

*Narcoossee Community  
Development District*

*Agenda*

*November 16, 2021*

# AGENDA

# *Narcoossee*

## *Community Development District*

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219 East Livingston Street, Orlando, FL 32801

Phone: 407-841-5524 – Fax: 407-839-1526

November 9, 2021

Board of Supervisors  
Narcoossee Community  
Development District

Dear Board Members:

The Board of Supervisors of the Narcoossee Community Development District will meet **Tuesday, November 16, 2021 at 3:00 p.m. at the Offices of GMS-CF, LLC, 6200 Lee Vista Blvd., Suite 300, Orlando, Florida 32822. PLEASE NOTE THE LOCATION OF THE MEETING.**

Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes from the September 28, 2021 Meeting
4. Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2021
5. Review of Proposals and Selection of Firm to Provide Landscape Maintenance Services
6. Discussion of Administrative Allocation
7. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet and Income Statement
8. Other Business
9. Supervisors Requests
10. Next Meeting Date - January 25, 2022
11. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business of the Board of Supervisors meeting is the approval of the minutes from the September 28, 2021 Board of Supervisors meeting. The minutes are enclosed for your review.

The fourth order of business is Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2021. A copy of the agreement is enclosed for your review.

The fifth order of business is review of Proposals and Selection of Firm to Provide Landscape Maintenance Services. Copies of the proposals are enclosed for your review.

The sixth order of business is Discussion of Administrative Allocation.

Section C of the seventh order of business is the District Manager's Report. Section 1 includes the check register being submitted for approval and Section 2 is the balance sheet and income statement for review.

The balance of the agenda will be discussed at the meeting. If you should have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Showe', followed by a long horizontal line extending to the right.

Jason Showe  
District Manager

Cc: Roy Van Wyk, District Counsel  
Rey Malave, District Engineer  
Darrin Mossing, GMS



# MINUTES

MINUTES OF MEETING  
NARCOSSEE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, September 28, 2021 at 3:00 p.m. at the Offices of GMS-CF, LLC, 6200 Lee Vista Boulevard, Suite 300, Orlando, Florida.

Present and constituting a quorum were:

Jeffrey Smyk	Chairman
Steve Giercyk	Vice Chairman
James Gregoire	Assistant Secretary <i>by telephone</i>
Peter Wong	Assistant Secretary
Betsy Burgos	Assistant Secretary <i>by telephone</i>

Also present were:

Jason Showe	District Manager
Roy Van Wyk	District Attorney
Rey Malave	District Engineer <i>by telephone</i>
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of July 27, 2021 Meeting**

On MOTION by Mr. Wong seconded by Mr. Giercyk with all in favor, the Minutes of the July 27, 2021 Meeting, were approved as presented.

**FOURTH ORDER OF BUSINESS****Consideration of Second Amendment to Landscape Maintenance Services Agreement with SSS Down to Earth Opco, LLC**

Mr. Showe stated there is no increase in price, it is just a one-year extension of their current agreement. Alan will talk about the service, and we can talk about approving the agreement as it is and where we go from here.

Mr. Scheerer stated we received an email from Mr. Gregoire today with his concerns about the trimming and dead plants and the palm trees, especially on the south end are old issues that have been communicated to Down to Earth for quite some time. Over the last four to five weeks, we have had non-performance issues with Down to Earth, lack of staffing, not mowing on a timely basis, they have not fulfilled the terms of their agreement 100%. I sent their management team two weeks ago a document that outlined 10 or 12 generic issues. On the south wall at Nona Crest there are a lot of weeds, on the north wall there are a lot of weeds and Tract H in Nona Preserve that is not getting maintained, several weeds and lack of maintenance on Dowden Road for the four communities in La Vina. The area behind the homes in Ziani hasn't been maintained consistently. I'm very dissatisfied and the answers I'm getting from Aaron Wilbanks, our account manager, is that they are having staffing issues, they had a whole crew walk off the job one week, they had a whole crew come down with Covid another week, they tried to schedule service on a Saturday and nobody showed up. I'm sure you are all aware that the service dates for this District is typically with Down to Earth on a Thursday and Friday. We may get portions of service on Thursday and people call out and they don't have enough crew members on Friday.

This has been going on for about four or five weeks. I have talked to the senior account managers with Down to Earth and told them I'm not paying their invoices and they can prorate the invoice for whatever minimal amount of service we received and it would be my recommendation that the Board consider extending the agreement for the purposes of extending it and then consider an RFP for landscape services. I did contact a new provider that is doing work in Storey Park and are doing a great job. Unfortunately, the number they gave me exceeded the bid threshold, which Roy has confirmed is \$195,000. In today's environment with labor costs and product costs, the cost of business is going up, I doubt we are going to be able to keep it under \$195,000. I wanted the Board to know that this level of frustration has been going on for quite some time and the only answer I get is they are having staffing issues.

Mr. Gregoire stated this information is helpful because now I understand why these things aren't getting done, which is why I sent that email this morning to go on record that they need to fix these items. What concerns me the most is the palm trees, but I will hold on that for now.

Mr. Scheerer stated I reached out to OmegaScapes, which is a new company comprised of senior managers from Yellowstone. If you want to see the quality of their work go to Storey Park, Dowden Road between 417 and Storeytime Drive, Storey Park Boulevard by Innovation Middle School we have a dog park in there and a few passive parks. Down to Earth was recently terminated from the HOA and they hired OmegaScapes to clean up what is going on out there. I would have loved to say we got a great price I recommend changing but the dollar amount exceeds the bid threshold. We don't have any recourse at this point if it is the Board's desire other than to draft an RFP for landscape maintenance services. That will probably impact the budget, which Jason can talk about. I know each community has their own landscape dollar amount and we already adopted a budget. If we exceed it we can probably pull from the reserve. I don't think it is going to be a lot, the number I got from them was a little under \$200,000.

Mr. Gregoire asked have we considered using the respective HOA landscapers to perform maintenance outside the communities that they service and pay them accordingly?

Mr. Scheerer stated the last time we went out to bid we reached out to the Nona Crest landscaper and he didn't provide a number. Roy is going to have to speak to that because there is a bid process and I don't know that we can go to each individual HOA and ask for a number for that since it is all under the Narcoossee CDD.

Mr. Van Wyk stated you are not authorized to do what they call bid splitting, reducing it down to separate contracts for each separate area. If you are going to do one service it has to be for the whole service.

Mr. Gregoire asked have we gone with a letter from legal putting them on notice that they are in jeopardy of going default in their contract?

Mr. Scheerer stated I have had that conversation with them directly. It is up to the Board if they want legal to send them a letter, but I have already told them that this was coming up for discussion today and that there was a good possibility we were going to bid the services.

Mr. Giercyk asked how much time is left on the contract?

Mr. Showe stated three days.

Mr. Giercyk asked how long are we talking about extending it?

Mr. Showe stated it is our recommendation that you extend their contract, authorize us to enter into the RFP process and hopefully, we will have everything for your November meeting, then we can give them the 30-day termination notice.

Mr. Scheerer stated that is my recommendation and in the interim I will continue to work as hard as I can to get them to perform. There are not a lot of dead plants, there is a palm tree and lightning strike and things like that but try to get some of these other deficiencies under control and if they don't get them under control then we give them the 30-day termination notice, at the end of that 30-days we will look at what has not been done, what still needs to be done and amend their final invoice and not pay the entire invoice.

Mr. Gregoire stated I agree.

Mr. Scheerer stated I deal with Down to Earth on a lot of properties and I don't seem to have this same issue and I don't know why.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor, the Second Amendment to the Agreement with SSS Down to Earth Opco, LLC extending the term one year, was approved.

On MOTION by Mr. Wong seconded by Ms. Burgos with all in favor, Staff was Authorized to Issue an RFP for Landscape Maintenance Services using the Evaluation Criteria and Scope of Services that was previously used.

## **FIFTH ORDER OF BUSINESS**

### **Discussion of Admin O&M Allocation**

Mr. Wong summarized the memo he prepared on a comparison of maintenance and total O&M assessments for Nona Crest and Nona Preserve.

Mr. Van Wyk stated leave the debt out of this and do the admin only.

Mr. Showe stated I'm working on a spreadsheet and it reduces the admin portion for Nona Crest and La Vina and increases Nona Preserve, commercial and the apartments, I moved the apartments to 420 units because that is what the property appraiser said and I am assessing those at 1 each and leaving the commercial allocation as it is. The current allocation is 22% of the admin costs go to Nona Crest and under this scenario 19% would go to Nona Crest, La Vina currently pays 28% and under this they would pay 19%. The Preserve currently pays 10% under

this it would go to 16% and the remainder goes from 38% to 44%. We are talking about this for next year's budget, we can't change the current budget, but I will put that together in a table for discussion at the next meeting. Nona Crest would go from \$27,000 to \$23,000 in admin. La Vina would go from \$33,000 to \$23,000. Nona Preserve would go from \$12,000 to \$19,000 and G&H would go from \$45,000 to \$53,000. Every residential is paying equally for admin.

Mr. Smyk asked multi-family there is nothing that would preclude us from charging one unit value?

Mr. Van Wyk stated for O&M assessments we rely on our manager to come up with a calculation that is reasonable and logical.

Mr. Showe stated we have a lot of Districts that assess equally.

Mr. Van Wyk stated that is 100% defensible as long as you conclude that you have reason to do it.

Mr. Giercyk asked will you put together a chart for the next meeting showing how it will affect each community?

Mr. Showe responded yes.

Mr. Wong stated I would be curious to know the impact if we did the same calculation on the debt.

Mr. Van Wyk stated the assessment methodology and the trust documents we are not allowed to change methodologies without notifying bondholders and going through that process. I would caution the Board to be careful about what findings they make that may be inconsistent with previous findings.

Mr. Showe stated we should stick to the admin allocation.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

##### **i. Memo on Wastewater Services and Stormwater Management Needs Analysis**

Mr. Van Wyk stated in your agenda package is a memo we prepared, KE Law Group, outlining some of a new laws that came into effect last year and requires that our Engineer and District manager prepare a report for yet another agency of the State of Florida. It is basically a calculation of what we have as far as improvements in surface water management, what our components are, location of outfalls, etc. and the cost of operation of those improvements over a

five-year period. We are pretty fixed, all the information should be readily available to the manager and Engineer and it is just a matter of putting together a small report and sending it in.

Mr. Wong asked do you know the motivation for this law was?

Mr. Van Wyk stated it is more of an impact for local governments to project their growth. We are a component of that overall county calculation.

Mr. Rey stated it is on every single CDD so you are not the only one, it is every government. Big cities and counties are going to have to do a lot of work to put this together.

**B. Engineer**

Mr. Scheerer stated I did contact Rey about a concern from Mr. Gregoire about the arrows as you exit Nona Crest and he is going to get with his traffic Engineer and let us know if there are any modifications that need to be made with right turn only, straight or left.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Smyk seconded by Mr. Wong with all in favor the check register was approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Giercyk stated thank you for all the work that was done in the retention areas and cleaning the spreader swales. I appreciate it and I know the community does as well.

**NINTH ORDER OF BUSINESS**

**Next Meeting Date – November 16, 2021**

On MOTION by Mr. Giercyk seconded by Mr. Smyk with all in favor the meeting adjourned at 4:10 p.m.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

\_\_\_\_\_  
Chairman/Vice Chairman



## SECTION IV



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

September 15, 2021

Narcoossee Community Development District  
Governmental Management Services  
219 East Livingston Street  
Orlando, FL 32801

## **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of Narcoossee Community Development District, which comprise governmental activities and each major fund as of and for the year ended September 30, 2021 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2021.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## **The Responsibilities of the Auditor**

We will conduct our audit in accordance with (GAAS). Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Fort Pierce / Stuart



Narcoossee Community Development District  
September 15, 2021  
Page 2

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will maintain our independence in accordance with the standards of the American Institute of Certified public Accountants.

Narcoossee Community Development District  
September 15, 2021  
Page 3

## **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
2. For the design, implementation and maintenance of internal control relevant to the preparations of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
  - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed to allowed for the completion of the audit in accordance with the proposed timeline;

Narcoossee Community Development District  
September 15, 2021  
Page 4

- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this arrangement letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

### **Reporting**

We will issue a written report upon completion of our audit of Narcoossee Community Development District's financial statements. Our report will be addressed to the Board of Narcoossee Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the Narcoossee Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Jason Showe. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

### **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

Narcoossee Community Development District  
September 15, 2021  
Page 5

### **Fees, Costs and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2021 will not exceed \$2,895, unless the scope of the engagement is changed, the assistance which Narcoossee Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by Narcoossee Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Narcoossee Community Development District, Narcoossee Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.

Narcoossee Community Development District  
September 15, 2021  
Page 6

### **Information Security – Miscellaneous Terms**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Narcoossee Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Narcoossee Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Narcoossee Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Because Berger, Toombs, Elam, Gaines & Frank will rely on Narcoossee Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Narcoossee Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Narcoossee Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Narcoossee Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

Narcoossee Community Development District  
September 15, 2021  
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam  
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK  
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

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**BAGGETT  
REUTIMANN  
& ASSOCIATES, CPAs, PA**

Judson B. Baggett | 6815 Dairy Road  
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542  
Marci Reutimann | (813) 788-2155  
CPA, Partner | (813) 782-8606

## Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

*Baggett, Reutimann + Associates, CPAs PA*  
**BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA**  
Signed Electronically by Baggett, Reutimann & Associates, CPAs PA. U.S. 18191-0001 [www.baggett-reutimann.com](http://www.baggett-reutimann.com)

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,  
ELAM, GAINES AND FRANK AND NARCOOSSEE COMMUNITY  
DEVELOPMENT DISTRICT  
(DATED SEPTEMBER 15, 2021)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.


Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:**

**GMS-CF, LLC  
219 East Livingston Street  
Orlando, FL 32801  
TELEPHONE: 407-841-5524  
EMAIL: JSHOWE@GMSNF.COM**

**Auditor: J.W. Gaines**

**District: Narcoossee CDD**

**By:** \_\_\_\_\_ 

**By:** \_\_\_\_\_

**Title: Director**

**Title:** \_\_\_\_\_

**Date: September 15, 2021**

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

# SECTION V

Narcoossee CDD Landscape Bid Summary

	<b>Bids</b>			
	Current - DTE	Omegascaapes	Yellowstone	DTE
NonaCrest	\$20,440	\$53,760	\$60,180	\$39,001
La Vina	\$48,600	\$117,840	\$123,736	\$91,589
Nona Preserve	\$29,400	\$49,800	\$63,840	\$56,445
	<u>\$98,440</u>	<u>\$221,400</u>	<u>\$247,756</u>	<u>\$187,035</u>

**Narcoossee CDD CDD Landscaper Selection**

	Ability of Personnel (25 pts)	Proposer's Experience (25 pts)	Understanding of Scope of Work (25 pts)	Financial Capability (10 pts)	Price (10 pts)	Reasonableness of Unit Prices (5 pts)	Total Points Earned	Ranking (1 being highest)
Down to Earth					10 pts			
					Bid - \$187,035			
Omegescapes					8 pts			
					Bid - \$221,400			
Yellowstone					7 pts			
					Bid - \$247,756			



Our Mission is to Bring Natural Joy to Our Customers

## NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT



# DOWN TO EARTH

LANDSCAPE | IRRIGATION | GOLF

# Table Of Contents

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## **Letter from our CEO**

Company Credentials  
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## **Approach Letter**

Meet Your Team  
 Organizational Chart  
 Resumes  
 Licenses and Certifications  
 W-9  
 Workers Compensation  
 Liability Insurance



## **Maintenance Service Outline**

Full-Service Landscaping  
 Service & Technology  
 Equipment List  
 Customer Service  
 MaxPanda Software  
 Service Reports



## **Safety**

Company Safety Plan  
 Disaster & Storm Relief



## **References**

**List of Subcontractors**

## **Proposal Bid Forms and Pricing**

*\*Confidentiality And Non-Disclosure. Any Down To Earth information provided in or with this Proposal is confidential and shall only be disclosed to Recipient's Representatives who need to know such information for the purpose of evaluating this Proposal and who are directed by Recipient to keep such information confidential.*





November 8, 2021

**Narcoossee Community Development District**  
c/o Governmental Management Services  
219 East Livingston Street  
Orlando, FL 32801

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**RE: Narcoossee Community Development District – Request for Proposals: 2021-100**

Dear Jason Showe,

Thank you for the opportunity to bid on landscape services for Narcoossee CDD. Down To Earth Landscape, Irrigation and Golf has been in business for more than 30 years and we pride ourselves on providing superior service that brings “Natural Joy” to our customers. We understand the high standards required and constantly seek to be the “Service Provider of Choice” in the Green industry by delivering uncompromising quality that will exceed your expectations. There are many choices for your landscape management services, but what makes Down To Earth different is our **ICARE** Values:

- Integrity:** We act with honesty, transparency, and reliability, always doing what is right for our customers, our environment, and our teams.
- Community:** We are one team that respects and cares for each other, continuously striving to beautify and improve the communities we serve.
- Accountable:** We meet our commitments to each other and to our valued customers and act if we fall short of expectations.
- Relentless:** We are constant in our efforts to provide solutions to customers and to satisfy their needs.
- Excellence:** We strive to deliver best in class quality and safety while improving our services and results every day.

In taking great care to ensure that your property will be maintained at the highest possible level, we have proposed a plan specifically tailored to your current needs including:

- 1. DTE Service** - Dedicated crew(s) providing tailored services including mowing, shrub maintenance, irrigation, fertilization/pest control, mulch, and tree trimming.
- 2. Reports** - Customized schedule of services (sample attached) as well as detailed reports included in each month’s bill. Please call any of our references to discuss our “See something, Do Something” attitude.
- 3. Communication** - Should an issue arise on your property; you can call or email any of our key personnel and we will try and respond within 24 hours with a clear goal by end of day.
- 4. MaxPanda Customer Service System** - Homeowners will have the ability to communicate directly with DTE staff via our MaxPanda work order system to report issues, ask questions, and provide direct feedback.

Given Down To Earth’s long history and proven track record, we invite you to contact any references listed in this proposal or visit our properties and golf courses to see firsthand the type of quality service we deliver. Thank you for your consideration and we look forward to the opportunity of working with you in the future.



Respectfully,



**Tom Lazzaro**

Chief Executive Officer  
(321) 263.2700

[tom.lazzaro@down2earthinc.com](mailto:tom.lazzaro@down2earthinc.com)

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



Proven Success/Continued Growth

## Company Credentials

---

- **13 Branches Throughout Florida**

- o Fort Myers
- o Fort Pierce
- o Jacksonville
- o Kissimmee
- o Lake Nona
- o Maitland
- o Mount Dora
- o Naples
- o Ruskin
- o Sarasota
- o Tampa
- o Vero Beach
- o The Villages



- **1400+ Employees**

- o Certified State Licensed Irrigation Contractor
- o Certified State Licensed General Contractor
- o Certified Golf Course Superintendents
- o Certified State Licensed Pest Control Operators
- o Certified Rain Bird Maxicom Employees
- o Certified Arborists
- o Certified Horticulturists
- o Certified Employees in Maintenance of Traffic
- o Green Industries Best Management Practices
- o On-Staff Mechanics (Certified Diesel Mechanics, Certified 2-Cycle Mechanics)

- **450+ Employee Vehicles**

- o Maintenance/Construction Trucks/ Irrigation Vans (Managers/Crews)
- o Large Semi-Trucks, Goose Neck Trucks, Equipment Repair Trucks





BRUNSWICK  
COMPANIES

*Managing Risk · Insuring Success · Since 1972*

April 8, 2021

Down To Earth  
2701 Maitland Center Parkway  
Suite 200  
Maitland, FL 32751  
Attn: Johann Fiallo, Estimating Manager

Re: Letter of Bond-ability

Dear Johann,

It has been the privilege of Brunswick Companies and Hanover Insurance Company to provide surety bonds on behalf of Down to Earth for over 6 years, during which time Down To Earth has performed and we have issued performance and payment bonds for contracts valued in the range of \$5,000,000. In our opinion, Down To Earth remains properly financed, well equipped, and capably managed.

At the present time, Hanover Insurance Company provides a \$5,000,000 single project / \$15,000,000. aggregate surety program to Down To Earth. As always, Hanover Insurance Company reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, and project financing. Therefore, Down To Earth has 100% bonding capabilities for the above captioned project.

Hanover Insurance Company is listed on the U.S. Treasury Department's Listing of Approved Sureties (Department Circular 570) and is rated A(XV) by A.M. Best Company and is licensed to do business in the State of Florida.

Regards,

Mark Levinson  
Attorney-in-Fact, Hanover Insurance Company  
Sr. VP. Brunswick Companies



INTEGRITY - COMMUNITY  
ACCOUNTABLE - RELENTLESS - EXCELLENCE

## **Property Approach**



# Approach

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The Down To Earth team is grateful for the partnership throughout the years with the Narcoossee Community Development District, its residents and board members. Our pledge to you is to continue to grow this relationship positively by keeping an open and honest line of communication; to maintain a consistent and top-level quality approach to the property maintenance; and to keep exceeding your expectations with our performance.

Our approach to landscape maintenance is unique to each property and is continuously evolving. Our regimented plan for the community is broken out below, consisting of detailed timelines explaining actions to be taken to provide the best possible property conditions.

## **1. Approach to Pruning**

Down To Earth will implement a trimming schedule that allows us to keep all areas looking beautiful and well kept. This schedule is designed so when we leave a section of the property, everything in that section is complete. Our staff that will be transferred into Narcoossee CDD are trained to prune using horticultural best practices. Some existing plant varieties will require selective pruning rather than shearing techniques to allow proper plant growth and health.

- Pruning will be performed as needed to remove dead material, promote healthy growth, best possible aesthetic appeal and to keep plant material from spreading over curbs, walkways, streets, parking areas, median beds, conservation areas and along walls.
- Natural growth pattern will be promoted as much as possible. However, special pruning of materials, which may inhibit sight at intersections or passage at certain areas, light fixtures, will be performed. Safety for our employees and customers is our #1 priority. There are many areas within Narcoossee CDD that will require this type of pruning.
- We will adhere closely to the scope of work listed in the contract regarding the detail rotation.

## **2. Approach to Pest, Weed and Disease Control**

- Insects and pests can play a detrimental role in ruining a community's landscape. Down To Earth takes pride in performing proactive measures to make sure that trees, plants, and turf are not compromised by a preventable disease or infestation. Our team utilizes Integrated Pest Management and utilizes industry leading pest control practices. We log all issues in our Aspire program and implement systemic approaches to prevent a reoccurrence of the same issue.
- Down to Earth uses trained personnel to focus on weed control. These individuals have been instructed and certified to apply chemicals safely and properly based on weather and site conditions. We apply pre and post emergent chemicals, if applicable, along with hand pulling all weeds. Paver driveways and concrete crack weeds are also sprayed or removed during each detail rotation or as needed.



### **3. PM of Irrigation Systems**

Irrigation is the most vital procedure to ensure a healthy-looking landscape year-round. This is precisely why Down To Earth takes meticulous measures to employ the most knowledgeable and experienced managers and technicians. Here is an example of how we provide Best in Class Irrigation Services:

- Once our detailed assessment of Narcoossee CDD irrigation system is complete, we will implement programming that maximizes the water output within the restrictions allotted, along with reducing the wear and tear on the infrastructure. Water velocities, psi, and pump capacities are just some of the specifications we will use to develop this programming.
- Within the limitations of water use allocations and applicable water restrictions, all landscaping will receive irrigation for proper growth and a turgid, vigorous appearance. Where necessary to maintain high value plantings, watering will even be done by hand, if required.
- Irrigation systems and components will be monitored to ensure that proper coverage is always achieved.
- Upon completion of watering by automatic irrigation systems, erosion, puddling, or excessive runoff will not be evident.
- Watering frequencies and duration's will be adjusted to insure healthy growth and prevention of disease and pest damage.
- Cleaning of heads, lines, and other components to be accomplished as needed. Changing of spray types or heights to be done to insure proper coverage.
- The Down To Earth will be responsible for staying abreast of all governmental water restrictions, which may be imposed.
- All irrigation systems to be thoroughly inspected twice per month.
- Only approved heads and nozzles will be used for all updates.
- All bleed valves will be returned to the closed position upon completion of wet checks and repairs.
- All damages will be reported with an email and attached photos.

### **4. Mowing**

- After our many site inspections of Narcoossee CDD, we feel we have developed with a best-in-class plan to purchase the right equipment to mow all areas most efficiently, safely, and at top quality cutting.

### **5. Quality Control – A Dedicated team will be assigned to maintain Quality at your property.**

- We will have an Account Manager who will make weekly site visits at Narcoossee CDD ensuring that our schedules are kept, scope of services are completed, and that the Narcoossee CDD is maintained, looking beautiful. We will maintain an open line of communication so the management at Narcoossee CDD know exactly what is going on at all times.

### **6. Staffing levels:**

- Please refer to the staffing plan provided on a separate sheet. Our staffing plan is based on results from our experienced Account and Branch manager's site visits, take-offs using GIS based technology along with and actual current maintenance contract comparisons allowing us to be exceptionally accurate regarding the number of crew we will require on site.



## 7. Down To Earth

- When we say, “**ICARE**”, it is backed with the full confidence of knowing that our staff embodies **Integrity, Community, Accountability, Relentless, and Excellence**. Our highest-skilled and trained landscape technicians will be onsite to care for your property each day. Our staff of certified horticulturalists, arborists, pest control operators, irrigation specialists, landscape designers, and equipment operators are committed to creating the healthiest and most vibrant landscape possible for your community.

<b>Integrity:</b>	We act with honesty, transparency, and reliability, always doing what is right for our customers, our environment, and our teams.
<b>Community:</b>	We are one team that respects and cares for each other, continuously striving to beautify and improve the communities we serve.
<b>Accountable:</b>	We meet our commitments to each other and to our valued customers and act if we fall short of expectations.
<b>Relentless:</b>	We are constant in our efforts to provide solutions to customers and to satisfy their needs.
<b>Excellence:</b>	We strive to deliver best in class quality and safety while improving our services and results every day.

Respectfully,  
**Craig Larsen**  
Regional VP of Operations  
[craig.larsen@down2earthinc.com](mailto:craig.larsen@down2earthinc.com)  
[www.dtelandscape.com](http://www.dtelandscape.com)





## Professionals Who Care

# Meet Your Team

---

Down To Earth approaches each project with the same strategy and principles that have made us successful for 30 years: surround yourself with personnel that care and offer services that exceed client expectations.

When we say, “Experience the Down To Earth Difference”, it is backed with the full confidence of knowing that only the highest-skilled and trained landscape technicians will be onsite to care for your property each day. Our staff of certified horticulturalists, arborists, pest control operators, irrigation specialist and equipment operators are committed to creating the healthiest and most vibrant landscape for you possible.

### Regional Director

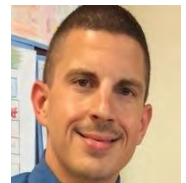


#### **Craig Larsen**

Here to oversee entire team and operations for your property.

- [Craig.Larsen@down2earthinc.com](mailto:Craig.Larsen@down2earthinc.com)
- (352) 805-8676

### Branch Manager



#### **Matthew Minnitte**

Here to ensure the highest quality and efficiency for your maintenance program.

- [Matthew.Minnitte@down2earthinc.com](mailto:Matthew.Minnitte@down2earthinc.com)
- (407) 725-8109

### Business Development



#### **Jena Rodgers**

Committed to providing a smooth client onboarding process and providing information on services and contract details.

- [Jena.Rodgers@down2earthinc.com](mailto:Jena.Rodgers@down2earthinc.com)
- (407) 230-0117

### Account Manager



#### **Aaron Wilbanks**

Your primary point of contact who will attend to your client needs and directly manage your onsite maintenance crew.

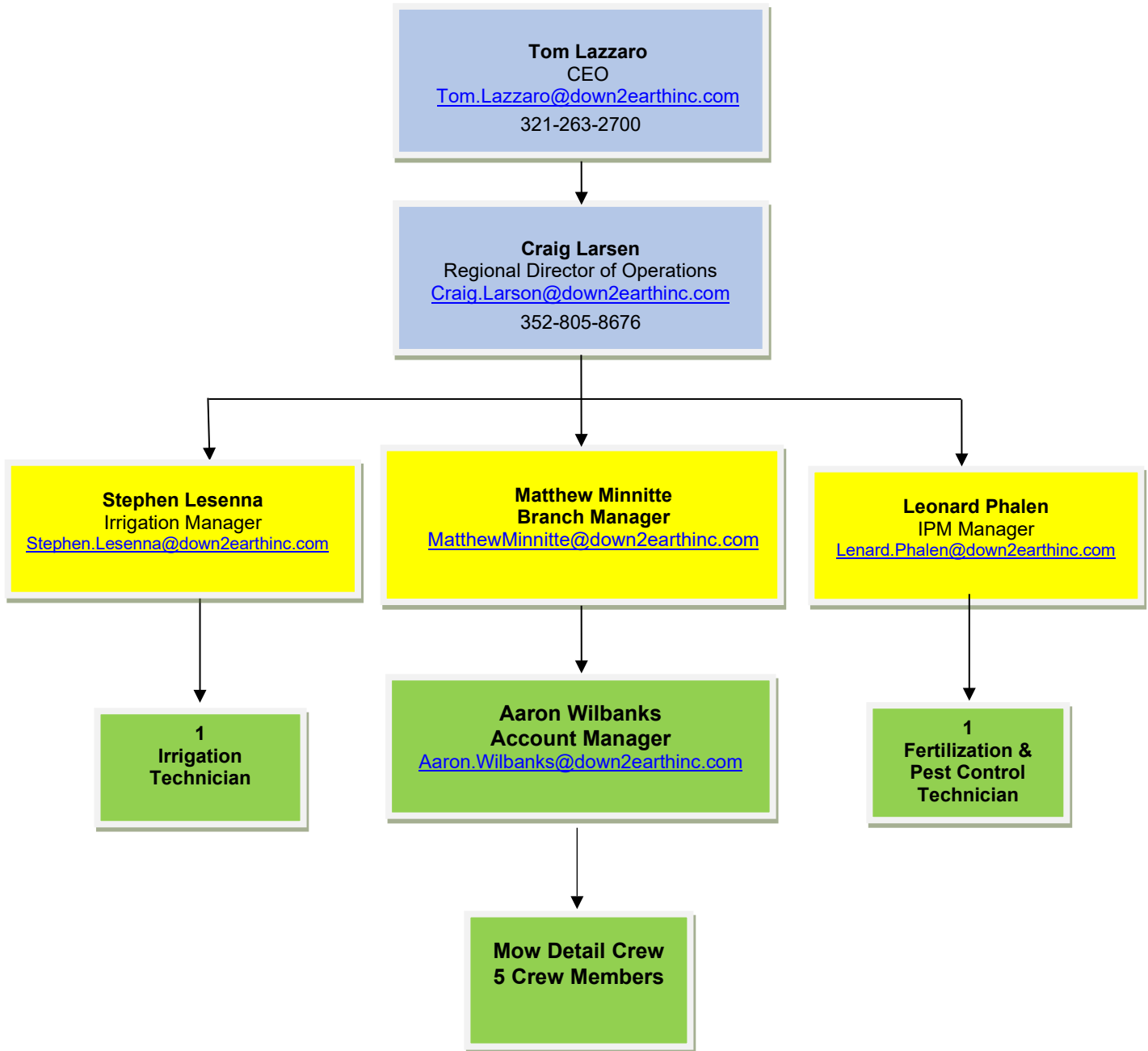
- [Aaron.Wilbanks@down2earthinc.com](mailto:Aaron.Wilbanks@down2earthinc.com)
- (407) 676-0507





Narcoossee Community Development District

# Staffing Plan



## Craig Larsen

Regional Director of Operations – Central Florida

---

### Qualifications

- **Operations Management:** Extensive expertise in leading efforts to rejuvenate operational performance, reduce and contain costs, streamline processes and build systems which align with short and long-term business goals. Data-driven decision maker adept at leveraging core strengths, developing/executing commercial strategies and exploiting competitive advantages.
- **Transformation:** Foster environment of innovation and continuous improvement. Provide senior-level leadership to key initiatives involving cultural change, process augmentation, business solution integration, P&L performance, customer engagement and business development.
- **Sales Leadership:** Develop, motivate and lead sales and marketing professionals across verticals, business units and experience levels, allowing for efficient operations, effective execution of sales plans, goal attainment, and sustainable growth.
- **Talent Investment:** Passion for helping individuals and teams reach full potential by initiating policy changes designed to motivate, engage and empower employees. Invested in selecting, recruiting and hiring strong, team-oriented personnel. Engage in ongoing development efforts to ensure all staff are equipped with updated skills and capabilities to perform at peak capacity.

### Work Experience

(January 2020-Present) Down to Earth – Central Florida

Title- Regional Director of Operations - Central Florida

- Currently overseeing multiple properties in Central Florida for both District, Commercial & HOA associations.
- Responsible for accomplishing daily, weekly, and monthly revenue goals.
- Direct the Central Florida branches with increasing annual revenue goals.
- Evaluate branch and customer level performance and deliver improvements with a supporting plan of action, carried through to delivery with the branch leadership.
- Overseeing fertilizer and pest control applications daily.
- Provide all maintenance billing monthly.
- Complete work orders for the client and residents daily.

(June 2019- January 2020) Aramark Uniform Services – St. Louis, Missouri

Title- General Manager

- **Executed branch transformation** sourcing and upgrading key management positions.
- **Installed new production and maintenance standards** spearheading over \$1M investment in critical equipment and wastewater upgrades.
- **Maintained a Region leading 95% retention rate** leading 4 District Managers and owning top 20 local accounts.

(March 2009- May 2019) TruGreen – St. Charles, Missouri

Title- Regional Manager

- Oversaw Drove operations, sales, customer support, supplier contracts and partner programs for region (\$71M in annual revenues). Led 500 employees across 12 branches and 3 satellite locations. Managed P&L, mission execution, budgeting, market expansion and strategic planning. Amplified profitability through shrewd operational decisions and efficiency initiatives. Provided leadership in talent recruitment and development.
- Grew Region EBITDA 24% over 3 years.
- Executed 4 major competitor acquisitions and fully managed successful integration.
- Awarded 2016 and 2017 President's Club Honors for sales and operational excellence





(April 2006- April 2009) TruGreen – Wheeling, Illinois

Title- General Manager

- Ensured profitable business operations for \$5M branch location. Owned all revenue, staffing, sales, marketing, vendor management and finance activities. Supervised HR functions, recruited top talent, directed 5 managers (direct reports) and indirectly led up to 50 associates.
- **Improved new sale retention 30% by investing in salesperson training and enacting shift to customer-focused sales mentality along with other positive changes to corporate sales culture.**
- **Rapidly promoted to role from Sales Manager after demonstrating outstanding sales outcomes and talent leadership.**

(April 2005- April 2006) TruGreen – Wheeling, Illinois

Title- General Manager

- Recruited to lead sales department transformation and turnaround flagging performance. Successfully reorganized sales team, recruited/hired talent, and developed sales personnel into regional performance leaders. Ensured exemplary end-to-end customer experience while amplifying business by crafting effective B2B and B2C strategies. Managed sales and expense budgets. Oversaw sales forecasting and tracked key metrics.
- **Spurred Neighborhood Marketing team to reach #1 regional ranking with each rep achieving 20 sales per week.**
- **Rapidly Played hands-on role in developing 3 team leaders who became top-ranked in Chicago Region.**
- **Led West Chicago branch to top 3 spot in revenue per representative during peak season.**

## **Education**

Harper College (Palatine, Illinois)



# Aaron Wilbanks

Account Manager Orlando

---

## Qualifications

- 19 years' experience in landscaping principles, methods, planning and coordinating.
- Handling supervising tasks and daily training activities of landscape crew and support teams
- Responsible for a range of commercial and residential landscape accounts, sales estimations, designs and installations.
- Planning and creating aesthetic reconstruction.
- Strong leadership communication and timely meeting of deadlines.
- Experienced Customer Service Professional.

## Work Experience

(October 2018 - Present) Down to Earth – Orlando, Florida

Title – Account Manager

- Manage 1.75M book of business with 25 active contracts.
- Manage and grow 20+ client relationships weekly.
- Proficient usage and operation of Aspire on a daily basis.
- Complete work orders for the client and residents daily

(February 2017 – July 2018) DM Koehn Landscaping – Orlando, Florida

Title – Project Manager / Operations Manager

- Act as daily operational support to crew processes.
- Manage landscape and irrigation construction projects.
- Use job tracking technology to accurately follow current contracts.
- Develop and build client relationships, seek opportunities in various markets.

(December 2014 – January 2017) Quality by Design – Leesburg, Florida

Title – Service Manager

- Assess and organize warranty claims and follow up after completion.
- Coordinate and oversee installation of plant materials.
- Routinely review properties for required maintenance.
- Coordinate completion of landscape projects with labor crew.
- Prepare landscape project recommendations for property management teams.

(March 2012 – December 2014) Ameriscapes – Orlando, Florida

Title – Landscape Foreman

- Perform responsibilities of verifying the quality of work completed by landscape crew and volunteers.
- Responsible for managing and overseeing the overall quality of landscape maintenance projects.

## Education

Palm Beach State College – Palm Beach, Florida

Business Administration December 2008 – December 2010



## **Shane Parrish**

**Director of Irrigation**

---

### **Qualifications**

- 20+ Years of irrigation and landscaping experience.
- Knowledge of AutoCAD, Interpreting Blueprints and Various Stages of construction and design.
- Certified Rain Bird Maxicom installer and controller
- Rain Bird Maxicom and Rain Bird Site Control Experience including initial field construction and installation, troubleshooting and repair, complete site data set-up, and Central Control Monitoring.
- CLIA – Certified Landscape Irrigation Auditor
- Certified Toro Osmac
- Certified Baseline Contractor
- Certified Rain Bird and Hunter 2 Wire Install/ Troubleshoot
- Installation experience for Mainline, Pump Stations, Recharge and Wet Wells, Reverse Osmosis Systems, Valves, Laterals, Point of Connections, Flow Meters, Controllers, and Weather Stations.
- Experience Pipe Installation, including ½ inch through 18-inch, Schedule 40, Class 200, Class 900, Ductile Iron, and HDPE.
- Various Heavy Equipment Operation Skills with Caterpillar Certification
- Strong Work Ethic with the Ability to Multi-Task
- Superior Communication Skills- Oral, Written, and Electronic
- Computer Knowledge- Word, Excel, Outlook, AutoCAD, GPS, NetSuite

### **Work Experience**

#### **(January 2004-Present) Down To Earth (Mount Dora, Florida)**

Title – Director of Irrigation

- Primary responsibilities consist of daily operations for Irrigation. Oversee all irrigation branches for the whole company. Manage 30+ employees. Create high level proposals for re-vamps or new construction. Time keeping and billing for irrigation department. Working with Account Managers to solve all their irrigation needs.

#### **(1998-2004) Valley Crest Landscape**

Title – Irrigation Specialist

- Primary responsibilities consist of irrigation inspections and trouble shooting. Creating proposals for extra work. Programming and managing water for specific jobs.

### **Education**

#### **(1992-1994) Valencia College**

Courses for AA Degree

- Psychology



## **Bruce Warsaw**

**Director of Fertilization & Pest Control**

---

### **Qualifications**

- 16 Years Management Experience in the Landscape Maintenance Industry.
- 25 Years' Experience in the Florida Landscape Maintenance Industry.
- Department of Agriculture and Consumer Services
- Certified Pest Control Operator
- ID# JF9072 (Certified since July 1998)

### **Work Experience**

#### **(2021- Present) Down to Earth (Mount Dora, Florida)**

##### **Title- Director of Fertilization & Pest Control**

- Oversee the implementation of Down to Earth's Lawn and Ornamental program
- Lead and support multiple Lawn and Ornamental Specialists
- Ensure the safe and accurate application of fertilizer, insect, disease, and weed control products
- Partner closely with clients, property managers, HOA's, and residents to exceed expectations.
- Utilize Green Industries Best Management Practices by creating strong interdepartmental relationships to reduce chemical applications through IPM.
- Collaborate with Client management to ensure specifications of contracts are met or exceeded.
- Create and adjust programs based on specific needs of properties.
- Inspect completed applications to ensure conformance with specifications and company standards.

#### **(July 2007- Present) Down to Earth LLC (Mount Dora, Florida)**

##### **Title- Branch Manager / Certified Operator in Charge**

- Overseeing general maintenance and installation crews.
- Overseeing fertilizer and pest control for Down to Earth Central Florida Market.
- Provided all maintenance billing on a monthly basis.
- Completed work orders for the client and residents on a weekly basis.
- Responsible for ordering all chemicals and fertilizers from 2009-2012.
- Perform weekly property inspections to maintain customer expectations.
- Coordinate and instruct crews to maintain and exceed customer expectations.
- Promoted from technician to pest control manager within 2 years of service.

#### **(May 1991-July 2007) TruGreen Lawn care (Orlando, Florida)**

##### **Title- Service Manager**

- Oversee the daily operation of the residential, commercial department.
- Operations and Branch Manager experience.
- Responsible for accomplishing daily, weekly, and monthly revenue goals.
- Creating and Operating Annual Branch Budget.

#### **(March 1988-May 1991) Agri-Services Co.**

##### **Title-Chemical Applicator**

- Applications of agriculture products large acreage farms
- General Maintenance to equipment
- General day to day fertilizer plant operations

### **Education**

#### **(1981-1984) Parkland Community College (Champaign, Illinois)**

Associates in Applied Science



# Licenses & Certifications

**UF IFAS**  
Certificate of Training  
**BEST MANAGEMENT PRACTICES**  
Florida Green Industries  
**Thomas S Lazzaro**

Has successfully completed the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agriculture Sciences.

Date of class 6/13/2021

Certificate #	Trainee ID #
<b>GV917082-1</b>	<b>GV917082</b>

**STATE OF FLORIDA**  
**Department of Business and Professional Regulation**  
**CONSTRUCTION INDUSTRY LICENSING BOARD**

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

**MILLER, TROY AUSTIN**  
DOWN TO EARTH  
8850 CORPORATE SQUARE COURT  
JACKSONVILLE, FLORIDA 32216

LICENSE NUMBER	Expires
<b>SCC131152240</b>	<b>August 31, 2022</b>

**STATE OF FLORIDA**  
**Department of Agriculture and Consumer Services**  
**BUREAU OF LICENSING AND ENFORCEMENT**

Date	File No.	Expires
<b>June 4, 2021</b>	<b>JF206389</b>	<b>June 1, 2022</b>

THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: **June 1, 2022**

**LEONARD RICHARD PHELAN**  
3043 MANDOLIN DR  
KISSIMMEE, FL 34744

**STATE OF FLORIDA**  
**Department of Agriculture and Consumer Services**  
**BUREAU OF LICENSING AND ENFORCEMENT**

Date	File No.	Expires
<b>March 05, 2021</b>	<b>LF252831</b>	<b>November 23, 2024</b>

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: **November 23, 2024**

**PAUL KATTICK**  
PO BOX 738  
TANGERINE, FLORIDA 32777

**STATE OF GEORGIA**  
**ABRAHAM BALDWIN AGRICULTURAL COLLEGE**  
A Unit of the University System of Georgia

**ASSOCIATES OF APPLIED SCIENCE IN**  
**ENVIROMENTAL HORTICULTURE TECHNOLOGY**

Together with all the rights, privileges, and honors appertaining thereto in consideration of the satisfactory completion of the studies required by the College for a Major

in  
**Golf Turf Management**

**TRAVIS CHRISTOPHER ANDERSON**  
Completion Date: July 28, 2005

**INTERNATIONAL SOCIETY OF ARBORICULTURE**

**CERTIFIED ARBORIST**

**RONNIE HUGHES**

Having successfully completed the requirements set by the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®

<b>FL-6761A</b>	<b>18 Aug 2015</b>	<b>31 Dec 2021</b>
Certified Number	Certified Since	Expiration Date



**City of Maitland**

1776 Independence Lane, Maitland, FL 32751  
(407)539-6248

**BUSINESS LICENSE CERTIFICATE****Business Tax Receipt**

<b>Business Name:</b>	SEASONS SERVICE SELECT LLC DBA: DOWN TO EARTH	<b>Business Type(s):</b>	561499 All Other Business Support Services
<b>Business Location:</b>	2701 MAITLAND CENTER PKWY 200 MAITLAND , FL 32751	<b>Mailing Address:</b>	2701 MAITLAND CENTER PKWY #200 MAITLAND, FL 32751
<b>Owner:</b>		<b>License Type:</b>	BTR
<b>License Number:</b>	13606	<b>Classification:</b>	Business Tax Receipt
<b>Issued Date:</b>	9/30/2021	<b>Fees Paid:</b>	\$154.27
<b>Expiration Date:</b>	9/30/2022		
<b>Type Of Business:</b>	Landscape Services		

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NOT VALID UNLESS SIGNED BY CITY OFFICIAL

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

**TO BE POSTED IN A CONSPICUOUS PLACE**



GV917082-1

Certificate #

GV917082

Trainee ID #



**Certificate of Training**  
**Best Management Practices**  
**Florida Green Industries**

The undersigned hereby acknowledges that

**Thomas S Lazzaro**

has successfully completed the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agricultural Sciences.



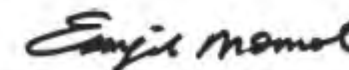
Tom Wichman  
GI-BMP Statewide Coordinator

T. Wichman

Instructor

6/13/2021

Date of Class



Esen Momol, Ph.D.  
Director Florida-Friendly Landscaping™ Program





Ron DeSantis, Governor

Julie I. Brown, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

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

**PARRISH, SHANE**

DOWN TO EARTH  
27185 COUNTY ROAD 448A  
MOUNT DORA FL 32757

**LICENSE NUMBER: SCC131152593**

**EXPIRATION DATE: AUGUST 31, 2022**

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



Do not alter this document in any form.

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





**This is to Certify that**

**Shane Parrish**

Has completed the requirements of the Rain Bird Factory Trained Program and has received the designation of:

**Maxicom Operator**

**Orlando, FL - June 09, 2021**

**20 CEU Hours**

A handwritten signature in black ink, appearing to read "Robert Pfeil", written over a faint circular stamp.

Designation Expiration 6/9/2024

Robert Pfeil, Marketing Group Manager – Services, Rain Bird International, Inc. - Services Division

Student ID 1696585





STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
June 17, 2021	JF9270	June 1, 2022

THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: June 1, 2022

BRUCE WARSAW  
900 BISHOP DR  
ALTAMONTE SPRINGS, FL 32701

Lawn and Ornamental

*nicole fried*  
NICOLE "NIKKI" FRIED, COMMISSIONER

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

BRUCE WARSAW  
CERTIFIED PEST CONTROL OPERATOR

JF9270

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD EXPIRING June 1, 2022

*nicole fried* Signature  
COMMISSIONER

Wallet Card  
Wallet Card - Fold Here

BUREAU OF LICENSING & ENFORCEMENT  
3125 CONNER BLVD, BLDG. 8  
TALLAHASSEE, FLORIDA 32399-1650

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STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
May 4, 2021	LF252831	November 23, 2024

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER  
NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF  
CHAPTER 482 FOR THE PERIOD EXPIRING: **November 23, 2024**

PAUL KATTICK  
P O BOX 738  
TANGERINE, FL 32777

*Nicole Fried*  
NICOLE "NIKKI" FRIED, COMMISSIONER

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

PAUL KATTICK  
LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER

LF252831

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD  
EXPIRING **November 23, 2024**

*Nicole Fried* Signature  
COMMISSIONER

Wallet Card - Fold Here


BUREAU OF LICENSING & ENFORCEMENT  
3125 CONNER BLVD, BLDG. 8  
TALLAHASSEE, FLORIDA 32399-1650


# INTERNATIONAL SOCIETY OF ARBORICULTURE CERTIFIED ARBORIST™

*Ronnie Hughes*

Having successfully completed the requirements set by the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®



  
Luana Vargas  
Director of Credentialing Services  
International Society of Arboriculture

  
Caitlyn Pollihan  
Executive Director  
International Society of Arboriculture

FL-6761A  
Certification Number

18 Aug 2015  
Certified Since

31 Dec 2021  
Expiration Date



#0847  
ISO/IEC 17024  
Personnel Certification Program  
ISA Certified Arborist®





This Certifies that  
**Aaron C. Wilbanks**

Has Completed a Florida Department of Transportation Approved  
Temporary Traffic Control (TTC) Intermediate Course.

**Date Expires: 09/12/2023**

**Certificate # 55598**

**Instructor: Michael Hernandez FDOT Provider # 15**

**United Safety Council  
Phone: 407-897-4456  
1506 E. Colonial Drive  
Orlando, FL 32803  
unitedsafetycouncil.com  
gvictor@floridasafety.org**



# W-9 Certificate

**Form W-9**  
(Rev. October 2016)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**SSS Down To Earth OPCO II LLC**

2 Business name/disregarded entity name, if different from above  
**Down To Earth**

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

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

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

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

Other (see instructions) ▶ \_\_\_\_\_

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

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

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

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

5 Address (number, street, and apt. or suite no.) See instructions.  
**2701 Maitland Center Parkway, Ste 200**

6 City, state, and ZIP code  
**Maitland, FL 32751**

7 List account number(s) here (optional)

Requester's name and address (optional)

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

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

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

Social security number

				-					
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or

Employer identification number

3	7	-	1	8	3	4	6	0	7
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**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person ▶ 

Date ▶ 1/21/21

**General Instructions**

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

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

**Purpose of Form**

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

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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





# COI Certificate

Client#: 75192 SCGPA

**ACORD CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
2/26/2021

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 any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>Acisure dba Gulfshore Ins SWF</b> <b>4100 Goodlette Road N</b> <b>Naples, FL 34103</b> <b>239 261-3646</b>	<b>CONTACT NAME: Michelle Kalicharan</b> <b>PHONE (A/C, No, Ext): 239 435-7143</b> <b>FAX (A/C, No): 239 213-2803</b> <b>E-MAIL ADDRESS: mkalicharan@gulfshoreinsurance.com</b>																					
<b>INSURED</b> <b>SSS Down to Earth Opco II, LLC</b> <b>dba Down to Earth II</b> <b>P.O. Box 738</b> <b>Tangerine, FL 32777</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A</td> <td>Pennsylvania Manufacturers Aesn Ins Com</td> <td>12262</td> </tr> <tr> <td>INSURER B</td> <td>Evanston Insurance Company</td> <td>S1123</td> </tr> <tr> <td>INSURER C</td> <td></td> <td></td> </tr> <tr> <td>INSURER D</td> <td></td> <td></td> </tr> <tr> <td>INSURER E</td> <td></td> <td></td> </tr> <tr> <td>INSURER F</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A	Pennsylvania Manufacturers Aesn Ins Com	12262	INSURER B	Evanston Insurance Company	S1123	INSURER C			INSURER D			INSURER E			INSURER F		
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INSURER C																						
INSURER D																						
INSURER E																						
INSURER F																						

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

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

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:100000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC: OTHER:			3021751268333	03/01/2021	02/28/2022	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence): \$500,000 MED EXP (Any one person): \$10,000 PERSONAL & ADV INJURY: \$1,000,000 GENERAL AGGREGATE: \$5,000,000 PRODUCTS - COM/POP AGG: \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			1521751268333	03/01/2021	02/28/2022	COMBINED SINGLE LIMIT (Ea accident): \$2,000,000 BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			MKLV7EUL101936	03/01/2021	02/28/2022	EACH OCCURRENCE: \$5,000,000 AGGREGATE: \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			2021751268333	02/28/2021	02/28/2022	PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT: \$1,000,000 E.L. DISEASE - EA EMPLOYEE: \$1,000,000 E.L. DISEASE - POLICY LIMIT: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Physical Address: : 15207 59th Ave East, Lakewood Ranch, FL 34211.**  
**Certified Operator: Michael Kibbe Brickett, JF #257042.**

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b> 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 <i>Mimi L. Ovatto</i>
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# Workers' Compensation Certificate

<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 12/15/2020
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.				
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).				
<b>PRODUCER</b> Bouchard Insurance for WBS - TG PO Box 6090 Clearwater, FL 33758-6090		<b>CONTACT NAME:</b> Todd George <b>PHONE (A/C, No, Ext):</b> (888) 293-3600 ext. 623 <b>FAX (A/C, No):</b> <b>E-MAIL:</b> <b>ADDRESS:</b>		
		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Workforce Business Services, Inc. All Emp. SSS Down to Earth OPCO II LLC dba: Down to Earth II 1401 Manatee Ave. West Ste 600 Bradenton, FL 34205-6708		INSURER A: Zurich-American Insurance Company		16535
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

**COVERAGES**      **CERTIFICATE NUMBER:** 20FL079994500      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADOL	SUBR	INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> CO-OP  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:								EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY								COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> CO-OP <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEC <input type="checkbox"/> RETENTION								EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N    Y    N/A    X 1) YES, Describe under DESCRIPTION OF OPERATIONS below SCS Partners- Inactive					WC 60-00-818-10	12/31/2020	12/31/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$    1,000,000 E.L. DISEASE - EA EMPLOYEE \$    1,000,000 E.L. DISEASE - POLICY LIMIT \$    1,000,000
						Location Coverage Period:	12/31/2020	12/31/2021	Client# 054887

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Coverage is provided for only those co-employees of, but not subcontractors to:  
 SSS Down to Earth OPCO II LLC dba: Down to Earth II  
 2701 Maitland Center Parkway #200  
 Maitland, FL 32751  
 Endorsements: Waiver of Subrogation

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
For Information Purposes Only	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 <i>Todd George</i>





From Seed to Scenic

# Your Full-Service Landscape Partner

As a leading full-service landscape, irrigation and landscape construction company proudly serving multiple regions across Florida for more than 30 years, Down To Earth specializes in large-scale commercial, residential and resort services.

In addition to the latest maintenance techniques, we also provide a diversified range of specialty services guaranteed to accommodate any project – and exceed client expectations.

From design and installation to ongoing maintenance, we can enhance *any* property!

## Design & Construction

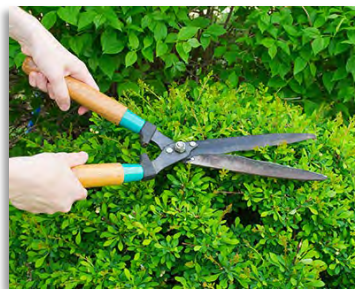


Custom design/development plans including:

- Concept
- Drainage
- Lighting
- Plant Palette
- Planting Plan
- Enhancements



## Maintenance



Professional recurring service regimens tailored to your needs:

- Mowing
- Trimming, Pruning, Edging
- Fertilization
- Pest Control
- Mulching



## Irrigation



Professional services by licensed irrigation technicians:

- Design and Install
- Inspections and Audits
- Full Water Management
- Repairs and Upgrades



## Full-Service Golf Course Maintenance and Construction



More information at

[www.dte.golf](http://www.dte.golf)



Healthy Landscapes By Hand

# Maintenance Service Outline

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## Mowing

Down To Earth uses size specific mowers for each turf variety and area based on site conditions. We train personnel to take special care not to damage plant material or property while mowing and prevent clippings from discharging into bodies of water or landscaping mulch beds and tree rings.



## Trimming & Edging

**Trimming:** Mechanical string trimmers will be used during all mow cycles around all obstacles the mowers cannot service.

**Edging:** Mechanical edgers are utilized during all mow cycles for hardscapes and landscape bed edges (plant beds, trees, curbs, buildings, etc.) to maintain their design intent and ensure clean, crisp lines.

**Debris Blowing:** Mechanical blowers will be used after each mow/detail cycle to clean serviced areas.



## Irrigation

Irrigation is the most vital procedure to ensure a healthy-looking landscape year-round. This is precisely why Down To Earth takes meticulous measures to employ the most knowledgeable and experienced managers and technicians possible.





## Tree Pruning

Down To Earth implements a precise technique that is individualized for each tree variety and timing based on the required specifications.

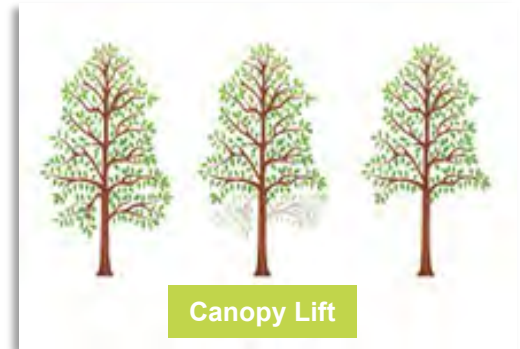
**NOTE:** Down To Earth staffs certified arborists to manage all tree care.

### Palm Pruning

- All palm trees up to a maximum height of 12'
- Dead fronds/spent seed pods removed
- Thoroughly detailed (all fronds trimmed to lateral position) twice annually

### Crape Myrtle Pruning

- All crape myrtle trees up to a maximum height of 12' overall pruned/shaped each February to promote vigorous blooming (and to maintain desired size/shape)
- Individual branches individually trimmed back to wood no larger than 1/2" in diameter
- All sucker branching, seedpods and ball moss removed



## Shrub Detailing

Down To Earth is experienced in dealing with large maintenance-free communities. When doing so, we create a detailed map of all service areas and divide it into color-coded sections. These sections will then be placed on a rotation with a specific detail crew assigned for each area.







## Fertilization

Down To Earth mandates the use of proper fertilization techniques by state-licensed expert professionals in every community that we service.

**NOTE:** All sidewalks, roads, curbs and patios will be blown clean of any granular fertilizer after application to minimize staining.



## Pest/Weed Control

Insects and pests can play a detrimental role in ruining a community's landscape. DownTo Earth takes pride in performing proactive measures to make sure that trees, plants and turf are not compromised by a preventable disease or infestation. Our team utilizes Integrated Pest Management and utilizes industry leading pest control practices.



### Weed Control

Down to Earth uses trained personnel to focus on weed control. These individuals have been instructed and certified to apply chemicals safely and properly based on weather and site conditions. We apply pre and post emergent chemicals, if applicable, along with hand pulling all weeds larger than 3" inches. Paver driveways and concrete crack weeds are also sprayed or removed during each detail rotation or as needed.





## Mulching

When installed properly, mulch can enhance the beauty of a landscape quickly and efficiently. Added benefits of proper mulching suppresses weeds, prevents soil moisture loss, improves soil structure, and adjusts the pH improves soil nutrition.



## Annual Flowers

Annual flowers tend to become the focal point of a landscape when present in a community. As such, it is one of Down To Earth's top priorities to make sure these plants remain in a quality condition. If required, we will also use a 1" thick layer of pine fines at the top of all annual bedding during every rotation to enhance their aesthetic.



### ***Program Overview (If Included)***

**Seasonal Color:** 4" pots planted in the following recommend schedule to correspond with the associated installation period:

- January - March = Annuals
- April - June = Annuals
- July - September = Annuals
- October - December = Annuals



## Merging Tradition and Technology

# State-Of-The-Art Service

Florida's family-owned and leading full-service commercial landscape company, [Down To Earth Landscape & Irrigation](#), leverages the latest technology and expert staff to deliver best-in-class service to each and every client. Serving our customers for **more than 30 years**, we stay on the cutting-edge of landscaping, fertilization and pesticide practices, irrigation systems and communication. A commitment to embrace the tools of the future while staying rooted in traditional customer service principles is a key component to deliver superior work and exceed client expectations.

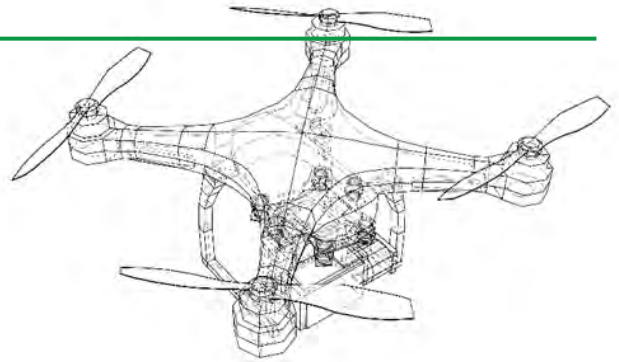
Down To Earth actively partners with equipment manufacturers, fertilization/pesticide companies and technology providers to directly incorporate their products into our services. As just one example, we frequently consult with the [University of Florida Institute of Food and Agricultural Sciences \(UF/IFAS\)](#) to enhance our fertilization formulas and schedules. This allows us to custom blend fertilizers based on soil samples, water quality, water availability and climate.

When it comes to tree care, Down To Earth has implemented a best-in-class hybrid approach utilizing the expertise of in-house and vendor-partnered [International Society of Arboriculture \(ISA\) Certified Arborists](#). This enables us to remain at the forefront of botanical practices to optimize proper pruning, trimming and other services to nurture entire landscapes.

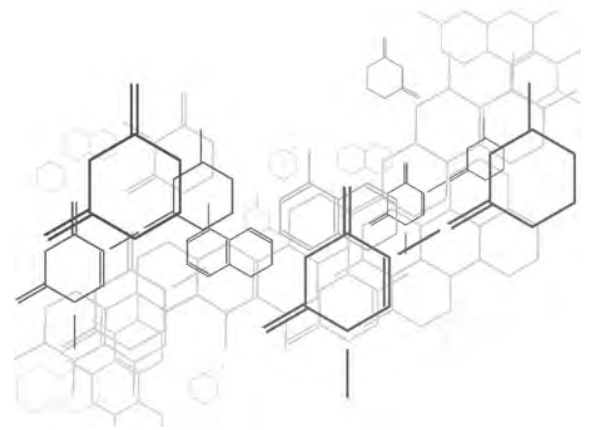
Our approach to pest control goes far beyond just spraying bug killer all over your community as we actively practice world-class [Integrated Pest Management \(IPM\)](#). IPM is a sustainable, science-based process that combines biological, physical, and chemical tools to identify, manage and reduce threats from pests in a way that minimizes overall economic, health and environmental risks. Results are less intrusive on the environment and safer for residents and pets.

### IPM Benefits

- **Sustainable**
- **Science-Based**
- **Minimal Health Risks**
- **Less Environmentally Intrusive**



**UF | IFAS**  
UNIVERSITY *of* FLORIDA





# Company Equipment List

Augers/Tillers for Annual Beds	<b>30</b>	PSI Washer	<b>30</b>
Dump Trailer	<b>23</b>	Pull Behind Buffalo Blower	<b>23</b>
Dump Trailer with Large Leaf Vacuum	<b>2</b>	Roller	<b>2</b>
Dump Trucks	<b>3</b>	Semi with Drop Trailer	<b>3</b>
Enclosed Trailer	<b>98</b>	Service Truck	<b>3</b>
GMC/Chevy 1500 Crew Cab	<b>35</b>	Skid steer	<b>2</b>
GMC/Chevy 2500 Extra Cab	<b>89</b>	Smithco Sprayer (Fert/Pest)	<b>15</b>
GMC/Chevy Van	<b>12</b>	Sodcutter	<b>15</b>
Golf Cart	<b>60</b>	Stihl Backpack Blowers	<b>600</b>
Hustler 104" Commercial Mower	<b>3</b>	Stihl Edgers	<b>375</b>
John Deere 21" Commercial Mower	<b>60</b>	Stihl Long Trimmers	<b>375</b>
John Deere 36" Commercial Mower	<b>53</b>	Stihl Medium Trimmers	<b>300</b>
John Deere 48" Stand Up Mower	<b>15</b>	Stihl Pole Saw	<b>120</b>
John Deere 60" Commercial Mower	<b>225</b>	Stihl Short Trimmers	<b>225</b>
John Deere 72" Commercial Mower	<b>128</b>	Stihl Weed eaters	<b>375</b>
John Deere Gator Spray Unit (Fert/Pest)	<b>23</b>	TCM Loaders	<b>20</b>
John Deere Gators (2 Seat)	<b>38</b>	Toro Side Winder	<b>3</b>
John Deere Gators (4 Seat)	<b>15</b>	Tractor with Bushhog	<b>6</b>
8' Ladders	<b>113</b>	Tractor with Disk	<b>2</b>
Large Isuzu Truck with Landscape Bed	<b>3</b>	Trenchers	<b>14</b>
Large Truck with Gooseneck Trailer	<b>5</b>	Vortex Blower	<b>38</b>
Leaf Vacuum	<b>5</b>	Water Trailer	<b>6</b>
8' Open Trailer	<b>48</b>	Water Truck	<b>3</b>
20' Open Trailer	<b>45</b>	"Z" Sprays (Fert/Pest)	<b>14</b>



Communication is Key


# Customer Service & Communication

As open communication is integral to client satisfaction, we have implemented a variety of ways to make our team available when you need us most.

Should an issue arise on your property, you can call or email any of our key personnel and we will respond before the end of the day. All our managers and technicians have been equipped with email access via phone or through their vehicle laptops. We strictly enforce a one-day turn-around time for all correspondence

Additionally, we also have integrated the MaxPanda Work Order system into our central operations hub. This sophisticated software features a suite of tools that allow us to track properties in real time and stay ahead of client requests to keep your priorities front and center.

Through access on our website, homeowners can report issues, ask questions, and provide direct service feedback. Responses on all related inquiries will be made within two business days (48 hours) or less.



## Customer Care Form

<b>Request Type *</b>	<input type="text" value="Select Category"/>
<b>Requestor's Email *</b>	<input type="text" value="Select Category"/>
<b>Property Address</b>	<input type="text" value="Break/Fix"/>
<b>Request Details *</b>	<input type="text" value="Design Consultation"/>
<b>Requestor's Name *</b>	<input type="text" value="Fertilization"/>
<b>Requestor's Phone # *</b>	<input type="text" value="General Question"/>
<b>Alternate Contact</b>	<input type="text" value="Irrigation"/>
<b>Alternate Phone #</b>	<input type="text" value="Landscape"/>
<b>State *</b>	<input type="text" value="Lawn Maintenance"/>
<b>City *</b>	<input type="text" value="Lighting"/>
<b>Contact via Phone? *</b>	<input checked="" type="checkbox"/>
<b>Files</b>	<input type="button" value="Choose Files"/> No file chosen

10 MB File Size Limit



# Customer Service: MaxPanda Interface



- Real-time property tracking
- Work orders can be created in website portal
- Submitters receive email alert notification as orders are serviced
- Business cards/instructional flyers provided to all residents
- Reinforces accountability
- Improves client/vendor communication



**Manage work for this Site**

Summary: Pending 0, Approved 9, On Hold 0, In Progress 0, Completed 25, Overdue 2, Closed 95

ID	WO Title	Type	Priority	Category	Status	Due Date	Staff	Building Group
100401	[Redacted]	WO	Medium	Fertilizer	Approved	5/16/2020	Donna Anderson, Rick Edwards, Chris Derrick, Mark Simpson	[Redacted]
100402	[Redacted]	WO	Medium	Level Maintenance	Approved	5/15/2020	Jaylin Matlock, Lee Sardo	[Redacted]
100403	[Redacted]	WO	Medium	Level Maintenance	Approved	5/15/2020	Emily Wells, Mike Vlatkovic, Carson Mathews	[Redacted]
100404	[Redacted]	WO	Medium	Level Maintenance	Approved	5/15/2020	Carson Mathews, Mike Matlock	[Redacted]

[Maxpanda Interface \(click for enhanced view\)](#)





# Company Safety Plan

Down To Earth understands that safety is the number one priority for both you and our employees. As such, all personnel wear the following necessary protective equipment during the performance of their duties:

- Protective clothing, reflective, high visibility shirts and safety vests
- Protective eye wear or face shields
- Respiratory protection (as necessary)
- Gloves
- Ear/Hearing protection

Down To Earth personnel will adhere to all local, state and federal safety guidelines and will observe all safety precautions when performing services on property, roadways and rights-of-way. The following measures will be employed when active in these areas:

- Safe location of parked vehicles
- Use of safety cones/signage
- Flag personnel as necessary
- Use of reflective, high visibility safety vests on all personnel and vehicles (which are clearly identifiable)

In addition, all personnel will wear ANSI Class III approved reflective safety vests anytime work is being performed on property within road right-of-way. Down To Earth will provide appropriate Maintenance of Traffic (MOT) per Florida Department of Transportation (FDOT) specification when personnel and equipment will be conducting work in or around traffic or pedestrians. Employees working within three feet of any traffic shall have a personal flag stake.



**Long-sleeve Enhanced  
Visibility Shirt**



**Class 2 High-  
Visibility Vest**



**PPE**



**Industrial  
Work Pant**

## Required Safety Items for Each Crew

- Orange cones (all crews)
- Orange triangles (all mowers/equipment)
- Strobe lights (all vehicles/carts)
- "Men Working Ahead" signs (roadway crews)
- Arrow message boards (roadway crews)
- Fire extinguisher (all crews)
- First aid kit (all crews)
- ANSI Class III safety vests (company provided)
- Safety glasses (company provided)
- Work gloves
- Hearing protection (company provided)
- Steel toe boots
- Hard hats (company provided when required)



# Safety Training Program & Traffic Control

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Down To Earth acknowledges that proper employee training is essential for maintaining your property at the highest level. As such, we take several steps with new employees to ensure they are qualified to perform landscape duties that match our rigorous standards. We also strive to hire employees with extensive experience within the landscape industry. Along with background knowledge, we expect all employees to be hard working, detail oriented, friendly and efficient.

## **Hiring Program**

- Mandatory drug screening prior to employment – zero tolerance policy.
- Upon hiring, each employee is given a two-week training period to make sure they know basic landscape maintenance techniques and can operate machinery properly.

## **Safety Training Program**

- Each employee views a mandatory video on preventing injuries in the workplace.
- Use of safety uniforms, vests, hats, glasses and earplugs are strictly enforced.
- Employees participate in an equipment training program demonstrating the correct way to operate machinery and tools utilized for day-to-day job activities.
- All Fertilizer/Pest Control Applicators must take the Florida Best Management Practices Class and stay up to date on continuing education units.

## **Preventative Maintenance Program**

- Participate in weekly toolbox talks to review the correct maintenance procedures and inspect current equipment.
- Clean equipment daily as well as sharpen mower blades and service equipment to ensure proper working order.

## **Traffic Control Program**

- Reflective & highly visible uniforms
- Traffic cone & barricade placement procedures
- Traffic directional sign placement procedures
- Work in progress signs
- Equipment safety indication signals (lights & reflectors)





# Disaster & Storm Relief Protocol

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Down To Earth understands firsthand the unpredictability of weather. There have been many occasions throughout the years where we have offered immediate disaster and storm relief, in addition to frost protection services to our clients. Our extensive resources allow us to act quickly and address any issues efficiently and in a timely manner.

Supplemental to our current maintenance staff in Central Florida, we also are equipped with roaming Quality Control Crews that are available at any time to restore your property to pre-disaster condition. Additionally, our Landscape & Irrigation Installation Division works throughout the state year-round and is always ready to provide assistance.

While adequate manpower is essential, having the necessary equipment plays just as large of a role for performing effectively in these types of extreme situations. That is why we maintain a certain number of loaders/machines that are ready to deploy as needed at a moment's notice.

For more than 30 years, our track record has proven that we will do everything necessary to protect our clients' interests and eliminate stress during hurricanes, storms, and frost. One way we achieve this is by implementing preventative measures that work to lessen direct impacts. These include pre-storm tree trimming, removal of loose debris to avoid wind damage and covering plants with frost cloth.

When disaster strikes, you can count on Down To Earth to keep your property safe, healthy, and operating smoothly.



# Maintenance Projects & References

## Village Walk / Enclave at Lake Nona

8524 Insular Ln. Orlando, FL 32827

**Tom Rose**

**Phone:** (740) 525-0913

**Email:** [wwinpresident@gmail.com](mailto:wwinpresident@gmail.com)

**Michael Henry**

**Phone:** (850) 368-2931

**Email:** [michael.henry@grandmanors.com](mailto:michael.henry@grandmanors.com)

**Time:** May 2014 – Current

**Value:** \$2,573,484.00

We offer full-service landscape maintenance, irrigation fertilization and pest control of the master association and all subdivisions consisting of 1400+ homes.



## Kindred CDD

1508 Park Side Ave. Orlando, FL 34744

c/o Rizzetta & Company

**Richard Hernandez**

**Phone:** (407) 472-2471 Ext. 0864

**Email:** [Rhernandez@rizzetta.com](mailto:Rhernandez@rizzetta.com)

**Time:** February 2020 - Current

**Value:** \$350,00.00

We offer full-service landscape maintenance, irrigation, fertilization, and pest control for Kindred CDD.



## Kings Ridge Master Association & HOAs

1900 Kings Ridge Blvd. Clermont, FL 34711

c/o Leland Management

**Flory Barahona**

**Phone:** (352) 223-3580

**Email:** [fbarahona@lelandmanagement.com](mailto:fbarahona@lelandmanagement.com)

**Time:** February 2011 – Current

**Value:** \$950,000.00

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the master association and subdivisions consisting of 500+ homes.



## TSR CDD - Starkey Ranch

2500 Heart Pine Ave, Odessa, FL 33556

c/o Governmental Management Services LLC

**Matt Call**

**Phone:** (813) 785.7959

**Email:** [matt.call@mylandteam.com](mailto:matt.call@mylandteam.com)

**Time:** 2019 – Current

**Value:** \$1,261,052.00

We offer full-service landscape maintenance, irrigation, fertilization, and pest control for all common areas throughout the community.





# Community Development District Projects

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## The Villages Community Development District

- *85+ Maintained Neighborhoods, Common and Recreation Areas*
- *The Villages, Florida*



## Narcoossee Community Development District

- *La Vina, Nona Crest and Preserve*
- *Lake Nona, Orlando, Florida*

## Lakewood Ranch Community Development District 1

- *Bradenton, Florida*

## Sumter Landing Community Development District

- *The Villages, Florida*



## Shingle Creek Community Development District

- *Orlando, Florida*

## Stoneybrook South Community Development District

- *Kissimmee, Florida*

## Sawgrass Bay Community Development District

- *Clermont, Florida*



## Heritage Lake Park Community Development District

- *Punta Gorda, Florida*

# Community Development District Projects

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## **Town of Kindred Community Development District**

- *Kissimmee, Florida*

## **Seven Oaks Community Development District**

- *Wesley Chapel, Florida*

## **Estancia at Wiregrass Community Development District**

- *Wesley Chapel, Florida*

## **Cordoba Ranch Community Development District**

- *Lutz, Florida*

## **Pine Ridge Community Development District**

- *Middleburg, Florida*

## **TSR CDD - Starkey Ranch**

- *Odessa, Florida*

## **Osceola Chain of Lakes Community Development District**

- *Osceola County, Florida*

## **Charles Cove Community Development District**

- *Polk County, Florida*



# Subcontractors

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## **Southeast Spreading Company**

13650 Fiddlesticks Blvd  
Suite 202-336  
Fort Myers, FL 33192  
**Tel. (239) 332-2595**

## **Southeast Tree Company**

13650 Fiddlesticks Blvd  
Suite 202-336  
Fort Myers, FL 33192  
**Tel. (239) 332-2595**

## **Bloom Masters Wholesale Nursery**

2801 W Lake Mary Blvd.  
Lake Mary, FL 32746  
**Tel. (407) 323-6188**

## **Ramco Mulch Solutions**

8955 US 301 North  
#111  
Parish, FL 34219  
**Tel. (941) 650-6688**

## **Briggs Tree Service, LLC**

8297 Champions Gate Blvd  
# 525  
Champions Gate, FL 33896  
**Tel. (863) 557-9991**





INTEGRITY - COMMUNITY  
ACCOUNTABLE - RELENTLESS - EXCELLENCE

# Proposal Bid Forms and Pricing



**NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT**

**BASIC ORGANIZATION INFORMATION**

DATE SUBMITTED 11.9.2021, 2021

1. Proposer SSS DOWN TO EARTH OPCO II LLC  
[Company Name]  An Individual  
 A Limited Liability Company  
 A Limited Liability Partnership  
 A Partnership  
 A Corporation  
 A Subsidiary Corporation

2. Proposer Company Address:

Street Address 2701 MAITLAND CENTER PARWAY- SUITE 200

P.O. Box (if any) \_\_\_\_\_

City MAITLAND State FLORIDA Zip Code 32751

Telephone 321.263.2700 Fax no. 352.385.7229

1<sup>st</sup> Contact Name TOM LAZZARO Title CHIEF EXECUTIVE OFFICER

2<sup>nd</sup> Contact Name CRAIG LARSEN Title REGIONAL DIRECTOR CENTRAL

3. Parent Company Name (if applicable) SEASONS SERVICE SELECT LLC

4. Parent Company Address (if different):

Street Address 2701 MAITLAND CENTER PARWAY- SUITE 200

P.O. Box (if any) \_\_\_\_\_

City MAITLAND State FLORIDA Zip Code 32751

Telephone 321.263.2700 Fax no. 352.385.7229

1<sup>st</sup> Contact Name TOM LAZZARO Title CHIEF EXECUTIVE OFFICER

2nd Contact Name CRAIG LARSEN Title REGIONAL DIRECTOR OF OPERATIONS

5. List the location of the Proposer's office which would perform LSPCDD work.

Street Address 14645 BOGGY CREEK ROAD

P.O. Box (if any) \_\_\_\_\_

City ORLANDO State FLORIDA Zip Code 38224

Telephone 352.385.7227 Fax no. 352.385.7229

1<sup>st</sup> Contact Name MATTHEW MINNITTE Title BRANCH MANAGER

6. If the Proposer is a corporation, is it incorporated in the State of Florida?

yes ( ) (Proceed to Question 6.1) no  (Proceed to Question 6.2)

6.1 If yes, provide the following:

Is the Company in good standing with the Florida Secretary of State Division of Corporations? yes ( ) no ( )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

6.2 If no, provide the following:

The State in which Proposer is incorporated? OHIO

Is the Company in good standing with that State? yes  no ( )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
Date incorporated 8.19.2016 Charter No. 3931764

Is the applicant registered with the State of Florida? yes  no ( )

7. If the Proposer is a partnership (including a limited partnership or limited liability partnership) or limited liability company, is it organized in the State of Florida?

Yes ( ) (Proceed to Question 7.1) No ( ) (Proceed to Question 7.2)

7.1 If yes, is the Proposer registered with the Florida Department of State, Division of Corporations? yes ( ) no ( )

If no, please explain

N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Proposer in good standing with the State of Florida? yes ( ) no ( )

If no, please explain

N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Proposer was organized: \_\_\_\_\_

7.2 If no, provide the following:

The State in which Proposer is organized: \_\_\_\_\_

Is the Proposer in good standing with that State? yes ( ) no ( )

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date Proposer was organized: \_\_\_\_\_

Is the Proposer registered as a foreign partnership or limited company with the State of Florida? yes ( ) no ( ) If no, please explain \_\_\_\_\_

8. Does Proposer hold any registrations or licenses with the State of Florida applicable to the contract? yes  no ( )

8.1 If yes, provide the following information and attach one (1) photocopy of each listed license (attach additional sheets if necessary):

Type of registration **PLEASE SEE ATTACHED LICENSES AND CERTIFICATES** \_\_\_\_\_

License No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Qualifying individual \_\_\_\_\_ Title \_\_\_\_\_

List company(s) currently qualified under this license \_\_\_\_\_

\_\_\_\_\_

8.2 Does the Proposer hold any registrations or licenses with Orange County applicable to the contract? yes  no ( )

If yes, please list and provide a photocopy of each listed license or registration:  
**LOCAL BUSINESS TAX RECEIPT** \_\_\_\_\_

9. List the Proposer's total annual dollar value of work completed for each of the last three (3) years starting with the latest year and ending with the most current year

(2018) \$100,000,000, (2019) \$109,000,000, (2020) \$115,000,000.



10. List the Proposer's Orange County area annual dollar value of work completed for the most current year (2020) \$27 MILLION.

11. Does your company propose to subcontract any of the required work?  
yes  no ( )

If yes, please explain

RAMCO SUBCONTRACTOR FOR MULCH, FLOWERSCAPES FOR ANNUALS

BRIGGS FOR ARBOR CARE. PLEASE SEE ATTACHED SUBCONTRACTOR LIST

10. What is the total number of personnel servicing the Orange County area? 300.

11. What is the total number of trucks servicing the Orange County area? 80.

12. Does your company have a certified arborist on staff? yes  no ( )

13. Does your company employ formal training and certification procedures for employees?  
yes  no ( )

If yes, briefly explain

PLEASE SEE ATTACHED

17. What are the Proposer's current insurance limits? (Provide a copy of applicant's Certificate of Insurance)

General Liability	\$ <u>2,000,000.00</u>
Automobile Liability	\$ <u>2,000,000.00</u>
Workers Compensation	\$ <u>1,000,000.00</u>
Expiration Date	<u>02.28.2022</u>

18. Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past two years? yes ( ) no

If yes, please describe each violation, fine, and resolution \_\_\_\_\_

\_\_\_\_\_

18.1 What is the Proposer's current worker compensation rating? 0.82

18.2 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 two years?

yes ( ) no

If yes, please describe each incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Narcoossee Community Development District, or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or regarding the ability, standing and general reputation of the applicant.

SSS DOWN TO EARTH OPCO II LLC By: TOM LAZZARO *Tom Lazzaro*  
Name of Proposer

This 8TH day of NOVEMBER, 2021 By: TOM LAZZARO - CEO  
[Type Name and Title of Person Signing]

(Apply Corporate Seal, if filing as a corporation)

State of Florida  
County of ORANGE

The foregoing instrument was acknowledged before me this 8TH day of NOVEMBER, 2021, by TOM LAZZARO, of the SSS DOWN TO EARTH OPCO II LLC who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

*Lucia D. Lindell*  
Signature of Notary taking acknowledgment



**NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT**

**AFFIDAVIT OF NON-COLLUSION**

STATE OF FLORIDA  
COUNTY OF ORANGE

I TOM LAZZARO, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a CEO in the firm of SSS DOWN TO EARTH OPCO II LLC, and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this 8TH day of NOVEMBER, 2021.

Tom Lazzaro  
Signature by authorized representative of Proposer

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 8TH day of NOVEMBER, 2021, by TOM LAZZARO - CEO, of the SSS DOWN TO EARTH OPCO II LLC who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Lucia D. Lindell  
Signature of Notary taking acknowledgment



# **Landscape Maintenance Pricing Sheet**



Narcoossee Community Development District - Landscape Maintenance Services

TASK	NONA CREST		LA VINA		NONA PRESERVE		Totals
<b>Turf Care</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	
Mowing	\$ 10,754.28	\$ 31,123.39	\$ 17,021.25	\$ 58,898.91			
Weed/Disease Control	\$ 2,266.83	\$ 8,161.89	\$ 4,342.55	\$ 14,771.27			
Fertilization	\$ 1,376.93	\$ 2,699.77	\$ 2,347.25	\$ 6,423.95			
Pest Control	\$ 1,255.94	\$ 2,447.24	\$ 2,079.95	\$ 5,783.14			
<b>Subtotal</b>	\$ 15,653.98	\$ 44,432.30	\$ 25,791.00	\$ 85,877.27			
<b>Shrubs/Ground Cover Care</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	
Pruning	\$ 1,172.13	\$ 2,786.95	\$ 1,685.93	\$ 5,645.01			
Annuals (replaced 4 Times per Year)	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 10,800.00			
Weed/Disease Control	\$ 477.52	\$ 1,135.42	\$ 686.86	\$ 2,299.81			
Fertilization	\$ 412.42	\$ 619.32	\$ 374.65	\$ 1,406.39			
Pest Control	\$ 386.37	\$ 412.88	\$ 249.77	\$ 1,049.02			
Mulching	\$ 3,442.50	\$ 6,120.00	\$ 4,207.50	\$ 13,770.00			
<b>Subtotal</b>	\$ 9,490.94	\$ 14,674.57	\$ 10,804.71	\$ 34,970.23			
<b>Tree Care</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	
Pruning	\$ 4,267.75	\$ 10,134.35	\$ 6,130.66	\$ 20,532.77			
Weed/Disease Control	\$ 1,707.09	\$ 4,053.74	\$ 2,452.26	\$ 8,213.10			
Fertilization	\$ 1,896.77	\$ 4,504.16	\$ 2,724.74	\$ 9,125.67			
Pest Control	\$ 1,612.25	\$ 3,828.53	\$ 2,316.03	\$ 7,756.81			
Mulching	\$ 607.50	\$ 1,080.00	\$ 742.50	\$ 2,430.00			
<b>Subtotal</b>	\$ 10,091.37	\$ 23,600.79	\$ 14,366.19	\$ 48,058.35			
<b>Irrigation System Monitoring</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	
Bi-Monthly Inspection	\$ 2,896.19	\$ 6,950.86	\$ 4,228.44	\$ 14,075.49			
<b>Subtotal</b>	\$ 2,896.19	\$ 6,950.86	\$ 4,228.44	\$ 14,075.49			
<b>Litter Removal</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	
	\$ 868.86	\$ 1,930.79	\$ 1,255.02	\$ 4,054.67			
<b>Subtotal</b>	\$ 868.86	\$ 1,930.79	\$ 1,255.02	\$ 4,054.67			
<b>Total</b>	\$ 39,001.34	\$ 91,589.31	\$ 56,445.35	\$ 187,036.00			
<b>Cost of On Additional Mulching Service Annually</b>	\$ 4,050.00	\$ 7,200.00	\$ 4,950.00	\$ 16,200.00			

Notes:

- The amounts listed above are fixed fees for the time period noted. The fixed fee shall include the Contractor's profit and general overhead and all costs and expenses of any nature whatsoever (including, without limitation, trench safety, labor, equipment, materials and all taxes).
- Refer to the scope of services for the specific description and frequency of the services to be provided.
- Invoices will be submitted monthly, prorated, based on the above fees.

**NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT**

**ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS  
AND PROPOSAL SIGNATURE FORM**

This Proposal for landscape maintenance services has been submitted on this 8TH day of NOVEMBER, 2021 by SSS DOWN TO EARTH OPCO II LLC [company] whose business address is 2701 MAITLAND CENTER PARKWAY - SUITE 200 MAITLAND, FLORIDA 32751, telephone number is 321.263.2700, and fax number is 352.385.7229.

The undersigned acknowledges, by the below execution of this proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees through submission of this Proposal to honor all pricing information sixty (60) days from the date of the Proposal opening, and if awarded the contract on the basis of this Proposal to enter into and execute the services contract in substantially the form included in the proposal documents.

Proposer understands that inclusion of false, deceptive or fraudulent statements on this proposal constitutes fraud; and, that the District consider such action on the part of the Proposer to constitute good cause for denial, suspension or revocation of a proposal for work for the Narcoossee Community Development District.

Furthermore, the undersigned acknowledges receipt of the following addenda, the provisions of which have been included in this Request for Proposal.

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

SSS DOWN TO EARTH OPCO II LLC  
Name of Proposer

By: TOM LAZZARO *Tom Lazzaro*

This 8TH day of NOVEMBER, 2021

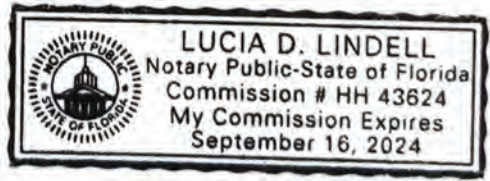
By: TOM LAZZARO - CHIEF EXECUTIVE OFFICER  
[Type Name and Title of Person Signing]

(Apply Corporate Seal, if filing as a corporation)

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 8TH day of NOVEMBER, 2021, by TOM LAZZARO - CEO, of the SSS DOWN TO EARTH OPCO II LLC who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

*Lucia D. Lindell*  
Signature of Notary taking acknowledgment





Thank you for an opportunity to partner with you!

---



---

2701 Maitland Center Parkway, #200, Maitland, FL 32751 • 321-263-2700

CENTRAL FLORIDA • FORT MYERS • FORT PIERCE • JACKSONVILLE • NAPLES • RUSKIN • SARASOTA • TAMPA • VERO BEACH • THE VILLAGES



OMEGASCAPES

LANDSCAPE MANAGEMENT  
PROPOSAL

Prepared For:

Narcoossee CDD  
Orlando, FL



**Narcoossee Community Development District**  
Government Management Services  
219 East Livingston St  
Orlando, FL 32801

Attn: Jason Showe  
District Manager

**Subject: Landscape Management Proposal**

**OmegaScapes, Inc** sincerely appreciates the opportunity to present this proposal for landscape maintenance services at **The Narcoossee Community Development District**.

OmegaScapes is a premier full-service provider of commercial grounds maintenance services in the Central Florida area. As a respected local industry professional, we have the good fortune of providing our services for some very prestigious customers in a variety of markets. It would be our pleasure to serve you as well.

We truly hope this information affords OmegaScapes your favorable consideration. Please feel free to review the enclosed proposal package and contact me should you have any questions, require additional information, or would like to schedule a meeting to review our submittal in more detail.

Our team of professionals are ready to begin our partnership with you and to exceed your expectations. The entire OmegaScapes team is looking forward to working with you.

Sincerely,



**Dan Bond**  
Business Development Manager





## OMEGASCAPES

### **Who are we?**

Omegascapes, Inc. is a full service, commercial landscape management company headquartered in Orlando, FL. We currently service all of Central Florida and are working our way into the Daytona, Ocala, and Tampa markets. Our services include landscape maintenance, irrigation services, fertilization and pest control, arbor care, and landscape improvements. Our focus is on properties with extensive landscapes that require a high level of detail and attention. Our promise is proactive landscape management with the highest level of customer service in the industry at the best value.

### **Where did we come from?**

Our entire management team and ownership have all worked for the largest companies in our industry, and we feel that Omegascapes has blended the best qualities of a large operation with the benefits of a smaller, family-owned business. It is becoming more and more evident that “bigger” isn’t necessarily better in a landscape maintenance company. What really matters is “are you big enough”. Our sister company, Lake Conway Landscaping, specializes in large scale commercial landscape development which is a nice compliment to Omegascapes’ ability to manage those same types of landscapes. With both companies available to you, we have plenty of resources and “muscle” for whatever your needs may be.

### **What makes Omegascapes different?**

The biggest difference is simple: ***We do what we promise... and we manage ourselves.*** Seems too simple, right? Well, what we have discovered by listening to prospective clients for the last five years is that this concept is sorely lacking in the industry. To be successful at this puts a lot of responsibility on us, though. It is much easier to over promise to make a sale... and then under deliver while having lots of excuses. I’m sure many of you have experienced this with other contractors. If we deal with the reality of the challenges and create and execute a plan of success based on achievable goals, we now become your partner and not just another contractor. Why? Because we have helped you and your property achieve the curb appeal that everyone said they could provide but didn’t.

### **Why should you choose us?**

The short answer is... because you are tired of the empty promises and failed executions. Omegascapes is fully committed to raising the bar in our industry one client at a time, one property at a time. We refuse to under bid a property like many of our competitors do just to close a sale. To properly manage a landscape on any given property takes the man-hours it takes *every single visit*. No company can magically do this consistently for less hours with a smaller crew at a cheaper price. We will dedicate the staff, equipment, and resources to your property to meet the expectations that were agreed upon. We will offer you proactive solutions, and a plan to get it done, and you won’t have to chase us down and beg us to do it. If we discover that budgets are not ideal, we will offer the best plan possible that focuses on the priority areas first so your team, guests, and residents can see the improvements. Omegascapes will bring the right vision, the right plan, the right resources, and the right management to be successful.

***We are different. We do what we promise. We make landscaping simplified.***





Omegascaples, Inc. has reviewed the community, understands the scope of work outlined, and has visited the site to do a full inspection of current conditions. Our approach to the services as described in the scope of services provided is to have an average staff of four service the property each of the 42 requested cycles. We will perform the regular mowing events on all areas during this time, and then detail of the shrub beds. Our team will be policing the entire property each service as well to inspect all areas.

In addition, we will have an irrigation technician on-site three days per month to inspect the system as specified. Incidental repairs will be made during this time, while larger repairs will be estimated, approved, and scheduled to be completed within the timeframe. Fertilization and Pest Control services will be handled with monthly visits and applications to fulfil the specifications of the community. Reports for both services will be provided to the management staff as required.

The overall approach taken by Omegascaples is focused on a level of quality that will ensure the landscape is consistently healthy and aesthetic.

### **Site Inspection**

Current landscape seems to be in bad conditions. We observed malnutrition in shrubs as well as weed infestation in a lot of areas. There are several turf areas that are wilting/dead due to seasonal temperatures and not properly treating it with chemical and fertilization. Mulch looks a bit thin, and we assume it is approaching time for an additional application. St Augustine turf appears in not-so-great health.

### **Exclusions**

Omegascaples is excluding “maintenance of hardscape – flatwork, columns, fences, and monuments” except for regular inspections, removal of debris created from our landscape services, and management of crack weeds. All other routine, structural, and chemical maintenance of these to be done by others. Omegascaples is also excluding all hardwood tree trimming above 10’

### **Approach to Pruning**

Omegascaples uses best management practices for all pruning. For shrubs, we will round edges as specified in scope. For palms, we will trim at 10 and 2 o’clock as specified. Tree trimming will be performed as specified as well. Ornamental grasses will be cut back each year in early spring.

### **Approach to Pest, Weed, and Disease**

Control Turf and shrub applications will be on a rotating bi-monthly basis. This means we will be on-site each month inspecting the entire landscape and applying scheduled services. If we identify other issues, they will be addressed while on-site. This is a high level of attention we feel the property is currently lacking. Herbicide in turf and shrub beds will be applied on regular intervals to promote minimal weed presence.



**Approach to Maintenance of Hardscape**

As mentioned above, Omegascares is excluding all “maintenance of hardscape – flatwork, columns, fences, and monuments” beyond regular inspections, removal of debris created from our landscape services, and management of crack weeds. Structural and chemical maintenance of these to be done by others.

**Irrigation System**

Omegascares will work closely with the District Manager, carefully following the scope specified in the RFP. We have included one day each month for inspections of the irrigation system. Upon our initial property audit, and continuing each inspection, we will submit a written report clearly communicating the status and any concerns we have with the system, as well as a plan to correct if needed.

**Staff Levels**

An average of a 4-man crew for 42 visits per year for mowing and detail services, once per month irrigation tech, monthly pest control and fert applicator cycles. Dedicated Account Manager available as needed in addition to regular managing of crew and support staff. Office management and administrative staff available as needed. Owner of company available as needed. Furthermore, our sister company Lake Conway Landscaping and all its staff, equipment, and resources are available as needed as well.

## Key OmegaScapes Personnel



**Kevin Carmean** is the owner of OmegaScapes and Lake Conway Landscaping. He obtained his bachelor's degree in Business Management from Rochester College, is a Licensed Irrigation Contractor and is FNGLA certified as a Horticultural Professional, Landscape Contractor and Technician. In his 25+ years in the industry, Kevin has been responsible for well over \$250 million in landscape installations. Prior to starting OmegaScapes and LCL, he worked for one of the world's largest landscape companies, successfully managing over 150 employees with an annual revenue exceeding \$30 million. The combination of Kevin's experience, management style and personality have allowed him to put together and maintain the best team of landscape professionals in the industry.

[Kevin@Omegascapes.com](mailto:Kevin@Omegascapes.com)

407-930-6010

**Fallon Jordan** is our Vice President of Human Resources. She has over 17+ years of industry experience and has had the pleasure of working with one of the world's largest landscape companies. She is extremely passionate about our businesses. Fallon has mastered many roles from project engineer, project management to even corporate accounting responsibilities with an annual revenue of \$11 million. She also manages all the accounting and administrative duties within our businesses, as well as assisting with long term planning and directing our safety program. Fallon holds an OSHA 10 certification is FCLT certified and a HR Generalist.

[Fallon@OmegaScapes.com](mailto:Fallon@OmegaScapes.com)

407-730-3026



**Jared Berryman** is our VP of Operations with 20+ years of industry experience. He has worked on several large projects in the Orlando area. Prior to joining LCL Jared also worked for one of the world's largest landscape companies with annual revenues of \$500 million. He had the opportunity to successfully manage the landscape installations on Reunion Resort & Club of Orlando, totaling over \$12 million, while also working on Bella Collina in Montverde, totaling over \$9.5 million. Jared has a Bachelor of Science degree from the University of Florida in Environmental Horticulture, State of Florida Irrigation Specialty Contractor and Agriculture Best Management Practices certified. He also holds an OSHA 30 certification. Jared prides himself in attention to detail and this effort shows not only in the standards of our crews, but also our responsiveness and the high quality of our projects. He also helps oversee OmegaScapes Maintenance transitions from development

[Jared@LakeConwayLandscaping.com](mailto:Jared@LakeConwayLandscaping.com)

407-516-3547





**Jon Cook** is our Irrigation Supervisor for LCL with 10+ years of industry experience. Jon is an expert in large, complex irrigation systems and specializes in 2-wire central control systems. He is a Certified Maxicom operator/technician and an active member of Florida Irrigation Society & Irrigation Association. Jon has a history of effectively managing multiple irrigation crews at once while producing quality irrigation systems. He also oversees OmegaScapes Irrigation Technicians.

[Jon@LakeConwayLandscaping.com](mailto:Jon@LakeConwayLandscaping.com)

407-383-7904

**Chris Arnold** Chris Arnold is our Operations Manager with 20+ years in the industry. Prior to joining OmegaScapes, Chris worked for one of the largest landscape companies and was responsible for overseeing \$5 million in revenue on multiple sites. Chris managed very large projects, including Reunion Resort, Marriott, and Marriott timeshares resorts. Chris holds certifications with FNGLA, and a certification in BMP. Chris prides himself in leading his crews to provide the best customer satisfaction, attention to detail, and going above and beyond clients expectations for the properties.

[Chris@OmegaScapes.com](mailto:Chris@OmegaScapes.com)

407-883-5191



**Dan Bond** is a Business Development Manager at OmegaScapes. He handles estimating and proposal development for our company. Dan possesses all the necessary skills and abilities at building relationships to help our growth effort in the Central Florida market and beyond through exceptional prospecting and business development.

[Dan@Omegasapes.com](mailto:Dan@Omegasapes.com)

407-448-7341

## Imagine Landscaping Simplified



**Jeff Reese** is an account manager with over 15 years' experience in landscape maintenance and irrigation. Before joining OmegaScapes, Jeff served as the main point of contact for landscape and property improvements for one of the largest residential communities in Windermere. There he managed daily field operations, maximized work within budget, safety, quality guideline, and served as the primary interface between clients and crew. Jeff has degrees in management and marketing from the University of South Florida and is a Florida licensed Pest Control Operator. He is easy going, committed, and level-headed with a dry sense of humor. Jeff prides himself on being detail oriented and producing quality results and has a great capacity to do tedious work with precision and accuracy.

[Jeff@OmegaScapes.com](mailto:Jeff@OmegaScapes.com)

407-202-3982

**Shane Bradley** is account manager with 20 years of experience. Before joining OmegaScapes, Shane oversaw several large commercial properties as well as several large resorts. Shane has a background in lawn and ornamental care, as well as irrigation. Shane has an eye for detail and provides quality, friendly customer service.

[Shane@OmegaScapes.com](mailto:Shane@OmegaScapes.com)

407-963-6598



### Communication Simplified

One way that OmegaScapes, Inc offers you Landscaping Simplified is by funneling all communications through one point of contact. We empower our account manager with the authority to make decisions and offer solutions to your general manager and board of directors. Even if residents in your community would like a direct line of communication with our staff, we can accommodate:

[YourCommunity@OmegaScapes.com](mailto:YourCommunity@OmegaScapes.com)

## Equipment To Be Used During Services



Ford Crew Cab Work Truck



Two-Cycle Machines



Backpack Sprayers



60" Mower

48" Stander ZTR Mower



104" ZTR Mower



Commercial Spray Rig





## Omegascapes Team Members and Labor Approach



- Highly visible safety vest with logo and PPE
- Professional appearance
- Minimum one crew member fluent in English
- Property will be serviced with an average of a 4-man crew each cycle, mowing entire property and detailing sections.
- 42 mowing cycles, 12 detail cycles
- High profile areas such as parks and entryways inspected more frequently.





# Sample Monthly Pest Control and Fertilization Report



OMEGASCAPES

28th Street, Orlando, FL 32803

(407) 930-6010

[info@OmegaScapes.com](mailto:info@OmegaScapes.com)

Date: \_\_\_\_\_ Job Number: \_\_\_\_\_  
Material to be Treated: \_\_\_\_\_  
Time Arrival: \_\_\_\_\_ am/pm Time Departure: \_\_\_\_\_ am/pm Total Time: \_\_\_\_\_  
Weeds or pest to be Treated: \_\_\_\_\_

Treatment Information

Chemicals	EPA Reg. #	Rate/100 gal	Rate/1000 sq. ft.	Units	Total Used

**SAMPLE**

Method of Control:  JD6  Lawn Gun  Wand  Backpack  TurfCo  Vortex Spreader  Other \_\_\_\_\_

Area Treated (sq. ft.) \_\_\_\_\_ Weather/Temperature \_\_\_\_\_

Technician notes and Service Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spray Operator: \_\_\_\_\_ Identification #: \_\_\_\_\_

Customer / \_\_\_\_\_



# Sample Property Evaluation Report



## Property Evaluation

Job Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager: \_\_\_\_\_

Overall Appearance	A	B	C	D	F
<b>A. Turf Condition</b>					
1) Grass cut at proper height	_____	_____	_____	_____	_____
2) Sprayed/trimmed around signs, poles, etc	_____	_____	_____	_____	_____
3) Weed Control	_____	_____	_____	_____	_____
4) Edged	_____	_____	_____	_____	_____
5) Bare areas	_____	_____	_____	_____	_____
6) Disease or insect present	_____	_____	_____	_____	_____
<b>B. Plant Material</b>					
1) Pruned Properly	_____	_____	_____	_____	_____
2) Beds weeded or sprayed	_____	_____	_____	_____	_____
3) Beds edged	_____	_____	_____	_____	_____
4) Disease or insect presents	_____	_____	_____	_____	_____
5) Debris	_____	_____	_____	_____	_____
6) Dead or missing plant material	_____	_____	_____	_____	_____
<b>C. Sidewalks, Driveways or Parking lots</b>					
1) Blown	_____	_____	_____	_____	_____
2) Dead or missing plant material	_____	_____	_____	_____	_____
3) Weed control	_____	_____	_____	_____	_____
<b>D. Annual beds</b>					
1) General Appearance	_____	_____	_____	_____	_____
2) dead or missing plant material	_____	_____	_____	_____	_____
3) Weed control	_____	_____	_____	_____	_____

**SAMPLE**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Manager: \_\_\_\_\_

Exhibit "A"

Pricing Summary for

La Vina

Narcoossee CDD, Orlando FL

**Core Services:**

---

Grounds Maintenance:	\$ 82,824 per year	\$ 6,902 per month
Irrigation Maintenance:	\$ 5,532 per year	\$ 461 per month
Fertilization & Pest:	\$ 10,848 per year	\$ 904 per month

**Total \$ 99,204 per year \$ 8,267 per month**

**Additional Services:**

---

Mulch (210cy):	\$ 9,444 per year	\$ 787 per month
Palms (4):	\$ 300 per year	\$ 25 per month
Annuals (1,425 x 4rot):	\$ 8,892 per year	\$ 741 per month

**Grand Total \$ 117,840 per year \$ 9,820 per month**

**\*\*All new areas turned over will be added as addendums to the contract\*\***

## Exhibit "B"

### Pricing Summary for

#### Nona Crest

#### Narcoossee CDD, Orlando FL

#### **Core Services:**

---

Grounds Maintenance:	\$ 36,240 per year	\$ 3,020 per month
Irrigation Maintenance:	\$ 2,148 per year	\$ 179 per month
Fertilization & Pest:	\$ 7,344 per year	\$ 612 per month

**Total \$ 45,732 per year \$ 3,811 per month**

#### **Additional Services:**

---

Mulch (170cy):	\$ 7,656 per year	\$ 638 per month
Palms (4):	\$ 372 per year	\$ 31 per month

**Grand Total \$ 53,760 per year \$ 4,480 per month**

**\*\*All new areas turned over will be added as addendums to the contract\*\***

Exhibit "C"  
Pricing Summary for  
Nona Preserve  
Narcoossee CDD, Orlando FL

**Core Services:**

---

Grounds Maintenance:	\$ 32,556 per year	\$ 2,713 per month
Irrigation Maintenance:	\$ 2,952 per year	\$ 246 per month
Fertilization & Pest:	\$ 5,760 per year	\$ 480 per month

**Total \$ 41,268 per year \$ 3,439 per month**

**Additional Services:**

---

Mulch (110cy):	\$ 4,956 per year	\$ 413 per month
Palms (17):	\$ 420 per year	\$ 35 per month
Annuals (451 x 4rot):	\$ 3,156 per year	\$ 263 per month

**Grand Total \$ 49,800 per year \$ 4,150 per month**

**\*\*All new areas turned over will be added as addendums to the contract\*\***



**Exhibit “D”**  
*Frequency Breakdown for  
 Narcoossee CDD, Orlando FL*

<i>FUNCTION</i>	<i>J</i>	<i>F</i>	<i>M</i>	<i>A</i>	<i>M</i>	<i>J</i>	<i>J</i>	<i>A</i>	<i>S</i>	<i>O</i>	<i>N</i>	<i>D</i>	<i>TOTAL</i>
<b>MOWING (High Profile areas)</b>	2	2	3	4	4	5	4	5	4	4	3	2	42
<b>MOWING (Ponds/Fields)</b>	2	2	3	4	4	5	4	5	4	4	3	2	42
<b>HARD EDGING</b>	2	2	3	4	4	5	4	5	4	4	3	2	42
<b>BED EDGING</b>	2	2	3	4	4	5	4	5	4	4	3	2	42
<b>AIR BLOWING</b>	2	2	3	4	4	5	4	5	4	4	3	2	42
<b>WEED EAT/LINE TRIM</b>	2	2	3	4	4	5	4	5	4	4	3	2	42
<b>SHRUB TRIM</b>	1	1	1	1	1	1	1	1	1	1	1	1	12
<b>SPRAY/PULL WEEDS</b>	1	1	1	1	1	1	1	1	1	1	1	1	12
<b>CRAPE MYRTLE PRUNING</b>	0	1	0	0	0	0	0	0	0	0	0	0	1
<b>SELECTIVE PRUNING up to 10'</b>	0	0	0	0	0	0	0	0	0	0	0	1	1
<b>ARBOR CARE</b>	0	0	0	0	0	0	0	0	1	0	0	0	1
<b>ST AUGUSTINE CHEM/FERT</b>	1	0	1	0	1	0	1	0	1	0	1	0	6
<b>SHRUB CHEM/FERT</b>	0	1	0	1	0	1	0	1	0	1	0	1	6
<b>ANNUALS</b>	0	0	1	0	0	1	0	0	1	0	0	1	4
<b>IRRIGATION CHECK</b>	1	1	1	1	1	1	1	1	1	1	1	1	12
<b>MULCH</b>	0	0	0	0	0	0	0	0	0	0	1	0	1

## **CORPORATE INFORMATION**

### **OmegaScapes, Inc.**

Physical Location:

4954 N. Apopka Vineland Road  
Orlando, FL 32805

Office: (407)930-6010 -

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

**Incorporation:** Florida - May 2015

**FEIN:** 47-4138224

### **License / Certification**

- FNGLA Certified Landscape Contractor
- Irrigation Certification
- Lawn and Ornamental Pest Control
- Applicable city and county occupational licenses.

### **Insurance**

- General Liability \$2,000,000 each occurrence
- Umbrella \$4,000,000
- Auto \$1,000,000
- Workers Compensation \$1,000,000  
(Certificate of Insurance available upon request)

# LENNAR<sup>®</sup>

September 19<sup>th</sup>, 2019

May Afroze  
Lennar Homes  
2300 Maitland Center Parkway,  
Suite 320  
Maitland, FL 32751

To Whom It May Concern:

It is with much pleasure that I am writing this letter to recommend the services offered by Omegascares.

Since July of 2019, we have utilized Omegascares to provide lawn care / maintenance for over 15 of our communities throughout the Orlando area and have been extremely happy with all services provided. All associates exude professionalism & care with every interaction and have been able to handle any task / urgent need that arises. The Omegascares Team has always been quick with communication and response. I am consistently thankful to the team for their civilities & dependable efforts.

I am happy to recommend the services of Omegascares. If you have any questions, please feel free to contact me.

Respectfully,



May Afroze



To whom it may concern:

March 20, 2019

Please accept this as my letter of reference for Omegascares, Inc. We partner with them at our USTA National Tennis Center campus in Lake Nona. With 100 tennis courts spread across 64 magnificent acres, the USTA National Campus offers unparalleled playing, training and educational experiences for recreational players, competitive players, coaches and spectators from around the world. Omegascares is our full-service landscape provider handling all mowing, trimming, pest control, fertilization, irrigation, arbor care, and mulching services. They have a 52-week full-time staff of 2-4 employees on site depending on the season and scheduled events. James Brown is the Manager of our account, handling all communications, scheduling, and project executions. USTA National Tennis Center and Omegascares work very well together and I give my personal recommendation that they be considered by your organization for any landscape needs you may have.

A handwritten signature in black ink that reads "Richard C. Coiro". The signature is written in a cursive, flowing style.

Richard C. Coiro  
Senior Director, Finance  
[Coiro@USTA.com](mailto:Coiro@USTA.com)  
914-233-4864

USTA National Campus, Community Tennis, Player Development  
10000 USTA Blvd.  
Orlando, FL 32827





Current Project Reference



USTA National Campus  
10000 USTA Blvd.  
Orlando, FL 32827

Services Provided: Landscape Maintenance, Irrigation Maintenance, Pest and Fertilization, Bermuda Turf Care, Palm Pruning, Mulch, Landscape Enhancements

Our team of 3 report directly to the USTA National campus and handle all primary landscape maintenance services on the 64 acre site with support from our specialized teams as needed. This property contains just over 3 acres of Bermuda turf requiring twice per week mowings, six acres of Zoysia turf, ten acres of Bahia, and 105k square feet of shrub beds. USTA National Campus requires a diligent plan and strategic approach to meet the very high expectations. Frequent events and large crowds are also a unique challenge when scheduling services for this property. Thankfully, their staff and our team work well together and meet frequently to plan weeks in advance to ensure success.







Current Project Reference



Storey Park Lake Nona  
10914 History Ave.  
Orlando, FL 32832

May Afroze      Alan Scheerer  
Lennar            Storey Park  
Orlando Division Field Operation Manager  
(407) 538-4673    (407) 398-2890

Services Provided: Landscape Maintenance, Irrigation Maintenance, Pest and Fertilization, Entire CDD, All Models/Inventory Homes, and all amenities.

Storey Park at Lake Nona is the newest neighborhood in the Lake Nona area. It is a master planned community that is inspired and designed based on five pillars: Community, Nature, Health, Story and Home. The community broke ground in 2015 will eventually feature a multi-functional green space for community and private events, Little Free lending libraries, a town center featuring restaurants and retail, an Eco Tower with dramatic views of the community, pedestrian & bike pathways throughout the community, and multiple parks including Wildflower Parks, Hammock Beach, Marshtackie Park, Community Park, Lake Park and Firefly Park.

Amenity Center at Storey Park in Lake Nona Residents will enjoy all these resort style amenities plus have access to all the shopping, dining, and entertainment in Lake Nona. The Storey Park HOA fees include basic cable, local phone, fiber optic high speed internet, common area maintenance, a future planned clubhouse that will include a resort style pool with splash park, fitness center, tennis court and tot lot. See how Storey Park's amenities compare to other Lake Nona area neighborhood amenities.





Current Project Reference



Academy Park Apartments  
790 Academy Drive  
Kissimmee, FL 34744

Services Provided: Landscape Maintenance, Irrigation Maintenance, Pest and Fertilization, 25 acres, 14 buildings, all amenities.

Academy Park Apartments offers a luxurious option for those who prefer not to own their own homes but want the benefits of living in such an amazing community. Our sister company, Lake Conway Landscaping, handled the landscape and irrigation installation of this beautiful community. Our team has a weekly walk through meeting to discuss the landscape and create a priority punch list. This level of customer service has secured us several more years of partnership with the management company. Academy Park Apartments is no typical apartment community, and we are honored to be on the team.







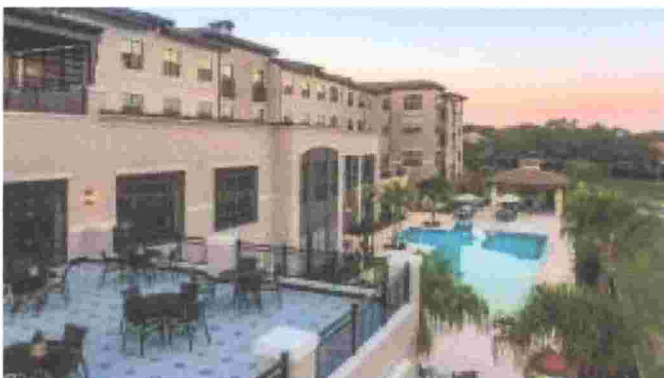
Current Project Reference



Harbor Chase of Dr Phillips  
7233 Della Dr  
Orlando, FL 32819

Services Provided: Landscape Maintenance, Irrigation Maintenance, Pest and Fertilization, 95,000 sf St Augustine turf, 90,000 sf shrub beds, resort level service.

HarborChase of Dr. Phillips combines the luxurious amenities of a vacation resort with the close-knit camaraderie of a small neighborhood. Conveniently located in the heart of the Dr. Phillips neighborhood in southwest Orange County, HarborChase offers a host of stimulating activities, generous amenities, superior concierge services and customized programs that will enhance your health and happiness. Now that Lake Conway Landscaping has completed the installation of the landscape and irrigation, our team at Omegascapes is on the job to keep it looking beautiful. With a 52-week resort level landscape management plan in place, we have the right approach to consistently meet the demands of such a luxurious property.





Current Project Reference

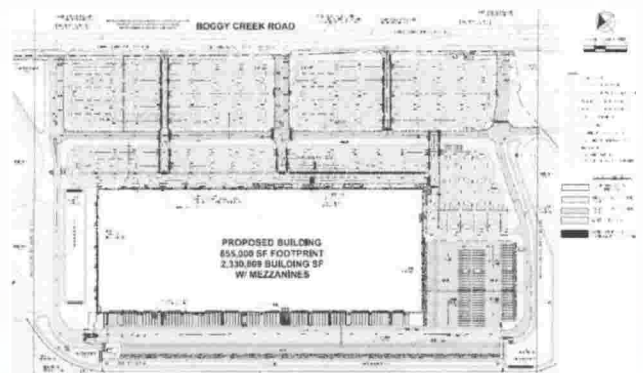


Amazon Fulfillment Center  
7469 Kingspointe Pkwy  
Orlando, FL 32819

Attn: Dan Jackson (407) 496-0163  
[djckmz@amazon.com](mailto:djckmz@amazon.com)

Services Provided: Landscape Maintenance, Irrigation Maintenance, Pest and Fertilization, 130 acre site with sprawling parking lot and massive retention ponds

Amazon fulfillment centers enable e-commerce merchants to outsource warehousing and shipping versus having to own or lease a building. I'm sure we are all familiar with the company and the efficiency it has brought to online buyers around the world. This site is absolutely massive and cannot truly be appreciated from photos. Our sister company, Lake Conway Landscaping, handled the irrigation and landscape installations for this recently completed 130 acre project. There are literally miles and miles of pipe and wires in the ground connecting over 200 landscape islands scattered throughout the parking lots. This site also contains some of the largest retention ponds found on any of our properties. It's worth a site visit sometime!







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/18/2021

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

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


<b>PRODUCER</b> Closson Insurance Agency, LLC 1201 S. Orlando Avenue Suite 200 Winter Park FL 32789	<b>CONTACT NAME:</b> Lisa Albright <b>PHONE (A/C, No, Ext):</b> (407) 898-2211 <b>FAX (A/C, No):</b> (407) 898-1850 <b>E-MAIL ADDRESS:</b> lalbright@clossoninsurance.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Southern-Owners Insurance Co</td> <td></td> <td>10190</td> </tr> <tr> <td><b>INSURER B:</b> Owners Insurance Company</td> <td></td> <td>32700</td> </tr> <tr> <td><b>INSURER C:</b> FFVA Mutual Insurance Co.</td> <td></td> <td>10385</td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	<b>INSURER A:</b> Southern-Owners Insurance Co		10190	<b>INSURER B:</b> Owners Insurance Company		32700	<b>INSURER C:</b> FFVA Mutual Insurance Co.		10385	<b>INSURER D:</b>			<b>INSURER E:</b>			<b>INSURER F:</b>	
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<b>INSURED</b> Omegascapes, Inc. 4954 N Apopka Vineland Rd Orlando FL 32818-8431																					

**COVERAGES**      **CERTIFICATE NUMBER:** 05272021      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			72228719	06/03/2021	06/03/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Voluntary Property	\$ 5,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			5122871900	06/03/2021	06/03/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							PIP-Basic	\$ 10,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			5122871901	06/03/2021	06/03/2022	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input checked="" type="checkbox"/> Y    N / A			WC840-0034939-2021A	06/03/2021	06/03/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Per attached forms, Narcoossee Community Development District is included as Additional Insured for Automobile Liability and General Liability including Ongoing and Completed Operations, when required by written contract or agreement. This insurance is Primary and Non-Contributory. Waiver of Subrogation applies when required by written contract with respects to the General Liability, Automobile Liability and Workers' Compensation in favor of those included as Additional Insured(s).

<b>CERTIFICATE HOLDER</b>  Narcoossee CDD Attn: District Manager 219 East Livingston Street Orlando FL 32801	<b>CANCELLATION</b>  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  

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Under **SECTION II - WHO IS AN INSURED** is amended. The following provision is added. A person or organization is an Additional Insured, only with respect to liability caused, in whole or in part, by "your work" for that Additional Insured by or for you:
1. If required in a written contract or agreement; or
  2. If required by an oral contract or agreement only if a Certificate of Insurance was issued prior to the loss indicating that the person or organization was an Additional Insured.
- B. **SECTION III - LIMITS OF INSURANCE** is amended. The following provision is added. The limits of liability for the Additional Insured are those specified in the written contract or agreement between the insured and the owner, lessee or contractor or those specified in the Certificate of Insurance, if an oral contract or agreement, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the limits of insurance shown in the Declarations.
- C. **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended.
1. The following condition is added to **4. Other Insurance**.  
This insurance is primary for the Additional Insured, but only with respect to liability caused,

in whole or in part, by "your work" for that Additional Insured by or for you. Other insurance available to the Additional Insured will apply as excess insurance and not contribute as primary insurance to the insurance provided by this endorsement.

2. The following condition is added.  
**Other Additional Insured Coverage Issued By Us**  
If this policy provides coverage for the same loss to any Additional Insured specifically shown as an Additional Insured in another endorsement to this policy, our maximum limit of insurance under this endorsement and any other endorsement shall not exceed the limit of insurance in the written contract or agreement between the insured and the owner, lessee or contractor, or the limits provided in this policy, whichever is less. Our maximum limit of insurance arising out of an "occurrence", shall not exceed the limit of insurance shown in the Declarations, regardless of the number of insureds or Additional Insureds.

All other policy terms and conditions apply.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## AMENDMENT OF LOCATION AND PROJECT AGGREGATE LIMITS OF INSURANCE

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART.

1. The General Aggregate Limit under LIMITS OF INSURANCE (Section III) applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

2. The General Aggregate Limit under LIMITS OF INSURANCE (SECTION III) applies separately to each of your projects away from premises owned by or rented to you.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## COMMERCIAL GENERAL LIABILITY PLUS COVERAGE

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

- 1. EXTENDED WATERCRAFT LIABILITY SECTION I - COVERAGES, COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions** is amended. Exclusion **g.(2)** is deleted and is replaced by the following exclusion.

- (2) A watercraft you do not own that is:
- (a) Less than 50 feet long; and
  - (b) Not being used to carry persons or property for a charge;

- 2. HIRED AUTO AND NON-OWNED AUTO LIABILITY**

Coverage for "bodily injury" and "property damage" liability provided under **SECTION I - COVERAGES, COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, is extended as follows under this item, but only if you do not have any other insurance available to you which affords the same or similar coverage.

#### Coverage

We will pay those sums the insured becomes legally obligated to pay as damages because of "bodily injury" or "property damage" arising out of the maintenance or use of an "auto":

- a. You do not own;
- b. Which is not registered in your name; or
- c. Which is not leased or rented to you for more than ninety consecutive days and which is used in your business.

#### Exclusions

With respect to only **HIRED AUTO AND NON-OWNED AUTO LIABILITY**, the exclusions which apply to **SECTION I - COVERAGES, COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, other than the Nuclear Energy Liability Exclusion Endorsement, do not apply. The following exclusions apply to this coverage.

This coverage does not apply to:

- a. "Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" resulting from the use of reasonable force to protect persons or property.
- b. Any obligation of the insured under a workers compensation, disability benefits or unemployment compensation law or any similar law.
- c. (1) "Bodily injury" or "property damage" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":
  - (a) That are, or are contained in any property that is:
    - 1) Being transported or towed by, handled or prepared for placement into or upon, or taken from the "auto";
    - 2) Otherwise in the course of transit by you or on your behalf; or
    - 3) Being disposed of, stored, treated or processed into or upon the "auto";
  - (b) Before such "pollutants" or property containing "pollutants" are moved from the place they are accepted by you or anyone acting on your behalf for placement into or onto the "auto"; or
  - (c) After such "pollutants" or property containing "pollutants" are removed from the "auto" to where they are delivered, disposed of or abandoned by you or anyone acting on your behalf.

Paragraph **c.(1)(a)** does not apply to "pollutants" that are needed or result from the normal mechanical, electrical or hydraulic functioning of the "auto" or its parts, if the discharge, release, escape, seepage, migration or dispersal of such "pollutants" is directly from a part of the "auto" designed to hold, store, receive or dispose of such "pollutants" by the "auto" manufacturer.



- Paragraphs **c.(1)(b)** and **c.(1)(c)** do not apply, if as a direct result of maintenance or use of the "auto", "pollutants" or property containing "pollutants" which are not in or upon the "auto", are upset, overturned or damaged at any premises not owned by or leased to you. The discharge, release, escape, seepage, migration or dispersal of the "pollutants" must be directly caused by such upset, overturn or damage.
- (2) Any loss, cost or expense arising out of any:
- (a) Request, demand or order that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants"; or
- (b) Claim or "suit" by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of "pollutants".
- d. "Bodily injury" or "property damage" however caused, arising directly or indirectly, out of:
- (1) War, including undeclared or civil war;
- (2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or
- (3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.
- e. "Bodily injury" or "property damage" for which the insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages:
- (1) Assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement. However, if the insurance under this policy does not apply to the liability of the insured, it also does not apply to such liability assumed by the insured under an "insured contract".
- (2) That the insured would have in the absence of the contract or agreement.
- f. "Property damage" to:
- (1) Property owned or being transported by, or rented or loaned to any insured; or
- (2) Property in the care, custody or control of any insured other than "property damage" to

- a residence or a private garage by a private passenger "auto" covered by this coverage.
- g. (1) "Bodily injury" to:
- (a) An "employee" of the insured arising out of and in the course of employment by the insured; or
- (b) The spouse, child, parent, brother or sister of that "employee" as a consequence of Paragraph **g.(1)(a)**.
- (2) This exclusion applies:
- (a) Whether the insured may be liable as an employer or in any other capacity; and
- (b) To any obligation to share damages with or repay someone else who must pay damages because of the injury.
- (3) This exclusion does not apply to:
- (a) Liability assumed by the insured under an "insured contract".
- (b) "Bodily injury" to any "employee" of the insured arising out of and in the course of his or her domestic employment by the insured unless benefits for such injury are in whole or in part either payable or required to be provided under any workers compensation law.

#### Who Is An Insured

With respect to only this coverage, **SECTION II - WHO IS AN INSURED** is deleted and replaced by the following provision.

#### **SECTION II - WHO IS AN INSURED**

- a. Each of the following is an insured with respect to this coverage.
- (1) You.
- (2) Your partners if you are designated in the Declarations as a partnership or a joint venture.
- (3) Your members if you are designated in the Declarations as a limited liability company.
- (4) Your "executive officers" if you are designated in the Declarations as an organization other than a partnership, joint venture or limited liability company.
- (5) Any person using the "auto" and any person or organization legally responsible for the use of an "auto" not owned by such person or organization, provided the actual use is with your permission.
- b. None of the following is an insured:
- (1) Any person engaged in the business of his or her employer with respect to "bodily injury" to any co-"employee" of such person injured in the course of employment.
- (2) Any person using the "auto" and any person other than you, legally responsible for its use with respect to an "auto" owned or registered in the name of:

- (a) Such person; or
  - (b) Any partner or "executive officer" of yours or a member of his or her household; or
  - (c) Any "employee" or agent of yours who is granted an operating allowance of any sort for the use of such "auto".
- (3) Any person while employed in or otherwise engaged in duties in connection with an "auto business", other than an "auto business" you operate.
  - (4) The owner or lessee (of whom you are a sub-lessee) of a hired "auto" or the owner of an "auto" you do not own or which is not registered in your name which is used in your business or any agent or employee of any such owner or lessee.
  - (5) Any person or organization with respect to the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

#### Additional Definitions

The following definition applies to only this coverage. "Auto business" means the business or occupation of selling, repairing, servicing, storing or parking "autos".

#### Limits of Insurance

With respect to only this coverage, **SECTION III - LIMITS OF INSURANCE** is deleted and replaced by the following provision.

#### SECTION III - LIMITS OF INSURANCE

- a. The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:
  - (1) Insureds;
  - (2) Claims made or "suits" brought; or
  - (3) Persons or organizations making claims or bringing "suits".
- b. We will pay damages for "bodily injury" or "property damage" up to the limits of liability shown in the Declarations for this coverage. Such damages shall be paid as follows:
  - (1) When Hired Auto and Non-Owned Auto Each Occurrence Limit is shown in the Declarations, such limit is the total amount of coverage and the most we will pay for all damages because of or arising out of all "bodily injury" and "property damage" in any one "occurrence".
  - (2) When Bodily Injury Hired Auto and Non-Owned Auto Each Occurrence Limit and Property Damage Hired Auto and Non-Owned Auto Each Occurrence Limit are shown in the Declarations:

- (a) The limit shown for Bodily Injury Hired Auto and Non-Owned Auto Each Occurrence is the total amount of coverage and the most we will pay for all damages because of or arising out of all "bodily injury" in any one "occurrence".
- (b) The limit shown for Property Damage Hired Auto and Non-Owned Auto Each Occurrence is the total amount of coverage and the most we will pay for all damages because of or arising out of all "property damage" in any one "occurrence".

#### 3. BROADENED SUPPLEMENTARY PAYMENTS SUPPLEMENTARY PAYMENTS - COVERAGES A AND B, Paragraph 1.d. is amended.

The amount we will pay for the actual loss of earnings is increased from \$250 per day to \$400 per day.

#### 4. ADDITIONAL PRODUCTS-COMPLETED OPERATIONS AGGREGATE LIMIT

If the endorsement, EXCLUSION - PRODUCTS COMPLETED OPERATIONS HAZARD, CG 21 04, is not attached to this Policy, then the following provision is added to **SECTION III - LIMITS OF INSURANCE**.

Commencing with the effective date of this policy, we will provide one additional Products-Completed Operations Aggregate Limit, for each annual period, equal to the amount of the Products-Completed Operations Aggregate Limit shown in the Declarations. The maximum Products-Completed Operations Aggregate Limit for any annual period will be no more than two times the original Products-Completed Operations Aggregate Limit.

#### 5. PERSONAL INJURY EXTENSION

- a. If the endorsement EXCLUSION - PERSONAL AND ADVERTISING INJURY, CG 21 38, is attached to this policy, then this provision, **5. PERSONAL INJURY EXTENSION**, does not apply.
- b. If the endorsement EXCLUSION - PERSONAL AND ADVERTISING INJURY, CG 21 38, is not attached to this policy, then under **SECTION V - DEFINITIONS, 14.** "Personal and advertising injury" is deleted and replaced by the following definition.
  - 14.** "Personal and advertising injury" means injury, including consequential "bodily injury", arising out of one or more of the following offenses:
    - a. False arrest, detention or imprisonment;
    - b. Malicious prosecution;
    - c. The wrongful eviction from, wrongful entry into, or invasion of the right of private



occupancy of a room, dwelling or premises that a person occupies, committed by or on behalf of its owner, landlord or lessor;

- d. Oral or written publication, in any manner, of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
- e. Oral or written publication, in any manner, of material that violates a person's right of privacy;
- f. The use of another's advertising idea in your "advertisement";
- g. Infringing upon another's copyright, trade dress or slogan in your "advertisement"; or
- h. Discrimination, humiliation, sexual harassment and any violation of civil rights caused by such discrimination, humiliation or sexual harassment.

**6. BROADENED KNOWLEDGE OF OCCURRENCE SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit is amended. The following condition is added.**

paragraphs a. and b. ad this condition will not serve to deny any claim for failure to provide us with notice as soon as practicable after an "occurrence" or an offense which may result in a claim:

- a. If the notice of a new claim is given to your "employee"; and
- b. That "employee" fails to provide us with notice as soon as practicable.

This exception shall not apply to you or to any officer, director, partner, risk manager or insurance manager of yours.

**7. DAMAGE TO PREMISES RENTED TO YOU**

**a. SECTION I - COVERAGES, COVERAGE A - BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions is amended.**

- (1) The last paragraph is deleted and replaced by the following paragraph.

Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke or water damage to premises rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in 7. **DAMAGE TO PREMISES RENTED TO YOU, b. Limits of Insurance.**

- (2) The following additional exclusions apply to "property damage" arising out of water damage to premises rented to you or

temporarily occupied by you with permission of the owner.

**(a) "Property damage" to:**

- 1) The interior of the premises caused by or resulting from rain or snow, whether driven by wind or not; or
- 2) Heating, air conditioning, plumbing or fire protection systems, or other equipment or appliances.

**(b) "Property damage" caused by or resulting from any of the following:**

- 1) Mechanical breakdown, including bursting or rupture caused by centrifugal force;
- 2) Cracking, settling, expansion or shrinking;
- 3) Smoke or smog;
- 4) Birds, insects, rodents or other animals;
- 5) Wear and tear;
- 6) Corrosion, rust, decay, fungus, deterioration, hidden or latent defect or any quality in property that causes such property to destroy or damage itself; or
- 7) Water that flows or leaks from any heating, air conditioning, plumbing or fire protection system caused by or resulting from freezing, unless:
  - a) You make a reasonable effort to maintain heat in the building or structure; or
  - b) You drain the equipment and shut off the water supply if the heat is not maintained.

**(c) "Property damage" caused directly or indirectly by any of the following:**

- 1) Water that backs up from a drain or sewer;
- 2) Mud flow or mudslide;
- 3) Volcanic eruption, explosion or effusion;
- 4) Any earth movement, such as earthquake, landslide, mine subsidence, earth sinking, earth rising or earth shifting;
- 5) Regardless of the cause, flood, surface water, waves, tides, tidal waves, storm surge, overflow of any body of water, or their spray, all whether wind driven or not; or
- 6) Water under the ground surface pressing on, or seeping or flowing through:
  - a) Walls, foundations, floors or paved surfaces;

- b) Basements, whether paved or not; or
    - c) Doors, windows or other openings.
  - (d) "Property damage" for which the insured is obligated to pay as damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the insured would have in the absence of this contract or agreement.
- b. Limits of Insurance**  
With respect to this coverage only, under **SECTION III - LIMITS OF INSURANCE**, Paragraph 6. is deleted and replaced by the following Paragraph.
- 6.** The most we will pay under Coverage A for damages because of "property damage" to premises rented to you or temporarily occupied by you with permission of the owner arising out of or caused by fire, lightning, explosion, smoke and water damage is the amount shown in the Declarations under Damage to Premises Rented to You.
- c. SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance**, Paragraph b. is amended. The word fire is amended to include fire, lightning, explosion, smoke or water damage.
- 8. BLANKET ADDITIONAL INSURED - LESSOR OF LEASED EQUIPMENT**
- a. (1) **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured any person or organization with whom you have agreed:
    - (a) In a written contract or agreement, executed prior to loss, to name as an additional insured; or
    - (b) In an oral contract or agreement, executed prior to loss, to name as an additional insured only if a Certificate of Insurance was issued prior to loss indicating that the person or organization was an additional insured.
  - (2) This provision applies only with respect to liability for:
    - (a) "Bodily injury";
    - (b) "Property damage"; or
    - (c) "Personal and advertising injury" caused in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.
  - b. With respect to the insurance afforded to an additional insured, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.
- c.** The following provision is added to **SECTION III - LIMITS OF INSURANCE**.  
The Limits of Insurance for the additional insured are those specified in the written contract or agreement between the insured and the lessor, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the Limits of Insurance shown in the Declarations.
- 9. BLANKET ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES**
- a. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured any person or organization with whom you have agreed:
    - (1) In a written contract or agreement, executed prior to loss, to name as an additional insured; or
    - (2) In an oral contract or agreement, executed prior to loss, to name as an additional insured only if a Certificate of Insurance was issued prior to loss indicating that the person or organization was an additional insured but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you.
  - b. This provision is subject to the following additional exclusions.
    - (1) Any "occurrence" which takes place after you cease to be a tenant in that premises.
    - (2) Structural alterations, new constructions or demolition operations performed by or on behalf of the additional insured.
  - c. The following provision is added to **SECTION III - LIMITS OF INSURANCE**.  
The Limits of Insurance for the additional insured are those specified in the written contract or agreement between the insured and the manager or lessor of the premises, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the Limits of Insurance shown in the Declarations.
- 10. NEWLY FORMED OR ACQUIRED ORGANIZATIONS**  
**SECTION II - WHO IS AN INSURED** is amended. Paragraph 3. is deleted and replaced by the following provision.
- 3.** Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain

ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;
- b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
- c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

**11. BLANKET WAIVER OF SUBROGATION SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended. The following provision is added to **8. Transfer Of Rights of Recovery Against Others To Us.**

When you have agreed to waive your right of subrogation in a written contract, executed prior to loss, with any person or organization, we waive any right to recovery we may have against such person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard".

All other policy terms and conditions apply.



58504 (1-15)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE - BLANKET COVERAGE

This endorsement modifies insurance provided under the following:

### COMMERCIAL AUTO POLICY

**SECTION II - COVERED AUTOS LIABILITY COVERAGE** is amended. The following provision is added. Any person or organization is an **insured** for Covered Autos Liability Coverage, but only to the extent that

person or organization qualifies as an **insured** under **SECTION II - COVERED AUTOS LIABILITY COVERAGE, A. COVERAGE, 1. Who Is An Insured.**

All other policy terms and conditions apply.

58504 (1-15)

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Page 1 of 1

58583 (1-15)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## WAIVER OF OUR RIGHT TO RECOVER PAYMENTS (WAIVER OF SUBROGATION) - BLANKET

This endorsement modifies insurance provided under the following:

### COMMERCIAL AUTO POLICY

**SECTION V CONDITIONS, A. LOSS CONDITIONS** is amended. **5. Our Right to Recover Payments** is deleted and replaced by the following condition.

#### 5. Our Right to Recover Payments

If **we** make a payment under this policy and the person to or for whom payment is made has a right to recover damages from another, **we** will be entitled to that right. That person shall do everything necessary to transfer that right to **us** and do nothing to prejudice it.

However, **we** waive **our** right to recover payments made for **bodily injury or property damage**:

- a. Covered by the policy; and
- b. Arising out of the operation of **autos** covered by the policy, in accordance with the terms and conditions of a written contract between **you** and such person or entity

only if such rights have been waived by the written contract prior to the **accident or loss** which caused the **bodily injury or property damage**.

All other policy terms and conditions apply.

58583 (1-15)

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Page 1 of 1



**WAIVER OF OUR RIGHTS TO RECOVER FROM OTHERS ENDORSEMENT**

Endorsement No.  
Endorsement Effective 06/03/2021

NCCI Co. No 31321

Policy Number WC840-0034939-2021A  
Insured Omegascapes, Inc.

FFVA Mutual Insurance Co.  
(NAME OF INSURANCE COMPANY)

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

COMMERCIAL GENERAL LIABILITY  
CG 22 64 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## PESTICIDE OR HERBICIDE APPLICATOR - LIMITED POLLUTION COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Description Of Operations:**

LAWN CARE SERVICES

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

With respect to the operations shown in the Schedule, Paragraph (1)(d) of Exclusion f. of **Section I - Coverage A - Bodily Injury And Property Damage Liability** does not apply if the operations meet all standards of any statute, ordinance, regulation or license requirement of any federal, state or local government which apply to those operations.



COMPPEST01

APASQUALINI

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
10/21/2021

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

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

<b>PRODUCER</b> Riemer Insurance Group, Inc. P O Box 250 Hallandale, FL 33008	<b>CONTACT NAME:</b> Amanda Pasqualini	
	<b>PHONE (A/C, No, Ext):</b> (754) 202-0883 <b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> apasqualini@riemerinsurance.com	
<b>INSURED</b>  Complete Pest Management, LLC 2462 W St Rd 426 Suite 1030 Oviedo, FL 32765	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Imperium Insurance Company	35408
	<b>INSURER B:</b> Allstate Insurance Company	19232
	<b>INSURER C:</b> Technology Insurance Co.	42376
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	


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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			IICGL0581102	11/19/2020	11/19/2021	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
								\$
<b>B</b>	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			648915975	12/7/2020	12/7/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below			TWC3999336	8/28/2021	8/28/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

**CERTIFICATE HOLDER**                      **CANCELLATION**

NARCOOSSEE CDD ATTN DISTRICT MGR 219 E LIVINGSTON STREET Orlando, FL 32801	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 
---	---



3125 LAWN CARE-EDGING/MO 2021 \$30.00 EXPIRES 9/30/2022 10 EMPLOYEES 3125-1149625

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00

CARMEAN KEVIN

OMEGASCAPES INC
4954 NAPOPKA VINELAND RD
ORLANDO FL 32818

4954 N APOPKA VINELAND RD
U - ORLANDO, 32818

PAID: \$30.00 0099-01033038 9/28/2021

Tax Collector Scott Randolph Local Business Tax Receipt Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

3125 LAWN CARE-EDGING/MO 2021 \$30.00 EXPIRES 9/30/2022 10 EMPLOYEES 3125-1149625

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00



CARMEAN KEVIN

OMEGASCAPES INC
4954 NAPOPKA VINELAND RD
ORLANDO FL 32818

4954 N APOPKA VINELAND RD
U - ORLANDO, 32818

PAID: \$30.00 0099-01033038 9/28/2021

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.



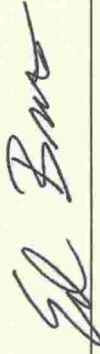



The Florida Nursery, Growers & Landscape Association  
*Confers on*

**Chris Arnold      HC2 12279**

*The Title of*  
**FNGLA Certified Horticulture Professional (FCHP)**

Expiration Date: 12/31/2022  
Certified Since: 10/25/2019

  
Ed Bravo, FNGLA President

  
Merry Mott, FNGLA Certification Director




The Florida Nursery, Growers & Landscape Association  
*Confers on*

**Chris Arnold      MC2 00108**

*The Title of*

**FNGLA Certified Landscape Maintenance Technician (FCLMT)**

Expiration Date: 12/31/2022  
Certified Since: 4/13/2013

  
Ed Bravo, FNGLA President

  
Merry Mott, FNGLA Certification Director



# Certificate of Training Best Management Practices Florida Green Industries

GV20268-1

Certificate #

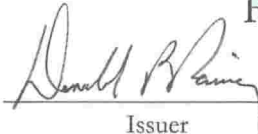
GV20268

Trainee ID #

The undersigned hereby acknowledges that

**Chris L. Arnold**

has successfully met all requirements necessary to be fully trained through the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agricultural Sciences.



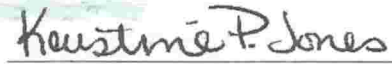
Issuer

E. Santella

Instructor

12/13/2012

Date of Class



DEP Program Administrator

Not valid without seal

**NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT**

**BASIC ORGANIZATION INFORMATION**

DATE SUBMITTED November 8, 2021

1. Proposer OmegaScapes, Inc.  An Individual  
 A Limited Liability Company  
 A Limited Liability Partnership  
 A Partnership  
 A Corporation  
 A Subsidiary Corporation

2. Proposer Company Address:

Street Address 4954 N. Apopka Vineland Rd

P.O. Box (if any) \_\_\_\_\_

City Orlando State FL Zip Code 32818

Telephone (407) 930-6010 Fax no. \_\_\_\_\_

1<sup>st</sup> Contact Name Dan Bond Title Bus Dvp

2nd Contact Name Chris Arnold Title Ops Mgr

3. Parent Company Name (if applicable) \_\_\_\_\_

4. Parent Company Address (if different):

Street Address \_\_\_\_\_

P.O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1<sup>st</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_



2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

5. List the location of the Proposer's office which would perform LSPCDD work.

Street Address 4954 N. Apopka Vineland Rd

P.O. Box (if any) \_\_\_\_\_

City Orlando State FL Zip Code 32818

Telephone (407) 930-6010 Fax no. \_\_\_\_\_

1<sup>st</sup> Contact Name Dan Bond Title Bus Dvp

6. If the Proposer is a corporation, is it incorporated in the State of Florida?

yes (  ) (Proceed to Question 6.1) no (  ) (Proceed to Question 6.2)

- 6.1 If yes, provide the following:

Is the Company in good standing with the Florida Secretary of State Division of Corporations? yes (  ) no (  )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

- 6.2 If no, provide the following:

The State in which Proposer is incorporated? \_\_\_\_\_

Is the Company in good standing with that State? yes (  ) no (  )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

Is the applicant registered with the State of Florida? yes ( ) no ( )

7. If the Proposer is a partnership (including a limited partnership or limited liability partnership) or limited liability company, is it organized in the State of Florida?

Yes ( ) (Proceed to Question 7.1) No ( ) (Proceed to Question 7.2)

7.1 If yes, is the Proposer registered with the Florida Department of State, Division of Corporations? yes ( ) no ( )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Proposer in good standing with the State of Florida? yes ( ) no ( )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Proposer was organized: \_\_\_\_\_

7.2 If no, provide the following:

The State in which Proposer is organized: \_\_\_\_\_

Is the Proposer in good standing with that State? yes ( ) no ( )

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date Proposer was organized: \_\_\_\_\_

Is the Proposer registered as a foreign partnership or limited company with the State of Florida? yes ( ) no ( ) If no, please explain \_\_\_\_\_

8. Does Proposer hold any registrations or licenses with the State of Florida applicable to the contract? yes ( X ) no ( )

8.1 If yes, provide the following information and attach one (1) photocopy of each listed license (attach additional sheets if necessary):

Type of registration \_\_\_\_\_

License No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Qualifying individual \_\_\_\_\_ Title \_\_\_\_\_

List company(s) currently qualified under this license \_\_\_\_\_

8.2 Does the Proposer hold any registrations or licenses with Orange County applicable to the contract? yes ( X ) no ( )

If yes, please list and provide a photocopy of each listed license or registration:

9. List the Proposer's total annual dollar value of work completed for each of the last three (3) years starting with the latest year and ending with the most current year

(2018) 1,176,772.04, (2019) 2,450,000.00, (2020) 2,000,000.00 \_\_\_\_\_

10. List the Proposer's Orange County area annual dollar value of work completed for the most current year (2020) 2,000,000.00

11. Does your company propose to subcontract any of the required work?  
yes ( X ) no ( )

If yes, please explain

Complete Pest Control  
This is our Chemical Fertilization Vendor

10. What is the total number of personnel servicing the Orange County area? 36

11. What is the total number of trucks servicing the Orange County area? 12

12. Does your company have a certified arborist on staff? yes ( X ) no ( )

13. Does your company employ formal training and certification procedures for employees?  
yes ( X ) no ( )

If yes, briefly explain

We do hands on training at our facility in Orlando, as well we do weekly safety meetings,

17. What are the Proposer's current insurance limits? (Provide a copy of applicant's Certificate of Insurance)

General Liability	<u>S 2,000,000</u>
Automobile Liability	<u>S 1,000,000</u>
Workers Compensation	<u>S 1,000,000</u>
Expiration Date	<u></u>

18. Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past two years? yes ( ) no ( X )

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



18.1 What is the Proposer's current worker compensation rating? 1.08\_\_ \_\_\_\_\_

18.2 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 two years?

yes ( ) no ( X )

If yes, please describe each incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Narcoossee Community Development District, or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or regarding the ability, standing and general reputation of the applicant.

OmegaScapes, Inc. By: Dan Bond  
Name of Proposer

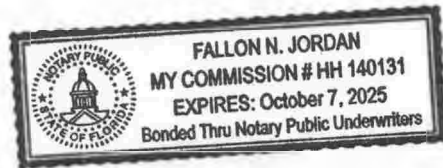
This 18th day of October, 2021 By: [Signature]  
Dan Bond Business Developer

(Apply Corporate Seal, if filing as a corporation)

State of Florida  
County of Orange

The foregoing instrument was acknowledged before me this 18th day of October, 2021, by Dan Bond, of OmegaScapes, Inc. who is personally known to me or who has produced personally known as identification and who did (did not) take an oath.

[Signature]  
Signature of Notary taking acknowledgment



**OFFICERS**

PROPOSER: OmegaScapes, Inc.

DATE: 10/18/2021

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Kevin Carmean	Owner	President	200 Kathy Ln. Maitland, FL
Fallon Dillon	VPHR	VPHR	1838 Lake Sims Pkwy Ocoee, FL 34761
FOR PARENT COMPANY (if applicable)			





**EXPERIENCE**

Project Name/Location: Storey Park CDD/Storey Park HOA/Orange County

Contact: Alan Scheerer Contact Phone: (407) 398-2890

Project Type/Description: Roadways/Common Area Maintenance/HOA

Dollar Amount of Contract: Both CDD/HOA totaling \$584,740

Scope of Services for Project: General Landscape Maintenance, Irrigation, ChemFert

Trash pickup

Dates Serviced: 2020- Present

Project Name/Location: OBT Development District/ Orange County

Contact: Vanessa Pinkney Contact Phone: (407) 855-1705 ext. 105

Project Type/Description: Roadways and Common Area Maintenance

Dollar Amount of Contract: \$300,000

Scope of Services for Project: General Landscape Maintenance, Irrigation, ChemFert

Trash pickup

Dates Serviced: 2015- Present

Project Name/Location: Lennar North & South / Crlando Division

Contact: May Afroze Contact Phone: (407) 645-6550

Project Type/Description: Builder/Commercial

Dollar Amount of Contract: It fluctuates \$350,000+

How was the project similar to this project? Same level of detailed landscape maintenance services.

Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.):

We have a dedicated team that services over 16+ communities of all the models and spec homes across Central Florida including

Storey Park. Which include Landscape Maintenance, Irrigation, Chemfert, Annuals, Bermuda and Zoysia Turf Care, Palm Pruning, Mulch

List of equipment used on site: Everything needed to perform all landscape services.

List of subcontractors used: Complete Pest Management, LLC

Is this a current contract? Yes  No

Duration of contract: Ongoing

Project Name/Location: USTA / Orlando

Contact: Richard Coiro Contact Phone: (914) 223-4864

Project Type/Description: Commerical /64 acre National Collegiate Tennis Campus

Dollar Amount of Contract: \$218,661

How was the project similar to this project? Same size scope and detail of services

Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.):

Landscape Maintenance, Irrigation Maintenance, Pest and Fertilization, Bermuda Turf Care, Palm Pruning, Mulch, Landscape Enhancements

List of equipment used on site: Everything needed to perform all landscape services.

List of subcontractors used: Complete Pest Management, LLC

Is this a current contract? Yes  No

Duration of contract: Ongoing

Project Name/Location: Harbor Chase

Contact: Heather Corton Contact Phone: (407) 813-2845

Project Type/Description: Luxury Vacation Resort Senior Living Facility

Dollar Amount of Contract: \$84,000

How was the project similar to this project? Same size scope and detail of services

Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.):

Landscape Maintenance, Irrigation Maintenance, Pest and Fertilization,  
95,000 sf St Augustine turf, 90,000 sf shrub beds, resort level service.

List of equipment used on site: Everything needed to perform all landscape services.

List of subcontractors used: Complete Pest Management, LLC

Is this a current contract? Yes  No

Duration of contract: Ongoing

Project Name/Location: Amazon Fulfilment Center/ Lake Nona

Contact: Chad Spence Contact Phone: (407) 232-6606

Project Type/Description: Commercial / Fulfilment Center

Dollar Amount of Contract: \$104,880

How was the project similar to this project? Same size scope and detail of services

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Company's Detailed Scope of Services for Project (i.e. fertilization, mowing, pest control, weed control, thatch removal, irrigation, etc.): \_\_\_\_\_

Landscape Ground Maintenance. Irrigations, Chemfert, Palms, Mulch, Annuals, and alot of enhancement work.

\_\_\_\_\_  
\_\_\_\_\_

List of equipment used on site: Everything needed to perform all landscape services.

\_\_\_\_\_  
\_\_\_\_\_

List of subcontractors used: Complete Pest Management, LLC

\_\_\_\_\_  
\_\_\_\_\_

Is this a current contract? Yes X No    

Duration of contract: Ongoing



NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT

AFFIDAVIT OF NON-COLLUSION

STATE OF Florida  
COUNTY OF Orange

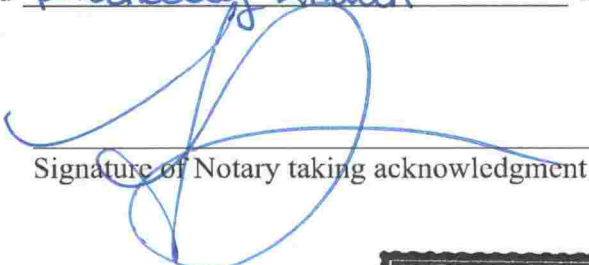
I Dan Bond, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a Business Developer in the firm of OmegaScapes, Inc., and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

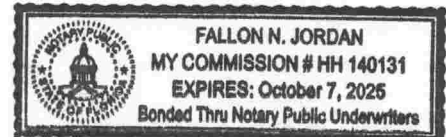
Dated this 18th day of October, 2021.

  
Signature by authorized representative of Proposer

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 18th day of October, 2021, by Dan Bond, of OmegaScapes who is personally known to me or who has produced personally known as identification and who did (did not) take an oath.

  
Signature of Notary taking acknowledgment



Narcoossee Community Development District - Landscape Maintenance Services

TASK	NONA CREST	LA VINA	NONA PRESERVE	Totals
<b>Turf Care</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost
Mowing	26,880	67,878	24,812	119,570
Weed/Disease Control	1,400	1,800	1,200	4,400
Fertilization	3,000	4,700	1,000	8,700
Pest Control	1,200	1,500	800	3,500
<b>Subtotal</b>	<b>32,480</b>	<b>76,878</b>	<b>26,812</b>	<b>136,170</b>
<b>Shrubs/Ground Cover Care</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost
Pruning	5,974	16,646	7,114	29,734
Annals (Replaced 4 Times per Year)	N/A	8,592	3,156	11,748
Weed/Disease Control	1,000	1,300	800	3,100
Fertilization	1,700	1,400	800	3,900
Pest Control	636	800	400	1,836
Mulching	6,891	7,500	4,461	18,852
<b>Subtotal</b>	<b>15,651</b>	<b>37,538</b>	<b>16,731</b>	<b>69,920</b>
<b>Tree Care</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost
Pruning	372	300	420	1,092
Fertilization	300	348	300	948
Weed/Disease Control	100	120	100	320
Pest Control	144	180	160	484
Mulching	765	944	495	2,204
<b>Subtotal</b>	<b>1,681</b>	<b>1,892</b>	<b>1,475</b>	<b>5,048</b>
<b>Irrigation System Monitoring</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost
Bi-Monthly Inspection	2,148	5,532	2,952	10,632
<b>Subtotal</b>	<b>2,148</b>	<b>5,532</b>	<b>2,952</b>	<b>10,632</b>
<b>Litter Removal</b>	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost	Annual Maintenance Cost
	1,800	2,000	1,800	5,600
<b>Total</b>	<b>53,260</b>	<b>117,990</b>	<b>49,800</b>	<b>221,450</b>
<b>Cost of One Additional Mulching Service Annually</b>	<b>7,656</b>	<b>9,444</b>	<b>4,956</b>	<b>22,056</b>

Notes:

- The amounts listed above are fixed fees for the time period noted. The fixed fee shall include the Contractor's profit and general overhead and all costs and expenses of any nature whatsoever (including, without limitation, trench safety, labor, equipment, materials and all taxes).
- Refer to the scope of services for the specific description and frequency of the services to be provided.
- Invoices will be submitted monthly, prorated, based on the above fees.

**NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT**

**ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS  
AND PROPOSAL SIGNATURE FORM**

This Proposal for landscape maintenance services has been submitted on this \_\_\_\_ day of \_\_\_\_\_, 2021 by OmegaScapes, Inc. [company] whose business address is 4954 N. Apopka Vineland Rd\_ Orlando, FL 32818, telephone number is (407) 930-6010, and fax number is \_\_\_\_\_.

The undersigned acknowledges, by the below execution of this proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees through submission of this Proposal to honor all pricing information sixty (60) days from the date of the Proposal opening, and if awarded the contract on the basis of this Proposal to enter into and execute the services contract in substantially the form included in the proposal documents.

Proposer understands that inclusion of false, deceptive or fraudulent statements on this proposal constitutes fraud; and, that the District consider such action on the part of the Proposer to constitute good cause for denial, suspension or revocation of a proposal for work for the Narcoossee Community Development District.

Furthermore, the undersigned acknowledges receipt of the following addenda, the provisions of which have been included in this Request for Proposal.

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

OmegaScapes, Inc.  
Name of Proposer

By: Dan Bond \_\_\_\_\_

This 18th \_\_\_\_\_ day of October, 2021

By: [Signature]  
Dan Bond Business Developer

(Apply Corporate Seal, if  
filing as a corporation)

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 18th day of October, 2021, by Dan Bond \_\_\_\_\_, of OmegaScapes, Inc. who is personally known to me or who has produced Personally Known as identification and who did (did not) take an oath.

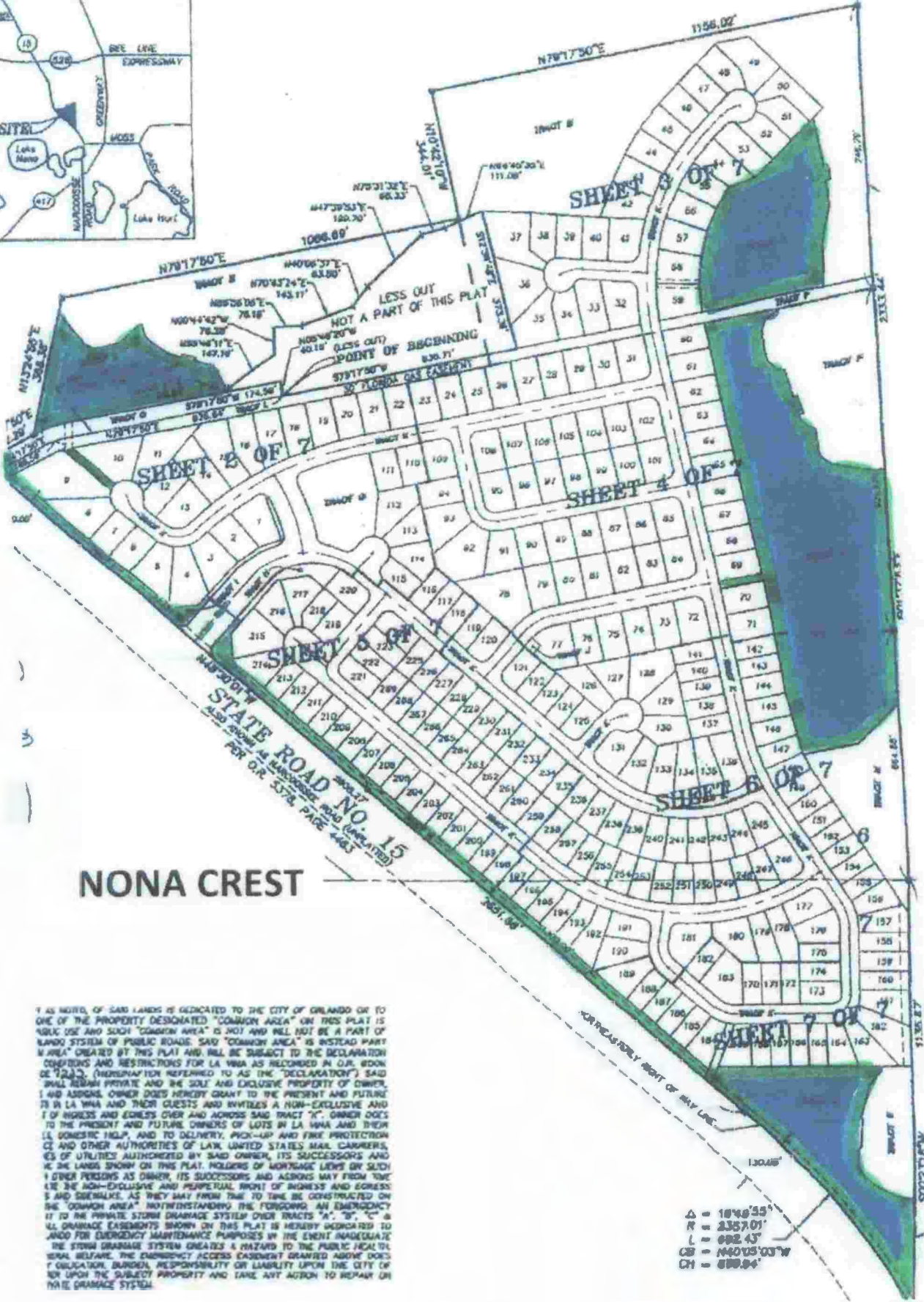
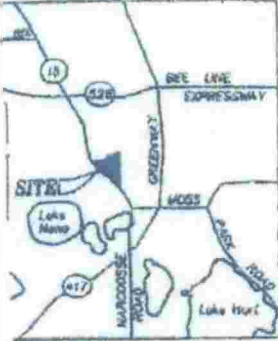
[Signature]  
\_\_\_\_\_  
Signature of Notary taking acknowledgment





SECTION 31 SOUTH,  
 TRACT 11 EAST, CITY OF ORLANDO, ORANGE COUNTY, FLORIDA

VICINITY MAP  
 NOT TO SCALE



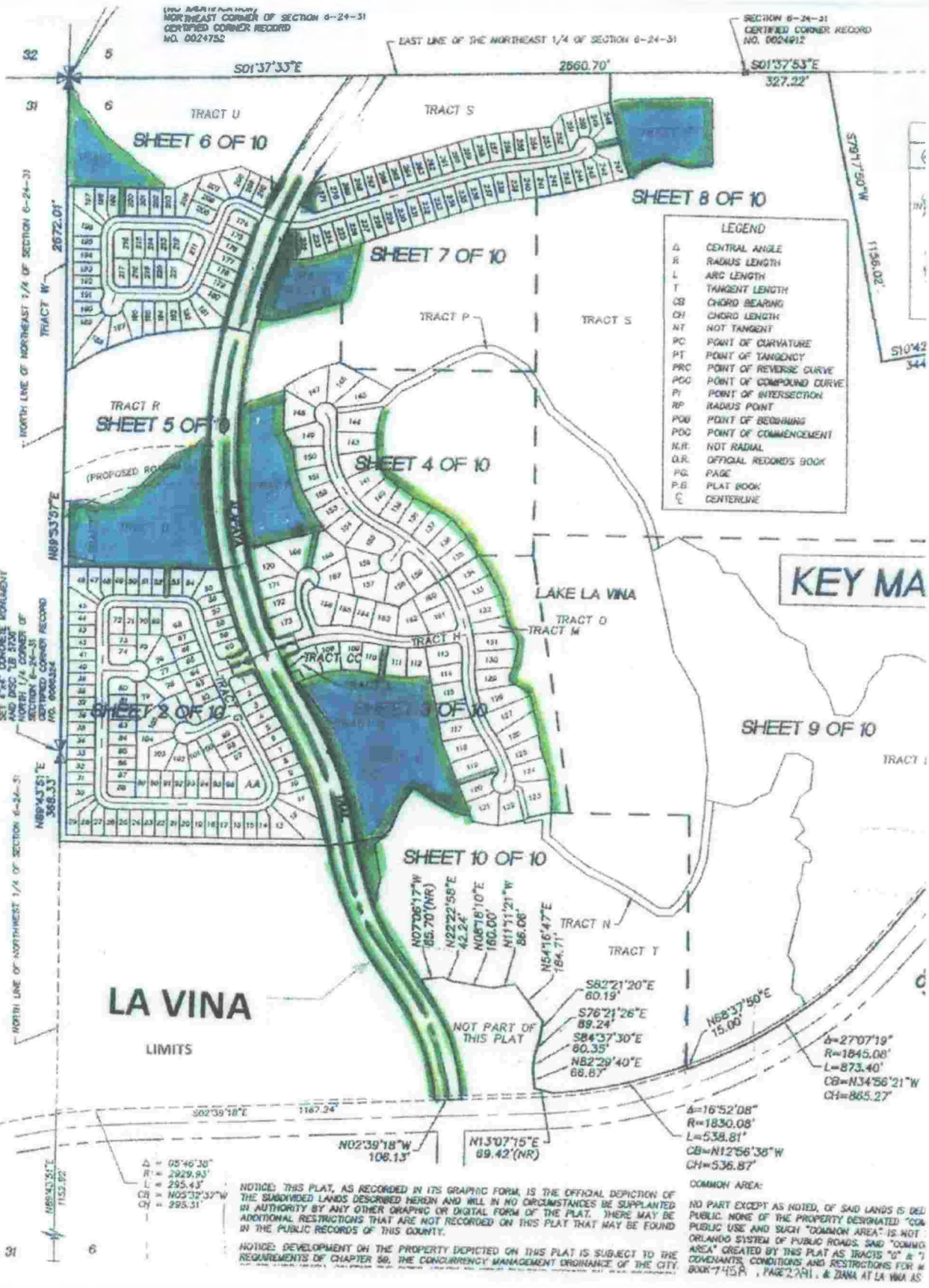
**NONA CREST**

IT IS NOTED, OF SAID LANDS IS DEDICATED TO THE CITY OF ORLANDO OR TO ONE OF THE PROPERTY DESIGNATED "COMMON AREA" ON THIS PLAT IS PUBLIC USE AND SUCH "COMMON AREA" IS NOT AND WILL NOT BE A PART OF SAID SYSTEM OF PUBLIC ROADS. SAID "COMMON AREA" IS INSTEAD PART OF AREA CREATED BY THIS PLAT AND WILL BE SUBJECT TO THE DECLARATION CONDITIONS AND RESTRICTIONS FOR LA VNA AS RECORDED IN O.R. BOOK 06 1223. (HEREINAFTER REFERRED TO AS THE "DECLARATION") SAID SHALL REMAIN PRIVATE AND BE THE SOLE AND EXCLUSIVE PROPERTY OF OWNER, I AND ASSIGNS. OWNER DOES HEREBY GRANT TO THE PRESENT AND FUTURE TRUSTEES IN LA VNA AND THEIR CUESTS AND INVITES A NON-EXCLUSIVE AND EGRESS AND EGRESS OVER AND ACROSS SAID TRACT "C". OWNER DOES TO THE PRESENT AND FUTURE OWNERS OF LOTS IN LA VNA AND THEIR IS CONSENT TO PICK-UP AND FIRE PROTECTION CE AND OTHER AUTHORITIES OF LAW LIMITED STATES MAIL, CARRIERS, ES OF UTILITIES AUTHORIZED BY SAID OWNER, ITS SUCCESSORS AND HE SAID LANDS SHOWN ON THIS PLAT. HOLDERS OF MORTGAGE LIENS OR SUCH OTHER PERSONS AS OWNER, ITS SUCCESSORS AND ASSIGNS MAY FROM TIME TO TIME BE NON-EXCLUSIVE AND PERPETUAL RIGHT OF INGRESS AND EGRESS AND SIDEWALKS, AS THEY MAY FROM TIME TO TIME BE CONSTRUCTED ON THE "COMMON AREA" NOTWITHSTANDING THE FOREGOING, IN EMERGENCY IT TO THE PRIVATE STORM DRAINAGE SYSTEM OVER TRACTS "A", "B", "C" & "D" ALL DRAINAGE EASEMENTS SHOWN ON THIS PLAT IS HEREBY DECLARED TO AND FOR EMERGENCY MAINTENANCE PURPOSES IN THE EVENT INADEQUATE THE STORM DRAINAGE SYSTEM CREATES A HAZARD TO THE PUBLIC HEALTH OR SAFETY. THE EMERGENCY ACCESS EASEMENT GRANTED ABOVE DOES NOT CONSTITUTE, BURDEN, RESPONSIBILITY OR LIABILITY UPON THE CITY OF ORLANDO UNLESS THE SUBJECT PROPERTY AND TAKE ANY ACTION TO REPAIR OR MAINTAIN DRAINAGE SYSTEM.

Δ = 10°49'55"  
 R = 2357.01'  
 L = 682.43'  
 CB = M6205'00"W  
 CH = 688.94'







(NEW AREA IS NOT SHOWN)  
 NORTHEAST CORNER OF SECTION 6-24-31  
 CERTIFIED CORNER RECORD  
 NO. 0024752

SECTION 6-24-31  
 CERTIFIED CORNER RECORD  
 NO. 0024912

**LEGEND**

- Δ CENTRAL ANGLE
- R RADIUS LENGTH
- L ARC LENGTH
- T TANGENT LENGTH
- CB CHORD BEARING
- CH CHORD LENGTH
- NT NOT TANGENT
- PC POINT OF CURVATURE
- PT POINT OF TANGENCY
- PRC POINT OF REVERSE CURVE
- POC POINT OF COMPOUND CURVE
- PI POINT OF INTERSECTION
- RP RADIUS POINT
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- N.R. NOT RADIAL
- O.R. OFFICIAL RECORDS BOOK
- P.G. PAGE
- P.B. PLAT BOOK
- C CENTERLINE

**KEY MAP**

**LA VINA**  
 LIMITS

Δ = 05°46'30"  
 R = 2829.93'  
 L = 295.43'  
 CB = N05°32'37"W  
 CH = 295.31'

NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

NOTICE: DEVELOPMENT ON THE PROPERTY DEPICTED ON THIS PLAT IS SUBJECT TO THE REQUIREMENTS OF CHAPTER 36, THE CONCURRENCY MANAGEMENT ORDINANCE OF THE CITY.

COMMON AREA:

NO PART EXCEPT AS NOTED, OF SAID LANDS IS BEING PUBLIC. NONE OF THE PROPERTY DESIGNATED "COMMON AREA" IS NOT A PUBLIC USE AND SUCH "COMMON AREA" IS NOT A PUBLIC SYSTEM OF PUBLIC ROADS. SAID "COMMON AREA" CREATED BY THIS PLAT AS TRACTS "O" & "I" COVENANTS, CONDITIONS AND RESTRICTIONS FOR BOOK 745 P. 1, PAGE 2, 201, & 2000 AT LA VINA AS



**Landscape & Irrigation Maintenance Proposal**

*Prepared for*

**Narcoossee Community Development District**

November 2021



**YELLOWSTONE**  
LANDSCAPE





407.814.2400 tel

1930 Silver Star Road  
Orlando, FL 32804

November 2, 2021

Jason Showe, District Manager  
Governmental Management Services  
219 Livingston Street  
Orlando, FL 32801

**Re: Response to Request for Landscape Maintenance Services for Narcoossee Community Development District**

To Mr. Showe and Committee,

Thank you for the opportunity to bid the landscape maintenance for Narcoossee Community Development District. Our proposal has been created to address your specific needs and expectations.

Our enclosed proposal includes the following sections:

- **Required Documents:** Proposal forms included in your RFP, as well as notarized documents.
- **Personnel:** Information about our company and local offices, our management staff allocated to serving your communities, and a summary of how plan we organize our service crews.
- **Experience & References:** Examples of our current projects, which are similar in scope to your needs and expectations, and references for these projects.
- **Startup Plan:** An observation of your landscaping's current conditions, our 30-60-90 Day Plan that outlines what our maintenance crew, irrigation team, fert/chem team, and account manager will accomplish in the first 90 days. This also includes a letter describing how we intend to accomplish all landscaping tasks outlined in your scope of work.
- **Pricing Summaries:** Completed pricing forms from your RFP.

We welcome the opportunity to provide you any further details about our firm's commitment to delivering a landscape that Narcoossee Community Development District can be proud of.

Sincerely,

Nicole Ailes  
Business Development Manager  
Yellowstone Landscape  
[nailes@yellowstonelandscape.com](mailto:nailes@yellowstonelandscape.com)  
559.977.4719



# **REQUIRED DOCUMENTS**

**NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT**

**BASIC ORGANIZATION INFORMATION**

DATE SUBMITTED November 2, 2021

1. Proposer Yellowstone Landscape  An Individual  
[Company Name]  A Limited Liability Company  
 A Limited Liability Partnership  
 A Partnership  
 A Corporation  
 A Subsidiary Corporation

2. Proposer Company Address:

Street Address 1930 Silver Star Road

P.O. Box (if any) \_\_\_\_\_

City Orlando State FL Zip Code 32804

Telephone 407.814.2400 Fax no. 352.901.6842

1<sup>st</sup> Contact Name Nicole Ailes Title Business Development Manager

2<sup>nd</sup> Contact Name Landon Pyle Title Business Development Manager

3. Parent Company Name (if applicable) Yellowstone Landscape- Southeast LLC

4. Parent Company Address (if different):

Street Address 3235 N. State Street

P.O. Box (if any) PO Box 849

City Bunnell State FL Zip Code 32110

Telephone 386.437.6211 Fax no. 386.437.5143

1<sup>st</sup> Contact Name Tim Portland Title CEO

2nd Contact Name Brian Wester Title Regional Vice President

5. List the location of the Proposer's office which would perform LSPCDD work.

Street Address 1930 Silver Star Road

P.O. Box (if any) \_\_\_\_\_

City Orlando State FL Zip Code 32804

Telephone 407.814.2400 Fax no. 352.901.6842

1<sup>st</sup> Contact Name Josh Cochran Title Branch Manager

6. If the Proposer is a corporation, is it incorporated in the State of Florida?

yes ( ) (Proceed to Question 6.1) no (X) (Proceed to Question 6.2)

6.1 If yes, provide the following:

Is the Company in good standing with the Florida Secretary of State Division of Corporations? yes ( ) no ( )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

6.2 If no, provide the following:

The State in which Proposer is incorporated? Delaware

Is the Company in good standing with that State? yes (X) no ( )

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_



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Date incorporated January 28, 2008 Charter No. 20-2993503

Is the applicant registered with the State of Florida? yes (X) no ( )

7. If the Proposer is a partnership (including a limited partnership or limited liability partnership) or limited liability company, is it organized in the State of Florida?

Yes (X) (Proceed to Question 7.1) No ( ) (Proceed to Question 7.2)

7.1 If yes, is the Proposer registered with the Florida Department of State, Division of Corporations? yes (X) no ( )

If no, please explain

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Is the Proposer in good standing with the State of Florida? yes (X) no ( )

If no, please explain

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Date Proposer was organized: April 11, 2005

7.2 If no, provide the following:

The State in which Proposer is organized: \_\_\_\_\_

Is the Proposer in good standing with that State? yes ( ) no ( )

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date Proposer was organized: \_\_\_\_\_

Is the Proposer registered as a foreign partnership or limited company with the State of Florida? yes ( ) no ( ) If no, please explain \_\_\_\_\_

8. Does Proposer hold any registrations or licenses with the State of Florida applicable to the contract? yes (X) no ( )

8.1 If yes, provide the following information and attach one (1) photocopy of each listed license (attach additional sheets if necessary): \*Copies under Personnel Tab

Type of registration Certified Pest Control Operator

License No JF23588 Expiration Date June 1, 2022

Qualifying individual David Boldman Title Fert/Chem Manager

List company(s) currently qualified under this license \_\_\_\_\_

Yellowstone Landscape

8.2 Does the Proposer hold any registrations or licenses with Orange County applicable to the contract? yes (X) no ( ) \*Copies under Personnel Tab

If yes, please list and provide a photocopy of each listed license or registration:  
Landscape, Irrigation, and lawn care business tax receipts

9. List the Proposer's total annual dollar value of work completed for each of the last three (3) years starting with the latest year and ending with the most current year

(2018) \$7,000,000, (2019) \$8,000,000, (2020) \$7,500,000.

10. List the Proposer's Orange County area annual dollar value of work completed for the most current year (2020) \$10,000,000.00.

11. Does your company propose to subcontract any of the required work?  
yes (X) no ( )

If yes, please explain

We will subcontract mulch installation to Mulch, Inc. and palm pruning to Enviro Tree Services.

10. What is the total number of personnel servicing the Orange County area? 145.

11. What is the total number of trucks servicing the Orange County area? 50.

12. Does your company have a certified arborist on staff? yes (X) no ( )

13. Does your company employ formal training and certification procedures for employees?

yes (X) no ( )

If yes, briefly explain

Employees go through a certified pesticide applicator training to spray herbicide.

All company drivers go through a driver safety training. All employees sit through a weekly safety meeting to go over different safety topics.

17. What are the Proposer's current insurance limits? (Provide a copy of applicant's Certificate of Insurance)

General Liability	<u>\$ 2,000,000.00</u>
Automobile Liability	<u>\$ 1,000,000.00</u>
Workers Compensation	<u>\$ 2,000,000.00</u>
Expiration Date	<u>April 30, 2022</u>

18. Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past two years? yes ( ) no (X)

If yes, please describe each violation, fine, and resolution \_\_\_\_\_

\_\_\_\_\_

18.1 What is the Proposer's current worker compensation rating? .91

18.2 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 two years?

yes (  ) no (  )

If yes, please describe each incident In 2019, an employee in our Port St. Luci location  
was struck by a car while working on the roadside. He completed rehabilitation and  
has returned to work on limited duty.



The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Narcoossee Community Development District, or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or regarding the ability, standing and general reputation of the applicant.

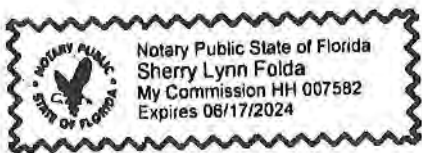
Yellowstone Landscape By: Nicole Ailes  
Name of Proposer

This 2 day of November, 2021 By: Nicole Ailes, Business Development Manager  
[Type Name and Title of Person Signing]

(Apply Corporate Seal, if filing as a corporation)

State of Florida  
County of Orange

The foregoing instrument was acknowledged before me this 2nd day of November, 2021, by Nicole Ailes, of the Yellowstone Landscape who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.



Sherry Lynn Folda  
Signature of Notary taking acknowledgment

NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT

AFFIDAVIT OF NON-COLLUSION

STATE OF Florida  
COUNTY OF Orange

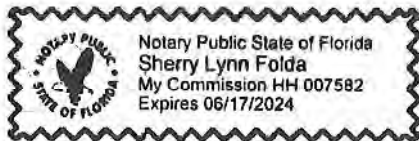
I Nicole Ailes, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a Business Development Manager in the firm of Yellowstone Landscape, and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this 2 day of November 2021.

Nicole Ailes  
Signature by authorized representative of Proposer

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 2<sup>nd</sup> day of November, 2021, by Nicole Ailes, of the Yellowstone Landscape who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.



Sherry Lynn Folda  
Signature of Notary taking acknowledgment

**NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT**

**ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS  
AND PROPOSAL SIGNATURE FORM**

This Proposal for landscape maintenance services has been submitted on this 2 day of November, 2021 by Yellowstone Landscape [company] whose business address is 1930 Silver Star Road, Orlando, FL 32804, telephone number is 407.814.2400, and fax number is 352.901.6842.

The undersigned acknowledges, by the below execution of this proposal, that all information provided herein has been provided in full and that such information is truthful and accurate. Proposer agrees through submission of this Proposal to honor all pricing information sixty (60) days from the date of the Proposal opening, and if awarded the contract on the basis of this Proposal to enter into and execute the services contract in substantially the form included in the proposal documents.

Proposer understands that inclusion of false, deceptive or fraudulent statements on this proposal constitutes fraud; and, that the District consider such action on the part of the Proposer to constitute good cause for denial, suspension or revocation of a proposal for work for the Narcoossee Community Development District.

Furthermore, the undersigned acknowledges receipt of the following addenda, the provisions of which have been included in this Request for Proposal.

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Yellowstone Landscape \_\_\_\_\_ By: Nicole Ailes  
Name of Proposer

This 2 day of November, 2021 By: Nicole Ailes, Business Development Manager  
[Type Name and Title of Person Signing]

(Apply Corporate Seal, if  
filing as a corporation)

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 2nd day of November,  
2021, by Nicole Ailes, of the Yellowstone Landscape who is personally  
known to me or who has produced \_\_\_\_\_ as identification  
and who did (did not) take an oath.



Sherry Lynn Folda  
Signature of Notary taking acknowledgment



# PERSONNEL





# YELLOWSTONE LANDSCAPE



*Yellowstone Landscape* began in 2008 with the unification of established, independently successful regional landscape companies.

We've been linked by a common goal to better serve our clients, sharing decades of experience in landscape maintenance, landscape design and installation, and tree care services.

As one of the landscape industry's fastest growing and most awarded commercial landscaping

companies, we are proud to serve more than three thousand client properties from our local branch facilities, across the South, Southwest, and Midwest.

We offer a uniquely comprehensive suite of services and expertise, allowing us to partner with our clients at any stage in their landscape's life cycle. From a landscape design idea on a computer screen, to a mature and thriving landscape in the ground, Yellowstone Landscape is the only commercial landscaping partner you'll ever need.



Proud to Serve Orlando



*Excellence in Commercial Landscaping  
for Your Orlando Area Properties*

Yellowstone Landscape is proud to serve Central Florida’s commercial landscaping needs from two branch locations in Orlando. With **more than 250 local employees**, we’re one of the largest and most awarded commercial landscape service firms in the greater Orlando area.

We offer landscape design, landscape installation, and landscape maintenance services

to some of the area’s most beautiful homeowner associations, resorts and hotels, city and county governments, master planned developments, corporate campuses, commercial office parks, schools, universities, hospitals, apartment communities and retail shopping centers.

Our service teams are ready to provide you with **Orlando’s most professional and responsive commercial landscaping services**, always tailored to your needs and expectations.

**Orlando-North Offices**  
1930 Silver Star Road  
Orlando, FL 32804  
407.814.2400

**Orlando-South Offices**  
1773 Business Center Lane  
Kissimmee, FL 34758  
407.396.0529



# Landscape Maintenance



Landscape Maintenance is all about the details. We're committed to getting the details right, so you can enjoy your landscape and take pride in its appearance.

From week to week, month to month, and year to year, there are **hundreds of details** that need to be coordinated for your landscape to look its best. Assuring that none of those details are overlooked requires a professionally administered, **integrated Landscape Maintenance program**.

Synchronizing routine maintenance activities like mowing, edging, weeding, trimming and clean-up, with fertilization and pest management applications, and your irrigation system's schedule and maintenance is no easy task.

That's why we incorporate all the details of our landscape services into **your Plan for Success™**.

Our Landscape Maintenance teams are trained in our industry's Best Practices. They behave as if they were a part of your staff and work hard to **solve problems while they're still called opportunities**. If the unexpected happens, our teams respond to correct the problem, quickly and professionally.

Your dedicated Account Manager will provide regular updates about what we're doing to maintain your landscape. Our goal is to provide you with **all the information you need** about your landscape, **when you need it**.



# Irrigation Installation & Management



There is **nothing more essential to the success of your landscape** than regular access to the right amount of water.

Commercial irrigation systems are sophisticated technology that require **special certification** to install and operate.

Our Irrigation Installation and Management Professionals are **experts in all major commercial irrigation systems**. From older systems in need of frequent repairs and updates, to the most modern and innovative water-wise systems available, **our Irrigation Teams are dedicated to protecting your valuable water resources**. Once installed, we always adhere

to local ordinances governing water use and have implemented the principles of the leading industry groups. These **guidelines govern how we design, install, and maintain your irrigation system**.

Professional irrigation management is an essential service to eliminate waste in your water consumption and reduce your water usage.

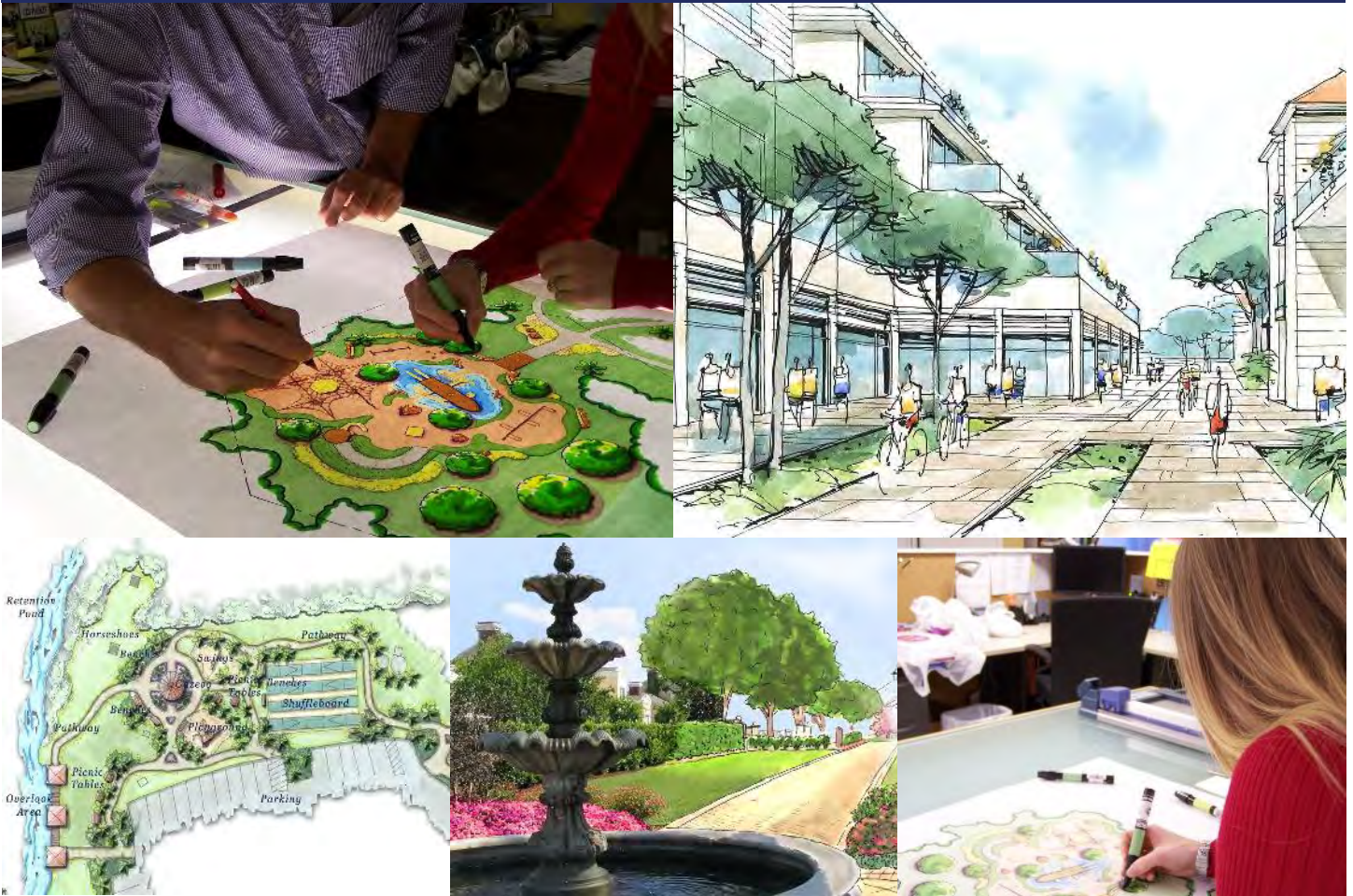
**Yellowstone Landscape provides you with the most experienced team of Irrigation Professionals in the industry.**



# Landscape Design



**YELLOWSTONE**  
LANDSCAPE



You need your landscape to look its best, but you're not quite sure where to get started.

Whether you need a landscape design plan for a new development or just want to enhance a few feature areas in your existing landscape, our Landscape Designers are ready to help you see your landscape's full potential.

Our Designers are specially trained, creative professionals. They're knowledgeable about all the latest concepts in landscape design and they're also familiar with your area's local plant materials. This ensures that what they select to plant will thrive once it's in the ground.

The last thing you want is to invest in a landscape installation project, only to see the plants fail within the first year.

Working with a Landscape Designer starts with a meeting to find out what your goals are for your project. They'll create **photo renderings** so you can actually see what your new landscape will look like, before it's planted. You'll be a part of the process from beginning to end.

And best of all, we offer Landscape Design as a complimentary service to current Landscape Maintenance clients when we install your landscape enhancement.



# Committed to Safety



Yellowstone Landscape has made safety our number one priority. We know that we are equally responsible for the safety of our employees, and our clients' residents, employees, guests and their property.

Our commitment to safety includes providing a safe, healthy work environment, kept free from hazards. Whether starting or ending the day at one of our branch locations, traveling over the area's roadways, or at a client's work site, all Yellowstone Landscape employees are trained to behave professionally and remain alert to all potential safety hazards they may encounter.

## Our Commitment to Safety includes:

- New Employee Training on Safe Operating Procedures
- Strict Compliance to All OSHA Regulations
- Weekly Tailgate Talks Conducted with All Field Service Teams
- Annual Safety Rodeos with Industry Safety Experts
- Dedicated Safety Officers in Each Branch Location
- Mandatory Use of Appropriate Personal Protective Equipment (PPE) at All Times



# Industry Recognition



Our clients' properties have earned dozens of National Landscape Awards of Excellence, the highest honor given in the professional landscape industry. They've been recognized as some of the most outstanding commercial landscaping projects in the country. Below is a partial listing of our award-winning projects:

Rockstar BMX Park; Houston, Texas; 2020  
Old Palm; Palm Beach Gardens, Florida; 2019  
The Peninsula; Charlotte, North Carolina; 2019  
Emory Johns Creek Hospital; Atlanta, GA; 2019  
Del Webb Lake Oconee; Greensboro, Georgia; 2018  
Mesa Del Sol; Albuquerque, New Mexico; 2018  
Hermann Park; Houston, Texas; 2017  
Walton Riverwood; Atlanta, Georgia; 2017  
Swan and Dolphin Resort; Orlando, Florida; 2016  
Cane Island Amenity Village; Houston, Texas; 2016

Tradition; Port St Lucie, Florida; 2015  
Rob Fleming Park; The Woodlands, Texas; 2014  
AAA Headquarters; Orlando, Florida; 2013  
Technology Park Atlanta; Atlanta, Georgia; 2013  
Boeing 787 Facility; Charleston, South Carolina; 2012  
Waldorf Astoria Resort; Orlando, Florida; 2012  
Grand Haven; Palm Coast, Florida; 2011  
Fleming Island Plantation; Jacksonville, Florida; 2010  
Hammock Beach Resort; Palm Coast, Florida; 2008  
Reunion Resort & Club; Orlando, Florida; 2007



# Environmental Stewardship



As a leader in the landscaping industry we have an added responsibility to be good stewards of our natural resources. We also understand that many clients have become keenly aware of the need to reduce their environmental impact.

**Our initiatives toward responsible environmental stewardship include:**

**Integrated Pest Management:** IPM Programs use a combination of targeted management tools rather than broad blanket applications to create an environment free from pests and disease.

**Innovation Irrigation:** This includes smart controllers, rain sensors, micro irrigation

and drip irrigation to eliminate water waste, integrating recycled water intakes where natural sources are available.

**Reducing Carbon Emissions:** EFI equipment used by our service personnel reduces our fuel consumption by 25% compared with traditional outdoor power equipment. Our firm's EFI equipment purchases over the past 6 years have dramatically reduced greenhouse gas emissions over previously used carbuerated models.

**Drought-Tolerant Plants & Trees:** Installing the right plant material for your property's environment reduces the water consumption necessary for your plants and trees to thrive.



# Our People. Your Partner.



**YELLOWSTONE**  
LANDSCAPE



At Yellowstone Landscape, we know that our people are what have made us the company we are today.

Our 2500 Full Time Landscape Professionals include industry veterans, many with more than 20 years of experience providing professional landscape services. We also recruit and hire some of the brightest young talent in the industry, recruited from the nation's finest colleges and university Horticulture and Agronomic programs.

We're proud that over 75% of our management staff hold advanced degrees and certifications related to their current position's responsibilities.

Our training programs reach far beyond our industry's Best Practices. We conduct ongoing Safety Training for our crews, to guarantee that they're working safely for you. Members of our management staff receive formal Customer Service Training, teaching them how to understand your expectations and communicate with you effectively and professionally.

**We're proud of our people. We want you to be proud of your landscape service partner.**



# Principal Officers

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Our Leadership Team is committed to making Yellowstone Landscape the premier commercial landscape service company in the South and Southwest United States. We bring that excellence to bear on behalf of our clients through industry-leading investments in safety, training, and information systems.

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**Tim Portland** has served as *Chief Executive Officer* of Yellowstone Landscape since 2012. Prior to joining Yellowstone, Mr. Portland was the CEO of United Subcontractors, one of largest installers of insulation and other building products in the country. Over his ten year career at Scotts Miracle-Gro, he led several lines of Scotts' businesses. For five years before joining Scotts, Mr. Portland was a management consultant with McKinsey and Company. He has an MBA from the University of Virginia's Darden Business School, and an undergraduate degree from Dartmouth College.

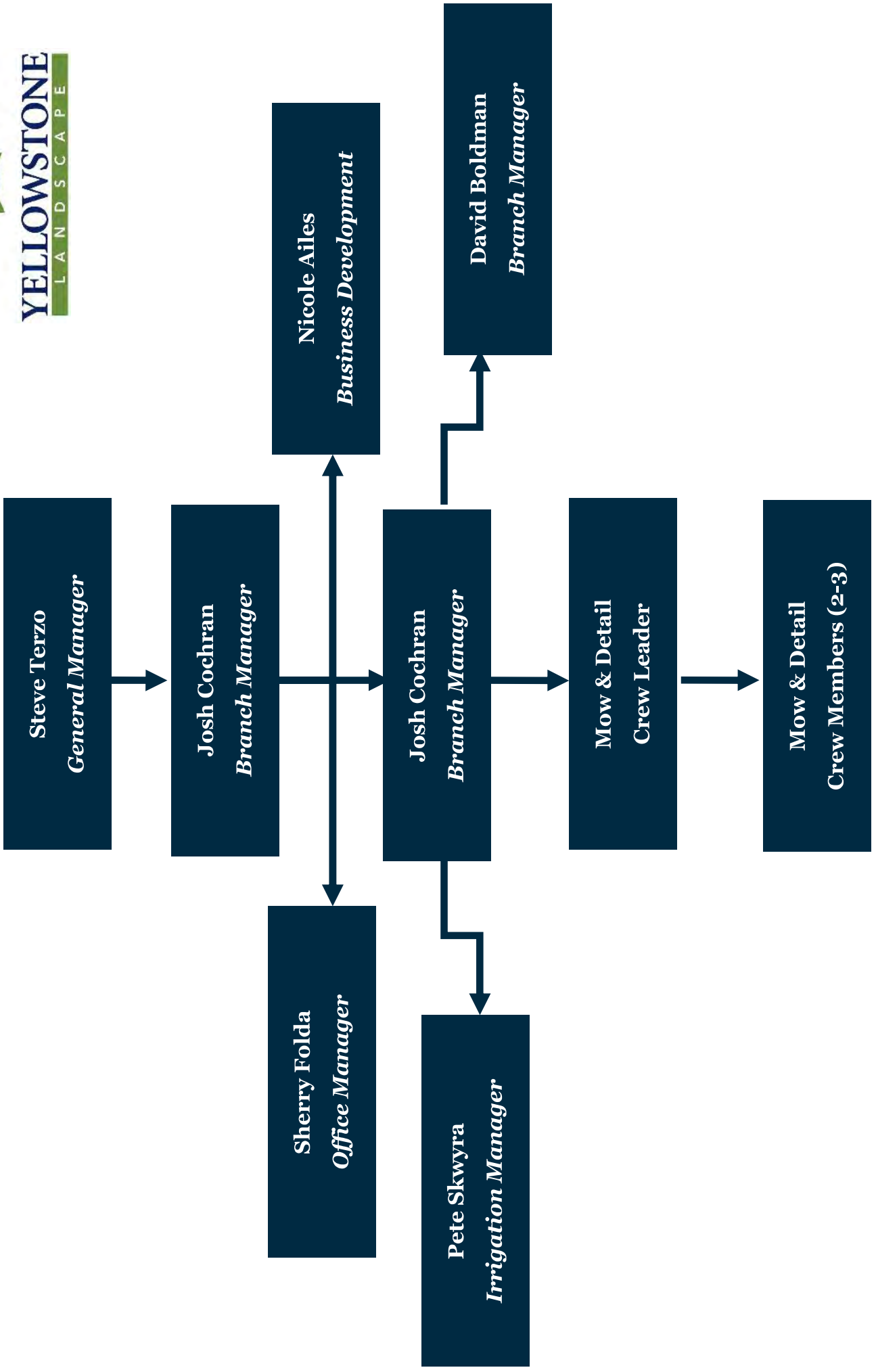


**Elise Johnson** has been Yellowstone Landscape's *Vice President of Human Resources* since joining the company in 2010. She earned her bachelor's degree from Dickinson College, before completing a Master's Program at Rutgers, The State University of New Jersey. Before joining Yellowstone, Ms. Johnson held similar positions at investment firms in New York and New Jersey. As Vice President of Human Resources, Ms. Johnson and her staff's responsibilities include recruiting, employee retention, training, and compliance.



**James Herth** is Yellowstone Landscape's *Vice President of Business Development*, a position he accepted in 2014, after joining the company in 2011 as Branch Manager in the Jacksonville branch location. Mr. Herth is responsible for the growth and development of the company, overseeing the Business Development team. A twenty-year industry veteran, Mr. Herth is a licensed Arborist and holds a bachelor's degree from Siena Heights University.

# Narcoossee CDD



# Josh Cochran, *Branch Manager*



	<p>As the branch manager of our Orlando-North branch, Josh is responsible for overseeing the location's current and upcoming projects. He coordinates operations, which includes personnel, equipment, safety regulations, plant material and other resources. He works with each project to maintain the highest quality projects and services.</p> <p>Josh brings several years of green industry experience to the Orlando-North location of Yellowstone Landscape.</p>
<b>Education</b>	<p><i>Seminole State College</i>, Sanford, FL Associate of Science, Drafting and Design, CAD Specialization</p>
<b>Relevant Experience</b>	<p><b><i>Branch Manager</i></b>, Yellowstone Landscape – Orlando, FL 2019 - present Responsible for landscape maintenance and installation operations, works with all plans and specifications for each project and has extensive knowledge of the budget and service expectations, hires and coordinates landscape management crews, balances the workload and materials needed for each project, maintains up-to-date roster of all personnel and job activities, identifies equipment and resources needed for each project, assures that preventive maintenance is performed on all equipment, and conducts regular inspections of in-progress projects.</p> <p><b><i>Operations Manager</i></b>, Yellowstone Landscape– Orlando, FL 2015-2017 Responsible for landscape maintenance and installation operations, scheduled crews routes for entire branch, interviewed and hired all employees, worked with mechanic to ensure all equipment remained in servable and working manner, identified training needed for personnel, and worked with Safety team to ensure all safety guidelines and standards were being followed.</p> <p><b><i>Senior Account Manager</i></b>, Yellowstone Landscape- Orlando, FL 2017-2018 Arranges, schedules, and directs daily landscape services, ensures peak efficiency of each project, ensures delivery of high-quality projects and services to clients, establishes long-term relationships with clients, identifies opportunities to enhance client properties, conducts field-safety training and encourages safety procedures, conducts ongoing operation training, and maintains regular</p>

# Josh Cochran, *Branch Manager*

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communications with clients.

***Route Manager***, TruGreen– Orlando, FL  
2009-2014

Applied fertilization, herbicide, insecticide, and fungicide on all properties in accordance with the State of Florida Department of Agriculture and Florida Best Management Practices standards ,gained extensive knowledge of how plants and turf grasses grow and what they need in order to thrive in the Central Florida climate.

***Operations Manager***, Kelli Green Landscape– Casselberry, FL  
2005-2009

Oversaw all payroll and employee issues, created routes for multiple landscape maintenance crews, worked directly with owner and gained knowledge on company finances and how to better understand how a business is ran.



# Lathan Smith, *Account Manager*



<b>Professional Summary</b>	As an Account Manager of Yellowstone Landscape, Lathan is responsible for coordinating, implementing, and maintaining landscape maintenance and installation projects and keeping clients updated on properties and projects.
<b>Education and Certifications</b>	<i>University of Central Florida</i> , Orlando, FL Business Management <i>South Florida Community College</i> , Avon Park, FL Associate in Arts
<b>Relevant Experience</b>	<i>Account Manager</i> , Yellowstone Landscape – Orlando, FL 2019-present Planning and scheduling field operations, management mow and detail crews, communicating with clients, selling enhancement services, assisting in training and employee development, ensuring a safe work environment for employees. Experience in HOA, resort, and CDD landscaping.  <i>Landscape Department Manager</i> , SiteOne Landscape Supply – Orlando, FL 2002-2019 Maintained inventory, stocking, and assisting customers in correcting problems in their landscape, trained in horticulture and agronomics for commercial and residential properties, gained extensive knowledge of plants and turf grasses and what they need in order to thrive in Central Florida.  <i>Operations Manager</i> , Jerry Davis Landscaping – Orlando, FL 1998-2002 Managed maintenance routes and scheduling, worked with upper management to ensure complete care of customer needs, managed multiple job sites and crews, and over saw completion of work weekly.

# David Boldman, *Fert Chem Manager*



<b>Professional Summary</b>	<p>As an Account Manager of Yellowstone Landscape, David is responsible for coordinating, implementing, and maintaining landscape maintenance and installation projects and keeping clients updated on properties and projects.</p> <p>As a Fert/Chem Manager for Yellowstone Landscape, David is responsible for scheduling applications according to contract specifications, using the latest technologies and materials to ensure insects, diseases, and the health of the plant or turf material is at its highest quality.</p>
<b>Education and Certifications</b>	<p><i>Valencia College</i>, Orlando FL General Studies <i>Certified Pest Control Operator</i> <i>OSHA Level II Hazardous Materials Operations</i></p>
<b>Relevant Experience</b>	<p><b>Account Manager and Fert/Chem Manager</b>, Yellowstone Landscape – Orlando, FL 2015-present Planning and scheduling field operations, management mow and detail crews, communicating with clients, selling enhancement services, assisting in training and employee development, ensuring a safe work environment for employees. Experience in HOA, resort, and CDD landscaping. Responsible for operations of branch’s fert/chem department, fert/chem reporting, and scheduling.</p> <p><b>Route Manager</b>, Trugreen Chemlawn – Orlando, FL 2011-2015 Responsible for checking and maintaining plants and turf of Trugreen clients, trained in horticulture and agronomics specifically for commercial properties, gained extensive knowledge of plants and turf grasses and what they need in order to thrive in Central Florida.</p> <p><b>Manager</b>, B&amp;M Landscaping – Orlando, FL 2009-2010 Managed maintenance routes, demolitions, and install projects, applied fertilizer and chemicals to control the health of the properties.</p>

2021 EXPIRES 9/30/2022 1812-1200565  
1812 REG IRRIGATION SPECIA \$30.00 1 EMPLOYEE ;

TOTAL TAX \$30.00  
PREVIOUSLY PAID \$30.00  
TOTAL DUE \$0.00

SKWYRA PETER T

YELLOWSTONE LANDSCAPE  
SOUTHEAST LLC  
SKWYRA PETER T  
1930 SILVERSTAR ROAD  
ORLANDO FL 32804

8342 CRISTOBAL CIR (MOBILE)  
U - ORLANDO, 32825

PAID: \$30.00 0098-01011614 8/10/2021

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2021 EXPIRES 9/30/2022 1812-1200565  
1812 REG IRRIGATION SPECIA \$30.00 1 EMPLOYEE ;

TOTAL TAX \$30.00  
PREVIOUSLY PAID \$30.00  
TOTAL DUE \$0.00



SKWYRA PETER T

YELLOWSTONE LANDSCAPE  
SOUTHEAST LLC  
SKWYRA PETER T  
1930 SILVERSTAR ROAD  
ORLANDO FL 32804

8342 CRISTOBAL CIR (MOBILE)  
U - ORLANDO, 32825

PAID: \$30.00 0098-01011614 8/10/2021

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.



3106 LANDSCAPE 2021 EXPIRES 9/30/2022 3108-1048928  
\$50.00 30 EMPLOYEES

TOTAL TAX \$50.00  
REGULATED WASTE \$50.00  
PREVIOUSLY PAID \$100.00  
TOTAL DUE \$0.00

PORTLAND TIMOTHY - PRESIDENT

YELLOWSTONE LANDSCAPE SOUTHEAST LLC  
PORTLAND TIMOTHY - PRESIDENT  
1930 SILVERSTAR ROAD  
ORLANDO FL 32804

MOBILE FROM FLAGLER COUNTY  
X - OUT OF COUNTY, 00000

PAID: \$100.00 0098-01011616 8/10/2021

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

3106 LANDSCAPE 2021 EXPIRES 9/30/2022 3106-1048928  
\$50.00 30 EMPLOYEES

TOTAL TAX \$50.00  
REGULATED WASTE \$50.00  
PREVIOUSLY PAID \$100.00  
TOTAL DUE \$0.00



PORTLAND TIMOTHY - PRESIDENT

YELLOWSTONE LANDSCAPE SOUTHEAST LLC  
PORTLAND TIMOTHY - PRESIDENT  
1930 SILVERSTAR ROAD  
ORLANDO FL 32804

MOBILE FROM FLAGLER COUNTY  
X - OUT OF COUNTY, 00000

PAID: \$100.00 0098-01011616 8/10/2021

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.



3125 LAWN CARE 2021 \$50.00 EXPIRES 9/30/2022 30 EMPLOYEES 3125-1048927

TOTAL TAX \$50.00
PREVIOUSLY PAID \$50.00
TOTAL DUE \$0.00

PORTLAND TIMOTHY - PRESIDENT

YELLOWSTONE LANDSCAPE SOUTHEAST LLC
PORTLAND TIMOTHY
1930 SILVERSTAR ROAD
ORLANDO FL 32804

MOBILE FROM FLAGLER COUNTY
X - OUT OF COUNTY, 00000

PAID: \$50.00 0098-01011612 8/10/2021

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

3125 LAWN CARE 2021 \$50.00 EXPIRES 9/30/2022 30 EMPLOYEES 3125-1048927

TOTAL TAX \$50.00
PREVIOUSLY PAID \$50.00
TOTAL DUE \$0.00



PORTLAND TIMOTHY - PRESIDENT

YELLOWSTONE LANDSCAPE SOUTHEAST LLC
PORTLAND TIMOTHY
1930 SILVERSTAR ROAD
ORLANDO FL 32804

MOBILE FROM FLAGLER COUNTY
X - OUT OF COUNTY, 00000

PAID: \$50.00 0098-01011612 8/10/2021

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
August 3, 2021	JF235888	June 1, 2022

THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: **June 1, 2022**

Lawn and Ornamental

DAVID BOLDMAN  
3311 BUTTONWOOD AVE  
DELTONA, FL 32738

*Nicole Fried*

NICOLE "NIKKI" FRIED, COMMISSIONER

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

DAVID BOLDMAN  
CERTIFIED PEST CONTROL OPERATOR

JF235888

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD EXPIRING **June 1, 2022**

*Nicole Fried* Signature  
COMMISSIONER

C  
U  
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H  
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R  
E

Wallet Card  
Wallet Card - Fold Here

BUREAU OF LICENSING & ENFORCEMENT  
3125 CONNER BLVD, BLDG. 8  
TALLAHASSEE, FLORIDA 32399-1650



**This is to Certify that**

**Michael Smith**

Completed the requirements of the Rain Bird Factory Trained Program and has received the designation of:

**Maxicom Operator**

**Jackson, MS - August 21st, 2019**

A handwritten signature in black ink, appearing to read "Robert Pfeil", written over a faint circular watermark.

Designation Expiration 8/21/2022

Robert Pfeil, Marketing Group Manager – Services, Rain Bird International, Inc. - Services Division

Student ID 1455231





# Certificate of Completion

**NICOLE AILES**

Has Completed a Florida Department of  
Transportation Approved Temporary Traffic  
Control (TTC) Intermediate Course.

06/12/2024

110

Michael T. Hernandez

62851

Date Expires

FDOT Provider #

Instructor

Certificate #



IOA Risk Services  
1855 W State Rd 434  
Longwood, FL 32750  
[www.safetylinks.net](http://www.safetylinks.net)  
[ghansen@safetylinks.net](mailto:ghansen@safetylinks.net)



For more information about Temporary Traffic  
Control (TTC) or to verify this certificate  
[www.motadmin.com](http://www.motadmin.com)





GV36348-1

Certificate #

GV36348

Trainee ID #



# Certificate of Training Best Management Practices Florida Green Industries

The undersigned hereby acknowledges that

## Michael H. Wilding

has successfully met all requirements necessary to be fully trained through the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agricultural Sciences.

*Donald Blasing*  
Issue

FNGLA 5/31/2015

Instructor Date of Class

*[Signature]*  
DEP Program Administrator

Not valid without seal



# Sample Certificate of Insurance



**YELLOWSTONE**  
LANDSCAPE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/29/2019

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

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

<b>PRODUCER</b> Brown & Brown of Florida, Inc. P.O. Box 2412 Daytona Beach, FL 32115-2412		<b>CONTACT NAME:</b> Elin Peacock <b>PHONE (AC, HL, Ext):</b> (386) 944-5804 <b>E-MAIL ADDRESS:</b> epeacock@bdaylans.com <b>TAX (AC, Nat):</b> (386) 333-5113	
<b>INSURED</b> YELLOWSTONE LANDSCAPE INC 3235 N STATE STREET PO BOX 849 Bunnell, FL 32110		<b>INSURER(S) PROVIDING COVERAGE</b>	
		INSURER A: United Specialty Insurance Company	NAC # 12537
		INSURER B: Travelers Property Casualty Company of America	26674
		INSURER C: Green American Insurance Company	16681
		INSURER D: The Charter Oak Fire Insurance Company	28615
		INSURER E: American Guarantee and Liability Insurance Company	26247
		INSURER F:	

COVERAGES      CERTIFICATE NUMBER: 19-20      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.

FORM LTR	TYPE OF INSURANCE	ACORD FORM USED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PESTICIDE & HERBICIDE GEN'L AGGREGATE LIMIT APPLICABLE PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> ISO <input checked="" type="checkbox"/> ISO <input type="checkbox"/> LOC OTHER:		ATNATL1914413	04/30/2018	04/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (if applicable) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMBOPROG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOB ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		TCJJDAP9DE9521919	04/30/2018	04/30/2020	COMBINED BANGS LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCC <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> DOCLR <input checked="" type="checkbox"/> CLAIMS MADE		TJUU254554401	04/30/2018	04/30/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY REQUIRED EXCLUSIONS? (Mandatory in WA) If yes, check state and description of operations below.	Y/N N	UB2N1103271951D	04/30/2018	04/30/2020	<input checked="" type="checkbox"/> PER STATUS <input type="checkbox"/> CHL BR E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	EXCESS LIABILITY		AEC340775300	04/30/2018	04/30/2020	OCC & AGG 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
SEE NOTES FOR POLICY COVERAGE FORMS

<b>CERTIFICATE HOLDER</b> YELLOWSTONE LANDSCAPE INC 3235 N STATE ST PO BOX 849 BUNNELL, FL 32110	<b>CANCELLATION</b> 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 
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# Sample Certificate of Insurance



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY Brown & Brown of Florida, Inc.		NAMED INSURED YELLOWSTONE LANDSCAPE, INC	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: \_\_\_\_\_ FORM TITLE: : Notes

#### COMPLETE LISTING OF NAMED INSURED:

- YELLOWSTONE HOLDINGS, LLC
- YELLOWSTONE INTERMEDIATE HOLDINGS, INC
- YLG HOLDINGS, INC
- YELLOWSTONE LANDSCAPE, INC
- YELLOWSTONE LANDSCAPE-SOUTHEAST, LLC dba YELLOWSTONE LANDSCAPE dba AUSTIN OUTDOOR
- ALSW, LLC
- YELLOWSTONE LANDSCAPE-CENTRAL, INC dba YELLOWSTONE LANDSCAPE dba BIO LANDSCAPE dba BIO LANDSCAPE & MAINTENANCE
- TEXAS SERVICES, LLC
- BLSW, LLC
- YLCSW, LLC
- LEADERSCAPE PALM BEACH LLC

#### LEASED/RENTED EQUIPMENT

POLICY NUMBER: MKLM31M0051215  
EFFECTIVE DATES: 4/30/2019-4/30/2020  
CARRIER: MARXEL AMERICAN INSURANCE COMPANY  
EACH ITEM: \$250,000

#### POLLUTION LIABILITY

POLICY NUMBER: G71517585001  
EFFECTIVE DATES: 4/30/2019-4/30/2020  
CARRIER: ILLINOIS UNION INSURANCE COMPANY  
EACH OCCURRENCE: \$1,000,000

#### POLICY FORMS:

##### GENERAL LIABILITY: (COVERED STATES FL, GA, NC, SC & TX)

- 1) CG2010 0704 - ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - (ADDITIONAL INSURED - ONGOING OPS)
- 2) CG2037 0704 - ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - (ADDITIONAL INSURED - COMPLETED OPS)
- 3) CG2034 0704 - ADDITIONAL INSURED - LESSOR OF LEASED EQUIPMENT (ADDITIONAL INSURED - LESSOR OF EQUIPMENT)
- 4) CG2007 0413 - ADDITIONAL INSURED - ENGINEERS, ARCHITECTS, SURVEYORS (ADDITIONAL INSURED - ARCHVENG/SURVEYORS - EMPLOYED BY OTHER)
- 5) CG2404 1093 - WAIVER OF SUBROGATION (WAIVER OF SUBROGATION)
- 6) VEN05100 0115 - PRIMARY NON-CONTRIBUTORY WORDING (PRIMARY & NON-CONTRIBUTORY)
- 6) VEN06400 0115 - THIRD PARTY CANCELLATION NOTICE ENDORSEMENT - (BLANKET 30 DAY)

##### AUTO LIABILITY

- 1) CAT442 - ADDITIONAL INSURED - PRIMARY & NON-CONTRIBUTORY WITH OTHER INSURANCE (ADDITIONAL INSURED, PRIMARY & NON-CONTRIBUTORY)
- 2) CAT340 - BLANKET WAIVER OF SUBROGATION (WAIVER OF SUBROGATION)
- 3) ILF028 - EARLIER NOTICE OF CANCELLATION/NONRENEWAL PROVIDED BY US - (BLANKET 30 DAY)

##### WORKERS COMPENSATION (COVERED STATES INCLUDE: FL, GA, NC, SC, AZ, TX, & NV)

- 1) WC000313 - WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT (WAIVER OF SUBROGATION)
- 2) WC9806R3 - THIRD PARTY NOTICE OF CANCELLATION (BLANKET 30 DAY)

##### UMBRELLA LIABILITY

- 1) GA6002 0697 - PROTECTOR UMBRELLA COVERAGE FORM COMMERCIAL UMBRELLA COVERAGE FORM - (ADDITIONAL INSURED, WAIVER OF SUBROGATION, COVERS OVER THE GENERAL LIABILITY, AUTO LIABILITY & EMPLOYERS LIABILITY)



# Statement of Corporate Stability

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Yellowstone Landscape understands your need to ensure that any potential landscape partner operates in a manner that supports long-term stability, and to verify our ability to provide services to your property in the future.

Our firm was established over a decade ago, by combining already successful, regional landscape companies that had existed for more than twenty years, before they joined together to form Yellowstone Landscape. Since 2008, we've been linked by a common goal to better serve our clients, sharing decades of experience in landscape design and installation, tree care services and landscape maintenance. As one of the landscape industry's fastest growing and most respected commercial landscaping companies, we proudly serve more than 5000 clients from over 50 local branch operations facilities across 12 states in the South, Southwest and Midwest United States. By 2019, Yellowstone's growth reached a level that made us the largest, privately-owned landscape service company in North America.

We are incorporated in the state of Delaware, chartered in January of 2008. As a privately held company, it is not our practice to disclose operating budgets or financial statements, however, we can confirm that our firm's annual revenue exceeded \$358,000,000 in 2020. We also attest that we operate our company in accordance with all generally accepted best accounting practices, as have been confirmed by independently conducted audits each year since our founding. We maintain an open line of credit of \$50 million, with bonding capacity up to \$40 million.

As a part of the investment portfolio of Harvest Partners, a private equity firm based in New York, New York, Yellowstone is fully prepared to fund any capital expenses necessary to ensure our ability to perform services at full capacity in advance of the stated contract start date, should we be selected as your landscape contractor.

#### Bank Reference Information:

Kyle Blummer  
Antares Capital, L.P.  
Chicago, IL 60661  
P: 312.638.4042



# Litigation

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The listing below represents all settled and current litigation to which the company has been a party in the past five (5) years:

Case	Settled Date	Nature of Litigation
Yellowstone Landscape – Central, Inc. v. MMDC, LLC	2021	Collections and Contract Dispute
R.L. Ford v. BIO Landscape & Maintenance, Inc.	January 2015	Lease Contract Dispute
Austin Outdoor, LLC v. Former Employee	March 2014	Violation of Confidentiality and Non-Solicitation Agreement Compliance
Austin Outdoor, LLC v. Radco Property Management	June 2017	Contract Dispute
Austin Outdoor, LLC v. Former Employee	September 2017	Violation of Non-Solicitation Agreement Compliance

\*Prior to 2015, Yellowstone Landscape operated under the trade names Austin Outdoor and BIO Landscape and Maintenance, and retains the rights to those names as dba entities today.



## **EXPERIENCE & REFERENCES**

# Services for Public Sector Clients



We are proud to serve Public Sector clients across the South, and to be a part of some tremendously successful projects beautifying our local communities. **We understand the challenges that local governments and agencies face in managing their public green spaces.**

Public parks, trails, and streetscapes create unique opportunities to enrich the lives of your community's residents. Investing in professional landscape services delivers a consistently high-quality appearance, and does so at a lower cost than in-house grounds maintenance services.

Our professional landscaping services offered to Public Sector clients include award-winning

Landscape Design and Installation teams, ready to deliver beautiful landscape enhancements and installations. When we continue to maintain the project for you, we can even extend our normal warranty on installed plant materials.

We'll also work with you to identify any possible liabilities or hazards in your community's public spaces. With services like raising tree canopies and making sure drains are kept clear of debris, our Landscape Professionals partner with you to keep your residents safe from hazards. And, in case of a natural disaster or extreme weather event, our crews will be there to assist with clean up after the storms have passed.



# Waterleigh



## LOCATION

Orlando, Florida

## CLIENT

Waterleigh Master Community Association, ACCESS Management

## PROPERTY TYPE

Community Association

## SERVICES PROVIDED

Landscape Design  
Landscape Enhancement  
Landscape Maintenance

*Waterleigh* is a rapidly expanding planned community, situated around a string of lakes and wetlands near Walt Disney World and other major attractions in Orlando, Florida.

At full build-out, the community will include over four thousand homes, shopping, dining, and its own public elementary and middle schools.

The scope of the community's landscape services agreement includes not only the expansive common and amenity areas, but each resident's private yard as well.

Yellowstone began a partnership with Waterleigh in 2017 and has expanded with the community as it has grown, taking on new homes and phases of the development as they are completed.

The community most values our team's responsiveness to resident requests, with the community's dedicated Account Manager sometimes fielding over 300 requests per month.

Our service team takes great pride in our partnership with Waterleigh and looks forward to further expanding with the community.



# Celebration



**LOCATION**

Orlando, Florida

**CLIENT**

Celebration Residential Owners Association, CCMC

**PROPERTY TYPE**

Community

**SERVICES PROVIDED**

Landscape Design  
Landscape Enhancement  
Landscape Maintenance

*Celebration* is a community of more than four thousand residences, located just minutes from the gates of Walt Disney World in Orlando, Florida.

Originally developed by the Walt Disney company, Celebration is meant to exemplify the values and ideas about community and progress that have long been championed by the Disney organization.

Celebration includes shopping, parks, offices, and entertainment areas, in

addition to the private residences and neighborhoods within the community.

Yellowstone Landscape began a partnership with Celebration in 2018 to maintain the landscape of the community's recreation facilities and parks, including all regular maintenance, irrigation, spray applications, and enhancement design services. The partnership has since proven mutually beneficial to both Yellowstone and Celebration.



# Golden Oak



**LOCATION**

Orlando, FL

**CLIENT**

Golden Oak

**PROPERTY TYPE**

Resort Community

**SERVICES PROVIDED**

- Landscape Design
- Landscape Enhancement
- Landscape Maintenance

*Golden Oak* is the pinnacle of resort community living in Central Florida. It represents the continuation of the vision that began as the most magical resort, theme park and entertainment brand in Central Florida.

The community provides residents the ability to create exceptional family experiences. Amidst a setting that celebrates both resort living and Old World Florida, the community's homes and common areas are meticulously groomed by a full-time, dedicated Yellowstone Landscape service team.

The community's grounds feature inviting parks, gardens, landscapes and sculptures of classic animated movie characters emerging along ribbons of sidewalks, paths and footbridges within and between neighborhoods.

Yellowstone began servicing select estate homes within Golden Oak in 2019, and became the exclusive service provider for all landscape services within the community and common areas in January of 2020.



# References

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At Yellowstone Landscape, we pride ourselves on building lasting relationships with our clients. These clients have entrusted us as their landscape maintenance partner and would be happy to speak with you about our firm and the services that we provide for them.

Project Name: Reunion East and Reunion West CDDs  
Client Since: 2008- Present  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: Alan Scheerer, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
[ascheerer@gmscfl.com](mailto:ascheerer@gmscfl.com)

Project Name: Waterleigh HOA Ph I- III (2,000 homes and common areas; Ph. II and III Being Built Out)  
Client Since: 2017-Present  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: Michelle Collier, *Senior Community Association Manager*  
Access Management  
16150 Pebble Bluff Loop, Winter Garden, FL, 34787  
407.605.5588  
[mcollier@accessdifference.com](mailto:mcollier@accessdifference.com)

Project Name: Storey Park CDD  
Client Since: 2017-Present  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: Alan Scheerer, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
[ascheerer@gmscfl.com](mailto:ascheerer@gmscfl.com)

# References

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Project Name: Celebration, FL  
Client Since: 2018-Present  
Services Provided: Landscape Maintenance  
Client Contact Information: Tim Prescott, *Operations Manager*  
851 Celebration Ave.  
Celebration, FL 34747  
407.922.0945  
[operations@celebrationtownhall.com](mailto:operations@celebrationtownhall.com)

Project Name: Randal Park CDD  
Client Since: 2015- Present  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: William Viasalyers, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
407.451.4047  
[wviasalyers@gmscfl.com](mailto:wviasalyers@gmscfl.com)

Project Name: Dowden West CDD  
Client Since: 2018-Present - Before Turnover to GMS in 2021  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: William Viasalyers, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
407.451.4047  
[wviasalyers@gmscfl.com](mailto:wviasalyers@gmscfl.com)





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November 5, 2021

Jason Showe, *District Manager*  
Governmental Management Services  
219 Livingston St  
Orlando, FL 32801

### **List of Current CDD Clients**

Below is a list of our current CDD clients in Central Florida:

- Avalon Groves CDD- 2018- current
- Bonnet Creek Resort CDD
- City Center CDD- 2015- current
- Dowden West CDD- 2018-current
- Enterprise CDD/Enterprise CDD 417 Section- 2018- current
- Lake Ashton CDD- 2011- current
- Randal Park CDD- 2015-current
- Reunion CDD-2008- current
- Solterra CDD- 2016- current
- Stevens Plantation CDD- 2017- current
- Storey Park CDD- 2017-current
- Tapestry CDD- 2017-current
- Village Center CDD District 8- 2020-current
- Village Center CDD Various District Locations-2021-current
- Westside CDD- 2015- current



# STARTUP PLAN



# Startup Plan – Narcoossee CDD

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This checklist is provided as an outline of the initial tasks that our Landscape Maintenance teams will perform as we begin serving. We've divided the tasks over the first 30, 60, and 90 days of service in order to provide you with a tool to monitor and measure our team's performance as we begin our partnership as your landscape maintenance service partner.

## First 30 Days

- Complete an irrigation audit of the entire system
- Present irrigation deficiencies with plan for corrections
- Begin maintenance – mowing, blowing, and edging
- Spend significant amount of time cleaning up the areas that have been neglected (entrance features, beds along Dowden Road)
- Spot treat weeds in turf areas to be reclaimed
- Continue weed control in planting beds
- Apply fertilizer to struggling shrubs on the property
- Begin insect and disease program on all plant material
- Perform first turf fertilizer application
- Walk Property with Property Manager to identify other areas of concern

## Days 31-60

- Walk property with Property Manager to evaluate improvements
- Evaluate our "Approach to Services" and make any necessary adjustments
- Continue irrigation maintenance and inspections
- Continue routine maintenance – mowing, blowing, and edging
- Retreat turf weeds
- Continue RoundUp applications throughout property
- Monitor and treat insect and disease problems in plant material throughout property
- Discuss options to improve "curb appeal" in high profile areas

## Days 61-90

- Walk property with Property Manager to evaluate improvements
- Assess results from actions taken in 30-day and 60-day plans.
- Continue irrigation maintenance/inspections
- Continue turf weed applications as needed
- Monitor and treat insect and disease problems in plant material throughout property
- Continue routine maintenance – mowing, blowing, and edging



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November 5, 2021

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Governmental Management Services  
219 Livingston St  
Orlando, FL 32801

### **Approach to Landscape Maintenance Services for Narcoossee CDD**

Dear Jason,

We thank you for the opportunity to provide a proposal for the landscape maintenance at Narcoossee CDD. We are excited about the possibility of maintaining such a pristine landscape. We understand the scope of work and we are very confident in our abilities to perform the work requested at the highest level.

Our resume of work shows what our teams are capable of in the landscape. We understand high demands and expectations by performing work on some of the most highly detailed properties in Central Florida and the southeast. We work to exceed expectations and we accomplish this by coming up with a personalized plan for each property. We have numerous people within our organization that have experience working with properties like Narcoossee CDD.

Our approach to all mowing functions (mowing, edging, line trimming, and blowing) will vary depending upon species of turf and this will go in accordance to scope of services that was provided to us. Our crew members are certified with each individual mower and all equipment that will be utilized on the job. We do this to ensure the safety of our employees, to ensure safety on your property, and to maximize quality of mowing.

Our approach to pruning will be dependent upon the type of plant material. For shrub pruning, we will put in place horticultural practices that will be aesthetically correct and will follow practices that will help the plants grow fully and healthy. Not all shrubs need sheared and some will need rejuvenation pruning. We will work with management and plan what shrubs are sheared and those that will be maintained with hand pruning. Grasses will be trimmed back one time annually to about 18". Throughout the year they would only be pruned to ensure that sidewalks and roadways are not encroached. Trees and palms will be done according to certified arborist standards. Trees will be lifted as needed to provide clearance only to the standards set forth in arborist standards. Palms and crepe myrtles will be done with the frequencies outlined in scope to remove dead fronds and seed pods and they will also be done to certified arborist standards.



Our plan is to staff the project with a 4 man crew 3 days per week in the summer months, and a 3 man crew 1 days per week in the winter months.

We are quality based and our number of employees may fluctuate due to workload and weather pattern changes. If more crew members are needed in certain weeks, we will make the adjustments. We will have an experienced chemical applicator assigned to complete the monthly fertilizer and chemical programs. This applicator will also be brought in as needed for any issues that may arise from fungus or insects. Detail will be broken into sectional areas to complete a detail cycle every month. There will also be people that will be trained in proper use of post emergent spraying. This will allow us to stay on top of weed growth. There will be a seasoned crew leader that can communicate with anyone who they may encounter and is trained in proper horticultural techniques. There will be an Account Manager that oversees the crew and is responsible for walking the site weekly and creating a task list for the crew. Arborists and Pest Managers will also be responsible for walking the site and making notes of any items to address and doing reports for the property on any chemical or fertilizer treatments. The Branch Manager will meet bi-weekly with the Account Manager to ensure the project is performing to a high standard.

The irrigation system shall be inspected in full 1-time per month by an experienced irrigation technician to ensure that all turf and plant material has proper water coverage. We will also do visual inspections with the site manager to identify any possible issues. This will help us stay on top of breaks and other minor repairs that should not wait to be repaired. We will constantly be identifying ways to improve the coverage of current irrigation system and reduce water use.

We at Yellowstone feel we can be an integral part of the team at Narcoossee CDD and can live up to the expectations that come with such a pristine property. We are constantly looking for opportunities where a lasting relationship can occur and we know with our team's experience, we can build that relationship by performing quality work and communicating with management on a regular basis. Thank you again for this chance to provide a proposal for Narcoossee CDD. Please don't hesitate to reach out if you would like to speak with anyone on our team.

Sincerely,



Nicole Ailes  
Business Development Manager  
[nailes@yellowstonelandscape.com](mailto:nailes@yellowstonelandscape.com)  
559.977.4719



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1930 Silver Star Road  
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### **Daily Task List Order:**

1. Crew receives task list from account manager based on his site observations days prior to service.
2. Crew leader drives/walks job to determine if any adjustments to plan are needed and if any emergency type tasks are needed such as large branches or limb removals.
3. Account manager meets crew on site.
4. Assign tasks to specific crew members.
5. Crew member begins edging all turf and bed areas.
6. Crew member begin mowing turf areas and picking up trash.
7. Crew member begins string trimming around all obstacles.
8. Crew members begin blowing off all areas.
9. Account manager will assess work completed and will communicate progress with the GMS site manager
10. If anything was missed, we will send team members back to make adjustments or if it's very minor, it will be addressed next visit.





**YELLOWSTONE**  
LANDSCAPE

# Narcoossee Community Development District

## Mowing Map







**YELLOWSTONE**  
LANDSCAPE

# Narcoossee Community Development District

## Three Week Detail Rotation







# **PRICING SUMMARIES**

Narcoossee Community Development District - Landscape Maintenance Services

TASK	NONA CREST	LA VINA	NONA PRESERVE	Totals
<b>Turf Care</b>				
Mowing	\$23,628.00	\$68,045.00	\$24,554.00	\$116,227.00
Weed/Disease Control	\$250.00	\$450.00	\$300.00	\$1,000.00
Fertilization	\$2,219.00	\$4,315.00	\$2,071.00	\$8,605.00
Pest Control	\$277.00	\$538.00	\$259.00	\$1,074.00
<b>Subtotal</b>	<b>\$26,374.00</b>	<b>\$73,348.00</b>	<b>\$27,184.00</b>	<b>\$126,906.00</b>
<b>Shrubs/Ground Cover Care</b>				
Pruning	\$10,000.00	\$7,500.00	\$10,300.00	\$27,800.00
Annuals (Replaced 4 Times per Year)	\$0.00 No annuals	\$7,940.00	\$2,540.00	\$10,480.00
Weed/Disease Control	\$250.00	\$500.00	\$300.00	\$1,050.00
Fertilization	\$767.00	\$1,700.00	\$850.00	\$3,317.00
Pest Control	\$548.00	\$1,200.00	\$550.00	\$2,298.00
Mulching	\$2,322.00	\$4,068.00	\$2,043.00	\$8,433.00
<b>Subtotal</b>	<b>\$13,887.00</b>	<b>\$22,908.00</b>	<b>\$16,583.00</b>	<b>\$53,378.00</b>
<b>Tree Care</b>				
Pruning	\$8,000.00	\$7,000.00	\$8,300.00	\$23,300.00
Fertilization	\$767.00	\$600.00	\$800.00	\$2,167.00
Weed/Disease Control	\$250.00	\$600.00	\$300.00	\$1,150.00
Pest Control	\$300.00	\$650.00	\$350.00	\$1,300.00
Mulching	\$2,322.00	\$4,068.00	\$2,043.00	\$8,433.00
<b>Subtotal</b>	<b>\$11,639.00</b>	<b>\$12,918.00</b>	<b>\$11,793.00</b>	<b>\$36,350.00</b>
<b>Irrigation System Monitoring</b>				
Bi-Monthly Inspection	\$5,280.00	\$10,562.00	\$5,280.00	\$21,122.00
<b>Subtotal</b>	<b>\$5,280.00</b>	<b>\$10,562.00</b>	<b>\$5,280.00</b>	<b>\$21,122.00</b>
<b>Litter Removal</b>				
<b>Subtotal</b>	<b>\$3,000.00</b>	<b>\$4,000.00</b>	<b>\$3,000.00</b>	<b>\$10,000.00</b>
<b>Total</b>	<b>\$60,180.00</b>	<b>\$123,736.00</b>	<b>\$63,840.00</b>	<b>\$247,756.00</b>
<b>Cost of One Additional Mulching Service Annually</b>	<b>\$4,644.00</b>	<b>\$8,136.00</b>	<b>\$4,086.00</b>	<b>\$16,866.00</b>

Notes:

- The amounts listed above are fixed fees for the time period noted. The fixed fee shall include the Contractor's profit and general overhead and all costs and expenses of any nature whatsoever (including, without limitation, trench safety, labor, equipment, materials and all taxes).
- Refer to the scope of services for the specific description and frequency of the services to be provided.
- Invoices will be submitted monthly, prorated, based on the above fees.

# SECTION VI

ERU Calculation for Administrative Cost Breakdown				
Total Admin Co	\$119,069			
	# of Units	ERU	Total ERUs	Current
Nona Crest	C	159	0.68	108.12
	D	110	1.00	110.00
	<b>Sub Total</b>		<b>218.12</b>	<b>22.77%</b>
				<b>\$27,112.10</b>
LaVina	A	107	1.00	107.00
	B	66	1.00	66.00
	E	48	1.00	48.00
	F	50	1.00	50.00
	<b>Sub Total</b>		<b>271.00</b>	<b>28.29%</b>
				<b>\$33,685.03</b>
Lake Nona	K	228	0.45	102.60
Comm/Office G		130,704	0.001	130.70
Multi-Family G		370	0.45	166.50
Comm/Office H		69,000	0.001	69.00
	<b>Sub Total</b>		<b>468.80</b>	<b>48.94%</b>
				<b>\$119,069.00</b>
Total			957.92	100.00%

ERU Calculation for Administrative Cost Breakdown				
Total Admin Co	\$119,069			
	# of Units	ERU	Total ERUs	Difference
Nona Crest	C	159	1.00	159.00
	D	110	1.00	110.00
	<b>Sub Total</b>		<b>269.00</b>	<b>20.11%</b>
				<b>\$23,943.68</b>
LaVina	A	107	1.00	107.00
	B	66	1.00	66.00
	E	48	1.00	48.00
	F	50	1.00	50.00
	<b>Sub Total</b>		<b>271.00</b>	<b>20.26%</b>
				<b>\$24,121.70</b>
Lake Nona	K	228	1.00	228.00
Comm/Office G		130,704	0.001	130.70
Multi-Family G		370	1.00	370.00
Comm/Office H		69,000	0.001	69.00
	<b>Sub Total</b>		<b>797.70</b>	<b>59.63%</b>
				<b>\$119,069.00</b>
Total			1337.70	100.00%



# SECTION VII

# SECTION C

# SECTION 1

# Narcoossee Community Development District

## Summary of Check Register

September 15, 2021 to November 8, 2021

Fund	Date	Check No.'s	Amount
General Fund	9/16/21	2029	\$ 5,936.40
	9/23/21	2030 - 2031	\$ 24,572.00
	9/27/21	2032	\$ 5,000.00
	10/11/21	2033	\$ 259.27
	10/14/21	2034 - 2037	\$ 5,117.94
	10/20/21	2038 - 2041	\$ 8,256.01
	10/26/21	2042	\$ 8,203.33
	11/3/21	2043	\$ 1,360.38
			\$ 58,705.33
Capital Reserve - Nona Crest	11/3/21	8	\$ 1,900.00
			\$ 1,900.00
Capital Reserve - LaVina	10/14/21	14	\$ 15,230.00
			\$ 15,230.00
<b>Total</b>			<b>\$ 75,835.33</b>



CHECK DATE	VEND#	INVOICE DATE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK....#
9/16/21	00043	9/01/21	397		202109	310-51300-34000		MANAGEMENT FEES SEPT 21	*	3,800.25	
		9/01/21	397		202109	310-51300-35100		INFORMATIN TECH SEPT 21	*	166.67	
		9/01/21	397		202109	310-51300-31300		DISSEMINATION SVC SEPT 21	*	104.17	
		9/01/21	397		202109	310-51300-42000		POSTAGE SEPT 21	*	7.14	
		9/01/21	397		202109	310-51300-51000		OFFICE SUPPLIES SEPT 21	*	.42	
		9/01/21	398		202109	320-53800-12000		FIELD MGMT NC SEPT 21	*	357.42	
		9/01/21	398		202109	330-53800-12000		FIELD MGMT LV SEPT 21	*	888.42	
		9/01/21	398		202109	340-53800-12000		FIELD MGMT NP SEPT 21	*	383.08	
		9/01/21	398		202109	350-53800-12000		FIELD MGMT G&H SEPT 21	*	228.83	
								GOVERNMENTAL MANAGEMENT SERVICES			5,936.40 002029
9/23/21	00022	8/31/21	196632		202108	330-53800-46300		POND MAINT IV AUG 21	*	368.75	
		8/31/21	196632		202108	350-53800-46300		POND MAINT G&H AUG 21	*	131.25	
		8/31/21	196634		202108	320-53800-46300		POND MAINT NC AUG 21	*	348.00	
		8/31/21	196636		202108	340-53800-46300		POND MAINT NP AUG 21	*	350.00	
								APPLIED AQUATIC MANAGEMENT, INC.			1,198.00 002030
9/23/21	00064	9/10/21	14310		202109	300-15500-10000		INSURANCE 10/1/21-10/1/22	*	23,374.00	
9/27/21	00043	9/17/21	399		202109	300-15500-10000		ASSESSMENT ROLL FY22	*	5,000.00	23,374.00 002031
								GOVERNMENTAL MANAGEMENT SERVICES			5,000.00 002032
10/11/21	00085	9/26/21	3284		202109	330-53800-46600		WALL REPAIR	*	259.27	
10/14/21	00022	9/30/21	197328		202109	330-53800-46300		POND MAINT IV SEPT 21	*	368.75	259.27 002033
		9/30/21	197328		202109	350-53800-46300		POND MAINT G&H SEPT 21	*	131.25	

NARC -NARCOOSSEE - MBYINGTON

CHECK DATE	VEND#	INVOICE DATE	INVOICE YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT
9/30/21	197330	202109	320	53800	46300				*	348.00	
9/30/21	197332	202109	340	53800	46300				*	350.00	
10/14/21	00069	10/11/21	INV10804	202110	320-53800	46400		APPLIED AQUATIC MANAGEMENT, INC.	*		1,198.00 002034
10/11/21		10/11/21	INSTALL SURGE PROTECT NC						*	388.68	
10/11/21		10/11/21	INSTALL SURGE PROTECT IV						*	777.36	
10/11/21		10/11/21	INSTALL SURGE PROTECT NP						*	194.34	
10/14/21	00072	10/11/21	2024563	202109	310-51300	31100		DOWN TO EARTH LAWCARE II, INC	*		1,360.38 002035
10/11/21		10/11/21	GEN ENGINEER SEPT 2021						*	255.00	
10/14/21	00087	10/05/21	405	202109	310-51300	31500		DEWBERRY ENGINEERS INC.	*		255.00 002036
10/06/21	434	202109	310-51300	31500					*	285.97	
10/06/21		10/06/21	MONTHLY MEETING SEPT 2021						*	2,018.59	
10/20/21	00067	10/01/21	84718	202110	310-51300	54000		KE LAW GROUP, PLLC	*		2,304.56 002037
10/01/21		10/01/21	SPECIAL DISTRICT FEE FY22						*	175.00	
10/20/21	00069	10/13/21	INV10838	202109	330-53800	46400		DEPARTMENT OF ECONOMIC OPPORTUNITY	*		175.00 002038
10/13/21		10/13/21	IRRIG REPAIR IV 9/28/21						*	849.06	
10/13/21		10/13/21	IRRIG REPAIR NP 10/8/21						*	613.60	
10/20/21	00043	10/01/21	400	202110	310-51300	34000		DOWN TO EARTH LAWCARE II, INC	*		1,462.66 002039
10/01/21		10/01/21	MANAGEMENT FEES OCT 21						*	3,914.25	
10/01/21		10/01/21	WEBSITE ADMIN OCT 21						*	100.00	
10/01/21		10/01/21	INFORMATION TECH OCT 21						*	100.00	
10/01/21		10/01/21	DISSEMINATION SVCS OCT 21						*	104.17	
10/01/21		10/01/21	OFFICE SUPPLIES OCT 21						*	.24	
10/01/21		10/01/21	POSTAGE OCT 21						*	9.49	

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT
10/01/21	400	202110	COPIES	310	51300	42500				*	1.20	
10/01/21	401	202110	FIELD MGMT	NC	330	53800	12000			*	357.42	
10/01/21	401	202110	FIELD MGMT	IV	330	53800	12000			*	915.08	
10/01/21	401	202110	FIELD MGMT	NP	340	53800	12000			*	394.58	
10/01/21	401	202110	FIELD MGMT	G&H	350	53800	12000			*	235.67	
GOVERNMENTAL MANAGEMENT SERVICES											6,132.10	002040
9/30/21	04283953	202109	NOT CDD MEETING	310	51300	48000				*	196.25	
9/30/21	04283953	202109	NOT MEETING DATES	310	51300	48000				*	290.00	
ORLANDO SENTINEL COMMUNICATIONS											486.25	002041
10/01/21	INV10750	202110	LANDSCAPE MAINT	LV	330	53800	46200			*	2,987.00	
10/01/21	INV10750	202110	LANDSCAPE MAINT	G&H	330	53800	46200			*	1,063.00	
10/01/21	INV10782	202110	LANDSCAPE MAINT	NP	340	53800	46200			*	2,450.00	
10/01/21	INV10782	202110	LANDSCAPE MAINT	NC	340	53800	46200			*	1,703.33	
DOWN TO EARTH LAWN CARE II, INC											8,203.33	002042
10/28/21	INV10928	202110	INSTALL SURGE PROTECT	NC	330	53800	46400			*	388.68	
10/28/21	INV10928	202110	INSTALL SURGE PROTECT	NP	330	53800	46400			*	194.34	
10/28/21	INV10928	202110	INSTALL SURGE PROTECT	LV	340	53800	46400			*	777.36	
DOWN TO EARTH LAWN CARE II, INC											1,360.38	002043

TOTAL FOR BANK A 58,705.33  
 TOTAL FOR REGISTER 58,705.33

\*\*\* CHECK DATES 09/15/2021 - 11/08/2021 \*\*\* CAPITAL RESERVES-NONA CREST  
 BANK D NONA CREST

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO	DEPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT
11/03/21	00006	10/29/21	5634	202110	600-53800-53000		OMEGASCAPES, INC.	*	1,900.00	1,900.00 000008
							STUMP GRINDING/REMOVAL			

TOTAL FOR BANK D 1,900.00

TOTAL FOR REGISTER 1,900.00



CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT
10/14/21	00007	10/05/21	21-803	202110	600-53800-62000	STORMWATER REPAIRS	*	15,230.00	15,230.00
ALL TERRAIN TRACTOR SERVICE INC								15,230.00	000014

TOTAL FOR BANK E 15,230.00  
 TOTAL FOR REGISTER 15,230.00

## SECTION 2

***Narcoossee***  
***Community Development District***

***Unaudited Financial Reporting***  
***September 30, 2021***



# Table of Contents

<b>1</b>	<b><u>Balance Sheet</u></b>
<b>2-3</b>	<b><u>General Fund</u></b>
<b>4</b>	<b><u>Debt Service Fund</u></b>
<b>5</b>	<b><u>Capital Reserves Fund - Nona Preserve</u></b>
<b>6</b>	<b><u>Capital Reserve Fund - Parcels G&amp;H</u></b>
<b>7</b>	<b><u>Capital Reserves Fund - Nona Crest</u></b>
<b>8</b>	<b><u>Capital Reserve Fund - La Vina</u></b>
<b>9-10</b>	<b><u>Month to Month</u></b>
<b>11</b>	<b><u>Long-Term Debt</u></b>
<b>12</b>	<b><u>Assessment Receipt Schedule</u></b>



**Narcoossee**  
**Community Development District**  
**Combined Balance Sheet**  
**September 30, 2021**

	General Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
<b>Assets:</b>				
Cash	\$ 75,362	\$ -	\$ -	\$ 75,362
Cash-Nona Preserve	\$ -	\$ -	\$ 46,105	\$ 46,105
Cash-Parcels G & H	\$ -	\$ -	\$ 74,177	\$ 74,177
Cash-Nona Crest	\$ -	\$ -	\$ 93,397	\$ 93,397
Cash-La Vina	\$ -	\$ -	\$ 67,265	\$ 67,265
Custody-Excess Funds	\$ 27,207	\$ -	\$ -	\$ 27,207
<b>Series 2013A-1/A-2</b>				
Reserve A-1	\$ -	\$ 104,615	\$ -	\$ 104,615
Prepayment A-1	\$ -	\$ 293	\$ -	\$ 293
Revenue	\$ -	\$ 220,423	\$ -	\$ 220,423
Reserve A-2	\$ -	\$ 51,394	\$ -	\$ 51,394
Assessments Receivable	\$ 397	\$ 400	\$ -	\$ 798
Prepaid Expenses	\$ 28,374	\$ -	\$ -	\$ 28,374
Due from General Fund	\$ -	\$ 5	\$ -	\$ 5
<b>Total Assets</b>	<b>\$ 131,341</b>	<b>\$ 377,130</b>	<b>\$ 280,944</b>	<b>\$ 789,415</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 5,352	\$ -	\$ -	\$ 5,352
Due To Debt Service	\$ 5	\$ -	\$ -	\$ 5
<b>Total Liabilities</b>	<b>\$ 5,357</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,357</b>
<b>Fund Balance:</b>				
Restricted for Debt Service	\$ -	\$ 377,130	\$ -	\$ 377,130
Assigned for Capital Projects - Nona Preserve	\$ -	\$ -	\$ 46,105	\$ 46,105
Assigned for Capital Projects - GH	\$ -	\$ -	\$ 74,177	\$ 74,177
Assigned for Capital Projects - Nona Crest	\$ -	\$ -	\$ 93,397	\$ 93,397
Assigned for Capital Projects - La Vina	\$ -	\$ -	\$ 67,265	\$ 67,265
Assigned	\$ 28,374	\$ -	\$ -	\$ 28,374
Unassigned	\$ 97,610	\$ -	\$ -	\$ 97,610
<b>Total Fund Balance</b>	<b>\$ 125,984</b>	<b>\$ 377,130</b>	<b>\$ 280,944</b>	<b>\$ 784,058</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 131,341</b>	<b>\$ 377,130</b>	<b>\$ 280,944</b>	<b>\$ 789,415</b>

# Narcoossee

## Community Development District General Fund

### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending September 30, 2021

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<b>Revenues:</b>				
Maintenance Assessments	\$ 315,353	\$ 315,353	\$ 324,619	\$ 9,267
Interest	\$ -	\$ -	\$ 8	\$ 8
<b>Total Revenues</b>	<b>\$ 315,353</b>	<b>\$ 315,353</b>	<b>\$ 324,627</b>	<b>\$ 9,274</b>
<b>Expenditures:</b>				
<b>General &amp; Administrative:</b>				
Supervisor Fees	\$ 6,000	\$ 6,000	\$ 3,800	\$ 2,200
FICA Expense	\$ 459	\$ 459	\$ 291	\$ 168
Engineering Fees	\$ 10,000	\$ 10,000	\$ 8,683	\$ 1,318
Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Attorney	\$ 12,000	\$ 12,000	\$ 9,568	\$ 2,432
Annual Audit	\$ 5,000	\$ 5,000	\$ 2,895	\$ 2,105
Dissemination Agent	\$ 1,250	\$ 1,250	\$ 1,250	\$ (0)
Arbitrage	\$ 600	\$ 600	\$ 600	\$ -
Trustee Fees	\$ 3,000	\$ 3,000	\$ 2,963	\$ 37
Management Fees	\$ 45,603	\$ 45,603	\$ 45,603	\$ 0
Information Technology	\$ 2,000	\$ 2,000	\$ 2,020	\$ (20)
Telephone	\$ 50	\$ 50	\$ -	\$ 50
Postage	\$ 450	\$ 450	\$ 169	\$ 281
Insurance	\$ 22,264	\$ 22,264	\$ 22,582	\$ (318)
Printing & Binding	\$ 750	\$ 750	\$ 58	\$ 692
Legal Advertising	\$ 1,900	\$ 1,900	\$ 1,461	\$ 439
Other Current Charges	\$ 500	\$ 500	\$ 1,421	\$ (921)
Property Appraiser	\$ 780	\$ 780	\$ 773	\$ 7
Office Supplies	\$ 100	\$ 100	\$ 3	\$ 97
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Contingency	\$ 1,188	\$ 1,188	\$ -	\$ 1,188
<b>Total General &amp; Administrative:</b>	<b>\$ 119,069</b>	<b>\$ 119,069</b>	<b>\$ 109,313</b>	<b>\$ 9,756</b>
<b>Maintenance</b>				
<b>Nona Crest</b>				
Field Management	\$ 4,289	\$ 4,289	\$ 4,289	\$ (0)
Landscape Maintenance	\$ 26,053	\$ 26,053	\$ 20,440	\$ 5,613
Irrigation Repairs	\$ 3,500	\$ 3,500	\$ 6,962	\$ (3,462)
Lake Maintenance	\$ 4,350	\$ 4,350	\$ 4,176	\$ 174
Wall Repairs/Cleaning	\$ 2,500	\$ 2,500	\$ 365	\$ 2,135
Feature Lighting	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Miscellaneous Common Area	\$ 1,224	\$ 1,224	\$ 5,485	\$ (4,262)
<b>Total Nona Crest</b>	<b>\$ 42,916</b>	<b>\$ 42,916</b>	<b>\$ 41,717</b>	<b>\$ 1,198</b>

# Narcoossee

## Community Development District General Fund

### Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ending September 30, 2021

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<b>La Vina</b>				
Field Management	\$ 10,661	\$ 10,661	\$ 10,661	\$ (1)
Landscape Maintenance	\$ 38,762	\$ 38,762	\$ 35,844	\$ 2,918
Irrigation Repairs	\$ 4,000	\$ 4,000	\$ 8,527	\$ (4,527)
Lake Maintenance	\$ 4,573	\$ 4,573	\$ 4,425	\$ 148
Utilities	\$ 8,340	\$ 8,340	\$ 6,581	\$ 1,759
Wall Repairs/Cleaning	\$ 5,500	\$ 5,500	\$ 980	\$ 4,520
Solvino Streetlighting	\$ 2,710	\$ 2,710	\$ 2,730	\$ (20)
Capri Streetlighting	\$ 3,850	\$ 3,850	\$ 3,882	\$ (32)
Miscellaneous Common Area	\$ 15,011	\$ 15,011	\$ 1,250	\$ 13,761
<b>Total La Vina</b>	<b>\$ 93,406</b>	<b>\$ 93,406</b>	<b>\$ 74,879</b>	<b>\$ 18,527</b>
<b>Nona Preserve</b>				
Field Management	\$ 4,597	\$ 4,597	\$ 4,597	\$ (0)
Landscape Maintenance	\$ 30,282	\$ 30,282	\$ 29,400	\$ 882
Irrigation Repairs	\$ 2,780	\$ 2,780	\$ 6,090	\$ (3,310)
Lake Maintenance	\$ 4,200	\$ 4,200	\$ 4,200	\$ -
Miscellaneous Common Area	\$ 14	\$ 14	\$ 250	\$ (236)
<b>Total Nona Preserve</b>	<b>\$ 41,873</b>	<b>\$ 41,873</b>	<b>\$ 44,537</b>	<b>\$ (2,664)</b>
<b>Parcels G &amp; H</b>				
Field Management	\$ 2,746	\$ 2,746	\$ 2,746	\$ (0)
Landscape Maintenance	\$ 13,716	\$ 13,716	\$ 12,756	\$ 960
Lake Maintenance	\$ 1,628	\$ 1,628	\$ 1,575	\$ 53
<b>Total Parcels G &amp; H</b>	<b>\$ 18,090</b>	<b>\$ 18,090</b>	<b>\$ 17,077</b>	<b>\$ 1,013</b>
<b>Total Maintenance Expenses:</b>	<b>\$ 196,283</b>	<b>\$ 196,283</b>	<b>\$ 178,209</b>	<b>\$ 18,074</b>
<b>Total Expenditures</b>	<b>\$ 315,353</b>	<b>\$ 315,353</b>	<b>\$ 287,522</b>	<b>\$ 27,830</b>
Transfer Out to Capital Reserves	\$ (62,498)	\$ (62,498)	\$ (62,497)	\$ 1
<b>Total Other Financing Sources (Uses)</b>	<b>\$ (62,498)</b>	<b>\$ (62,498)</b>	<b>\$ (62,497)</b>	<b>\$ 1</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (62,498)</b>	<b>\$ (62,498)</b>	<b>\$ (25,392)</b>	<b>\$ 37,106</b>
<b>Fund Balance - Beginning</b>	<b>\$ 62,498</b>	<b>\$ 62,498</b>	<b>\$ 151,376</b>	<b>\$ 88,878</b>
<b>Fund Balance - Ending</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 125,984</b>	<b>\$ 125,984</b>

**Narcoossee**  
**Community Development District**  
**Debt Service Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2021**

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 317,131	\$ 317,131	\$ 326,942	\$ 9,811
Interest Income	\$ 1,000	\$ 1,000	\$ 21	\$ (979)
<b>Total Revenues</b>	<b>\$ 318,131</b>	<b>\$ 318,131</b>	<b>\$ 326,963</b>	<b>\$ 8,832</b>
<b>Expenditures:</b>				
<b>Series 2013A-1</b>				
Interest - 11/1	\$ 41,178	\$ 41,178	\$ 41,178	\$ -
Principal - 5/1	\$ 125,000	\$ 125,000	\$ 125,000	\$ -
Interest - 5/1	\$ 41,178	\$ 41,178	\$ 41,178	\$ -
<b>Series 2013A-2</b>				
Interest - 11/1	\$ 25,753	\$ 25,753	\$ 25,753	\$ -
Principal - 5/1	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Interest - 5/1	\$ 25,753	\$ 25,753	\$ 25,753	\$ -
<b>Total Expenditures</b>	<b>\$ 308,861</b>	<b>\$ 308,861</b>	<b>\$ 308,861</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 9,270</b>	<b>\$ 9,270</b>	<b>\$ 18,102</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 193,916</b>		<b>\$ 359,028</b>	
<b>Fund Balance - Ending</b>	<b>\$ 203,186</b>		<b>\$ 377,130</b>	



**Narcoossee**  
**Community Development District**  
**Capital Reserve Fund - Nona Preserve**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2021**

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 4	\$ 4
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4</b>	<b>\$ 4</b>
<b>Expenditures:</b>				
Contingency	\$ -	\$ -	\$ 425	\$ (425)
Capital Projects	\$ 2,500	\$ 2,500	\$ 1,582	\$ 918
<b>Total Expenditures</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,007</b>	<b>\$ 493</b>
Transfer In	\$ 9,514	\$ 9,514	\$ 9,514	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 9,514</b>	<b>\$ 9,514</b>	<b>\$ 9,514</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 7,014</b>	<b>\$ -</b>	<b>\$ 7,511</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>	<b>\$ 36,094</b>	<b>\$ -</b>	<b>\$ 38,594</b>	<b>\$ -</b>
<b>Fund Balance - Ending</b>	<b>\$ 43,108</b>	<b>\$ -</b>	<b>\$ 46,105</b>	<b>\$ -</b>

**Narcoossee**  
**Community Development District**  
**Capital Reserve Fund - Parcels G & H**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2021**

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 7	\$ 7
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7</b>	<b>\$ 7</b>
<b>Expenditures:</b>				
Contingency	\$ -	\$ -	\$ 425	\$ (425)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425</b>	<b>\$ (425)</b>
Transfer In/(Out)	\$ 9,685	\$ 9,685	\$ 9,685	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 9,685</b>	<b>\$ 9,685</b>	<b>\$ 9,685</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 9,685</b>	<b>\$ -</b>	<b>\$ 9,267</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>	<b>\$ 53,293</b>	<b>\$ -</b>	<b>\$ 64,910</b>	<b>\$ -</b>
<b>Fund Balance - Ending</b>	<b>\$ 62,978</b>	<b>\$ -</b>	<b>\$ 74,177</b>	<b>\$ -</b>

**Narcoossee**  
**Community Development District**  
**Capital Reserve Fund - Nona Crest**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2021**

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 9	\$ 9
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9</b>	<b>\$ 9</b>
<b>Expenditures:</b>				
Contingency	\$ -	\$ -	\$ 425	\$ (425)
Capital Projects	\$ -	\$ -	\$ 18,313	\$ (18,313)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,738</b>	<b>\$ (18,738)</b>
Transfer In	\$ 14,034	\$ 14,034	\$ 14,034	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 14,034</b>	<b>\$ 14,034</b>	<b>\$ 14,034</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 14,034</b>		<b>\$ (4,695)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 98,097</b>		<b>\$ 98,092</b>	
<b>Fund Balance - Ending</b>	<b>\$ 112,131</b>		<b>\$ 93,397</b>	

# Narcoossee

## Community Development District Capital Reserve Fund - La Vina

### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending September 30, 2021

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<b>Revenues:</b>				
Interest	\$ -	\$ -	\$ 6	\$ 6
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 6</b>
<b>Expenditures:</b>				
Contingency	\$ -	\$ -	\$ 425	\$ (425)
Landscaping Projects	\$ -	\$ -	\$ 30,790	\$ (30,790)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,215</b>	<b>\$ (31,215)</b>
Transfer In/(Out)	\$ 29,264	\$ 29,264	\$ 29,264	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 29,264</b>	<b>\$ 29,264</b>	<b>\$ 29,264</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 29,264</b>	<b>\$ -</b>	<b>\$ (1,946)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 35,653</b>		<b>\$ 69,211</b>	
<b>Fund Balance - Ending</b>	<b>\$ 64,918</b>		<b>\$ 67,265</b>	



**Narcoossee**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Maintenance Assessments	\$ 1	\$ 15,652	\$ 102,277	\$ 116,841	\$ 24,371	\$ 12,758	\$ 11,201	\$ 2,644	\$ 2,049	\$ 34,664	\$ 1,761	\$ 402	\$ 324,619
Interest	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 0	\$ 0	\$ 0	\$ 8
<b>Total Revenues</b>	\$ 2	\$ 15,653	\$ 102,278	\$ 116,842	\$ 24,372	\$ 12,759	\$ 11,202	\$ 2,645	\$ 2,049	\$ 34,665	\$ 1,762	\$ 403	\$ 324,627
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 800	\$ -	\$ 3,800
FICA Expense	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ 77	\$ -	\$ 77	\$ -	\$ 61	\$ -	\$ 291
Engineering Fees	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,398	\$ 3,975	\$ 1,305	\$ -	\$ 255	\$ 8,683
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Attorney	\$ 154	\$ -	\$ 90	\$ 530	\$ 106	\$ 2,242	\$ 190	\$ 1,515	\$ -	\$ 2,028	\$ 410	\$ 2,305	\$ 9,568
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,895
Dissemination Agent	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 104	\$ 1,250
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,963
Management Fees	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 45,603
Information Technology	\$ 186	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 2,020
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 23	\$ 2	\$ 5	\$ 19	\$ -	\$ 8	\$ 5	\$ 84	\$ 11	\$ 3	\$ 2	\$ 7	\$ 169
Insurance	\$ 22,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,582
Printing & Binding	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ 6	\$ 1	\$ -	\$ 21	\$ -	\$ 26	\$ -	\$ 58
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208	\$ -	\$ 208	\$ -	\$ 560	\$ -	\$ 486	\$ 1,461
Other Current Charges	\$ 46	\$ -	\$ 173	\$ 165	\$ 139	\$ 129	\$ 134	\$ 59	\$ 69	\$ 78	\$ 72	\$ 47	\$ 1,421
Property Appraiser	\$ -	\$ -	\$ 773	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 773
Office Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ 0	\$ 1	\$ 0	\$ 0	\$ 0	\$ 3
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total General &amp; Administrative:</b>	\$ 32,071	\$ 5,712	\$ 5,115	\$ 4,785	\$ 4,316	\$ 12,522	\$ 7,577	\$ 7,334	\$ 9,224	\$ 8,044	\$ 5,442	\$ 7,171	\$ 109,313
<b>Maintenance</b>													
<b>Nona Crest</b>													
Field Management	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 357	\$ 4,289
Landscape Maintenance	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 1,703	\$ 20,440
Irrigation Repairs	\$ 1,220	\$ 1,815	\$ -	\$ 162	\$ -	\$ 1,075	\$ 514	\$ 1,233	\$ 884	\$ 58	\$ -	\$ -	\$ 6,962
Lake Maintenance	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 348	\$ 4,176
Wall Repairs/Cleaning	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ 285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365
Feature Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Common Area	\$ -	\$ -	\$ -	\$ 3,824	\$ -	\$ 461	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ 5,485
<b>Total Nona Crest</b>	\$ 3,629	\$ 4,224	\$ 2,409	\$ 6,395	\$ 2,489	\$ 4,230	\$ 2,923	\$ 3,642	\$ 3,293	\$ 3,667	\$ 2,409	\$ 2,409	\$ 41,717

**Narcoossee**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>La Vina</b>													
Field Management	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888	\$ 10,661
Landscape Maintenance	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 2,987	\$ 35,844
Irrigation Repairs	\$ 1,284	\$ 260	\$ 412	\$ 492	\$ 241	\$ 4,157	\$ 285	\$ 303	\$ 245	\$ -	\$ -	\$ 849	\$ 8,527
Lake Maintenance	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 369	\$ 4,425
Utilities	\$ 503	\$ 518	\$ 406	\$ 504	\$ 427	\$ 563	\$ 924	\$ 516	\$ 433	\$ 577	\$ 639	\$ 569	\$ 6,581
Wall Repairs/Cleaning	\$ -	\$ -	\$ -	\$ -	\$ 461	\$ -	\$ -	\$ 259	\$ -	\$ -	\$ -	\$ 980	\$ 980
Solvino Streetlighting	\$ 226	\$ 226	\$ 226	\$ 228	\$ 228	\$ 228	\$ 228	\$ 228	\$ 228	\$ 228	\$ 228	\$ 228	\$ 2,730
Capri Streetlighting	\$ 321	\$ 321	\$ 321	\$ 324	\$ 324	\$ 324	\$ 324	\$ 324	\$ 324	\$ 324	\$ 324	\$ 324	\$ 3,882
Miscellaneous Common Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250
<b>Total La Vina</b>	\$ 6,579	\$ 5,570	\$ 5,609	\$ 5,792	\$ 5,926	\$ 10,766	\$ 6,005	\$ 5,875	\$ 5,474	\$ 5,374	\$ 5,435	\$ 6,474	\$ 74,879
<b>Nona Preserve</b>													
Field Management	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 383	\$ 4,597
Landscape Maintenance	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 29,400
Irrigation Repairs	\$ 201	\$ 254	\$ -	\$ 192	\$ 1,507	\$ 1,990	\$ 176	\$ 1,495	\$ 277	\$ -	\$ -	\$ -	\$ 6,090
Lake Maintenance	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 4,200
Miscellaneous Common Area	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250
<b>Total Nona Preserve</b>	\$ 3,384	\$ 3,437	\$ 3,183	\$ 3,375	\$ 4,940	\$ 5,173	\$ 3,359	\$ 4,678	\$ 3,460	\$ 3,183	\$ 3,183	\$ 3,183	\$ 44,537
<b>Parcels G &amp; H</b>													
Field Management	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 229	\$ 2,746
Landscape Maintenance	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 1,063	\$ 12,756
Lake Maintenance	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 131	\$ 1,575
<b>Total Parcels G &amp; H</b>	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 1,423	\$ 17,077
<b>Total Maintenance Expenditures</b>	\$ 15,814	\$ 14,654	\$ 12,624	\$ 16,984	\$ 14,777	\$ 21,592	\$ 13,710	\$ 15,617	\$ 13,650	\$ 13,647	\$ 12,450	\$ 13,469	\$ 178,389
<b>Total Expenditures</b>	\$ 47,805	\$ 20,566	\$ 17,740	\$ 21,760	\$ 19,993	\$ 34,114	\$ 11,207	\$ 21,952	\$ 22,875	\$ 21,691	\$ 17,893	\$ 20,640	\$ 287,532
Transfer Out to Capital Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62,497)	\$ -	\$ (62,497)
<b>Total Other Financing Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (62,497)	\$ -	\$ (62,497)
<b>Excess Revenues (Expenditures)</b>	\$ (47,884)	\$ (4,713)	\$ 84,536	\$ 95,072	\$ 5,278	\$ (21,356)	\$ (10,865)	\$ (20,307)	\$ (20,825)	\$ 12,973	\$ (78,627)	\$ (20,257)	\$ (15,392)

# Narcoossee

## Community Development District

### LONG TERM DEBT REPORT

<b>SERIES 2013A-1, SPECIAL ASSESSMENT REFUNDING BONDS</b>		
MATURITY DATE:	5/1/2033	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$104,615	
RESERVE FUND BALANCE	\$104,615	
<b>BONDS OUTSTANDING - 9/30/13</b>		<b>\$2,885,000</b>
LESS: PRINCIPAL PAYMENT 5/1/14		(\$110,000)
LESS: PRINCIPAL PAYMENT 5/1/15		(\$110,000)
LESS: PRINCIPAL PAYMENT 5/1/16		(\$110,000)
LESS: PRINCIPAL PAYMENT 5/1/17		(\$115,000)
LESS: PRINCIPAL PAYMENT 5/1/18		(\$115,000)
LESS: PRINCIPAL PAYMENT 5/1/19		(\$120,000)
LESS: PRINCIPAL PAYMENT 5/1/20		(\$125,000)
LESS: PRINCIPAL PAYMENT 5/1/21		(\$125,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$1,955,000</b>

<b>SERIES 2013A-2, SPECIAL ASSESSMENT REFUNDING BONDS</b>		
MATURITY DATE:	5/1/2033	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$51,394	
RESERVE FUND BALANCE	\$51,394	
<b>BONDS OUTSTANDING - 9/30/13</b>		<b>\$1,295,000</b>
LESS: PRINCIPAL PAYMENT 11/1/13		(\$70,000)
LESS: PRINCIPAL PAYMENT 5/1/14		(\$35,000)
LESS: PRINCIPAL PAYMENT 5/1/15		(\$35,000)
LESS: PRINCIPAL PAYMENT 5/1/15		(\$10,000)
LESS: PRINCIPAL PAYMENT 5/1/16		(\$40,000)
LESS: PRINCIPAL PAYMENT 5/1/17		(\$40,000)
LESS: PRINCIPAL PAYMENT 5/1/18		(\$45,000)
LESS: PRINCIPAL PAYMENT 5/1/19		(\$45,000)
LESS: PRINCIPAL PAYMENT 5/1/20		(\$50,000)
LESS: PRINCIPAL PAYMENT 5/1/21		(\$50,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$875,000</b>

# NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT

Special Assessment Receipts

Series 2013

Fiscal Year 2021

Gross Assessments      \$335,455.07      \$337,855.13      \$673,310.20  
Net Assessments      \$315,327.77      \$317,583.82      \$632,911.59

**TOTAL ASSESSMENT LEVY**

DATE RECEIVED	DESCRIPTION	GROSS ASSESSMENTS	COMMISSIONS	DISC/PENALTY	INTEREST	NET AMOUNT RECEIVED	ASSESSED THROUGH COUNTY		
							O&M Portion	DSF Portion	Total
11/9/20	05/12/20-10/23/20	\$1,721.98	\$0.00	\$90.40	\$0.00	\$1,631.58	\$812.88	\$818.70	\$1,631.58
11/16/20	10/24/20-11/04/20	\$10,672.77	\$0.00	\$426.89	\$0.00	\$10,245.88	\$5,104.68	\$5,141.20	\$10,245.88
11/23/20	11/05/20-11/11/20	\$20,351.63	\$0.00	\$814.02	\$0.00	\$19,537.61	\$9,733.98	\$9,803.63	\$19,537.61
12/07/20	11/12/20-11/18/20	\$116,129.16	\$0.00	\$4,645.09	\$0.00	\$111,484.07	\$55,543.34	\$55,940.73	\$111,484.07
12/14/20	11/19/20-11/21/20	\$61,365.33	\$0.00	\$2,454.48	\$0.00	\$58,910.85	\$29,350.43	\$29,560.42	\$58,910.85
12/21/20	11/22/20-11/25/20	\$36,322.21	\$0.00	\$1,452.82	\$20.48	\$34,889.87	\$17,382.75	\$17,507.12	\$34,889.87
01/11/21	11/26/20	\$244,288.64	\$0.00	\$9,771.06	\$0.00	\$234,517.58	\$116,840.81	\$117,676.77	\$234,517.58
02/03/21	11/2720-12/01/20	\$51,543.13	\$577.97	\$2,048.92	\$0.00	\$48,916.24	\$24,370.94	\$24,545.30	\$48,916.24
03/03/21	12/02/20-12/09/20	\$26,593.04	\$0.00	\$1,040.33	\$54.01	\$25,606.72	\$12,757.72	\$12,849.00	\$25,606.72
04/19/21	12/10/20-01/31/21	\$23,106.82	\$0.00	\$624.19	\$0.00	\$22,482.63	\$11,201.24	\$11,281.39	\$22,482.63
05/13/21	12/01/21-02/28/21	\$5,364.59	\$0.00	\$57.15	\$0.00	\$5,307.44	\$2,644.26	\$2,663.18	\$5,307.44
06/14/21	13/01/21-03/31/21	\$4,094.03	\$0.00	\$0.00	\$18.02	\$4,112.05	\$2,048.70	\$2,063.35	\$4,112.05
07/19/21	44357	\$67,549.74	\$0.00	\$0.00	\$2,026.49	\$69,576.23	\$34,664.11	\$34,912.12	\$69,576.23
08/16/21	14/01/21-04/20/21	\$3,432.39	\$0.00	\$0.00	\$102.96	\$3,535.35	\$1,761.37	\$1,773.98	\$3,535.35
09/13/21	14/21/21-04/30/21	\$0.00	\$0.00	\$0.00	\$9.89	\$9.89	\$4.93	\$4.96	\$9.89
10/18/21	FY2021 Excess	\$774.28	\$0.00	\$0.00	\$23.23	\$797.51	\$397.33	\$400.18	\$797.51
<b>TOTAL</b>		<b>\$673,309.74</b>	<b>\$577.97</b>	<b>\$23,425.35</b>	<b>\$2,255.08</b>	<b>\$651,561.50</b>	<b>\$324,619.48</b>	<b>\$326,942.02</b>	<b>\$651,561.50</b>

100%	Gross Percent Collected
\$0	Balance Remaining to Collect