓
160	Narcoossee	Orange	✓	✓	✓		✓
161	Newton Road	Miami-Dade	✓	✓	✓		
162	North Boulevard	Polk	✓	✓	✓		✓
163	North Dade	Miami-Dade	✓	✓	✓		
164	North Powerline Road	Polk	✓	✓	✓		✓
165	North Springs	Broward		✓	✓	✓	
166	Northern Riverwalk	Palm Beach	✓	✓	✓		
167	Oakridge	Broward	✓	✓	✓		
168	Ocean Gate	Miami-Dade	✓	✓	✓		
169	Old Cutler Bay Security Guard Spe	Miami-Dade	✓	✓			
170	Old Hickory	Osceola	✓	✓	✓		✓
171	Orchid Grove	Broward	✓	✓	✓		✓
172	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
173	OTC	Duval	✓	✓	✓		
174	Palm Coast Park	Flagler	✓	✓	✓		
175	Palm Glades	Miami-Dade	✓	✓	✓		✓
176	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
177	Park Creek	Hillsborough	✓	✓	✓		✓
178	Parkside Trails	Lake	✓	✓	✓		
179	Peace Creek	Polk	✓	✓	✓		✓
180	Peace Creek Village	Polk	✓	✓	✓		✓

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GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	Pine Air Lakes	Collier	✓	✓	✓		✓
182	Pine Bay Estates Security Roving	Miami-Dade	✓	✓			
183	Pine Isles	Miami-Dade	✓	✓	✓		
184	Pine Ridge Plantation	Clay	✓	✓	✓		
185	Poinciana	Polk	✓	✓	✓		✓
186	Poinciana West	Polk	✓	✓	✓		✓
187	Pollard Road	Polk	✓	✓	✓		
188	Portofino Isles	St. Lucie	✓	✓	✓		
189	Portofino Landings	St. Lucie	✓	✓	✓		✓
190	Portofino Shores	St. Lucie	✓	✓	✓		✓
191	Portofino Springs	Lee	✓	✓	✓		
192	Portofino Vineyards	Lee	✓	✓	✓		
193	Portofino Vista	Osceola	✓	✓	✓		
194	Post Oak Ranch	Pasco	✓	✓	✓		
195	Preston Cove	Osceola	✓	✓	✓		✓
196	Princeton Commons	Miami-Dade	✓	✓	✓		
197	Quail Roost	Miami-Dade	✓	✓	✓		✓
198	Radiance	Flagler	✓	✓	✓		
199	Ranches at Lake McLeod	Polk	✓	✓	✓		✓
200	Randal Park	Orange	✓	✓	✓		✓
201	Randal Park POA *	Orange	✓	✓			
202	Randal Park THOA *	Orange	✓	✓			
203	Randal Walk HOA-	Orange	✓	✓			
204	Remington	Osceola	✓	✓	✓		✓
205	Reserve	St. Lucie	✓	✓	✓	✓	
206	Residences at Tohoqua Communit	Osceola	✓	✓			
207	Reunion East	Osceola	✓	✓	✓		✓
208	Reunion West	Osceola	✓	✓	✓		✓
209	Rhodine Road North	Hillsborough	✓	✓	✓		✓
210	Ridgecrest	Polk	✓	✓	✓		✓
211	Ridges at Apopka	Orange	✓	✓	✓		✓
212	Ridgewood Trails	Clay	✓	✓	✓		
213	River Place On The St. Lucie	St. Lucie	✓	✓	✓		✓
214	Riverbend	Hillsborough	✓	✓	✓		
215	Rivercrest	Hillsborough	✓	✓	✓		✓
216	Rivers Edge	St. Johns	✓	✓	✓		
217	Rivers Edge II	St. Johns	✓	✓	✓		
218	Rivers Edge III	St. Johns	✓	✓	✓		
219	Riverwalk	Orange	✓	✓	✓		✓
220	Rolling Hills	Clay	✓	✓	✓		
221	Rolling Oaks	Osceola	✓	✓	✓		✓
222	Sabal Palm	Broward	✓	✓	✓		✓
223	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
224	Sampson Creek	St. Johns	✓	✓	✓		
225	San Simeon	Miami-Dade	✓	✓	✓		✓

CLIENT LISTING

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GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Sandmine Road	Polk	✓	✓	✓		✓
227	Sawyer's Landing	Miami-Dade	✓	✓	✓		
228	Scenic Highway	Polk	✓	✓	✓		✓
229	Scenic Terrace North	Polk	✓	✓	✓		✓
230	Scenic Terrace South	Polk	✓	✓	✓		✓
231	Schaller Preserve	Polk	✓	✓	✓		
232	Seaton Creek Reserve	Duval	✓	✓	✓		✓
233	Sedona Point	Miami-Dade	✓	✓	✓		
234	Seminole Palms	Flagler	✓	✓	✓		
235	Seminole Palms of Flager*	Flagler	✓	✓			
236	Shingle Creek	Osceola	✓	✓	✓		✓
237	Shingle Creek At Bronson	Osceola	✓	✓	✓		✓
238	Shotgun Road	Broward	✓	✓	✓		
239	Siena North	Miami-Dade	✓	✓	✓		
240	Silver Palms	Miami-Dade	✓	✓	✓		
241	Six Mile Creek	Clay	✓	✓	✓		✓
242	Snapper Creek Lakes Security Gua	Miami-Dade	✓	✓			
243	Solterra	Miami-Dade	✓	✓	✓		
244	South Village	Clay	✓	✓	✓		
245	South-Dade Venture	Miami-Dade	✓	✓	✓		
246	St. Augustine Lakes	St. Johns	✓	✓	✓		
247	Stillwater	St. Johns	✓	✓	✓		
248	Stoneybrook South	Osceola	✓	✓	✓		✓
249	Stoneybrook South At CG	Osceola	✓	✓	✓		✓
250	Stoneybrook West	Orange	✓	✓	✓		✓
251	Storey Creek	Osceola	✓	✓	✓		✓
252	Storey Drive	Orange	✓	✓	✓		✓
253	Storey Park	Orange	✓	✓	✓		✓
254	Summit View	Pasco	✓	✓	✓		✓
255	Summit View II	Pasco	✓	✓	✓		
256	Sunrise Harbour Security Guard S	Miami-Dade	✓	✓			
257	Talis Park	Collier	✓	✓	✓		✓
258	Tapestry	Osceola	✓	✓	✓		✓
259	Terra Bella	Pasco	✓	✓	✓		✓
260	Tesoro	St. Lucie	✓	✓	✓		✓
261	The Crossings At Fleming Island	Clay	✓	✓	✓	✓	
262	TIFA	Brevard	✓	✓	✓		
263	Tison's Landing	Duval	✓	✓	✓		
264	Tohoqua	Osceola	✓	✓	✓		✓
265	Tohoqua Crossings Townhomes H	Osceola	✓	✓			
266	Tohoqua Master Association *	Osceola	✓	✓			
267	Tohoqua Reserve *	Osceola	✓	✓			
268	Tolomato	St. Johns	✓	✓	✓		
269	Towne Park	Polk	✓	✓	✓		✓
270	Townhomes at Tohoqua *	Osceola	✓	✓			

CLIENT LISTING

www.govmgtsvc.com



GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
271	Tranquility	Brevard	✓	✓	✓		
272	Turnbull Creek	St. Johns	✓	✓	✓		
273	Turtle Run	Broward	✓	✓	✓		✓
274	Valencia Water Control District	Orange	✓	✓	✓		
275	Veranda Landing	St. Lucie	✓	✓	✓		
276	Verano #1	St. Lucie	✓	✓	✓		
277	Verano #2	St. Lucie	✓	✓	✓		✓
278	Verano #3	St. Lucie	✓	✓	✓		✓
279	Verano #4	St. Lucie	✓	✓	✓		
280	Verano #5	St. Lucie	✓	✓	✓		
281	Verano Center	St. Lucie	✓	✓	✓		
282	Viera East	Brevard	✓	✓	✓		
283	Villa Portofino East	Miami-Dade	✓	✓	✓		
284	Villa Portofino West	Miami-Dade	✓	✓	✓		
285	Villages of Biscayne Park**	Miami-Dade	✓	✓			
286	Villages of Bloomingdale	Hillsborough	✓	✓	✓		✓
287	Villages of Westport	Duval	✓	✓	✓		
288	Villamar	Polk	✓	✓	✓		✓
289	Water Tank Road	Polk	✓	✓	✓		
290	Water's Edge	Manatee	✓	✓	✓		✓
291	Waterford Estates	Charlotte	✓	✓	✓		
292	Waterleaf	Hillsborough	✓	✓	✓		
293	Waterlin Stewardship District	Osceola	✓	✓	✓		✓
294	Waterstone	St. Lucie	✓	✓	✓		✓
295	Weiberg Road	Polk	✓	✓	✓		
296	Wellness Ridge	Lake	✓	✓	✓		✓
297	Westside	Osceola	✓	✓	✓		✓
298	Westside Haines City	Polk	✓	✓	✓		
299	Westview North	Miami-Dade	✓	✓	✓		✓
300	Westwood OCC	Orange	✓	✓	✓		
301	White Clay	Polk	✓	✓	✓		
302	Wilford Preserve	Clay	✓	✓	✓		✓
303	Willow Creek	Brevard	✓	✓	✓		✓
304	Willow Creek II	Brevard	✓	✓	✓		
305	Willowbrook	Polk	✓	✓	✓		
306	Wind Meadows South	Polk	✓	✓	✓		✓
307	Windsor at Westside	Osceola	✓	✓	✓		✓
308	Windsor Cay	Lake	✓	✓	✓		✓
309	Windward	Osceola	✓	✓	✓		✓
310	Woodland Crossing	Sumter	✓	✓	✓		
311	Woodland Ranch Estates	Polk	✓	✓	✓		
312	Woodlands Section 9	Broward	✓	✓	✓		
313	Wynnfield Lakes	Duval	✓	✓	✓		
314	Wynnmere West	Hillsborough	✓	✓	✓		✓
315	Yarborough Lane	Polk	✓	✓	✓		

CLIENT LISTING

www.govmgtsvc.com



GMS Client #	GMS Client Name As of 2025-10-09	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
316	Zephyr Ridge	Pasco	✓	✓	✓		✓
317							
318							
319							
320							
321							
322							
323							
324							
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CLIENT LISTING



RISK MANAGEMENT REQUIREMENTS

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 09/30/2025

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

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

PRODUCER
Zelen Risk Solutions, Inc.
7964 Devoe Street
Jacksonville FL 32220

CONTACT NAME: Holly Howe
PHONE (A/C, Ho, Ext): (904) 262-8080 **FAX (A/C, Ho):** (904) 262-1444
E-MAIL ADDRESS: holly@zelenrisk.com

INSURER(S) AFFORDING COVERAGE
INSURER A: Northfield Insurance Company
INSURER B: Hiscox Insurance Company
INSURER C: RetailFirst Insurance Company
INSURER D:
INSURER E:
INSURER F:

INSURED
Governmental Management Services-Tampa, LLC
1001 Bradford Way
Kingston TN 37763

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

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

INSURER	TYPE OF INSURANCE	ACORD 101	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR		WS644121	02/27/2025	02/27/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PER ☐ LOC					
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ☐ HIRE AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		0520-59463	09/01/2025	09/01/2026	☒ PER ☐ STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional		MPL4245121.25	09/05/2025	09/05/2026	Each Claim \$1,000,000 Aggregate \$1,000,000

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

Certificate holder, its officers, supervisors, agents, managers, engineers and staff are additional insureds with respect to the general liability when required by written contract. Coverage is primary and non-contributory. Waiver of subrogation applies in favor of the additional insureds when required by written contract.

CERTIFICATE HOLDER
Stonebrier CDD
4530 Eagle Falls Place
Tampa, FL 33619

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: Vicky M. Zelen

ACORD 25 (2014/01)

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ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 09/30/2025

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

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

PRODUCER
State Farm
Edie Williams State Farm
330 AIA N Suite 324
Ponte Vedra, FL 32082

CONTACT NAME: Angela Dietrich
PHONE (A/C, Ho, Ext): 904-425-4054 **FAX (A/C, Ho):** 904-425-4049
E-MAIL ADDRESS: Angela@EdieWilliams.com

INSURER(S) AFFORDING COVERAGE
INSURER A: State Farm Mutual Automobile Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED
Governmental Management Services Tampa, LLC
1001 Bradford Way
Kingston, TN 37763

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

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

INSURER	TYPE OF INSURANCE	ACORD 101	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PER ☐ LOC					
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☒ HIRE AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		L34 9344-C11-59	03/11/2025	03/11/2026	COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$1,000,000 BODILY INJURY (Per accident) \$1,000,000 PROPERTY DAMAGE (Per accident) \$1,000,000
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					☐ PER ☐ STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The Stonebrier Community Development District, its officers, supervisors, agents, managers, counsel engineers, staff, and representatives is Additional Insured with regard to Auto Liability.
The insurance is Primary and Non-Contributory with respect to claims arising out of the operation of the described vehicle.
Waiver of Subrogation under the Liability Coverage and Property Damage Coverage.
If Liability Coverage or Property Damage Liability Coverage is changed or terminated as to the interest of the Additional Insured, we will provide the Additional Insured 10 days notice of such change or termination unless another number of days notice is shown on the Declarations Page.

CERTIFICATE HOLDER
Stonebrier CDD
4530 Eagle Falls Place
Tampa, FL 33619

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: Angela Dietrich

ACORD 25 (2016/03)

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COST OF SERVICES

MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

See Exhibits "A" and "B"

The RFP Requested Model and an Alternative Model have been provided for consideration of the Board

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



EXHIBIT “A” – DISTRICT MANAGEMENT FEE SCHEDULE

Model 1 of 2 – RFP Requested Model

GMS Services Descriptions	FY '26 Adopted Budget	GMS Fees	GMS Annual Savings
Management, Administrative, Financial and Revenue Collection, and Accounting Services - Annual Fee paid in equal monthly payments (plus, reimbursable expenses) - Our Agreement contemplates up to 12 meetings per year up to 4 hours in duration	\$33,600	\$45,000	\$-11,400
Annual Assessment Administration (Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)	\$5,775	\$6,000	\$-225
Dissemination Agent Services - Annual Fee for 1st Bond Issuance (\$2,500 for each additional series of Bonds)	\$1,500	\$5,000	\$-3,500
Field Management Services - Annual Fee paid in equal monthly payments (plus, reimbursable expenses) - Monthly On-Site Inspections Vendor Coordination - Two (2) Visits per Month on Average	\$10,500	\$15,000	\$-4,500
The GMS Proposal Compared To The Proposed Fiscal Year '26 Budget For The Stonebrier Community Development District			
Field Management Services Visits #3 & #4 each month are anticipated to require reduced visit times.	N/A	\$8,500	





EXHIBIT “A” – DISTRICT MANAGEMENT FEE SCHEDULE

Model 2 of 2 – GMS Proposed Alternative Model

GMS Services Descriptions	FY '26 Adopted Budget	GMS Fees	GMS Annual Savings
Management, Administrative, Financial and Revenue Collection, and Accounting Services - Annual Fee paid in equal monthly payments (plus, reimbursable expenses) - Our Agreement contemplates up to 9 meetings per year up to 3 hours in duration	\$33,600	\$35,000	\$-1,400
Annual Assessment Administration (Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)	\$5,775	\$6,000	\$-225
Dissemination Agent Services - Annual Fee for 1st Bond Issuance (\$2,500 for each additional series of Bonds)	\$1,500	\$5,000	\$-3,500
Field Management Services - Annual Fee paid in equal monthly payments (plus, reimbursable expenses) - Monthly On-Site Inspections Vendor Coordination - Two (2) Visits per Month on Average	\$10,500	\$15,000	\$-4,500
Fee Holiday The first Two (2) months of GMS service fees will be waived.	\$0	\$-10,167	\$10,167
The GMS Proposal	\$51,375	\$50,833	\$542
Compared To The Proposed			1.1%
Fiscal Year '26 Budget			Savings
For The			
Stonebrier Community Development District			



EXHIBIT “B” – MISCELLANEOUS FEES SCHEDULE

Item	Cost
Agenda Package Hardcopy (if Applicable)	\$2.50 per regular Agenda Mtg.
Copy	\$0.15 / black and white page
Binders, Envelopes, Storage Boxes, and other Office Supplies	Actual Cost
USPS / FedEx / UPS / Conference Calls	Actual Cost
Offsite Physical Records Storage and Archival	\$50.00/Month
Extended or Extra Board Meetings Any extra meeting(s) or meeting duration exceeding a three-hour duration may be charged a meeting overage fee rounded up to the nearest full hour.	\$2,000/Meeting \$ 250/Hour
Additional Services Available:	
Other Services ** - New Bond Issuance Cost (per bond issue) - Refinance Bond Issuance Cost (per bond issue) - Debt Service Assessment Methodology Preparation - SERC Preparation & Assistance with Petition - Prepaid Estoppel Letter – One Lot - Prepaid Estoppel Letter – Multiple Lots - Prepaid Estoppel Letter – Partial Payoffs - Annual Construction Accounting Fee (while active) - Request For Proposal Scope Preparation Documents (per RFP request - Landscaping, Irrigation, Aquatic, etc.)	\$ 25,000 \$ 15,000 \$ 20,000 \$ 5,000 \$ 100 \$ 250 \$ 500 \$ 5,000 \$ 3,500
One-Time Conversion Fee: To recreate historical Accounting and Administrative Records Needed For The Transition.	Included
Other Requested Administrative Services As Requested By Bondholders, Dissemination Agent, District Counsel, or Boards of Supervisors - District Manager - District Accountant - District Administration - Field Operations Manager - Other	\$ 175/Hour \$ 125/Hour \$ 80/Hour \$ 85/Hour To Be Negotiated
Facility Maintenance and Repair Services. GMS has a comprehensive on-site and insured maintenance service for small to medium-sized projects, which can be provided at the direction of the District Board of Supervisors and/or the District Manager. \$55.00/Hour + Expenses.	\$55.00/Hour + Expenses

Miscellaneous fees are reviewed annually by GMS. An itemization of all miscellaneous fees and units consumed is included in the monthly invoice and presented to the Board of Supervisors for approval as part of the agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches. Any additional insurance requirements will be treated as reimbursable expenses and invoiced to the District annually.



RFP **QUESTIONNAIRE**

DISTRICT MANAGEMENT SERVICES

The following six pages include the RFP Questionnaire



STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

3. PRICING FORM

Please provide three (3) years of pricing for Tasks 1 – 6 to complete the above corresponding duties, including any management fees or markups. If proposer is bidding on District Management services, a price must be provided for each of Tasks 1 – 5.

If proposer is declining to provide Field Management services and the District will be required to hire a separate firm to provide such services, please write in “decline” for the pricing for Task 6.

For Additional Services, please provide pricing on an as needed basis. These prices should not be included in the annual total for base services.

Task	Detail	Pricing		
		Year 1	Year 2	Year 3
Task 1	Management	\$45,000	\$47,700	\$50,562
Task 2	Administrative	Included	Included	Included
Task 3	Accounting	Included	Included	Included
Task 4	Assessment Administration	\$6,000	\$6,360	\$6,742
Task 5	Dissemination Agent	\$5,000	\$5,300	\$5,618
Task 6	Field Management	\$15,000	\$15,900	\$16,854
	ANNUAL TOTAL	\$71,000	\$75,260	\$79,776
			106% COLA	106% COLA
Additional Services				
District Management – Hourly rate for additional district meetings or meetings over 4 hours		\$250/Hour	\$265/Hour	\$281/Hour
Information Technology and Annual Website Maintenance		\$3,000	\$3,180	\$3,371
Field Management – Total cost for 2 additional site visits per month		\$8,500	\$9,010	\$9,551

Field Management Visits 3 and 4 each month are anticipated to less involved.

Years 2 and 3 GMS Fees will be reflected in the Adopted Fiscal Year Budgets and/or via Board Approved Work Authorizations.



4. GENERAL PROPOSER INFORMATION

- Proposer General Information:*

Proposer Name Governmental Management Services-Tampa, LLC.

Street Address 4530 Eagle Falls Place

P. O. Box (if any) _____

City Tampa State FL Zip Code 33619

Telephone (813) 344-4844 Fax no. _____

1st Contact Name Darrin Mossing Title President

2nd Contact Name Jason Greenwood Title Managing Partner

Parent Company Name (if any) Not Applicable

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

- Company Standing:*

Proposer's Corporate Form: Limited Partnership, LLC
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 04-13-2025

Is the Proposer in good standing with that State? Yes X No _____

If no, please explain: _____

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes X No _____

If no, please explain _____



- *What are the Proposer's current insurance limits?*

General Liability	\$ 2,000,000
Automobile Liability	\$ 1,000,000
Workers Compensation	\$ 1,000,000
Expiration Date	Varies.

See Certification Of Insurance For Policy Dates

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

All required licenses in good standing.

EXPERIENCE

• Has the Proposer performed work for a highly amenitized community development district or master planned residential community previously? Yes X No If yes, please provide the following information for each project (attach additional sheets if necessary):

See Attached

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Is this a current contract? Yes _____ No _____

Duration of contract:

- *List the Proposer's total annual dollar value of district management services completed for each of the last five (5) years starting with the latest year and ending with the most current year (as applicable):*

2020 = \$ 245,000 (Rounded Up)

STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

2021 = \$ 865,000
2022 = \$1,555,000
2023 = \$2,240,000
2024 = \$3,250,000

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management services or dissemination agent services contract within the past 3 years? Yes _____ No X For each such incident, please provide the following information (attach additional sheets as needed):*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

Reason for Termination: _____

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes _____ No X*

If yes, please describe each violation, fine, and resolution _____

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes _____ No X*

If yes, please provide:

The names of the entities _____



STONEBRIER COMMUNITY DEVELOPMENT DISTRICT

The state(s) where barred or suspended None

The period(s) of debarment or suspension Not Applicable

Also, please explain the basis for any bar or suspension:

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

Not Applicable

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

Proposer has been named in various lawsuits for our CDD clients. In each of these occurrences, District Counsel for our client has been notified. Most often the District is also named as a party to the lawsuit, and we communicate directly with the District Insurance, their claims team, and/or their assigned litigation counsel as defined in our Indemnification and notifications sections of our Management Agreements. The nature of such lawsuit's ranges from slip-and-fall accidents in the community, to accidents alleged with District vendors. In these cases, we provide periodic updates to all appropriate stakeholders so that they are aware of the current and planned status on litigation matters. Proposer is happy to discuss this matter in more detail if contracted for services.

[END OF RFP]



EXPERIENCE

- *Has the Proposer performed work for a highly amenitized community development district or master planned residential community previously?* Yes X No *If yes, please provide the following information for each project (attach additional sheets if necessary):*

#1	Project Name/Location	Belmont Community Development District/Hillsborough County
	Contact Name	Kristen Brooks, Chair boardmember5@belmontcdd.com (404) 723-1245
	Project Description	Master planned community with full amenities, for 2,139 single-family units
	Annual Dollar Amount Of Contract:	\$415,363.00
	Scope of Services For Project	CDD Management Services, Provide full time onsite community and operations manager, rental coordinator and part-time amenity staff. Manage all contracts, conduct special events, address resident and community issues, etcetera.
	Dates Serviced:	This client joined GMS on January 20, 2021 and they have been a client for 4 years and 8+ months.
#2	Project Name/Location	Lakeside Plantation Community Development District/Sarasota County
	Contact Name	Patrick LaVoy, Chair patlavoycdd@gmail.com (239) 241-1160
	Project Description	Master planned community with full amenities, for 681 single-family units.
	Annual Dollar Amount Of Contract:	\$360,669.00
	Scope of Services For Project	CDD Management Services, Provide full time onsite community and operations manager, rental coordinator and part-time amenity staff. Manage all contracts, conduct special events, address resident and community issues, etcetera.
	Dates Serviced:	This client joined GMS on June 07, 2013 and they have been a client for 12 years and 4+ months.
#3	Project Name/Location	Forest Brooke Community Development District/Hillsborough County
	Contact Name	Paul Cilia, Chair seat3@forestbrookecdd.org (813) 419-8115
	Project Description	Master planned community with full amenities, for 727 single-family units.
	Annual Dollar Amount Of Contract:	\$336,887.00
	Scope of Services For Project	CDD Management Services, Provide full time onsite community and operations manager, rental coordinator and part-time amenity staff. Manage all contracts, conduct special events, address resident and community issues, etcetera.
	Dates Serviced:	This client joined GMS on June 12, 2020 and they have been a client for 5 years and 3+ months.
#4	Project Name/Location	Villages of Bloomingdale Community Development District/Hillsborough County
	Contact Name	Curtis Brown, Chair cbrown@villagesofbloomingdalecdd.com (813) 545-5173
	Project Description	Master planned community in Hillsborough County with 702 residential units, an commercial property including a movie theater.
	Annual Dollar Amount Of Contract:	\$258,161.00
	Scope of Services For Project	CDD Management Services, Provide full time onsite community and operations manager, rental coordinator and part-time amenity staff. Manage all contracts, conduct special events, address resident and community issues, etcetera.
	Dates Serviced:	This client joined GMS on November 21, 2012 and they have been a client for 12 years and 10+ months.
#5	Project Name/Location	Dupree Lakes Community Development District/Pasco County
	Contact Name	Glenn Roberts, Chair seat4@dupreelakescdd.org (502) 741-8013
	Project Description	Master planned community in Pasco County with 665 residential units.
	Annual Dollar Amount Of Contract:	\$222,712.00
	Scope of Services For Project	CDD Management Services, Provide full time onsite community and operations manager, rental coordinator and part-time amenity staff. Manage all contracts, conduct special events, address resident and community issues, etcetera.
	Dates Serviced:	This client joined GMS on October 21, 2019 and they have been a client for 5 years and 11+ months.

TO THE BOARD OF SUPERVISORS OF THE **Stonebrier CDD**



THANK

YOU



SERVING
FLORIDA'S
COMMUNITIES



Address:
4530 Eagle Falls Place
Tampa, FL 33619



Direct Phone Line:
(865) 603-5101



Darrin Mossing, GMS President:
DMOSSING@GMSTNN.COM

ADVANCED PROSPECTUS FOR

**DISTRICT MANAGEMENT AND
FIELD MANAGEMENT SERVICES**

OCTOBER 9, 2025

STONEBRIER
COMMUNITY DEVELOPMENT DISTRICT



**Anchor
Stone
MANAGEMENT**

CONTACT INFO:
(407) 698-5350

Patricia@AnchorStoneMgt.com
www.AnchorStoneMgt.com





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OUR MISSION

Welcome to Anchor Stone Management, a boutique Florida-based District management firm.

The mission at Anchor Stone Management is to provide superlative support as we deliver district management solutions and services to organizations of all sizes. We value authentic collaborations and endeavor to forge relationships anchored in integrity and trust based on the highest ethical standards. Adopting a resident-focused mindset, we prioritize collaboration and vision as we partner with the unique individual characteristics of each District.

Our firm's principals have decades of hands-on expertise in public finance and District governance, and field management, giving us a deep understanding of the unique financial and operational needs of communities like yours. We are committed to leveraging this experience to deliver transparent, efficient, and compliant management that enhances your District's experience. In this proposal, we present an overview of our firm, highlight our qualifications in Florida's CDD governance environment, detail the core services we offer, outline our pricing offer that is aligned with your budget, and describe the benefits of partnering with us. We embrace professional and collaborative spirit – we are your trusted partner.

OUR OFFICES

Anchor Stone Management proudly serves districts across Central Florida with the main offices locations in **Tampa** and **Lake Mary**. Our experienced team members are not only based locally but are also highly flexible and accustomed to traveling throughout the State. We commit to attending the Board's Meetings and any district inspections or walks as necessary to advance the vision of the Board. We are committed to making your community management process as transparent and effective as possible. **Your trust is our priority.**





CORE STAFF INDIVIDUALS

DISTRICT MANAGEMENT

PATRICIA THIBAUT

Exceptionally experienced District Manager, MACC, and a formerly licensed CPA in two States

Patricia is a proactive, results-driven professional with extensive experience in all facets of accounting and auditing management. She possesses strong planning and organizational capabilities, successfully managing financial projects from inception to completion. Patricia is highly disciplined, with a demonstrated ability to manage multiple priorities under pressure while consistently meeting stringent deadlines.

A proven leader and collaborative team facilitator, Patricia communicates effectively, translating complex financial information into clear and actionable insights. Her areas of expertise include accounting, auditing, capital and operating budgeting, financial statement preparation and reporting, policy and procedure development, and cash flow forecasting. She is well-versed in Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) guidelines, and Financial Accounting Standards Board (FASB) regulations. She is also highly proficient with a variety of financial software platforms.

Patricia has served in a leadership capacity overseeing the day-to-day operations of 40 Community Development Districts (CDDs) established under Florida Statute Chapter 190.

- Budget Development and Compliance: Managed the development of District budgets in accordance with Florida Statute 189, enabling the lawful collection of non-ad valorem assessments necessary to fund the operations and maintenance of the districts.
- Financial Operations and Controls: Supervised daily accounting functions and ensured internal controls for all financial transactions across Districts adhered to GASB requirements and Florida statutes.
- Records Management Oversight: Directed the preparation of meeting agendas and minutes, fulfilled public records requests, maintained and archived district records in compliance with Florida Statute 257, and ensured ADA compliance across all District websites.





ACCOUNTING

AUSTIN COMINGS

Senior Financial Statements Accountant

Austin brings over eight years of experience in the District Management industry, with a strong focus on financial reporting and compliance. He oversaw a diverse portfolio of nearly 40 Community Development Districts (CDDs), preparing and reviewing financial statements and audit packages in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines for public funds. He has a bachelor's degree in business administration.

Austin has played a key role in the annual budget preparation process, ensuring accuracy, transparency, and regulatory compliance across all accounting functions. Known for his attention to detail and ability to manage high volumes of monthly financial data, he consistently meets strict deadlines while overseeing critical tasks such as general ledger maintenance and bank reconciliations.

SHIMA PAKZADIAN

Accounts Payable and Payroll Manager

Shima is an experienced Accounts Payable and Payroll professional with over 15 years in the accounting field, including 6 years in the Community Development District (CDD) sector. She holds an MBA and a Master's degree in Accounting from the University of Phoenix.

She has 12 years of experience managing and processing payroll across a variety of industries including Districts' payroll for Supervisors and on-site Staff.

Shima supports Anchor Stone by ensuring vendor data is accurate, contracts are up to date, certificates of insurance (COIs) are on file, and W-9s are current.

RESIDENT SUPPORT

MARIAM GABUZYAN

Resident Support

Mariam is based in Florida and has five years of Customer Service experience. She will have oversight over the Resident Support Center. With her personal, approachable style, she will ensure that every interaction is warm, responsive, and aligned with your expectations.

Our Resident Support Center is open for calls **7AM TO 7PM, 7 DAYS A WEEK** including **live person response** over **WEEKENDS**. Whether it's a question, request, or urgent concern, our Team is ready to assist residents promptly and professionally, ensuring consistent service every day of the week.





FIELD MANAGEMENT

JOE O'REILLY

Field Management Services

Joe has 15 years of experience in property and facilities management. He developed a strong reputation for operational leadership across both commercial and residential real estate overseeing large-scale business centers and corporate campuses. His expertise spans day-to-day operations, general maintenance, landscaping and pond maintenance, vendor management, and strategic planning, regulatory compliance.

Joe continues to bring value through hands-on facilities and field management roles. His recent work involves managing community developments and residential facilities, applying his deep knowledge of systems and resident engagement to create well-maintained, responsive environments. In addition to his professional career, Joe also volunteered in disaster and humanitarian relief as a life member and former captain of a New Jersey fire department.





KEY QUALIFICATIONS

Anchor Stone brings unmatched expertise to Florida's Community Development Districts, with a leadership team rooted in governmental accounting, management, and compliance.

 **CPAs WITH GOVERNMENT EXPERIENCE:** Our District Manager and acting Controller has held a license as CPA and has spent the career in accounting and finance, specifically in governmental accounting. Successfully managed municipal budgets, audits, and public funds in line with Government Auditing Standards and Florida Statutes. This expertise ensures accurate accounting, strategic financial planning, and compliance – **anchored in:**

- **Integrity**
- **Transparency**
- **Accountability**

 **FLORIDA CDD REGULATORY EXPERTISE:** We stay up to date on all CDD statutes and are fully qualified District Managers, ensuring compliance with all filings, meetings, and public notices to avoid legal or deadline risks.

 **COMMUNICATION ORIENTED:** Our team is committed to elevating communication by prioritizing **responsiveness, clarity, and accessibility**. We ensure that inquiries are addressed promptly and with thorough, informative responses, fostering transparency and trust. **We encourage residents to reach out**, reinforcing an open line of communication and demonstrating our dedication to exceptional service and community engagement.

 **PROACTIVE APPROACH:** Through **proactive planning and forward-thinking strategies**, our team ensures smooth community operations and upkeep. We anticipate potential challenges, apply preventative measures, and implement alternative solutions to reduce risk and disruption, maintaining a safe and well-managed environment.

 **FLORIDA-BASED, LOCALLY CONNECTED:** With strong local knowledge and statewide experience, we tailor solutions to each District's unique needs. We've built lasting relationships with top service providers and regulatory bodies, enabling us to act quickly and effectively in any situation.





CORE SERVICES OFFERED

We provide a full suite of management services tailored to meet the unique needs of your District. Below are the core services Anchor Stone offers, each designed to ensure your District's operations run smoothly, transparently, and in compliance with all requirements¹:

MANAGEMENT, ADMINISTRATIVE AND RECORDING, ACCOUNTING SERVICES

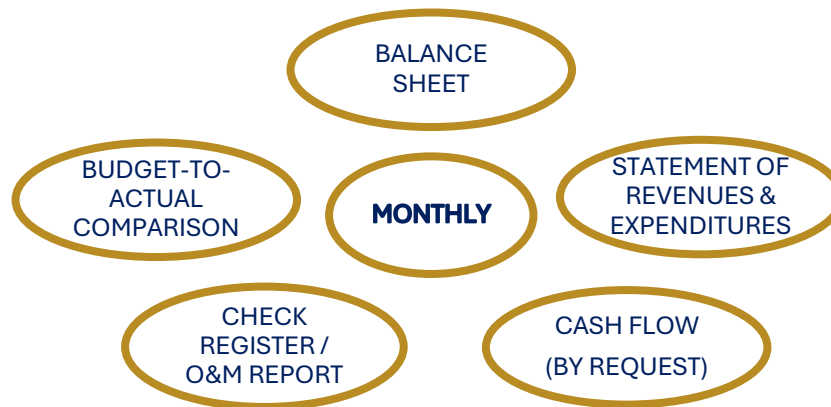
- ❖ **BOARD MEETING ADMINISTRATION AND RECORDING SERVICES:** From scheduling and legal noticing to agenda preparation and minute-taking, we manage every detail of the Board meetings. During meetings, our highly experienced manager will attend in person to present reports, provide guidance, and support the Board. Our goal is to ensure meetings are productive, orderly, and well-documented.
- ❖ **BUDGET PREPARATION:** We develop annual budgets collaboratively with the Board, using historical data, contract terms, and legal requirements. We handle all statutory processes, including reserve calculations and public notices, making the process seamless and accurate.
- ❖ **REGULATORY COMPLIANCE:** Our Team will manage all statutory filings, public records compliance, procurement processes, and governance updates. We ensure timely submission of financial disclosures, tax filings, and other legal documents, including the annual Goals and Objectives report.
- ❖ **INSURANCE COMPLIANCE:** Our experienced Manager will stay on top of review of the District's insurance requirements and work with the Field Team to ensure sufficient coverage.
- ❖ **FINANCIAL REPORTING AND ACCOUNTING:** Our team manages all accounting in compliance with GAAP and GASB. We provide detailed financial reports, oversee accounts payable/receivable, reconcile accounts, and ensure timely debt service payments. We also coordinate smooth, independent audits and file all required government reports.

¹ For a more detailed Sample list of the scope of services, please refer to Exhibit A.





Our robust financial management promotes **transparency and accountability** in all financial matters. Each month, we provide detailed financial reports to the Board, such as:



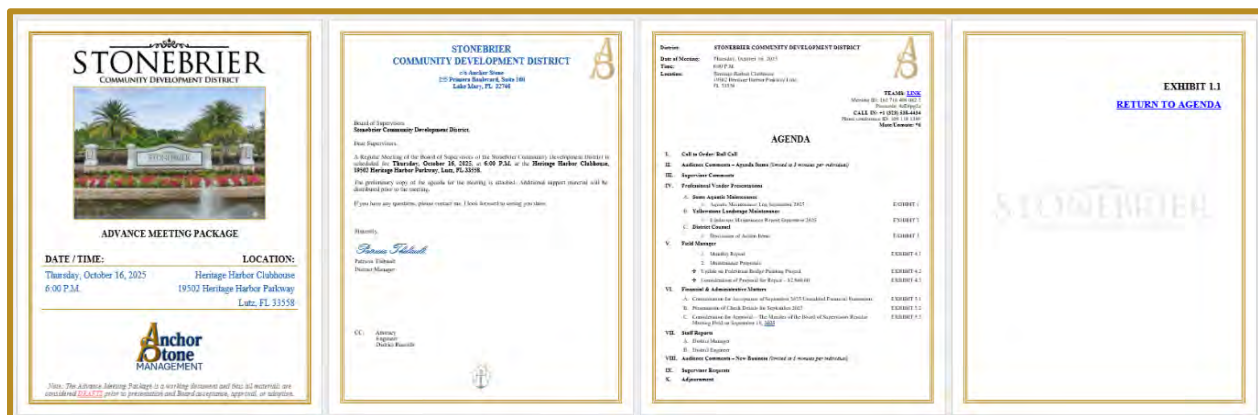
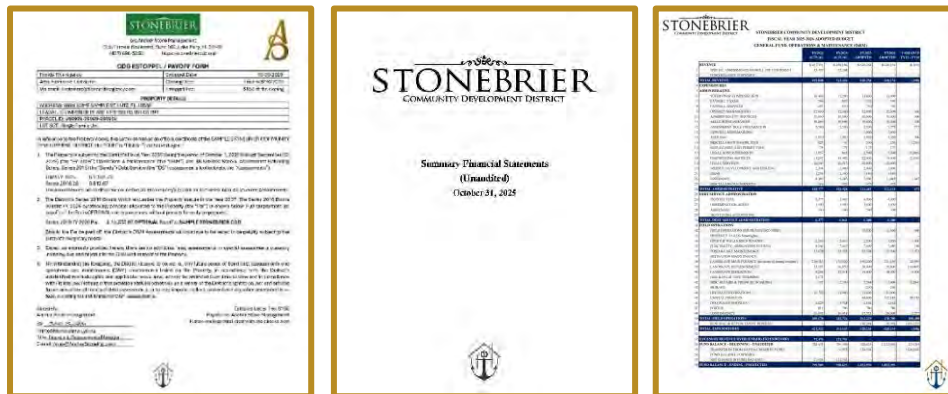
- ❖ **CONTRACT ADMINISTRATION:** We manage the full lifecycle of vendor relationships – from identifying and screening vendors, to obtaining competitive bids, negotiating contracts, and monitoring ongoing performance. We conduct regular reviews and **site inspections** as needed to verify that work meets the District’s standards. Additionally, we verify that all vendors have up-to-date licenses and insurance and that their contracts protect the District’s interests.
- ❖ **PROJECT MANAGEMENT:** We work closely with the District’s Board, Counsel, and Engineer to monitor and manage the District’s ongoing **projects and task lists**, ensuring progress and accountability. We assist in obtaining proposals and bids.
- ❖ **RESIDENT COMMUNICATION AND SUPPORT:** We serve as the District’s front line for Resident interaction, managing inquiries, maintaining the website, and distributing announcements. Our Team members review emails daily and **respond within 24 hours**. When Residents have questions about assessments or want to report an issue, we are there to help professionally and courteously – a minimum of **12 hours per day seven days per week**.
- ❖ **FEMA REIMBURSEMENT ASSISTANCE:** Our team is proud to be recognized by the Florida Division of Emergency Management Bureau of Recovery to pioneer and implement a comprehensive procedure plan, standardized documentation package, and to engage with a dedicated debris monitoring team to facilitate and manage FEMA reimbursement filings on behalf of the districts.





SPECIAL ASSESSMENT ADMINISTRATION AND DISSEMINATION AGENT SERVICES

- ❖ **SPECIAL ASSESSMENT LEVY & COLLECTION:** Our highly experienced Finance Team will process all aspects of the levying, imposition, noticing, and collection of non-ad valorem special assessments in compliance with Chapters 170, 190 and 197 in-house.
- ❖ **CDD ROLL & PROPERTY DATABASE:** Our Finance Team will work with the County Property Appraiser and Tax Collector throughout the year to maintain the most current District property and Residents listing for the tax roll and transfer of title services.
- ❖ **BONDS DISSEMINATION AND COMPLIANCE:** We provide all required disclosures and reports for bondholders and trustees, ensuring compliance with the SEC's Rule 15c2-12 and the Master Trust Indenture.
- ❖ **RESIDENTS INQUIRIES & PROPERTY TRANSFER:** Our Resident Support Team and Finance Team will work closely to provide prompt, comprehensive but easy-to-follow answers regarding their tax bills, CDD's Assessments and allocation between the funds. Our payoff / estoppel letter forms request response time is less than 48 hours.





FIELD MANAGEMENT SERVICES

- ❖ **FIELD MANAGEMENT:** Field services are vital for fostering stronger, healthier, and more connected Districts by addressing their unique challenges and needs. Our approach to Field Services management is rooted in efficiency and responsiveness.

Anchor Stone Field Services Manager¹ will provide a wide range of on- and off-site support to ensure the smooth operation, maintenance, and presentation of your District.

CORE SERVICES TWO SITE VISITS & MONTHLY REPORT

ONGOING INSPECTIONS & REPORTING

- Conduct **bi-monthly** property inspections & community drive-throughs and reviews of District's landscape and pond systems, common areas
- Provide detailed **monthly** reporting and actionable recommendations to the Board

ISSUES RESPONSE & RESIDENT COMMUNICATION

- Promptly address concerns related to ponds, landscaping, and other District assets, while reporting and / or assisting with resident complaints to District Management.

VENDOR SUPERVISION & PROJECT COORDINATION

- Assist with bid preparation, contractor oversight, and vendor proposal solicitation for routine maintenance and capital projects, ensuring quality service delivery.

FACILITY & SYSTEM MONITORING

- Support the District by providing observations as needed.

- ❖ **HURRICANE PREPAREDNESS ASSISTANCE:** As part of our Field Oversight and together with Management Services, our Team implements proactive **hurricane preparedness** plans tailored to the CDD's infrastructure and assets. We coordinate vendor readiness, arrange Community inspection and secure community facilities, assess stormwater systems, and ensure emergency communication protocols are in place thus minimizing risk and supporting rapid recovery after the storm.

¹ For a more detailed Sample list of the scope of services, please refer to Exhibit B





ADDITIONAL FIELD MANAGEMENT SERVICES

To further enhance the quality and consistency of field operations within the District, the **addition of two site visits per month** will provide increased oversight, faster issue resolution, and more frequent engagement with landscape and pond maintenance vendors.

**ADDITIONAL
TWO SITE VISITS\$30 / HOUR**

IRRIGATION SYSTEM INSPECTION

This **one-time specialized service** provides a thorough review and evaluation of the District's **irrigation system** to ensure optimal performance, water efficiency, and long-term reliability. This inspection helps protect landscaping investments, reduce water waste, and support the long-term health and appearance of the District's living assets.

Anchor Stone's expert with over 20 years of irrigation systems experience will provide¹:

1. Full system inspection

-assess performance and identify any deficiencies in the following factors¹:

- Water flow efficiency
- Water pressure efficiency
- Controller and scheduling efficiency
- Leak detection and zone performance
- Head alignment and coverage

2. Detailed written Report

- Current system conditions
- Any maintenance or operational issues
- Actionable recommendations for improvements
- Proposed repair estimates

3. Board of Supervisors Meeting attendance

-(via call-in or in person)



IRRIGATION SYSTEM INSPECTION\$1,000

¹ Exact service scope package is subject to revision based on the Contractor's initial review





MONTHLY REPORTS & BOARD OF SUPERVISORS SUPPORT

Building on our dedication to open and effective communication, we go beyond monthly standard reports and interactions by offering meaningful **tools that keep the Board and Residents informed.**

To reinforce this commitment, we provide reports that offer a transparent window into the District's ongoing activities. These reports are thoughtfully designed to align with the priorities and **vision of the Board of Supervisors while keeping the Residents well-informed.**

Whether the focus is on financial stewardship, operational progress, or public outreach, we customize the content, presentation, and frequency of our reporting to support informed decision-making and strengthen community confidence.

These reporting tools can be fully **customized in both content and format** - delivered as traditional PDFs and tables, dynamic web-based dashboards, or interactive summaries. Our flexible approach ensures that the Board and Residents receive clear, relevant, and accessible information in the way that best supports the Board's oversight and decision-making responsibilities and the Residents' satisfaction.

LONG LAKE RANCH CDD			
TASK LIST: SEPTEMBER 2025			
Task Name	Status	Due Date	Assigned To
Review and Approve the 2025-2026 Budget	Completed	09/01/2025	Board of Supervisors
Review and Approve the 2025-2026 Capital Budget	In Progress	09/15/2025	Board of Supervisors
Review and Approve the 2025-2026 Operating Budget	Pending	09/30/2025	Board of Supervisors

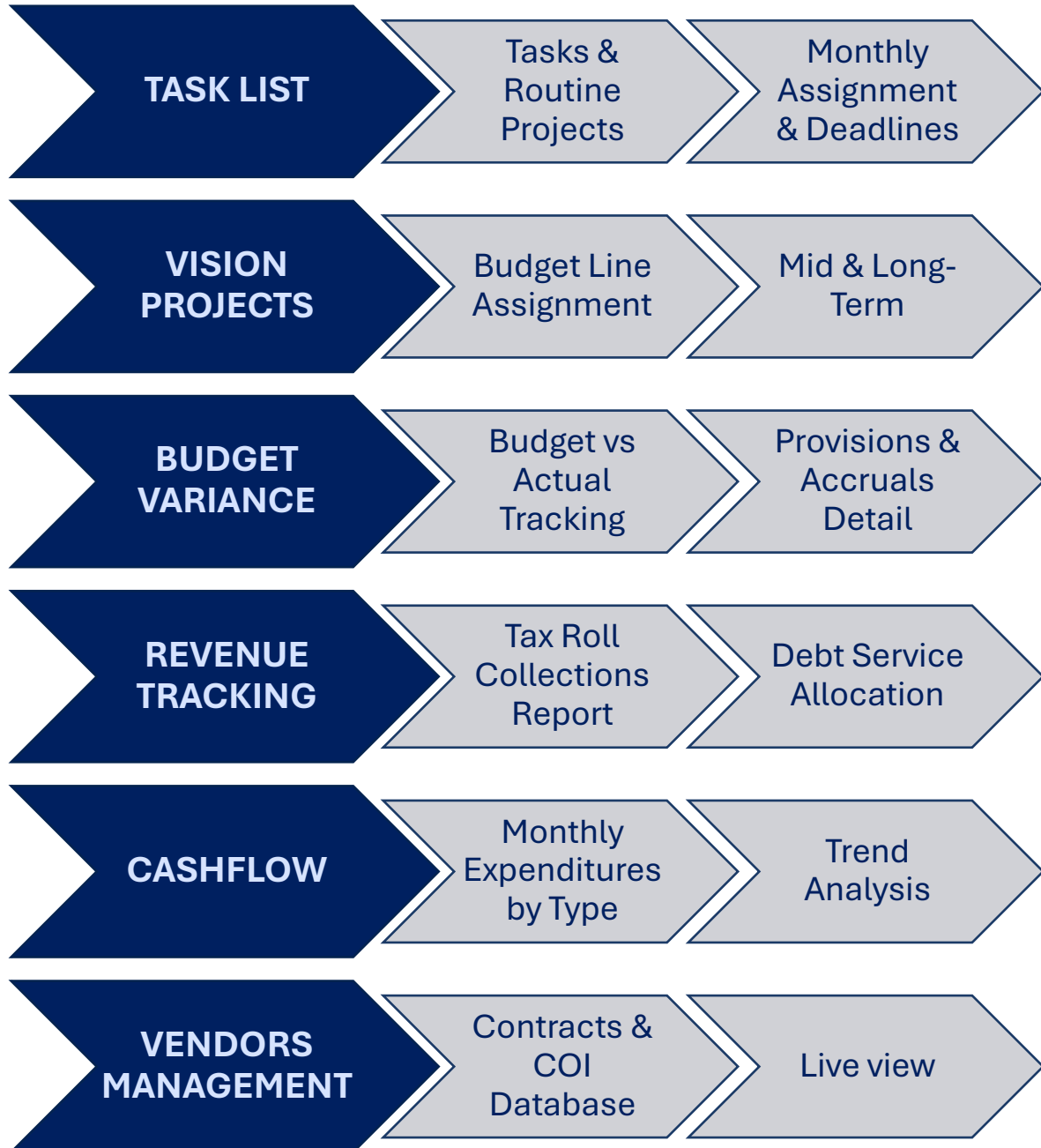
Category	Amount	Variance	Total
Operating Expenses	1,234,567	12,345	1,246,912
Capital Expenses	567,890	5,678	573,568
Revenue	345,678	3,456	349,134
Total	2,148,135	21,480	2,169,615

Project Name	Status	Start Date	End Date	Budget
Project A	Completed	01/01/2024	12/31/2024	\$1,234,567
Project B	In Progress	03/01/2025	02/28/2026	\$567,890
Project C	Pending	06/01/2026	05/31/2027	\$345,678





Our CUSTOMIZED Monthly Reports' options and their features are:





PRICING AND FEE STRUCTURE

Our initial Price Offer for **DISTRICT & FIELD MANAGEMENT** Services for **FY 2026, 2027, 2028**:

DISTRICT MANAGEMENT SERVICES	FY 2026 Budget	3-Years OFFER
District Management	\$40,875	\$39,000
Field Management	\$10,500	\$10,000

	FY 2026 Budget	Anchor Stone Offer
DM	12,600	12,000
ADMIN	10,500	10,000
ACCOUNTING	10,500	10,000
ASSMT ROLL	5,775	5,500
DISSEMINATION	1,500	1,500
	40,875	39,000

The ANCHOR STONE OFFER includes:

- 15 Meetings of the Board of Supervisors
- FREE Onboarding
- Rate freeze for FY 2026, 2027, 2028
- 1 District Manager site visit every month



Our priority is to establish a **partnership** with your District.
We are tailoring the current fiscal year agreement with the current
FY 2026 budgetary consideration and impacts.





Additional Fees

- The Meeting times** in excess of four (4) hours will be assessed a \$150 per hour charge with a 15-minute minimum increment.
- Website Maintenance** Our website maintenance fee is \$100 per month.
- Additional Services and Expenses:** One-time projects or specialized services beyond the regular scope (such as managing a capital project or handling a complex insurance claim) are billed at an agreed-upon hourly or fixed fee. Direct costs like bulk postage, large print jobs, or legal ads are typically passed through at cost and will be outlined in the final agreement.
- Additional Services to Third Parties:** 1. Estoppel letter(s) for sale or transfer of property within the District, upon request: residential at \$150 per estoppel (non-foreclosure related) or commercial at \$250 per estoppel. 2. Issue lien releases for properties with the District's bonds debt fully paid off.





TRANSITION PLAN (90-DAY OVERVIEW)

A smooth and successful transition to new District Management requires early engagement, consistent communication, and a strong focus on regulatory compliance, vendor coordination, financial oversight, and support for the Board's long-term goals. This structured 90-day plan ensures stability from Day One through strategic alignment and operational continuity.



MONTH 0: PRE TRANSITION ENGAGEMENT

Goal: Gain early understanding of district operations and align with Board vision.

- We begin transition planning **prior to official contract start date** to understand ongoing operations and Board direction.
- We will assign a team member to attend the next Board meeting (before start date) to observe, take notes, and begin laying the groundwork for a smooth handover.
- We will start gathering publicly available key documents, vendor details, assessment data, and governance materials.
- Finalize transition plan and contract terms with the Board.



MONTH 1: FOUNDATION, VENDOR COORDINATION & TAX ROLL

Goal: Establish operational control, stabilize vendor relationships, and address immediate financial and statutory responsibilities.

Vendor & Treasury Management – Day 1

- Contact all current vendors to update management contact details and collect current W-9s and insurance certificates.
- Review and process all pending invoices to maintain continuity and avoid disruption.
- Assess contracts for renewal timelines, compliance, or rebidding opportunities.
- Transition bank accounts (if elected), Payroll & ACH details.

District Operations

- Review existing District policies and align service delivery with Board expectations.
- Obtain digital records and Accounting data from prior Management
- Review or create the District's TASK LIST with the Board





Tax Roll & Assessment Administration

- Coordinate with the Tax Collector to review the tax roll for accuracy.
- Confirm or establish the assessment collection allocation schedule.

Amenity & Field Management

- Staffing & HR: Finalize staffing model, roles, and responsibilities.
- Review Amenity operations, schedules, needs, reservation & payments systems
- Conduct site walk, inspect facilities, and create punch list.

Board & Community Communication

- Provide weekly updates to the Board on transition progress.
- Issue communication to Residents and Agencies about the Management transition.



MONTH 2: COMPLIANCE, GOALS REVIEW & BOND OVERSIGHT

Goal: Ensure statutory compliance, align strategic goals, and manage financial obligations.

Review of Goals, Objectives & Performance Measures

- Review District's prior year's goals and objectives. Outline current year's goals and objectives. Prepare for the December 1 annual reporting.

Annual Bonds Debt Service Payment & Compliance

- Review Continuing Disclosure compliance.
- File Annual Report.

Financial Oversight & Audit Readiness

- Perform fund balances analysis.
- Begin organizing financial documentation in preparation for the upcoming audit cycle.
- Confirm audit engagement schedule and key submission dates.

IRS & 1099 Compliance

- Ensure updated W-9s are on file for all 1099-reportable vendors.
- Prepare for IRS filing deadlines:
 - **January 31** – Issue 1099s to recipients.
 - **February 28 (paper) / March 31 (electronic)** – File with the IRS.





MONTH 3: FINAL INTEGRATION & STRATEGIC PLANNING

Goal: Complete transition, ensure year-end compliance, and initiate long-term planning.

Strategic & Capital Planning

- Vision Board & Task List - Work with the Board and District Engineer to:
 - Prioritize capital projects.
 - Review infrastructure and maintenance needs.
 - Assess reserve fund planning and long-term sustainability.

Reporting & Communication

- Shift from weekly to monthly reporting.
- Deliver a Transition Summary Report including:
 - Completed milestones.
 - Operational status and recommendations.
 - Upcoming compliance obligations.





BENEFITS OF CHOOSING ANCHOR STONE

Hiring Anchor Stone as your management partner will bring significant advantages to your District. We know you have options when it comes to management companies, and we strive to stand out by delivering exceptional value and expertise. Here are some key benefits you can expect by entrusting your CDD to our firm:



FINANCIAL INTEGRITY, TRANSPARENCY, ACCOUNTABILITY: Led by two veteran CPAs and an exceptionally diverse Senior Finance team, we at Anchor Stone enforce rigorous financial controls and deliver transparent reports. Every transaction is documented, audited, and accessible, thus giving Boards and residents full confidence in fiscal oversight.



SEASONED LEADERSHIP AND PROFESSIONAL EXPERTISE: Our principal's years of combined experience means our principals bring proven solutions to any challenge - budgeting, compliance, vendor issues, or resident concerns. We instill a culture of professionalism, diligence, and ethics across our team.



OPERATIONAL EFFICIENCY: We lift the administrative burden from the Board with systems that streamline processes and meet every deadline. Our U.S.-based accounting ensures security and compliance, while technology improves efficiency through automation and easy access to reports.



COMPLIANCE AND RISK MANAGEMENT: In the Industry's highly regulated environment, proactive compliance is essential. Anchor Stone ensures your District stays ahead of filings, updates, and policy changes, minimizing legal and reputational risk. Our expertise allows us to implement new requirements seamlessly and maintain thorough records to support audits or disputes. With strong internal controls and professional liability coverage, we provide peace of mind and dependable risk management.



ENHANCED RESIDENT ENGAGEMENT: Clear, responsive communication is key to a well-functioning District. Anchor Stone fosters strong Board-resident relationships by treating every interaction with respect and urgency. When residents see issues handled transparently and professionally, it builds trust and satisfaction - creating a more connected, confident, and engaged community.





In summary, the benefits of partnering with Anchor Stone include



greater financial
transparency

seasoned expertise at
the helm

more engaged,
satisfied District

ironclad compliance

smoother day-to-day
operations

Anchor Stone combines the financial expertise of seasoned accountants, the operational skill of experienced administrators, and the personal touch of dedicated community partners. We don't just manage – we collaborate with your Board to protect assets, improve services, and enhance the resident experience. With proven systems, deep knowledge, and a commitment to excellence, we're ready to bring your District's vision to life through a true public-private partnership.





CONCLUSION

Thank you for taking the time to consider Anchor Stone for your District's management needs. We are confident that our unique blend of financial and field expertise, Florida-specific experience, and passion for District success makes us an ideal partner for your CDD. This proposal is a starting framework – we would be delighted to meet with your Board to provide a personalized presentation and to refine the scope, answer any questions, and ultimately craft a management plan that you are comfortable with.

Please feel free to reach out to us at Info@AnchorStoneMgt.com or Patricia@AnchorStoneMgt.com, or AnchorStoneMgt.com to schedule a meeting or request additional information. We can also provide a formal contract draft for your review at your convenience.

In choosing Anchor Stone, you choose a team that will be dedicated to the prosperity and harmony of your District. We look forward to the possibility of working together to achieve your District's goals.

Thank you for your time, dedication, and consideration of the Anchor Stone Management proposal.





REFERENCES

Our Team at Anchor Stone Management takes pride in consistently delivering high-quality, dependable services to our Clients. Our members are highly knowledgeable professionals whose expertise and commitment to excellence have earned the trust and respect of both our clients and peers across the community development district industry. As a result, many District Supervisors and business professionals are confident in recommending our Team. We encourage all prospective Clients to reach out to our **references** to gain firsthand insight into the level of service and expertise Anchor Stone Management provides. The table below features a selection of clients who are pleased to speak on our behalf.

Ballantrae CDD (Pasco)

Budget: \$1.2M
Amenity Staff Count: 5 Richard Levy, Chairman rlevy@ballantraecdd.org

The full scope of **District Management and Field Services**, oversight and support of the **Amenity Team** including: vendor and contract management; solicitation of proposals for maintenance, repairs, and Amenity services; field reporting and condition assessments; coordination of Amenity staff payroll; preparation of Board meetings, agendas, notices, and task lists; and administrative support to ensure operational continuity. Financial responsibilities such as budget preparation and optimization, reporting compliance, reserve study analysis, and disclosure services are also included to align Amenity operations with District priorities.

Tampa Palms CDD

Budget: \$3.4M
Admin Staff Count: 2 Maggie Wilson mmfitzy@aol.com

District Management Services including Accounting and Financial reporting and compliance, Payroll, Audit & other annual Reports, Notices, Revenue collection & Vendor payments





Highland Meadows II CDD

Budget: \$1M

Amenity Staff Count: n/a Deb Galbraith, Chairman dgalbraithhm2@gmail.com

District Management Services with extensive Field Services, including but not limited to: budget preparation and optimization; special assessments allocation and tax roll preparation and certification; revenue collection and debt service distribution; accounting, financial reporting, and compliance; reserve study analysis; disclosure services; vendor management and solicitation of vendor proposals for maintenance and repairs; assistance with permit acquisition; preparation and management of meetings, agendas, and notices; Board of Supervisors payroll administration; task list coordination; and detailed field reporting.

Long Lake Ranch CDD

Budget: \$1.6M

Amenity Staff Count: 4 Heidi Clawson, Chairman hclawson20@gmail.com

Full scope of **District Management Services, Amenity Team Management, and Field Services**, including but not limited to: budget preparation and optimization; special assessments allocation and tax roll preparation and certification; revenue collection and debt service distribution; accounting, financial reporting, and compliance; enhanced reserve study analysis; disclosure services; vendor management and solicitation of vendor proposals for maintenance and repairs; meetings, agendas, and notices; Board of Supervisors and Amenity staff payroll; task list coordination; field reporting; as well as recruiting, training, and supervising Amenity team staff to ensure high-quality service delivery and resident satisfaction.

Forest Lake CDD

Budget: \$0.6M

Amenity Staff Count: n/a Frank Rivera, Chairman Flcddchair1@gmail.com

Full scope of **District Management and Field Services**, including but not limited to: budget preparation; special assessments allocation and tax roll; revenue collection and debt service distribution; accounting, financial reporting, and compliance; disclosure services; vendor and contract management and solicitation of proposals for services; meetings, agendas, and notices; Board of Supervisors payroll; task list coordination; field operations & reporting.



Concord Station CDD

Budget: \$2M

Jessica LaBarbera,

Amenity Staff Count: 4

Chairman

seat1@concordstationcdd.com

Full scope of **District Management Services with dedicated support to the Amenity Team and Field Services**, including but not limited to: budget preparation and optimization; special assessments allocation and tax roll preparation and certification; revenue collection and debt service distribution; accounting, financial reporting, and compliance; enhanced reserve study analysis and disclosure services; preparation and management of meetings, agendas, and notices; payroll administration for Board of Supervisors and Amenity staff; assistance with task list coordination and field reporting; assistance with vendor and contract management and solicitation of proposals for maintenance and other services.





SAMPLE BUDGET PRESENTATION

The Anchor Stone Management team excels in delivering highly informative and well-structured **budget analysis presentations**, leveraging a deep understanding of financial data, strategic planning, and clear communication. With a strong foundation in both **quantitative analysis and narrative insight**, we consistently transform complex fiscal information into accessible, actionable presentations tailored to diverse viewers. Our attention to detail, combined with an ability to identify key financial trends and implications, ensures that each presentation not only informs but also supports sound decision-making and transparency. This commitment to clarity, accuracy, and relevance reflects the high standard of professionalism our team brings to every project.

Please find attached a sample budget presentation for your review.



SAMPLE
COMMUNITY DEVELOPMENT DISTRICT



PROPOSED BUDGET FY 2026



A BALANCED BUDGET

“THE TOTAL AMOUNT AVAILABLE FROM TAXATION AND OTHER SOURCES, INCLUDING BALANCES BROUGHT FORWARD FROM PRIOR FISCAL YEARS, MUST EQUAL THE TOTAL OF APPROPRIATIONS FOR EXPENDITURES AND RESERVES”

- Florida Statute Chapter 189



BOARD BUDGET DEVELOPMENT STAGES

- 1. REVIEW OF THE PRIOR FISCAL YEARS' ACTUAL EXPENDITURES**
- 2. REVIEW OF THE CURRENT CONTRACTS TERMS AND SERVICE LEVEL PROVIDED**
- 3. CONSIDERATION OF FUTURE SERVICES NEEDED**



NO INCREASE IN TOTAL ASSESSMENTS –

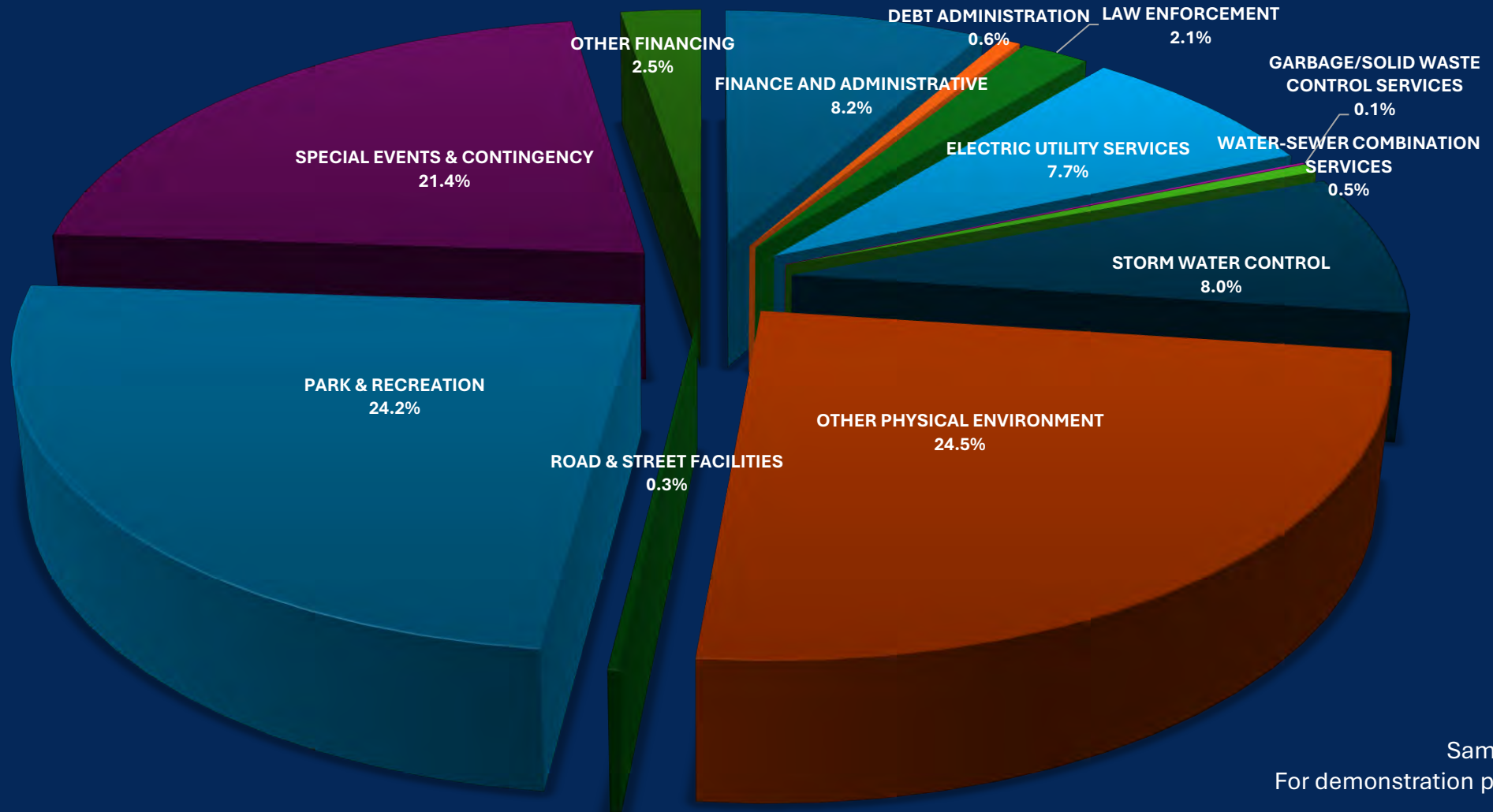
LOCKED DOWN FROM FY 2025





FY 2026 EXPENDITURE SUMMARY: \$1,991,215

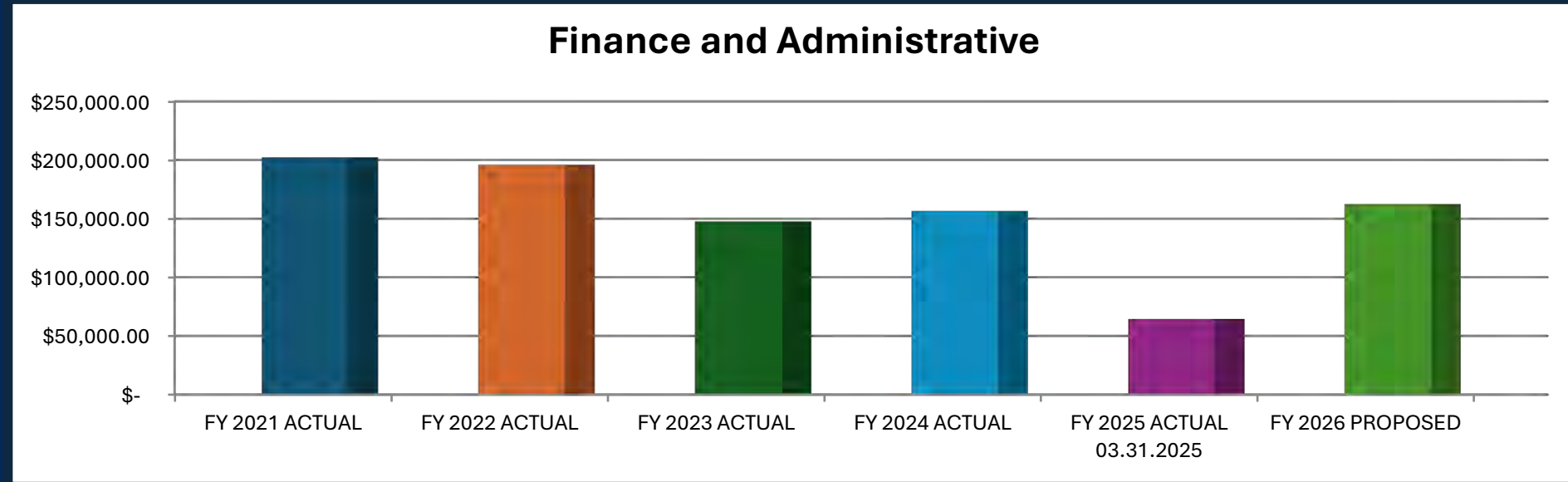
Inclusive of Transfer to Capital Reserve Fund



Sample numbers.
For demonstration purposes only.



FINANCE AND ADMINISTRATIVE: \$162,409





FINANCE AND ADMINISTRATIVE: 8.2%

Increase of \$14,554

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED AMENDED	FY 2025 ACTUAL 03.31.2025	FY 2026 PROPOSED	VARIANCE 2025 to 2026
FINANCE AND ADMINISTRATIVE								
SUPERVISORS FEES	11,800	11,801	10,200	14,000	13,000	6,200	13,000	-
ADMINISTRATIVE SERVICES	6,560	6,560	6,822	6,076	3,000	1,500	3,000	-
DISTRICT MANAGEMENT	31,148	31,323	33,208	35,775	35,000	18,317	33,750	(1,250)
DISTRICT ENGINEER	74,686	59,545	18,529	12,600	30,000	(1,100)	30,000	-
ASSESSMENT ROLL	5,408	5,408	5,625	7,376	2,500	1,250	2,500	-
FINANCIAL & REVENUE COLLECTIONS	5,408	5,408	5,624	3,709	2,500	1,250	2,500	-
ACCOUNTING SERVICES	22,000	22,000	22,880	18,788	16,000	8,000	16,000	-
AUDITING SERVICES	4,026	4,000	4,000	7,000	5,000	-	5,500	500
MISCELLANEOUS MAILINGS	-	1,852	1,659	927	1,500	1,805	1,500	-
PUBLIC OFFICIALS LIABILITY INSURANCE	2,502	2,627	2,824	3,737	3,215	3,215	3,519	304
BANK FEES	535	540	1,138	1,364	800	556	800	-
DUES, LICENSES & FEES	275	175	425	1,797	175	254	175	-
LEGAL ADVERTISING	946	1,136	2,483	600	1,500	686	1,500	-
TAX COLLECTOR/ PROPERTY APPRAISER FEES	150	150	150	150	150	150	150	-
ADA WEBSITE COMPLIANCE	1,538	1,538	1,515	1,515	2,015	1,515	2,015	-
WEBSITE FEES & FOR REMEDIATION	2,600	2,100	2,100	773	1,500	250	1,500	-
DISTRICT COUNSEL	32,643	39,793	28,494	40,311	30,000	20,550	45,000	15,000
FINANCE AND ADMINISTRATIVE Total	202,225	195,956	147,676	156,498	147,855	64,398	162,409	14,554



Sample numbers.
For demonstration purposes only.



TRANSFER TO RESERVES: 2.5%

- 1. INTRODUCED IN FY 2025**
- 2. AT THE AUDIT, GENERAL FUND IS COMBINED WITH THE RESERVE FUND**
- 3. THE RESERVE FUND DOES NOT QUALIFY AS A STAND-ALONE FUND UNDER GASB**
- 4. NO INCREASE FROM FY 2025**



FUND BALANCES ANALYSIS – GASB 54

NONSPENDABLE – Legally or Contractually Required to be maintained (Amounts that cannot be spent due to constraints).

Examples: Prepaids and Deposits

RESTRICTED FUND BALANCE – Should be reported as restricted when constraints placed on the use of resources are externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other government.

Examples: Debt Service Funds are Restricted for the payment of Bonds Debt

ASSIGNED AMOUNTS – Intended to be used for specific purposes. Intent (intended use) is expressed by the Governing body.

Examples – Amounts assigned for operating capital or asset reserves

UNASSIGNED FUND BALANCE – the total fund balance in the general fund in excess of nonspendable, restricted, and assigned fund balances (i.e., surplus).

Unassigned fund balances are technically available for any purpose.





PROPOSED FUND BALANCES FY 2026

NONSPENDABLE – For Prepaids and Deposits	\$56,864
ASSIGNED – To Subsequent Years Expenditures	\$282,475
ASSIGNED – To Projects	
UNASSIGNED	\$275,401





SAMPLE WORKFLOW MANAGEMENT TOOLS – TASK LIST

As part of the **WORKFLOW MANAGEMENT TOOLS**, our team maintains a comprehensive **CDD TASK LIST** to effectively organize and track all activities related to the Community Development District. This centralized system ensures clear visibility and accountability for:

- ◆ **Board Requests:** All directives and action items from the Board of Supervisors are documented, prioritized, and tracked to completion, ensuring timely follow-up and transparent communication.
- ◆ **CDD Maintenance:** Routine maintenance needs—such as landscaping, stormwater systems, signage, and facility upkeep—are scheduled, monitored, and updated to promote operational efficiency and community appearance.
- ◆ **Capital Projects and Improvements:** Ongoing and planned infrastructure projects are included with detailed status updates, timelines, and responsible parties, ensuring oversight and alignment with Board objectives.

The Task List is fully customized to the preference of the Board and matches the unique needs of a District. It is regularly reviewed and updated to reflect current priorities, progress, and any changes in scope. This proactive approach supports effective decision-making, enhances coordination with vendors and contractors, and ensures that CDD responsibilities are managed efficiently and transparently.



SAMPLE CDD

TASK LIST: SEPTEMBER 2025

TASK	DATE ASSIGNED	ASSIGNED TO	DELIVERABLE DATE	NOTES
Progressive & Monument Accident	03.15.2025	District Manager	09.07.2025	Spoke to Progressive and they will be sending a check. The check still has not come and placed another email and phone call and Progressive says that the check was returned as they failed to put an office number and they will resend
Insurance & Car Hit on Sunlake	03.15.2025	District Manager	09.04.2025	Reviewing old ageda files for dscusion and photos of the matter We cannot locate the police report on the matter as it did not come over in the District records At an impasse as to next steps
Water Fountain	06.06.2025	Maintenance	09.04.2025	The fountain that was to be seated was not a water bottle fountain. To change the footprint to watter bottle fountain would require a change in stonework and increase in expenditures. The manufacturer has requested additional photos to make a dtermination if they will replace. These have been sent The other fountain has been replaced
Bridge Painting	06.06.2025	Maintenance	09.10.2025	Bridge Painting is underway and shouldbe completed shortly
Bike Rack for Inside Pool Area	06.06.2025	Maintenance	09.04.2025	Discussion as to relocating the bike racks outside of the access gate to the amenity. This is still to be decided. Fyrther discussion at the September board meeting
Fence along resident Property & Tennis Court Fence	06.10.2025	Maintenance	08.07.2025	Proposal will be presented on the August 7th meeting along with the tennis court fence repair. Direction was given to obtain warranty information
Lights Out Around Monuments	06.15.2025	Maintenance		Email sent to Board Members with Completion Status from Will Butler on 07.17.2025. Additional email sent on GFI and track lighting on 07.31.2025 As Lights go out the vendor is notified and addresses
Tennis Contract	06.16.2025	Peter Chow	09.04.2025	Peter Chow has deposited \$960 funds in July and contract has been executed
Pool Resurfacing Warranty - Main Pool	07.07.2025	District Manager	09.04.2025	The contract will be on the agenda for discussion. In the meantime, Bill is gathering more photos and the DM will make a first attempt to get Pool Doctors to repair. Have left VM and email to Pool Doctors - waiting on a rebuttal reply - this is for the main pool and not the foxtail pool
Pool Resurface - Foxtail			09.04.2025	The Board at the August meeting gavce direction to grab additional proposal. Pool Doctowas was at \$2,600 for Foxtail and \$1,300 for main pool
Finn Outdoor & Sidewalk	07.07.2025	Field Joe	09.04.2025	Sent email to vendor on 07.28 for observations. Anchor Joe will revisit the area before the meetin for Boad discussion. Joe went and took photos right after a storm and there was not standnig water. Still monitoring
Fence Along Nightshade	07.07.2025	Maintenance	08.07.2025	WAVY Faux Stone Fence - Additional Proposals Being Sought
Sign Audit	08.07.2025	Maintenance	10.09.2025	Sign Audit of Community was Split Between Joe and Bill - this has begun and will be completed for October





SAMPLE FIELD MANAGEMENT REPORT

As part of the **FIELD MANAGEMENT**, our Team will provide a comprehensive **MONTHLY FIELD OPERATIONS REPORT**. Sample Report is enclosed.



Anchor Stone Management
Monthly Maintenance Inspection Report
Area: Roseate Dr. to Sandhurst Section
Month: October 2025

Landscape Inspection Items	Score	Max Points Allowed	Points allocated	Notes
Turf - Mow, Hard Edge, & Blow	70%	10	7	
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule	70%	10	7	
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density	40%	15	6	
Turf Fertility - Non Bahia - Color and Growth Density	93%	15	14	
Turf Areas - Weed Control	50%	10	5	
Bed Weed Control	30%	10	3	
Shrub & Plant Pruning & Shape - Deadheading & Appearance	80%	10	8	
Shrub Fertility & Vitality	40%	10	4	
Debris & Trash Management	30%	10	3	
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	57%	100	57	
Other Landscape Maintenance Items Based on Contract Terms				Notes
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms	50%	10	5	
Plant Material Fertilization Management - Applied Pursuant to Contract Terms	80%	10	8	
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"	80%	10	8	
Reporting Requirements & District Receipt - Based on Contract Terms	95%	20	19	
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	80%	50	40	
Other Landscape Supplemental Items				Notes
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	30%	10	3	
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	80%	10	8	
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	55%	20	11	

Pond Inspection Items		Max Points Allowed	Points allocated	Notes
Pond Algae & Growth - Check for the presence of spikerush, torpedo grass and pennywort. Arrowhead is good plant material	94%	50	47	
Pond Debris & Trash in Pond and On Pond Bank	76%	50	38	
Total Points Pond Inspection- Failure is at 80%:80 or below	85%	100	85	



Landscape Inspection Items	Score	Max Points Allowed	Points allocated	Notes
Turf - Mow, Hard Edge, & Blow	90%	10	9	
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule	70%	10	7	
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density	100%	15	15	
Turf Fertility - Non Bahia - Color and Growth Density	67%	15	10	
Turf Areas - Weed Control	50%	10	5	
Bed Weed Control	100%	10	10	
Shrub & Plant Pruning & Shape - Deadheading & Appearance	60%	10	6	
Shrub Fertility & Vitality	100%	10	10	
Debris & Trash Management	70%	10	7	
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	79%	100	79	
Other Landscape Maintenance Items Based on Contract Terms				Notes
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms	80%	10	8	
Plant Material Fertilization Management - Applied Pursuant to Contract Terms	100%	10	10	
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"	70%	10	7	
Reporting Requirements & District Receipt - Based on Contract Terms	65%	20	13	
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	76%	50	38	
Other Landscape Supplemental Items				Notes
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	40%	10	4	
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	80%	10	8	
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	60%	20	12	

Pond Inspection Items		Max Points Allowed	Points allocated	Notes
Pond Algae & Growth - Check for the presence of spikerush, torpedo grass and pennywort. Arrowhead is good plant material	32%	50	16	
Pond Debris & Trash in Pond and On Pond Bank	38%	50	19	
Total Points Pond Inspection- Failure is at 80%:80 or below	35%	100	35	



Anchor Stone Management
Monthly Maintenance Inspection Report
Area: Waterbrldge Section to Sandhurst Section
Month: October 2025

Landscape Inspection Items	Score	Max Points Allowed	Points allocated	Notes
Turf - Mow, Hard Edge, & Blow	30%	10	3	
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule	100%	10	10	
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density	67%	15	10	
Turf Fertility - Non Bahia - Color and Growth Density	33%	15	5	
Turf Areas - Weed Control	30%	10	3	
Bed Weed Control	30%	10	3	
Shrub & Plant Pruning & Shape - Deadheading & Appearance	100%	10	10	
Shrub Fertility & Vitality	100%	10	10	
Debris & Trash Management	80%	10	8	
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	62%	100	62	
Other Landscape Maintenance Items Based on Contract Terms				Notes
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms	50%	10	5	
Plant Material Fertilization Management - Applied Pursuant to Contract Terms	70%	10	7	
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"	30%	10	3	
Reporting Requirements & District Receipt - Based on Contract Terms	35%	20	7	
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	44%	50	22	
Other Landscape Supplemental Items				Notes
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	40%	10	4	
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	40%	10	4	
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	40%	20	8	

Pond Inspection Items		Max Points Allowed	Points allocated	Notes
Pond Algae & Growth - Check for the presence of spikerush, torpedo grass and pennywort. Arrowhead is good plant material	90%	50	45	
Pond Debris & Trash in Pond and On Pond Bank	78%	50	39	
Total Points Pond Inspection- Failure is at 80%:80 or below	84%	100	84	



Anchor Stone Management
Monthly Maintenance Inspection Report
Area: Sweetgrass Section to Sandhurst Section
Month: October 2025

Landscape Inspection Items	Score	Max Points Allowed	Points allocated	Notes
Turf - Mow, Hard Edge, & Blow	60%	10	6	
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule	80%	10	8	
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density	53%	15	8	
Turf Fertility - Non Bahia - Color and Growth Density	33%	15	5	
Turf Areas - Weed Control	70%	10	7	
Bed Weed Control	80%	10	8	
Shrub & Plant Pruning & Shape - Deadheading & Appearance	80%	10	8	
Shrub Fertility & Vitality	40%	10	4	
Debris & Trash Management	90%	10	9	
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	63%	100	63	
Other Landscape Maintenance Items Based on Contract Terms				Notes
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms	90%	10	9	
Plant Material Fertilization Management - Applied Pursuant to Contract Terms	80%	10	8	
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12"	40%	10	4	
Reporting Requirements & District Receipt - Based on Contract Terms	55%	20	11	
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	64%	50	32	
Other Landscape Supplemental Items				Notes
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	40%	10	4	
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	100%	10	10	
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	70%	20	14	

Pond Inspection Items		Max Points Allowed	Points allocated	Notes
Pond Algae & Growth - Check for the presence of spikerush, torpedo grass and pennywort. Arrowhead is good plant material	86%	50	43	
Pond Debris & Trash in Pond and On Pond Bank	26%	50	13	
Total Points Pond Inspection- Failure is at 80%:80 or below	56%	100	56	



SAMPLE FIELD OBSERVATIONS

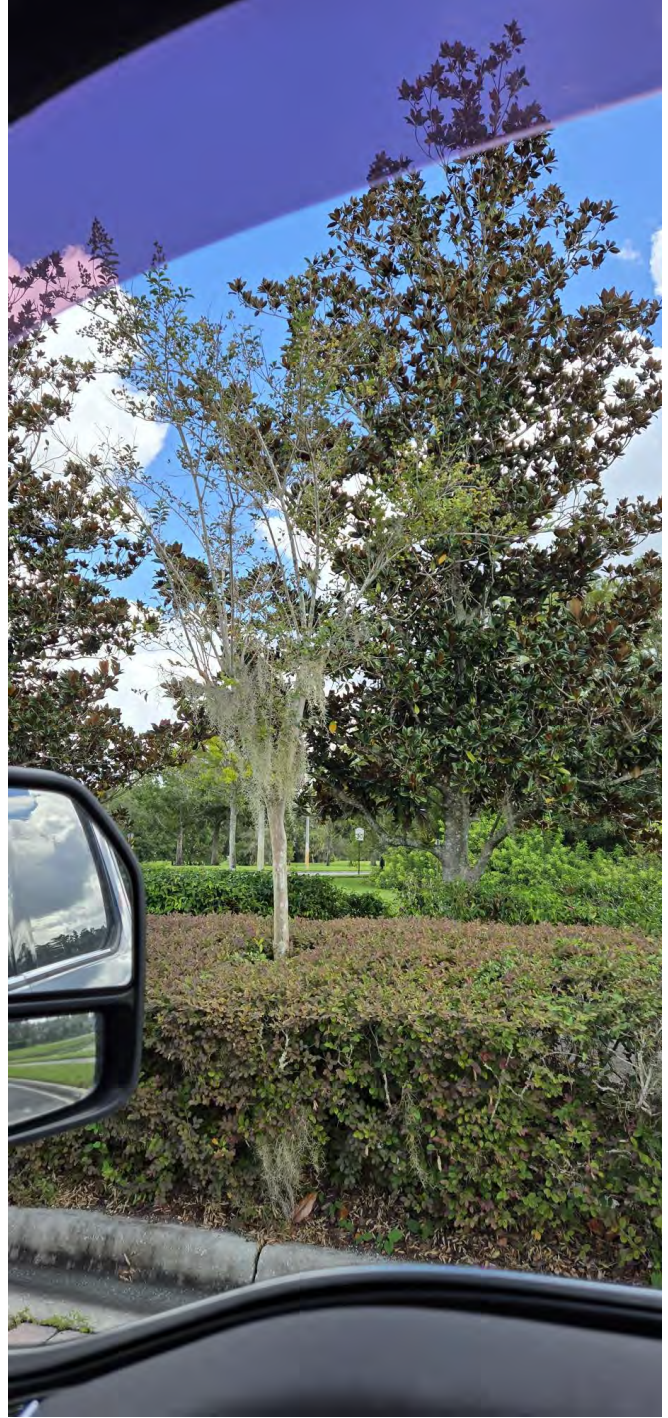
DEAD SHRUBS





TREE TRIMMING / MAINTENANCE





BARE LANDSCAPING AREAS







PROPOSAL FORMS

A. GENERAL PROPOSER INFORMATION

- *Proposer General Information:*

Proposer Name Anchor Stone Management, LLC

Street Address 255 Primera Boulevard, Suite 160

P. O. Box (if any) _____

City Lake Mary State Florida Zip Code 32746

Telephone 407-698-5350 Fax no. _____

1st Contact Name Patricia Thibault Title District Manager / Principal

2nd Contact Name [REDACTED] Title [REDACTED]

Parent Company Name (if any)

Street Address _____

P. O. (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____





B. EXPERIENCE

- Has the Proposer worked for a community development district or master planned residential community in excess of 861 acres previously? Yes ☒ No ☐ If yes, please provide the following information for each project (attached additional sheets if necessary):

Project Name/Location: Concord Station CDD / Pasco County, Florida

Contact: Randall Griffin, Vice Chair Contact Phone: seat3@concordstationcdd.

Project Type/Description: Community Development District / 1000+ Acre CDD

Dollar Amount of Contract: \$68,250

Scope of Services for Project: Full scope District Management & Dissemination,

Field Oversight

Dates Serviced: April 2025 - present

- List the Proposer's total annual dollar value of district management services completed for each of the last five (5) years starting with the latest year and ending with the most current year:

2021 =
\$0

2022 =
\$0

2023 =
\$0

2024 =
\$0

2025 =
\$75,000 since April 2025





- Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. Attach additional sheets if necessary.

Project Name/Location: Ballantrae CDD (Pasco County)

Contact: Richard Levy, Chairman Contact Phone: rlevy@ballantraecdd.org

Project Type/Description: Community Development District

Dollar Amount of Contract: \$55,000

Your Company's Scope of Services for Project: Full scope District management,
Field Management & Amenity Oversight (Staff are employees of the CDD)

List of subcontractors used: none

Is this a current contract? Yes ☒ No ☐

Duration of Contract: from April 2025 to present

- Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management contract within the past 3 years? Yes ☐ No ☒ For each such incident, please provide the following information (attach additional sheets as needed):

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

Reason for Termination: _____





Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes___ No✓

If yes, please describe each violation, fine, and resolution _____

- Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes___ No✓

If yes, please describe the incident _____

- Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes___ No✓

If yes, please provide:

The names of the entities: _____

The state(s) where barred or suspended _____

The period(s) of debarment or suspension _____

Also, please explain the basis for any bar or suspension:

- List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.

- List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.





- *Additional projects that are similar to this project, and that you are currently undertaking, or have undertaken, in the past five years.*

Project Name/Location: Long Lake Ranch CDD, Pasco County

Contact: Heidi Clawson, Chairman Contact Phone: hclawson20@gmail.com

Project Type/Description: Community Development District

Dollar Amount of Contract: \$48,000

Your Company's Scope of Services for Project: Full scope District Management,
Field Management, Dissemination

List of subcontractors used: none

Is this a current contract? Yes ☒ No ☐

Duration of Contract: Since April 2025

Project Name/Location: Highland Meadows II CDD, Polk County

Contact: Deb Galbraith, Chairman Contact Phone: dgalbraithm2@gmail.com

Project Type/Description: Community Development District

Dollar Amount of Contract: \$46,800

Your Company's Scope of Services for Project: Full scope District Management,
comprehensive Field Management, Dissemination

List of subcontractors used: none

Is this a current contract? Yes ☒ No ☐

Duration of Contract: Since April 2025



Task	Detail	Pricing		
		Year 1	Year 2	Year 3
Task 1	Management	\$12,000.00	\$12,000.00	\$12,000.00
Task 2	Administrative	\$10,000.00	\$10,000.00	\$10,000.00
Task 3	Accounting	\$10,000.00	\$10,000.00	\$10,000.00
Task 4	Assessment Administration	\$5,500.00	\$5,500.00	\$5,500.00
Task 5	Dissemination Agent	\$1,500.00	\$1,500.00	\$1,500.00
Task 6	Field Management	\$10,500.00	\$10,500.00	\$10,500.00
	ANNUAL TOTAL	\$49,500.00	\$49,500.00	\$49,500.00
Additional Services				
District Management — Hourly rate for additional district meetings or meetings over 4 hours		\$150 per meeting	\$150 per meeting	\$150 per meeting
Field Management — Total cost for 2 additional site visits per month		\$30 per hour	\$30 per hour	\$30 per hour
Website Administration		\$1,000.00	\$1,000.00	\$1,000.00
Estoppel Fee (applies only when there is a transfer of ownership)		\$150 per estoppel	\$150 per estoppel	\$150 per estoppel





EXHIBIT A – SAMPLE SCOPE OF SERVICES – DISTRICT MANAGEMENT

A. STANDARD ON-GOING SERVICES:

These services are delivered on a recurring basis and are commonly known as the basic functions required to support the regular and day-to-day operations of the District.

B. MANAGEMENT:

1. Attend and actively participate in all regular and special meetings of the Board of Supervisors, as well as any continued meetings, hearings, or workshops (if applicable). Coordinate all necessary logistics, including notifications regarding time and location, for these meetings and related events.
2. Ensure adherence to all applicable statutes impacting the District, including but not limited to:
 - a. Submit the certified Special District Update Form to the Special District Information Program under the Department of Economic Opportunity annually.
 - b. Designate and maintain a Records Management Liaison Officer to report to the Department of Library and Archives.
 - c. Assign a contact for the State Commission of Ethics to manage Financial Disclosure matters.
 - d. Distribute Form 1 Financial Disclosure to Board Members.
 - e. Distribute Form 1F Financial Disclosure to any Board Members who resign.
 - f. Monitor and provide Form 3A, Interest in Competitive Bid for Public Business, if applicable.
 - g. Monitor and file Form 8B, Memorandum of Voting Conflict for the Board, when required.
 - h. Maintain and submit the Disclosure of Public Financing to the Department of Economic Opportunity.
 - i. Present a proposed budget for Board review and approval by June 15 of each fiscal year.
 - j. Submit the approved proposed budget to the County at least 60 days before the scheduled public hearing.
 - k. Send written notifications to property owners regarding the budget hearing and associated assessments.
 - l. If applicable, provide the County with a copy of the annual notice reflecting any updates to the Public Facilities report.
 - m. Submit the updated seven (7) year Public Facilities report in accordance with the County's assigned reporting cycle.
 - n. Annually file the name and office location of the Registered Agent and Management Company, required to be located within the County, with both the Department of Economic Opportunity and the County.
 - o. Submit the District Map and any updates (as provided by the District's Engineer and the County Property Appraiser) to the Department of Economic Opportunity and the County, if needed.
 - p. Provide the Supervisor of Elections with the legal description and boundary map prepared by the District Engineer, if requested.
 - q. Each year, send a formal request to the County Supervisor of Elections to obtain the number of registered voters as of April 15.





- r. Announce and document the number of registered voters each June for public records purposes.
- s. Update the State Commission on Ethics annually with current Board Member names, titles, and contact information.
- t. File Form DR 421, Certification for Taxing Authorities that Do Not Levy Ad Valorem Taxes, with the Department of Revenue each tax year.
- u. Ensure that all public meetings are properly noticed in accordance with relevant Florida Statutes, including notices for public hearings on assessments, the budget, fees, rates, charges, rulemaking, and uniform method of collection, as well as all other required meetings, hearings, and workshops.
- v. Prepare and provide the necessary advertisement templates and required language for all the above notices.
- w. Review insurance policy specifications and make recommendations.
- x. Provide access to notary public services on demand for official District business.
- y. Acquire and maintain the District's Official Seal.

C. ADMINISTRATIVE:

- 1. Supervise the creation of agendas and supporting materials for board meetings, hearings, and similar events, ensuring timely delivery to the Board for review and preparation. This includes materials for any meetings, hearings, or related proceedings, as necessary.
- 2. Provide or support the preparation of accurate minutes for all meetings and hearings.
- 3. Establish and manage a document management system that enables the creation, storage, and archiving of District documents.
- 4. Certify and submit the required annual report to the Department of State, Library and Archive Division, regarding the retention and disposal of public records, if applicable.
- 5. Safeguard the integrity of all public records in full accordance with applicable State laws. Ensure all public records requests are handled in compliance with legal requirements, the District's Rules of Procedure, and its adopted public records policy.
- 6. Maintain the "Record of Proceedings" for the District within the County, including meeting minutes, agreements, resolutions, and any additional records mandated by law.

D. ACCOUNTING:

- 1. Financial Statements
 - a. Set up a Fund Accounting System in accordance with both federal and state laws, as well as GASB standards and the Rules of the Auditor General. This process includes:
 - i. Creating a Chart of Accounts.
 - ii. Developing the Vendor and Customer Master File.
 - iii. Setting up and configuring reporting tools.
 - b. Generate monthly financial reports including a balance sheet and income statement(s), reflecting budget-to-actual variances. This includes:
 - i. Cash Investment Account Reconciliations for each fund.
 - ii. Balance Sheet Reconciliations by fund.
 - iii. Analysis of Expense Variances.
 - c. Complete and submit the Annual Public Depositor's Report to the State Department of Insurance and Treasury.
 - d. Prepare and file the Public Depositor's and Indemnification Form when opening new accounts.
 - e. Manage banking relationships with the District's depository institutions.





- f. Produce all other required financial reports in accordance with applicable laws and accounting principles.
 - g. Maintain accounting records for assets either constructed by or donated to the District for ongoing maintenance.
 - h. Complete an annual inventory of all tangible personal property owned by the District on or before October 1st, in compliance with applicable standards.
 - i. Provide support to auditors during the Annual Audit process by:
 - i. Drafting Audit Confirmation Letters.
 - ii. Compiling all necessary financial reports and supporting documents.
 - iii. Responding to inquiries from auditors.
 - iv. Reviewing and suggesting edits to the draft audit report.
 - v. Preparing required year-end adjusting journal entries.
 - j. Coordinate submission of the Audit to the Auditor General's Office of the State.
 - k. Submit and file the Annual Financial Statements (FS. 218 report) no later than June 30th each year.
2. Budgeting
- a. Work collaboratively with District staff to develop the budget and all supporting materials; present the budget at all budget-related meetings, hearings, and workshops.
 - i. Ensure budget preparation follows all applicable state laws and GASB standards.
 - ii. Include calculations for operation and maintenance assessments, which may involve developing a benefit methodology.
 - b. Submit all required filings to the Department of Revenue, Auditor General, the County, and other relevant authorities.
 - c. Prepare and publish public notices for all budget hearings and workshops.
 - d. Draft and process budget amendments as needed. Assist in procuring an independent auditor and support the audit process accordingly.
3. Accounts Payable/Receivable
- a. Oversee the review, approval, and payment of all invoices and purchase orders.
 - i. Do not engage third-party payables/receivables vendors.
 - b. Verify that all invoices are approved and properly coded by District staff before payment is made.
 - c. Ensure timely payment of all vendor invoices and purchase orders.
 - i. Maintain Vendor Information in compliance with W-9 requirements.
 - ii. Verify compliance with Fla E-Verify for all newly hired District staff.
 - d. Produce a monthly Payment & Distribution Report to be submitted to the Board of Supervisors for either approval or ratification.
 - e. Manage checking accounts with qualified public depositories, including:
 - i. Reconciling all bank statements to match each account and fund.
 - f. Issue year-end 1099 Forms for qualifying Vendor payments.
 - i. File applicable reports with the IRS.
 - g. Maintain a continuously updated running balance report that reconciles with the monthly balance sheet and transaction history.
4. Purchasing
- a. Assist in the selection of vendors for services, goods, supplies, and materials as needed. Solicit pricing proposals in accordance with District policies and state laws.





- b. Draft RFPs for Administrative Services when required, including for audit, legal, or engineering services.
- 5. Risk Management
 - a. Develop and follow risk management procedures, including those required by the State of Fla under current and emerging Cybercrimes legislation.
 - b. In consultation with District staff, advise the Board on appropriate insurance coverage and, if directed, procure all necessary insurance.
 - c. Support and help coordinate the investigation of insurance claims, working with District Counsel when needed.
 - d. Review and update the Schedule of Values for all District-owned assets to ensure appropriate insurance coverage.

E. FINANCIAL AND REVENUE COLLECTION:

- 1. Administer Assessment Roll Process:
 - a. Oversee the preparation annual assessment roll for collection of operations and maintenance assessments, prepared by the District's Assessment Roll Agent.
 - b. Prior to submission of the District's Assessment Roll to the County Property Appraiser and Tax Collector, making certain of the following:
 - i. That the roll reflects per unit and per parcel assessments based on adopted fiscal year budgets.
 - ii. That the DR 408. Certificate of Non-Ad Valorem Assessments, has been properly submitted to the Tax Collector and Property Appraiser
- 2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary
- 3. Issue estoppel letters as needed for property transfers
- 4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.
- 5. Dissemination Services:
 - a. Performing the duties of and acting as the District's Dissemination Agent as set forth in any applicable Continuing Disclosure Agreements related to the issuance of the District's Special Assessment Revenue Bonds
 - b. Oversee and implement bond issue related compliance, such as:
 - i. Coordination of annual arbitrage report as required
 - ii. Transmittal of the Annual Audited Financial Statements Report, budget, and other required compliance information to the Trustee, Bondholders, and other parties as per the Continuing Disclosure Agreement, as required
 - iii. Preparation and transmittal of annual/quarterly disclosure reporting as per the Continuing Disclosure Agreement, as required

F. ADDITIONAL SERVICES:

- 1. Meetings
 - a. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop) if any should be required.
- 2. Financial Reports
 - a. Modifications and Certification of Special Assessment Allocation Report, if required.
- 3. Public Records Requests.





EXHIBIT B – SAMPLE SCOPE OF SERVICES – FIELD MANAGEMENT

The Field Services include, but are not limited to, the following responsibilities:

1. Provide oversight of all District common grounds and assets.
2. Perform a minimum of two (2) monthly landscape and stormwater pond maintenance inspections to ensure oversight of onsite landscape maintenance contractors and stormwater system maintenance contractors compliance with the District's landscape maintenance and irrigation and stormwater maintenance contracts.
3. Provide the District with one (1) monthly landscape maintenance inspection report, which shall be provided in the District's monthly Board agenda package and include, among other things, recommended action items.
4. Upon request of the District, attend monthly District meetings in person or via phone to review inspection reports.
5. Advise the District of any necessary repairs, extraordinary cleaning, or replacement of assets, including any necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear-and-tear," "acts of God," or vandalism, and secure cost estimates for the same. Such work that is outside the normal, day-to-day maintenance scope of work shall be billed separately, upon arrival of the District, either by Field Services manager or other outside service contractors.
6. Notify maintenance contractors about deficiencies in service or need for additional care.
7. Monitor the progress of maintenance contractors in accordance with scope of work provided in maintenance contracts with the District, which may be amended from time to time.
8. Implement all policies and procedures established by the District as such policies and procedures relate to the day-to-day maintenance and upkeep of the District. The Field Services manager shall have a thorough knowledge of the community and provide a timely, personal response regarding problems or request for service and handle them as expeditiously as possible.
9. Remain aware of potential safety or security hazards within District property, communicate with the appropriate District personnel regarding possible corrective action to resolve a safety or security matter, and implement such action, when necessary, for the safety and security of the District.
10. Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, stormwater pond and wetland maintenance, carpentry, electrical, plumbing, painting, and management and/or monitoring of District facilities
11. Assist the District Manager in identifying potential capital improvement projects and provide field-level insight into insurable assets to protect the District from liability
12. Provide field-level support for resident concerns by verifying reports onsite, communicating with onsite staff, and facilitating responsive feedback to Resident Support to enhance community satisfaction
13. Assist with coordinating the emergency response plan, for the District. Ensuring that the District is prioritized and cleared of liabilities as soon as possible

