# EASTON PARK COMMUNITY DEVELOPMENT DISTRICT

June 17, 2021

**AGENDA PACKAGE** 



210 N. UNIVERSITY DRIVE, SUITE 702 CORAL SPRINGS, FLORIDA 33071

# Easton Park Community Development District

Inframark, Infrastructure Management Services

210 North University Drive, Suite 702 • Coral Springs, Florida 33071 Telephone: (954) 603-0033 • Fax: (954) 345-1292

June 10, 2021 Call In: 1-646-838-1601 Conf ID: 894524555

Board of Supervisors
Easton Park Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Easton Park Community Development District is scheduled for **Thursday**, **June 17**, **2021 at 4:30 p.m.** at the Heritage Isles Golf & Country Club, 10630 Plantation Bay Drive, Tampa, Florida 33647. Following is the meeting agenda:

- 1. Call to Order/Roll Call
- 2. Audience Comments
- 3. Staff Reports
  - A. District Engineer
  - B. District Counsel
  - C. Landscape & Irrigation Maintenance
  - **D.** Aquatic Maintenance Solitude
  - E. District Manager
    - i. Reserve Study Proposals
    - ii. Field Update
- 4. Approval of the Consent Agenda
  - **A.** May 20, 2021, Regular Meeting Minutes
  - **B.** Financial Statements May 2021
- 5. Supervisor Request and Comments
- 6. Adjournment

The next meeting is scheduled for July 15, 2021

Any supporting material for the items listed above not included in the agenda package will be provided as soon as they are available, or they will be distributed at the meeting. I look forward to seeing you at the meeting, but in the meantime if you have any questions, please contact me.

Sincerely,

### Mark Vega

District Manager

cc: Mr. David Jackson, District Attorney Ms. Tonja Stewart, District Engineer

# **Third Order of Business**

3D.





Reason for Inspection: Scheduled-recurring

**Inspection Date:** 05/20/2021

### Prepared for:

Mr. Mark Vega, District Manager Inframark 210 North University Drive, Suite #702 Coral Springs, Florida 33071

### Prepared by:

Peter Simoes, Account Representative/Biologist

Wesley Chapel Field Office SOLITUDELAKEMANAGEMENT.COM 888.480.LAKE (5253)

05/20/2021

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05/20/2021

16

### **Comments:**

Treatment in progress

Treatments noted being made day of inspection. Lots of trash noted and removed during inspection.



Treat within 7 days



Surface algae





42

### **Comments:**

Normal growth observed Buffer area looked good with minor new growth coming in.

### **Action Required:**

None at this time

**Target:** 





20

### **Comments:**

Treatment in progress

Site looks good after 2 aggressive algae treatments. Another treatment is required to knock out the fresh growth.

### **Action Required:**

Treat within 7 days

### **Target:**

Surface algae





05/20/2021

44

### **Comments:**

Normal growth observed Recent vine and grass treatments noted to be well into decomposition.

### **Action Required:**

None at this time

**Target:** 





45

### **Comments:**

Normal growth observed

One section of Caesar Weed and other growth emerging with the rains requiring treatment on our next routine visit.

### **Action Required:**

Treat within 7 days

**Target:** 





46

### **Comments:**

Site looks good.

### **Action Required:**

None at this time

Target:





05/20/2021

### Site: 18

### **Comments:**

Treatment in progress

Treated during the inspection the site looks much better. Trash was also an issue but removed.

### **Action Required:**

Treat within 7 days

### **Target:**

Surface algae





### **Site:** 48

### **Comments:**

Normal growth observed Buffer treatments visible and clean.

### **Action Required:**

None at this time

**Target:** 





### Site: 49

### **Comments:**

Scheduled-recurring

Buffer treatment in this area included a few Brazilian Pepper tress.



**Target:** 





05/20/2021

### Site: 50

### **Comments:**

Normal growth observed Treatment of the main entrance canal looked good and open.

### **Action Required:**

**Target:** 





### **Management Summary**

All in all the community is looking good. With rain starting to become more frequent lake levels have started to hold steady.

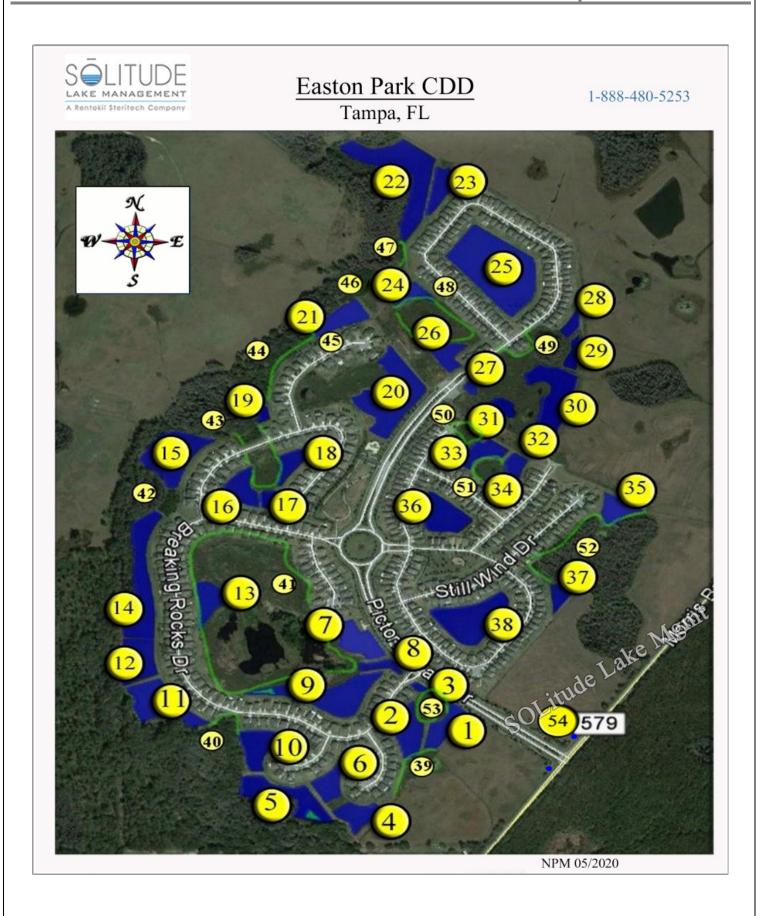
Beneficial plant growth was noted on site 11 and numerous others. As the weeks go on it will begin to fill in even more.

Algae on sites 16, 18, and 20 have dramatically improved. While not completely controlled it is roughly less than 15% entire on each site. We will continue to monitor and treat as often as possible though to keep them at bay.

Debris was noted on many of the sites as well. While we were able to pick it all up we will keep a close eye out as more summer rain flushes in the rest from the culverts.

05/20/2021

Site	Comments	Target	Action Required
41	Treatment in progress	Surface algae	Treat within 7 days
42	Normal growth observed		None at this time
43	Treatment in progress	Surface algae	Treat within 7 days
44	Normal growth observed		None at this time
45	Normal growth observed		Treat within 7 days
46	Site looks good		None at this time
47	Treatment in progress	Surface algae	Treat within 7 days
48	Normal growth observed		None at this time
49	Scheduled-recurring		
50	Normal growth observed		



# 3Ei.



June 3, 2021

Mr. Mark Vega, District Manager c/o INFRAMARK Easton Park Community Development District 2654 Cypress Ridge Boulevard, Suite 101 Wesley Chapel, FL 33544



Dear Mr. Vega:

Thank you for the opportunity to present Easton Park Community Development District with a reserve study proposal. At Reserve Advisors, we are dedicated to providing peace of mind to boards, homeowners and their families by delivering a custom-comprehensive reserve study.

Our easy-to-use reserve study system provides a more effective way to manage your property. You will receive...

- A concise **Executive Summary** and **5-Year Outlook Table** to communicate near-term expenditures and funding recommendations to homeowners.
- **Property-specific recommendations** that prioritize the most effective use of reserve funds for you.
- Spreadsheets with formulas to easily evaluate what-if replacement schedules and reserve contributions.
- Free Support Our team of multi-disciplined engineers are dedicated to making your experience of using the reserve study exceptional with ongoing assistance.

The following pages provide insight and the distinct reasons why communities rely on Reserve Advisors for their reserve study needs.

Please sign and return the Confirmation of Services page to get started.

Sincerely,

Matt Kuisle PE, PRA, RS

Southeast Regional Executive Director

Matt@reserveadvisors.com

See our report overview

P.S. Most reserve study providers fail to assess the long-term needs of ponds and site drainage systems. Our engineers apply their knowledge of best management practices (BMP) to accurately forecast and budget for future projects.

(800) 980-9881 **www.reserveadvisors.com** Fax: (813) 254-5474

### **Reserve Study Benefits**

### For Boards

- Fulfills fiduciary responsibility with expert advice
- Supports board decisions on replacement projects
- Saves hours in budget meetings for replacements
- Excel spreadsheets with formulas provide ability to create what-if scenarios for budgeting purposes

### For Owners

- Ensures fair reserve contributions
- More consistent household budgeting
- Reduces long-term homeowner cost of maintaining the common property



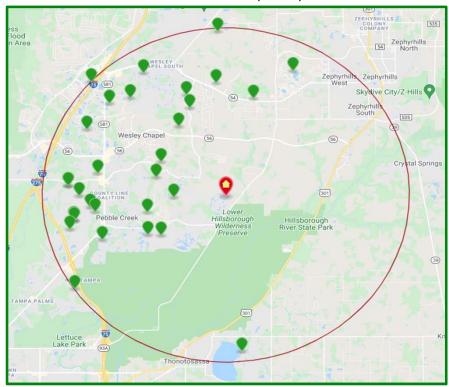
### **Distinct Reasons Communities Choose Reserve Advisors**

- **Easy to use Reports** that provide valuable insight to current and future owners. An executive summary promoting management's ability to communicate near-term expenditures, funding recommendations and other high level information to various stakeholders.
- Dedication and Commitment to You with an exceptional experience during and after the study. We listen to you and create a custom reserve study with your objectives in mind. Our staff of multi-disciplined engineers is dedicated to ensuring your satisfaction. We're always available with free support after the study is complete.
- **Comprehensive Reports** solve problems before they escalate. We include:
  - Thorough condition assessments that prioritize your near-term projects
  - Best practices and technical illustrations to better understand project scope and compare contractor bids
- Knowledge of Local Replacement Costs is the basis for adequate, not excessive, reserve budgets.
- Multi-disciplined Engineers With more than 30 engineers, we match our expertise with your community rather than a "one size fits all" engineer.
- ✓ Unbiased Recommendations Your best interest is our only goal. We don't provide design or project management services, nor do we profit from your capital projects.
- ✓ Unmatched Local Experience We know the local costs and conditions that affect your community. Visit our map of our experience near your community on the following page.

**Download our report overview** 

Red represents your property, Green represents our clients.

References available upon request.



Name	City
Stone Creek Townhomes Owners' Association, Inc.	Tampa
Anand Vihar Club Villas	Wesley Chapel
Lettingwell Homeowners Association, Inc.	Wesley Chapel
Arbor Greene Community Development District	Tampa
Kingshyre at Cross Creek Homeowners' Association, Inc.	Tampa
Arbors at Wiregrass Ranch Community Association, Inc.	Wesley Chapel
Carriage Homes at Arbor Greene Association, Inc.	Tampa
Meadow Pointe IV-A Master Association, Inc.	Wesley Chapel
Hamilton Park of Pasco County Homeowners Association, Inc.	Wesley Chapel
Meadow Pointe North Community Association, Inc.	Wesley Chapel
New River Homeowners' Association, Inc.	Wesley Chapel
The Lakes of Northwood Homeowners Association, Inc.	Wesley Chapel
Doves Landing Owners Association, Inc.	Tampa
The Promenade Owners Association, Inc.	Tampa
Audubon Landing Owners Association, Inc.	Tampa
Estancia at Wiregrass POA - Santeri Villas	Wesley Chapel
The Hammocks Townhomes Homeowners Association	Tampa
Lake Bernadette Community Association, Inc.	Tampa
Estancia at Wiregrass Master Property Owners Association, Inc.	Wesley Chapel
Tampa Palms Open Space and Transportation Community Development District (Area 6)	Tampa
Tampa Palms Open Space and Transportation Community Development District (Area 7)	Tampa
West Meadows Property Owners Association, Inc.	Tampa
Villas at Edenfield Association, Inc.	Wesley Chapel
Saddlebrook Golf and Country Club Condominium Association, Inc.	Wesley Chapel



### **Using Your Reserve Advisors Study Has Never Been Easier**

We listened and responded to our clients with three tools to quickly access and use your custom-comprehensive reserve study.

- ▼ The Report Comprehensive and Customized to Your Community
  - · One-Click to read online
  - Executive Summary communicates key findings and recommendations at a glance
  - Flip through your report copy which includes panoramic 11" x 17" spreadsheets
  - Helps board planning with a prioritized capital project schedule
- ▼ The Numbers Always Quick and Easy
  - One-Click to open your Expenditures & Funding Plan spreadsheets
  - Print your spreadsheets on any printer in panoramic multi-page format
- **Easy Planning** Your reserve study includes:
  - 1. Excel™ spreadsheets with formulas for what-if scenarios
  - 2. ForeSite™ a cloud-based software solution
    - a. Store your photos and project documents
    - b. Record comments and costs of your actual capital projects
    - c. Optionally, subscribe to <u>ForeSite™ Plus</u> for multiple users to collaborate online, creating unlimited replacement and funding scenarios
    - d. Full support with Webinars and Tutorials

**ForeSite™** brings everything together as individual board members can collaborate, comment, make changes and plan for the future in one place from anywhere.





### **Meet Our Founders**



Founded by John Poehlmann and Theodore Salgado in 1991, Reserve Advisors has provided tens of thousands of comprehensive reserve studies for communities across America and abroad.

Collectively, John and Ted have lived in and served community associations for decades. They've served on CAI's (Community Associations Institute) national Board of Trustees and as a past President of APRA (the Association of Professional Reserve Analysts), respectively. Both were instrumental in establishing CAI's National Standards for Reserve Study providers.

### **Our Commitment to You**



Matt Kuisle PE, PRA, RS Southeast Regional Executive Director

We deliver. In all we do, we go the extra mile for you. Our core values are integrity, customer service, professionalism, accountability and technical quality. Our employees are hard-working individuals who value their client relationships and put great effort and dedication into providing the highest level of satisfaction to our clients.

As we have since 1991, Reserve Advisors will continue to use our values, people and services to provide reserve studies that help secure the financial health of communities and peace of mind to their homeowners.

The specific property to be included in your custom-comprehensive reserve study includes:

### **Site Components**

- Ponds (53)
- Monuments

- Signage
- Fountains (2)
- Wells (2)

Easton Park Community Development District Reference Photograph:





RESERVEAS	SAOSING		RESERVE STUDY PROVIDER CHECKLIST
RES	*	*3	
			YOUR REPORT INCLUDES:  Executive summary of key findings and list of prioritized near-term projects  30-Year expenditure forecast derived from actual local costs, not standardized information  Project-specific best practices that provide in-depth information to support board decisions  Element-specific opportunities to save money through cost-effective alternative replacement options  Detailed photographs documenting the condition of every reserve element  Condition assessments that identify elements in need of repair vs replacement
	000	0 0	EASE OF USE  Easily print expenditure and funding plan spreadsheets in panoramic multi-page format  Quickly create what-if scenarios with Excel spreadsheets that contain built-in formulas  Cloud-based software, allowing for easy remote collaboration among your board members
	0 0 0	0	STAFF'S QUALIFICATIONS  Only uses engineers who are committed to the highest industry standards, as shown by their Reserve Specialist (RS) and/or Professional Reserve Analyst (PRA) designations  Specializes in prioritizing capital projects and funding needs based on your individual goals Always available to discuss your reserve study anytime in the future at no additional cost
	0	0	FIRM'S QUALIFICATIONS  Offers local experience, utilizing actual project costs to provide a basis for realistic reserve budgets  Comprises over 30 engineers from multiple engineering disciplines to ensure matching the appropriate background and expertise with your community association needs
			With over 25 years of expertise in the community association industry, has the knowledge to identify any common element issue and make recommendations for best practices
			No real or perceived conflict of interest – An independent consultant that does not manage or profit from your replacement projects
	0		All reports are reviewed by a team of senior engineers to ensure the utmost quality  Provides high client satisfaction





# COLLABORATE. CREATE. STORE & SHARE.





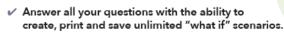
### All our reserve studies now include ForeSite Basic.



- ✓ Secure, 24/7 online access to your original reserve study for 7 years.
- Export and print your study.
- Add notes and comments.
- ✓ Store project bids, contracts and photos.
- Receive unlimited support for 10 registered users.
- Get 60 days of free access to ForeSite Plus. Each user can create and print multiple "what if" scenarios.

### Upgrade to ForeSite Plus...

All the features of Basic and MORE!



- Change replacement timing, costs or quantities.
- · Reduce reserve contributions.
- Raise the interest rate.
- Designate an approved scenario to guide your community.
  - Facilitate budgeting and reserve expenditure discussions.
  - · Track actual capital projects.
  - Improve communication and streamline meetings.
  - Easily share information with new board members.

The benefits of ForeSite Plus add up.



### **Confirmation of Services for Easton Park Community Development District**

✓	Full Re	eserve S	<b>tudy</b> for ar	n investment	of <b>\$3,950</b>	(includes a	II expenses)
	7 -						

- Report (See our report overview)
  - <u>Electronic PDF Report</u> with 30-year Reserve Expenditure and Funding Plan tables for printing in 8 ½" x 11" panoramic multi-page format on *any printer*
  - <u>Excel® spreadsheet</u> of Reserve Expenditures and Funding Plan with formulas for "what-if" alternative scenarios

### Support

- We listen and respond to your questions and suggestions to create a custom report
- Meeting with our engineer on the day of our visual property inspection
- Unlimited video/teleconference support with our engineer during and after report delivery

✓	_ForeSite™ Basic – Access your reserve study and Excel spreadsheets online, store photos and project
	documents, record comments and project costs. Also receive a free 60-day trial to ForeSite Plus.

One (1) Bound Report hard copy (no charge); Additional	copies at \$75 ea. – indicate quantity:
ForeSite™ Plus 3-year subscription empowers multiple with unlimited models and scenarios for \$395 per year	users to create, share and collaborate

### Sign and Send to Get Started:

Email: Matt@reserveadvisors.com or

Fax: (813) 254-5474

Mail \$1,975 retainer to: Reserve Advisors, LLC 735 N. Water Street, Suite 175 Milwaukee, WI 53202

By: Matt Minn
Matt Kuisle
Southeast Regional Executive Directo
on June 3, 2021

For: Reserve Advisors, LLC

Ref. 211234

Signature:
(Print Name):
Title:
Date:

For: Easton Park Community Development
District

You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal is valid for 45 days.

Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Optional services authorized will be billed in full upon contract execution. Any outstanding balance after 30 days is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

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### PROFESSIONAL SERVICE CONDITIONS

**Our Services** - Reserve Advisors, LLC (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, ureaformaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

Report - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

Your Obligations - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report - Use of our Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part is not and cannot be used as a design specification for design engineering purposes or as an appraisal. You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. The Report contains intellectual property developed by RA and shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA.

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates, and Interest Charges - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.



June 3, 2021

Easton Park Community Development District c/o 2654 Cypress Ridge Boulevard, Suite 101 Wesley Chapel, FL 33544

**RETAINER INVOICE #** 

2184233R

**Amount Due Now:** 

\$1,975

**PROPERTY:** 

Easton Park Community Development District Tampa, Florida

Contract Number: 211234 RETAINER DUE: \$1,975

Terms: Retainer Due Upon Receipt of Authorized Contract and Prior to Inspection

Mail retainer to:

Reserve Advisors, LLC 735 N. Water Street, Suite 175 Milwaukee, WI 53202 <u>OR</u>

CONTACT US FOR CREDIT CARD PAYMENT

Payment Terms: Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Following receipt of balance due, you may request one set of complimentary changes within six months of the report shipment. Optional services authorized will be billed in full upon contract execution. Any outstanding balance after 30 days is subject to an interest charge of 1.5% per month. This agreement is subject to our Professional Services Conditions.

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(800) 980-9881 **www.reserveadvisors.com** Fax: (813) 254-5474



Mark Vega Inframark

Easton Park Community Development District Pictorial Park Dr Wesley Chapel, FL

### Dear Board of Directors:

Custom Reserves proposes a Full Reserve Study for Easton Park CDD who values the importance of future planning through reserves. A Reserve Study is a key financial planning tool that helps the board fulfill its fiduciary responsibility to maintain the common property.



A custom reserve study serves the specific needs of the community and acts as an independent analysis. The community would benefit greatly with the implementation of a comprehensive custom reserve study.

This correspondence outlines the complete scope of work you requested, including Objectives, Scope of Services, and the Benefits of going with Custom Reserves, Client Responsibilities, Report Use and Professional Fees located on the second to last page.

### **OBJECTIVES**

Conduct an on-site inspection of the common property, document condition and forecast a customized funding plan required to replace or repair these elements as they wear out over their useful lives.

### SCOPE OF SERVICES

### **Procedures**

- 1. An on-site meeting with Management and/or the Board.
- 2. Physical Analysis that includes and on-site inspection of the common property documented by photographs.
- 3. 30 year replacement/repair schedule that includes custom useful lives.
- 4. Financial Analysis with a 30 year Cash Flow and/or Component method of funding.
- 5. Electronic copy in PDF format of the Full Reserve Study that includes a detailed narrative including tables, graphs and charts depicting the findings.
- 6. Expenses and Funding Plan in excel for various Reserve Plan scenarios upon request.
- 7. One hard copy of the Full Reserve Study upon request.
- 8. Provide free unlimited phone and online support.
- 9. One revision of the study up to the end of the first fiscal year.

### Reserve Categories included in this Proposal

a. Property site components

### **BENEFITS**

Your services are provided by an Engineer with both reserve study credentials from the Association of Professional Reserve Analysts (APRA), and Community Associations Institute (CAI). Additional qualifications include a Licensed Home Inspector with the Florida Association of Building Inspectors and construction management experience i.e. estimating and scheduling.

Custom Reserves experience includes the inspection and analysis of the condition of hundreds of communities. A partial list of recent experience is attached.





Delivery of the report takes about four weeks from the date of inspection. When the Reserve Study is complete, your community will have access to live support and edit capability until the budget is approved. These edit changes include adjustments to variables such as costs, time of replacement, inflation and interest rates.

Cost estimates are based on localized information gathered from resources that include but not limited to contractors, and industry databases combined with experience in home building and site development. Useful lives are generated from several factors such as environment, materials and historical information.

### **CLIENT RESPONSIBILITIES**

This project requires involvement by your accounting personnel. To help achieve a smooth and successful implementation, it will be your responsibility to perform the following:

- 1. Include a copy of the financial statements i.e. balance sheet, income statement and or copy of the annual budget along with other financial reports.
- 2. Supply the governing documents if applicable.
- 3. Provide access to all common areas.
- 4. Disclose known historical information.

### **REPORT USE**

You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference Custom Reserves or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property by Custom Reserves, LLC specified to this engagement.

Client agrees to indemnify and hold harmless Custom Reserves against any and all loses, claims, actions, damages, expenses or liabilities, including attorney's fees, to which Custom Reserves may become subject in connection with this engagement, because of any false, misleading or incomplete information supplied by client or third parties under client's control or direction.

The inspection and analysis of the subject property is limited to visual observations and is noninvasive. Custom Reserves does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, structural, latent or hidden defects which may or may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee or a warranty of the common components.

### **CLIENT NAME**

Custom Reserves maintains the confidentiality of all conversations, documents provided and the contents of the report, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

### PROFESSIONAL FEES

Fee estimates are based on the components summarized under the scope of services. The fee for this Full Reserve Study is \$2,700.

Optional future services are available and can be locked in at the following rates if initialed below in conjunction with the current reserve study: Non-site Update in two years 50% of initial reserve study cost Update with site visit two- to three-years 75% of initial reserve study cost Please note that a non-site update can be conducted one time between site visits. Custom Reserves appreciates the opportunity to be of service. Upon acceptance of this proposal, please sign and return this page along with a 50% retainer deposit. A site inspection will be scheduled upon receipt of the retainer deposit. The balance will be due upon receipt of the report. Sincerely, **CustomReserves** Paul Grifoni, RS, PRA 5470 E Busch Blvd., Unit 171 Tampa, FL 33617 Engineer Office: (888) 927-7865 Reserve Specialist, RS Professional Reserve Analyst, PRA (813) 200-8448 Fax: **Licensed Home Inspector** www.customreserves.com contact@customreserves.com

Custom Reserves is committed to getting your community on track. A response policy of 24 hours is the dedication Custom Reserves provides.

This letter sets forth the understanding of the Association and serves as confirmation of services provided by Custom Reserves.

Owner reserves the right to reject any and/or all Proposals received, and to rebid if the Owner deems necessary. Owner is not subject to pay any costs incurred by Vendors in the preparation and submission of their Proposals.

Accepted by	Title	Date	
		<b>REF #993</b>	

### **EXPERIENCE**

Experience includes condominiums, homeowners associations, planned unit developments, property owner associations, co-operatives and community development districts with construction styles that range from townhouses to hi-rises. Other experience includes specialty establishments such as golf clubs, international properties, vacation ownership resorts (timeshares) as well as worship, retreat and camp facilities.

A partial list of recent reserve study experience follows below:

The Groves Golf and Country Club Master Association is a planned unit development established in 2000 and located in Land O Lakes, Fl. The Groves is responsible for the paint and roofs shared by 285 Club Homes, 273 Courtyard Homes and 123 Patio 1 Homes.

**Oak Creek Community Development District** is located in Wesley Chapel and established in 2004 and is a planned unit development responsible for the common elements shared by 550 homes. The development contains a pool, playground, security system and ponds.

**Harbor Bay** Community Development District owns and operates the community areas of Mira Bay including common areas, recreational facilities, public roadways, storm water management systems, street lighting, landscaping, clubhouse with café, lap pool, waterslide, clay tennis courts 35,000 linear feet of sea wall, boatlifts.

**Southshore Falls Homeowners Association** is a planned unit development established in 2004 and located in Apollo Beach, FL and is responsible for the common elements shared by 866 homes within 308 Single Family, 58 Quad and 163 Villa buildings. The amenity center includes a 14,000 square foot clubhouse, lagoon-style pool, fitness center, café, tennis and bocce courts.

**Whitlock Homeowners Association** is a planned unit development established in 2002, located in Zephyrhills, Fl and is responsible for the common elements shared by 222 property owners within 111 buildings. The development contains exterior building and property site components.

**Tampa Bay Golf and Country Club** is a 1,500 home planned unit development located in San Antonio FL and established in 2000. The development contains two golf courses, a clubhouse, two pools, a community center, a welcome center, and property site and maintenance components.

# 3Eii.

# THIS DOCUMENT WILL BE PROVIDED UNDER SEPARATE COVER

# **Fourth Order of Business**

4A.

# Minutes to be Sent Under Separate Cover

**4B** 

# THIS DOCUMENT WILL BE PROVIDED UNDER SEPARATE COVER