

FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
Suite 100, 707 Orchid Drive
Naples, FL 34102

June 24, 2024

Board of Supervisors
Fronterra Community Development District

Dear Board Members:

The next meeting of the Board of Supervisors of the Fronterra Community Development District will be held on **June 24, 2024, at 6:00 p.m., at the Staybridge Suites Naples Marco Island, 9401 Triangle Boulevard, Naples, FL 34113.**

The Board Meeting agenda is as follows:

1. Call to Order/Roll Call for the current Board of Supervisors.
2. Public Comment Period on agenda items.
3. Proof of Publication Exhibit 1

GENERAL DISTRICT ITEMS

4. Real Estate Econometrics, Inc. resignation letter. Exhibit 2
5. **Consideration of District Management Proposals**
 - Governmental Management Services Exhibit 3
 - Premier District Management Exhibit 4
 - Rizzetta & Company Exhibit 5

ADMINISTRATIVE MATTERS

6. Consideration of the May 15, 2024 Meeting Minutes Exhibit 6

ORGANIZATIONAL MATTERS

None to be Considered at this Time.

BUDGETARY MATTERS

7. Consideration of May 2024 Financial Statements

Exhibit 7

FINANCING MATTERS

None to be considered at this time.

OTHER MATTERS

8. Staff Reports
- A. District Manager
 - B. District Counsel
 - C. District Engineer
15. Board Member Comments/Requests
16. Public Comments
17. Adjournment

EXHIBIT 1

Govt Public Notices

**FRONTERRA COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF REGULAR MEETING OF THE BOARD OF SUPERVISORS**

Notice is hereby given that the Board of Supervisors (the "Board") of the Fronterra Community Development District will hold a special meeting of the Board on Monday, June 24, 2024, at 6:00 p.m. at Slaybridge Suites Naples-Marco Island, 9401 Triangle Boulevard, Naples, Florida 34113.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

A copy of the agenda may be obtained on the District's website, <https://www.fronterracdd.com/>, or at the offices of the District Manager, 707 Orchid Drive, Suite 100, Naples, Florida 34102, during normal business hours.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Manager, at least forty-eight (48) hours before the meeting. If you require special accommodations, please call the District Manager at (239) 269-1341. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 for aid in contacting the District Office.

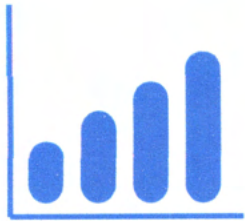
Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including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

Meetings may be cancelled from time to time without advertised notice.

District Manager
No.10282592

June 17, 2024

EXHIBIT 2



Planning - Execution - Results

Real Estate Econometrics, Inc.

Via Electronic Mail

May 31, 2024

Ms. Michelle Hurvitz-Kaiser
Chairman
Fronterra Community Development District
8792 Madrid Circle
Naples, FL 34104

Dear Ms. Hurvitz-Kaiser,

Real Estate Econometrics, Inc. ("District Manager") has enjoyed a long working relationship with the Fronterra Community Development District ("District") Board of Supervisors ("District Board") plus the staff since District formation. We are troubled by Fronterra HOA's continuing lack of follow through in executing the CDD/HOA maintenance agreement by not providing notice of irregularities to the District under Section 2B Inspection. This action conflicts with the CDD-HOA agreement dated February 15, 2018, and our long-established district management practices and business ethics.

Accordingly, this letter serves as written notice of the termination of our management agreement with the Fronterra Community Development District ("District") approved by the District Board of Supervisors in Resolution 2017-02. This termination shall be effective at the close of the next scheduled or special Board meeting or by the end of business on June 30, 2024.

District Management will perform its duties up until that time and be compensated through June 30, 2024. We will work with the new district management team in effecting a smooth transition including the turning over of all District files.

Please contact us at the address, email or phone number below if you have questions.

Sincerely,

G. Russell Weyer
President

cc: Lindsay C. Whelan, Esq. and Bennet Davenport, Esq. Kutak Rock LLP via email.

EXHIBIT 3



Governmental Management Services

Serving Florida's Communities

May 30th, 2024

Fronterra Community Development District
c/o Bennett Davenport, District Counsel
Kutak Rock LLP.
107 West College Avenue
Tallahassee, Florida 32301
Via email to Bennett.Davenport@KutakRock.com

RE: Proposal for District Management Services

Dear Mr. Bennett,

Governmental Management Services-Tampa, LLC ("GMS") is pleased to provide for your review our Proposal associated with providing District Management Services to the Fronterra Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 250+ CDD's across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (407) 841-5524, ext. 125, or via email at DMossing@gmstnn.com if you have any questions or need additional information.

Sincerely,

Darrin Mossing

Darrin Mossing
GMS President

Enclosures

ORLANDO

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

JACKSONVILLE

9655 Florida Mining Blvd. W
Suite 305
Jacksonville, FL 32257
(904) 940-5850

ST. AUGUSTINE

475 West Town Place
Suite 114
St. Augustine, FL 32092
(904) 288-7667

FT. LAUDERDALE

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

TAMPA

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

PALM COAST

393 Palm Coast Parkway SW
Suite 4
Palm Coast, FL 33137
(904) 940-5850

KNOXVILLE

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

Proposal For District Management Services Prepared For The Fronterra Community Development District:



GOVERNMENTAL MANAGEMENT SERVICES-TAMPA, LLC

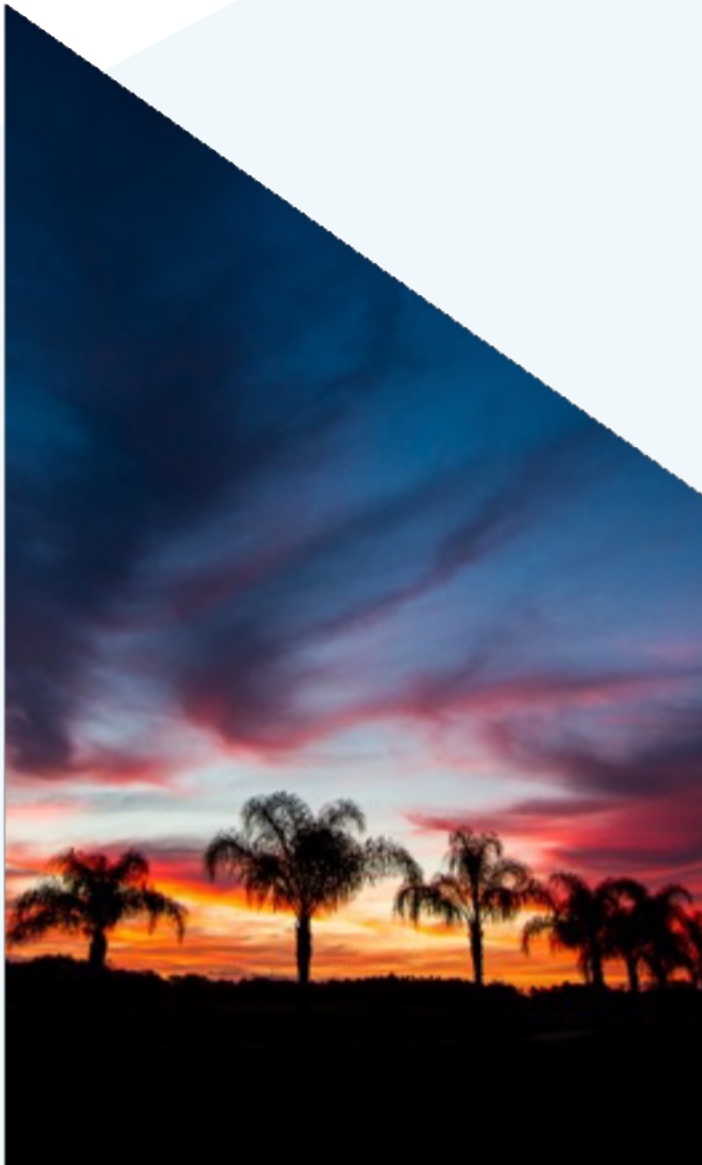


DISTRICT
MANAGEMENT
SERVICES

www.govmgtvc.com

Submitted
May 30th, 2024

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COMPANY INFORMATION

Governmental Management Services ("GMS") is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 250 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 250 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

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



HOW WE WORK

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

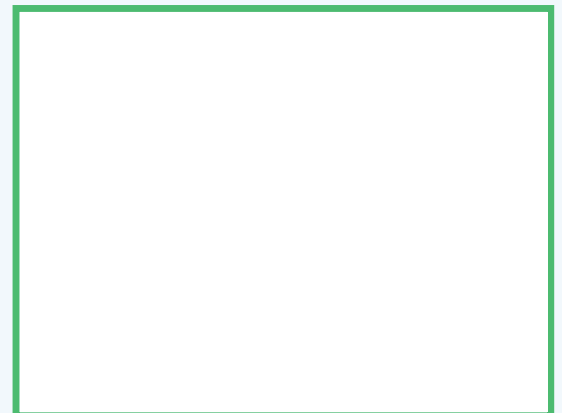
Statement of Qualifications

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

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

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

FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 250 Community Development Districts across the State of Florida.

OUR VALUES

MISSION

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



CORE VALUES

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



Customer Commitment

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



Integrity

We are honest, open, ethical, and fair.

People trust us to do what's right.



Teamwork

We win together, not alone.

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



Passion and Drive

We are proud of the services we provide.

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



Empower Individuals

Our employees set us apart.

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



Quality

Details matter.

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

CONTACT INFORMATION

Corporate Office:

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

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

**GMS -
Central Florida**

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

6200 Lee Vista Blvd
Ste. 300
Orlando, FL 32822

GMS - Tampa

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

**GMS - South
Florida**

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

**GMS - North
Florida**

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

393 Palm Coast
Parkway SW, Suite 4
Palm Coast, FL 33137

We have additional satellite offices
throughout the State of Florida

GOVERNMENTAL MANAGEMENT SERVICES

DARRIN MOSSING
PRESIDENT

KEITH NELSON
CHIEF OPERATING OFFICER

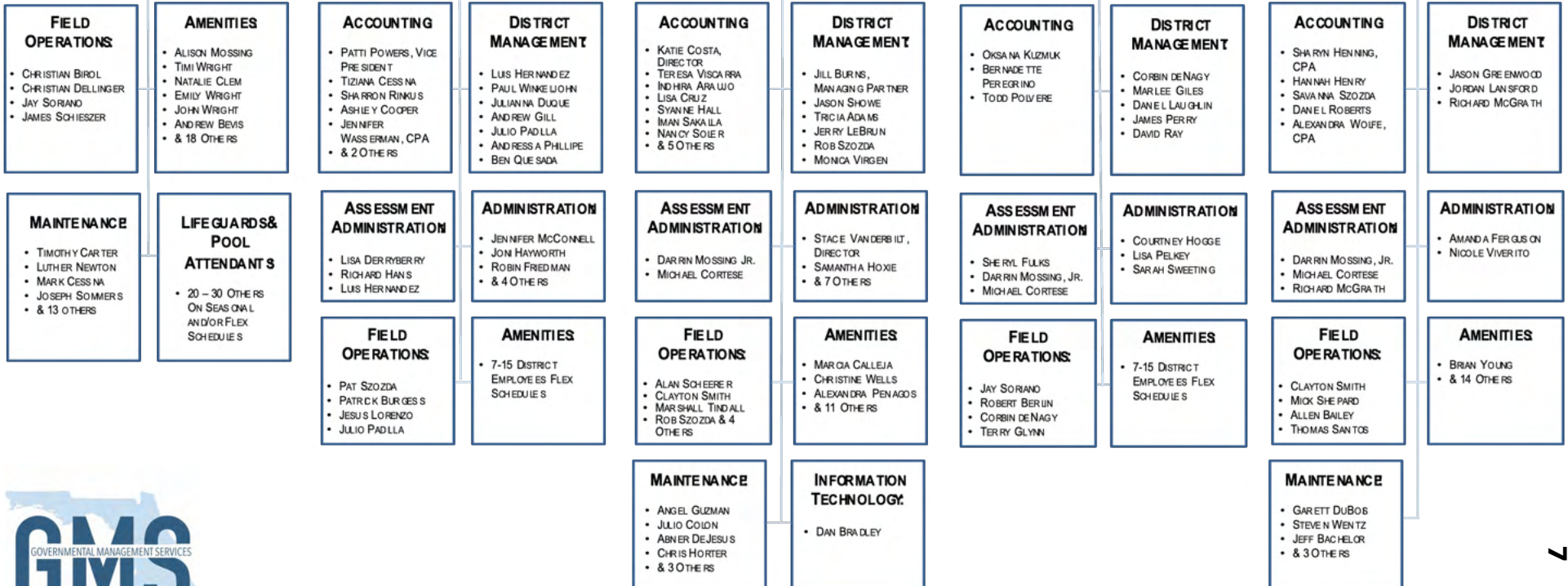
RIVERSIDE (NF)
JERRY LAMBERT
VICE PRESIDENT

SOUTH FLORIDA
RICHARD HANS
VICE PRESIDENT


CENTRAL FLORIDA
GEORGE FLINT
VICE PRESIDENT

NORTH FLORIDA
JIM OLIVER
MANAGING PARTNER

TAMPA
JASON GREENWOOD
MANAGING DIRECTOR



OUR TEAM



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

STATEMENT OF STAFF CONSISTENCY

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

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

Proposed GMS District Management Service Team

Trusted & Service Oriented



Jason Greenwood
Partner,
District Manager



Amanda Ferguson
District Administration



Richard McGrath
District Manager



Alexandra Wolfe, CPA
District Accounting

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

GMS-TAMPA
JASON GREENWOOD
MANAGING DIRECTOR

<p>DISTRICT MANAGEMENT :</p> <ul style="list-style-type: none"> • JASON GREENWOOD • JORDAN LANSFORD • RICHARD MCGRATH 	<p>DISTRICT ACCOUNTING :</p> <ul style="list-style-type: none"> • SHARYN HENNING, CPA • HANNAH HENRY • SAVANNA SZOZDA • DANIEL ROBERTS • ALEXANDRA WOLFE, CPA 	<p>DISTRICT ADMINISTRATION :</p> <ul style="list-style-type: none"> • AMANDA FERGUSON • NICOLE VIVERITO 	<p>ASSESSMENT ADMINISTRATION :</p> <ul style="list-style-type: none"> • DARRIN MOSSING, JR. • MICHAEL CORTESE • RICHARD MCGRATH 	<p>DISTRICT AMENITY MANAGEMENT :</p> <ul style="list-style-type: none"> • BRIAN YOUNG • & 14 OTHERS 	<p>DISTRICT FIELD OPERATIONS :</p> <ul style="list-style-type: none"> • CLAYTON SMITH • MICK SHEPARD • ALLEN BAILEY • THOMAS SANTOS 	<p>DISTRICT FIELD MAINTENANCE :</p> <ul style="list-style-type: none"> • JEFF BACHELOR • GARETT DUBOIS • STEVEN WENTZ • & 3 OTHERS
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EDUCATION

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

EXPERIENCE

36+ Years

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

DARRIN MOSSING

PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from Ohio University with a Bachelor's degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for the Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 250 CDDs, Homeowners Association, and other Special Taxing Districts across the State of Florida.

JASON GREENWOOD

MANAGING PARTNER

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

EDUCATION

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

EXPERIENCE

7+ Years

- District Management
- Assessment Roll Administration

RICHARD MCGRATH

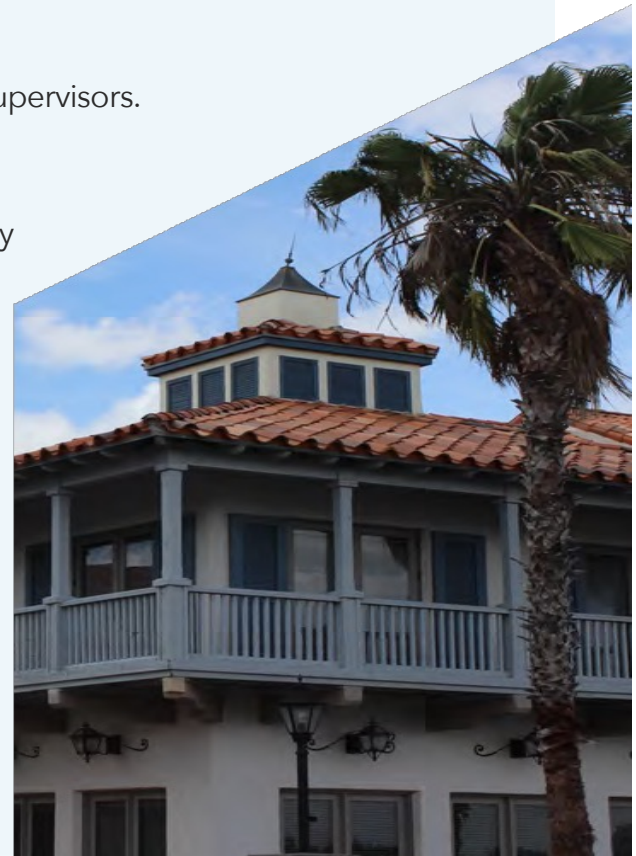
DISTRICT MANAGER

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

DISTRICT MANAGEMENT SERVICES

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

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



ADMINISTRATIVE SERVICES

Amanda Ferguson will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. She is an Administration Management Professional, who has been committed to GMS since establishment in 2004. Mrs. Ferguson has performed various functions in her 19+ years with GMS; including amenity center management at premier North Florida communities, contract compliance, managing programs and special events, lifeguard management and transcription of board meetings. Mrs. Ferguson currently provides transcription and administrative services to 17 Community Development Districts in the Central Florida Region.

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

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



ACCOUNTING SERVICES

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

EDUCATION

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

EXPERIENCE

12 Years
• Accounting
• Financial Reporting

EDUCATION

B.A. in International Business, George Washington University

EXPERIENCE

21 Years, CPA
• Accounting
• Financial Reporting

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

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

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

OPERATIONS MANAGEMENT SERVICES

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

PROPER OPERATION OF THE DISTRICTS INCLUDE:

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

FACILITY REPAIR & MAINTENANCE SERVICES

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

AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

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



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

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

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

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



SAMPLE SPECIAL EVENTS

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

SUMMER CAMP

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

FALL FESTIVAL

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

WINTER CELEBRATION

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

KIDS NIGHT OUT/TEEN SCENE

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

ICE CREAM SOCIAL

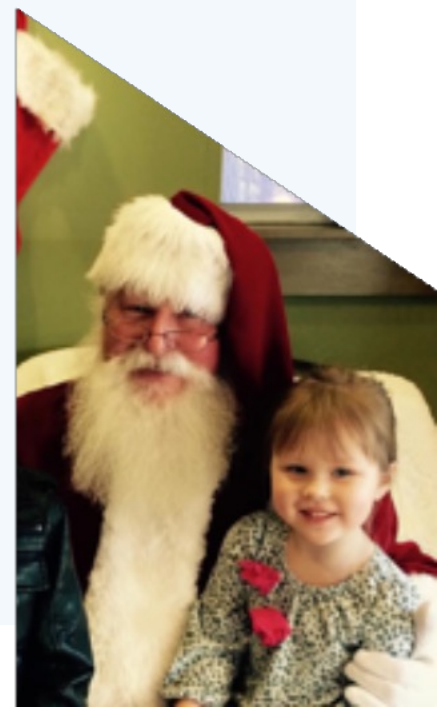
Ice cream and beverages with contests, raffles and games.

SPRING FLING

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

DIVE-IN MOVIE

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



SAMPLE NEWSLETTER

RANDAL PARK

Newsletter

SEPTEMBER 2023

Fun in the Community

- Senior Citizens** - Activities for seniors including social events and outings.
- Community Clean-up** - Scheduled clean-up events for parks and public areas.
- Open House** - Information sessions for residents regarding city services.
- Workshop** - Educational workshops on topics like home maintenance.
- Workshop** - Educational workshops on topics like home maintenance.
- Workshop** - Educational workshops on topics like home maintenance.

GARBAGE SALE

Saturday, September 17th, 2022
9:00 am - 3:00 pm

Please be sure to follow the community guidelines listed below during the garage sale:

- All garage sales may place items on the front lawn.
- Yard sale items may only be placed on Saturday, September 17th only.
- Yard sale will run from 9 am to 3 pm only.
- You may use your state participation tags, however they must be approved at assembly following the event.
- Please comply with current trash regulations and
- Residents and visitors may park at the Randal House.
- Outdoor parking lot for the garage sale.

If you have any questions, feel free to contact the management office at 907-961-1024, ext. 114.

Garage items not accepted: please place on your front lawn or driveway and get ready to have items removed. No items will be taken to the event. Residents will be collecting donations from 9:00 am to 3:00 pm at Randal Park Community Center in front of the Randal House.

We will be placed in the Orlando Sentinel Newspaper and distributed signs will be sent.

Fun in the City

Meetings in the Community

- Randal Park CDD** - Meetings for residents to discuss community development.
- Randal Park THOA** - Meetings for the Homeowners Association.

Events in August

Community events including social gatherings and activities.

From the Randal Park CDD

Public Hearing - Information regarding upcoming public hearings.

Community Meeting - Details about the next community meeting.

From the Randal Park RPOA

The City of Orlando Street Parking Regulations

Revised by Ordinance 5 - Emergency of the City of Orlando Police Department

Street Trees & Sign Signs - Information about tree care and signage regulations.

From the Randal Park RPOA

Town Hall Meeting

Information about the upcoming town hall meeting.

RPOA Committee Meeting - Details regarding the RPOA committee meeting.

From the Randal Park RPOA

For Your Security

Information regarding security measures in the community.

From the Randal Park THOA

Randal Park Townhome Owners Association

Information for THOA members regarding association matters.

Association Meeting for RPOA and THOA - Details about the joint association meeting.

Randal Park Reminders

For the community's enjoyment of the pool, please NO:

- Smoking
- Alcohol
- Glass containers
- Food items
- Bags (includes service bags)
- Food or drink inside the pool
- While utilizing the amenity facilities.

Residents to pick up Litter & Trash items - Reminder about litter cleanup.

Important Numbers and Websites

- Randal Park CDD** - Contact information for the Community Development Department.
- Randal Park RPOA** - Contact information for the Resident Parking Owners Association.
- Randal Park THOA** - Contact information for the Townhome Owners Association.
- City of Orlando** - Contact information for various city departments.
- Orange County Property Appraiser** - Information regarding property taxes.
- U.S. Post Office** - Contact information for the local post office.
- EMS** - Emergency Medical Services contact info.
- 911** - Emergency services.
- 911** - Emergency services.

Need to Contact Us?

Management Offices: 907-961-1024, ext. 114

Amenity Facility Hours of Operation for Residents

Resident House (Clubhouse)	Randal Park Pool/Spa/Hot Tub	Randal Park Fitness Center
Monday - Friday: 10 am - 4 pm	7 am - 8 pm	24 hours a day

*Resident House & Fitness Center available for private events.
*Resident House will not be available outside of the Randal House alone.

- Randal Park RPOA** - Contact info for Resident Parking Owners Association.
- Randal Park THOA** - Contact info for Townhome Owners Association.
- Randal Park CDD** - Contact info for Community Development Department.
- Randal House Clubhouse** - Contact info for the community center.

www.randalparkcommunity.com

ASSESSMENT ROLL CERTIFICATIONS & ADMINISTRATION

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

Our GMS Services Include:

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



REFERENCES

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

Dan Leventry

Chair, Harbor Bay CDD
620 Islebay Drive
Apollo Beach, FL 33572
(813) 995-5669
seat2@harborbaycdd.org

Mark Hardee

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

Kristen Brooks

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

Pete Williams

Chair, Estancia At Wiregrass CDD
4530 Eagle Falls Place
Tampa, FL 33619
(813) 625-4082
pete@pwillassoc.com

Paul Cilia

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

Vinoo Naidu

Chair, Park Creek CDD
12012 Legacy Bright Street
Riverview, FL 33578
(917) 589-7625
naidu.parkcreekcdd@yahoo.com

GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management Experience Summary

GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		✓
2	Academical Village	Broward	✓	✓	✓		✓
3	Amelia Concourse	Nassau	✓	✓	✓		
4	Amelia Walk	Nassau	✓	✓	✓		✓
5	Anabelle Island	Clay	✓	✓	✓		
6	Armstrong	Clay	✓	✓	✓		
7	Astoria	Polk	✓	✓	✓		✓
8	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
9	Bannon Lakes	St. Johns	✓	✓	✓		
10	Bartram Park	Duval	✓	✓	✓		
11	Bartram Springs	Duval	✓	✓	✓		
12	Bauer Drive	Miami-Dade	✓	✓	✓		
13	Bay Laurel Center	Marion	✓	✓	✓		
14	Baytree	Brevard	✓	✓	✓		✓
15	Baywinds	Miami-Dade	✓	✓	✓		✓
16	Beacon Tradeport	Miami-Dade	✓	✓	✓		
17	Bella Collina	Lake	✓	✓	✓	✓	✓
18	Bellagio	Miami-Dade	✓	✓	✓		
19	Belmont	Hillsborough	✓	✓	✓		✓
20	Bent Creek	St. Lucie	✓	✓	✓		
21	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
22	Bonita Village	Lee	✓	✓	✓		
23	Bonnet Creek	Orange	✓	✓	✓		✓
24	Bontaniko	Broward	✓	✓	✓		
25	Bradbury	Polk	✓	✓	✓		
26	Brandy Creek	St. Johns	✓	✓	✓		
27	Bridgewalk	Osceola	✓	✓	✓		✓
28	Campo Bello	Miami-Dade	✓	✓	✓		
29	Candler Hills	Marion	✓	✓	✓		
30	Canopy	Leon	✓	✓	✓		
31	Capital Region	Leon	✓	✓	✓		
32	Central Lake	Lake	✓	✓	✓		
33	Centre Lake	Miami-Dade	✓	✓	✓		✓
34	ChampionsGate	Osceola	✓	✓	✓		
35	ChampionsGate Property Owners	Osceola	✓	✓	✓		
36	ChampionsGate Villas Condo 1	Osceola	✓	✓	✓		
37	Chapel Creek	Pasco	✓	✓	✓		✓
38	City of Coral Gables**	Miami-Dade	✓	✓			
39	Coconut Cay	Miami-Dade	✓	✓	✓		✓
40	Copper Creek	St. Lucie	✓	✓	✓		
41	Copper Oaks	Lee	✓	✓	✓		
42	Coral Bay	Broward	✓	✓	✓		
43	Coral Keys Homes	Miami-Dade	✓	✓	✓		
44	Cordova Palms	St. Johns	✓	✓	✓		✓
45	Creekside	St. Lucie	✓	✓	✓		✓

CLIENT LISTING



GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Crossings	Osceola	✓	✓	✓		✓
47	Crossings At Fleming Island, The	Clay	✓	✓	✓		
48	Crossroads Village Center	Polk	✓	✓	✓		
49	Crosswinds East	Polk	✓	✓	✓		
50	Crystal Cay	Miami-Dade	✓	✓	✓		
51	Cypress Bluff	Duval	✓	✓	✓		
52	Cypress Cove	Broward	✓	✓	✓		
53	Cypress Creek	Hillsborough	✓	✓	✓		
54	Cypress Park Estates	Polk	✓	✓	✓		✓
55	Cypress Ridge	Hillsborough	✓	✓	✓		
56	Davenport Road South	Polk	✓	✓	✓		✓
57	Deer Island	Lake	✓	✓	✓		✓
58	Deer Run	Flagler	✓	✓	✓		✓
59	Double Branch - Recreation	Clay	✓	✓	✓		✓
60	Dowden West	Orange	✓	✓	✓		✓
61	Downtown Doral	Miami-Dade	✓	✓	✓		
62	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
63	Dunes	Flagler	✓	✓	✓		
64	Dupree Lakes	Pasco	✓	✓	✓		
65	Durbin Crossings	St. Johns	✓	✓	✓		
66	Eagle Hammock	Polk	✓	✓	✓		✓
67	East 547	Polk	✓	✓	✓		✓
68	East Homestead	Miami-Dade	✓	✓	✓		✓
69	Eden Hills	Polk	✓	✓	✓		✓
70	Elevation Point	St. Johns	✓	✓	✓		
71	Enclave @ Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
72	Estancia at Wiregrass	Pasco	✓	✓	✓		
73	Eureka Grove	Miami-Dade	✓	✓	✓		
74	Falcon Trace	Orange	✓	✓	✓		✓
75	Forest Brooke	Hillsborough	✓	✓	✓		
76	Forest Lake	Polk	✓	✓	✓		✓
77	Founders Ridge	Lake	✓	✓	✓		
78	Gardens at Hammock Beach	Flagler	✓	✓	✓		
79	GIR East	Osceola	✓	✓	✓		
80	Grande Pines	Orange	✓	✓	✓		
81	Green Corridor**	-Multiple	✓	✓	✓		
82	Griffin Lakes	Broward	✓	✓	✓		
83	Hamilton Bluff	Polk	✓	✓	✓		
84	Hammock Reserve	Polk	✓	✓	✓		✓
85	Harbor Bay	Hillsborough	✓	✓	✓		
86	Hartford Terrace	Polk	✓	✓	✓		
87	Hemingway Point	Broward	✓	✓	✓		✓
88	Heritage Park	St. Johns	✓	✓	✓		✓
89	Heron Isles	Nassau	✓	✓	✓		
90	Hickory Tree	Osceola	✓	✓	✓		

CLIENT LISTING

GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Hicks Ditch	Lake	✓	✓	✓		
92	Highland Meadows West	Polk	✓	✓	✓		✓
93	Holly Hill Road East	Polk	✓	✓	✓		✓
94	Hollywood Beach	Broward	✓	✓	✓		
95	Homestead 50	Pasco	✓	✓	✓		
96	Indigo	Volusia	✓	✓	✓		
97	Indigo East	Marion	✓	✓	✓		
98	Interlaken	Broward	✓	✓	✓		
99	Islands at Doral Townhomes	Miami-Dade	✓	✓	✓		
100	Islands of Doral III	Miami-Dade	✓	✓	✓		
101	Isle of Bartram Park	St. Johns	✓	✓	✓		
102	Kingman Gate	Miami-Dade	✓	✓	✓		✓
103	Knightsbridge	Osceola	✓	✓	✓		
104	Lake Ashton	Polk	✓	✓	✓		
105	Lake Ashton II	Polk	✓	✓	✓		
106	Lake Deer	Polk	✓	✓	✓		
107	Lake Emma	Lake	✓	✓	✓		✓
108	Lake Harris	Lake	✓	✓	✓		
109	Lake Lizzi	Osceola	✓	✓	✓		
110	Lake Mattie Preserve	Polk	✓	✓	✓		
111	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
112	Lakeside Plantation	Sarasota	✓	✓	✓		
113	Landings	Flagler	✓	✓	✓		
114	Landings @ Miami Beach	Miami-Dade	✓	✓	✓		
115	Lawson Dunes	Polk	✓	✓	✓		
116	Live Oak Lake	Osceola	✓	✓	✓		✓
117	Lucaya	Lee	✓	✓	✓		
118	Lucerne Park	Polk	✓	✓	✓		✓
119	Majorca Isles	Miami-Dade	✓	✓	✓		
120	Mayfair	Brevard	✓	✓	✓		
121	McJunkin @ Parkland	Broward	✓	✓	✓		
122	Meadowview @ Twin Creeks	St. Johns	✓	✓	✓		
123	Mediterranea	Palm Beach	✓	✓	✓		
124	Middle Village	Clay	✓	✓	✓		
125	Mirada	Lee	✓	✓	✓		
126	Montecito	Brevard	✓	✓	✓		✓
127	Narcoossee	Orange	✓	✓	✓		✓
128	Nob Hill HOA	Broward	✓	✓	✓		
129	North Boulevard	Polk	✓	✓	✓		✓
130	North Powerline Road	Polk	✓	✓	✓		✓
131	North Springs	Broward	✓	✓	✓		
132	Northern Riverwalk	Palm Beach	✓	✓	✓		
133	Oakridge	Broward	✓	✓	✓		
134	Old Hickory	Osceola	✓	✓	✓		✓
135	Old Palm	Palm Beach	✓	✓	✓		

CLIENT LISTING



GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Orchid Grove	Broward	✓	✓	✓		✓
137	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
138	OTC	Duval	✓	✓	✓		
139	Palm Coast Park	Flagler	✓	✓	✓		
140	Palm Glades	Miami-Dade	✓	✓	✓		✓
141	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
142	Park Creek	Hillsborough	✓	✓	✓		
143	Peace Creek	Polk	✓	✓	✓		✓
144	Pine Air Lakes	Collier	✓	✓	✓		
145	Pine Isles	Miami-Dade	✓	✓	✓		
146	Pine Ridge Plantation	Clay	✓	✓	✓		
147	Poinciana	Polk	✓	✓	✓		✓
148	Poinciana West	Polk	✓	✓	✓		✓
149	Pollard Road	Polk	✓	✓	✓		
150	Portofino Isles	St. Lucie	✓	✓	✓		
151	Portofino Landings	St. Lucie	✓	✓	✓		✓
152	Portofino Shores	St. Lucie	✓	✓	✓		
153	Portofino Springs	Lee	✓	✓	✓		
154	Portofino Vineyards	Lee	✓	✓	✓		
155	Portofino Vista	Osceola	✓	✓	✓		
156	Preston Cove	Osceola	✓	✓	✓		
157	Quail Roost	Miami-Dade	✓	✓	✓		
158	Randal Park	Orange	✓	✓	✓		✓
159	Randal Park POA	Orange	✓				✓
160	Randal Park THOA	Orange	✓				✓
161	Remington	Osceola	✓	✓	✓		✓
162	Reserve	St. Lucie	✓	✓	✓		
163	Reserve II	St. Lucie	✓	✓	✓		
164	Residences at Tohoqua HOA	Osceola	✓				✓
165	Reunion East	Osceola	✓	✓	✓		✓
166	Reunion West	Osceola	✓	✓	✓		✓
167	Rhodine Road North	Hillsborough	✓	✓	✓		✓
168	Ridgewood Trails	Clay	✓	✓	✓		
169	River Place	St. Lucie	✓	✓	✓		✓
170	Riverbend	Hillsborough	✓	✓	✓		
171	Rivercrest	Hillsborough	✓	✓	✓		
172	Rivers Edge	St. Johns	✓	✓	✓		
173	Rivers Edge II	St. Johns	✓	✓	✓		
174	Rivers Edge III	St. Johns	✓	✓	✓		
175	Riverwalk (Everbe)	Orange	✓	✓	✓		
176	Rolling Hills	Clay	✓	✓	✓		
177	Rolling Oaks	Osceola	✓	✓	✓		
178	Sabal Palm	Broward	✓	✓	✓		
179	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
180	Sampson Creek	St. Johns	✓	✓	✓		

CLIENT LISTING



GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	San Simeon	Miami-Dade	✓	✓	✓		✓
182	Sandmine Road	Polk	✓	✓	✓		✓
183	Sawyer's Landing	Miami-Dade	✓	✓	✓		
184	Scenic Highway	Polk	✓	✓	✓		✓
185	Scenic Terrace North	Polk	✓	✓	✓		
186	Scenic Terrace South	Polk	✓	✓	✓		✓
187	Schaller Preserve	Polk	✓	✓	✓		
188	Sedona Point	Miami-Dade	✓	✓	✓		
189	Shingle Creek	Osceola	✓	✓	✓		✓
190	Shingle Creek @ Bronson	Osceola	✓	✓	✓		✓
191	Siena North	Miami-Dade	✓	✓	✓		
192	Silver Palms	Miami-Dade	✓	✓	✓		
193	Six Mile	Clay	✓	✓	✓		
194	Solterra	Miami-Dade	✓	✓	✓		
195	South Dade Venture	Miami-Dade	✓	✓	✓		
196	South Kendall	Miami-Dade	✓	✓	✓		
197	South Village	Clay	✓	✓	✓		
198	St. Augustine Lakes CDD	St. Johns	✓	✓	✓		
199	Stoneybrook South	Osceola	✓	✓	✓		✓
200	Stoneybrook South @ CG	Osceola	✓	✓	✓		✓
201	Storey Creek	Osceola	✓	✓	✓		✓
202	Storey Drive	Orange	✓	✓	✓		✓
203	Storey Park	Orange	✓	✓	✓		✓
204	Sweetwater Creek	St. Johns	✓	✓	✓		
205	Talis Park	Collier	✓	✓	✓		
206	Tapestry	Osceola	✓	✓	✓		✓
207	Terra Bella	Pasco	✓	✓	✓		
208	Tesoro	St. Lucie	✓	✓	✓		✓
209	TIFA	Brevard	✓	✓	✓		
210	Tison's Landing	Duval	✓	✓	✓		
211	Tohoqua	Osceola	✓	✓	✓		✓
212	Tohoqua Master Association	Osceola	✓				✓
213	Tohoqua Reserve	Osceola	✓				✓
214	Tolomato	St. Johns	✓	✓	✓		
215	Towne Park	Polk	✓	✓	✓		✓
216	Townhomes at Tohoqua	Osceola	✓				✓
217	Tranquility	Brevard	✓	✓	✓		
218	Treeline Preserve	Lee	✓	✓	✓		
219	Turtle Run	Broward	✓	✓	✓		✓
220	Valencia Water Control District	Orange	✓	✓	✓		
221	Veranda Landing	St. Lucie	✓	✓	✓		
222	Verano #1	St. Lucie	✓	✓	✓		
223	Verano #2	St. Lucie	✓	✓	✓		
224	Verano #3	St. Lucie	✓	✓	✓		
225	Verano #4	St. Lucie	✓	✓	✓		


CLIENT LISTING

GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Verano #5	St. Lucie	✓	✓	✓		
227	Verano Center	St. Lucie	✓	✓	✓		
228	Viera East	Brevard	✓	✓	✓		
229	Villa Portofino East	Miami-Dade	✓	✓	✓		
230	Villa Portofino West	Miami-Dade	✓	✓	✓		
231	Villages of Biscayne Park	Miami-Dade	✓	✓	✓		
232	Villages Of Bloomingdale	Hillsborough	✓	✓	✓		
233	Villamar	Polk	✓	✓	✓		✓
234	Vizcaya in Kendall	Miami-Dade	✓	✓	✓		✓
235	Water's Edge	Pasco	✓	✓	✓		
236	Waterford Estates	Charlotte	✓	✓	✓		
237	Waterstone	St. Lucie	✓	✓	✓		
238	Weiberg Road	Polk	✓	✓	✓		
239	Wellness Ridge	Lake	✓	✓	✓		
240	Westside	Osceola	✓	✓	✓		✓
241	Westside Haines City	Polk	✓	✓	✓		
242	Westview North	Miami-Dade	✓	✓	✓		
243	Westwood OCC	Orange	✓	✓	✓		
244	Wilford Preserve	Clay	✓	✓	✓		
245	Willow Creek	Brevard	✓	✓	✓		✓
246	Wind Meadows South	Polk	✓	✓	✓		✓
247	Windsor at Westside	Osceola	✓	✓	✓		✓
248	Windsor Cay	Lake	✓	✓	✓		
249	Windward	Osceola	✓	✓	✓		✓
250	Woodland Ranch Estates	Polk	✓	✓	✓		
251	Wynnfield Lakes	Duval	✓	✓	✓		
252	Wynnmere West	Hillsborough	✓	✓	✓		
253	Yarborough Lane	Polk	✓	✓	✓		
254	Zephyr Ridge	Pasco	✓	✓	✓		
255							
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CLIENT LISTING



RISK MANAGEMENT REQUIREMENTS

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/28/2024		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Zelen Risk Solutions, Inc. 7964 Devove Street Jacksonville FL 32220			CONTACT NAME: Holly Howe PHONE (A/C. No., Ext.): (904) 262-8080 FAX (A/C. No.): (904) 262-1444 E-MAIL ADDRESS: holly@zelenrisk.com			
INSURED Governmental Management Services-Tampa, LLC 1001 Bradford Way Kingston TN 37763			INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Security National Insurance Company INSURER B: Hiscox Insurance Company INSURER C: RetailFirst Insurance Company 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	TYPE OF INSURANCE	ADDRESS	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <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:		SES1799877 04	05/21/2024	05/21/2025	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 \$
	AUTO MOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	0520-59463	09/01/2023	09/01/2024	<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
B	Professional		MPL4245121.23	09/05/2023	09/05/2024	Each Claim \$1,000,000 Aggregate \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate holder is additional insured with respect to the general liability when required by written contract..						
CERTIFICATE HOLDER Eagle Pointe CDD 4536 Eagle Pointe Blvd Tampa, FL 33619 Tampa, FL 33619			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Vicky M. Zelen</i> <HH>			
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COST OF SERVICES

MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

See Exhibits "A" and "B"

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



EXHIBIT "A" – DISTRICT MANAGEMENT FEE SCHEDULE

Services Descriptions	Proposed FY '25 Budget	GMS Fees	GMS Annual Savings
Management, Accounting, & Administrative Services <ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (plus, reimbursable expenses) Our Agreement contemplates four (4) meetings per year 	\$ 15,000 \$ 6,540 <u>\$ 0</u> \$21,540	\$ 15,000 \$ 7,500 <u>\$ 3,500</u> \$26,000	\$-4,460 -20.7%
Annual Assessment Administration (Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)	\$1,250	\$1,250	\$0 0%
Dissemination Agent Services <ul style="list-style-type: none"> Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds) 	\$5,000	\$5,000	\$0 0%
Information Technology Fees & Annual Website Maintenance <ul style="list-style-type: none"> Annual Fee paid in equal monthly payments (Does not include the cost of the creation of an ADA-compliant website, if applicable. No overage fees due to the number of pages stored by GMS.) 	\$1,200	\$1,200	\$0 0%
Fee Holiday <ul style="list-style-type: none"> In consideration of awarding GMS this District Management Agreement, we will waive the first two (2) months of our Management Services Fees 	\$0	-\$5,708	-\$5,708 100%
The GMS Proposal Compared To The Proposed Fiscal Year '25 Budget For The Fronterra Community Development District	\$28,990	\$28,542	\$448 1.5% Savings

EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE

Item	Cost
Agenda Package Hardcopy (if Applicable)	\$2.50 per regular Agenda Mtg.
Copy	\$0.15 / black and white page
Binders, Envelopes, Storage Boxes, and other Office Supplies	Actual Cost
USPS / FedEx / UPS	Actual Cost
Per Meeting Travel Expense Fee	\$500.00 / Meeting
Offsite Physical Records Storage and Archival	\$50.00 / Month
Additional Services Available:	Cost
Other Services ** <ul style="list-style-type: none"> ▪ New Bond Issuance Cost (per bond issue) \$ 25,000 ▪ Refinance Bond Issuance Cost (per bond issue) \$ 15,000 ▪ Debt Service Assessment Methodology Preparation \$ 20,000 ▪ SERC Preparation & Assistance w/ Petition \$ 5,000 ▪ Prepaid Estoppel Letter - One Lot \$ 100 ▪ Prepaid Estoppel Letter - Multiple Lots \$ 250 ▪ Prepaid Estoppel Letter - Partial Payoffs \$ 500 ▪ Annual Construction Accounting Fee (while active) \$ 2,500 ▪ Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds) \$ 3,000 	
One-Time Conversion Fee: <ul style="list-style-type: none"> ▪ To recreate historical Accounting and Administrative Records Needed For The Transition. \$5,000 	
Other Requested Administrative Services As Requested By Bondholders, Dissemination Agent, District Counsel, or Boards of Supervisors <ul style="list-style-type: none"> ▪ District Manager \$ 175/Hour ▪ District Accountant \$ 125/Hour ▪ District Administration \$ 80/Hour ▪ Field Operations Manager \$ 100/Hour ▪ Other To Be Negotiated 	
Facility Maintenance and Repair Services. <ul style="list-style-type: none"> ▪ GMS has a comprehensive on-site and insured maintenance service for small to medium size projects which can be provided at the direction of the District Board Of Supervisors and/or the District Manager. \$50.00 Hour + Expenses. 	\$50.00/Hour + Expenses

Miscellaneous Fees are reviewed by GMS annually; itemization of all miscellaneous fees and units consumed are included in the monthly invoice and presented to the Board of Supervisors for their approval as part of the Agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches.


TO THE BOARD OF SUPERVISORS OF THE


Fronterra CDD



SERVING
FLORIDA'S
COMMUNITIES



 **Address:**
4530 Eagle Falls Place
Tampa, FL 33619

 **Direct Phone Line:**
(407) 841-5524 x 125

 **Darrin Mossing, GMS President:**
DMOSSING@GMSTNN.COM

EXHIBIT 4



PREMIER DISTRICT
MANAGEMENT

Fronterra

COMMUNITY DEVELOPMENT DISTRICT



Proposal for District Management Services

May 29, 2024



Ms. Michelle Hurvitz Kaiser, Esq, Chairman
Board of Supervisors
Fronterra CDD

May 31, 2024

Dear Ms. Kaiser,

Premier District Management (Premier/PDM) is pleased to provide our proposal for providing management services to the Fronterra Community Development District. Premier is an experienced management company headquartered in Fort Myers specializing in resident-controlled communities. We are considered a “go to” management company for communities that have been turned over from a developer to residentially controlled Boards. We concentrate solely on special districts. Being government entities, the needs and goals of special districts are much different than homeowner associations. We believe our focus on special districts gives us an advantage over our competitors.

Our staff is a dedicated group that has embraced our core values, which is to provide a creative team for our districts that is responsive to each community’s individual needs with sufficient time to address each community’s specific requirements. Our team has extensive and diverse experience ensuring our communities are maintained at a level all members of the community are proud of. This is accomplished by ongoing scheduled inspections with a report submitted to the Board at regular intervals. The report details the status of projects and the performance of the District’s maintenance contractors. You can see some examples of Field Management Reports in the attached packet. As a management company we take our responsibilities seriously and make certain we provide each community with a level of confidence that is unmatched in our industry.

You will find Premier to be creative, responsive, resourceful, tenacious, innovative, and proactive in working for our communities. This is exhibited with the following examples:

- We are **creative**, recognizing the need for District websites to be accessible to all, Premier partnered with a local web development firm to create new custom ADA compliant websites that are informative, easy to navigate, and visually appealing.
- We are **responsive** during emergencies such as Hurricanes Irma and Ian. The day after the hurricane hit, PDM had staff members in every community documenting damages and arranging for contractors to be available as quickly as possible.
- We are **resourceful**. When we were approached to assist a large special District that had lost several key employees, Premier crafted solutions to keep the District operational and move infrastructure projects forward.
- We are **tenacious!** We didn’t give up when working with FEMA in trying to obtain reimbursement for damages incurred by our communities because of Hurricanes Ian and Irma. Although it took several years and hours of staff time, we were successful in obtaining funding for each of our communities for Irma and we are waiting for a determination on funding for Ian.



- We are **innovative** in addressing District needs such as financial money management concerns by ensuring none of our Districts pay fees for their banking needs and we established programs to allow them to realize all funds are properly invested and obtain realistic returns, no idle funds.
- We are **proactive** in conducting regular inspections of all community assets. We have successfully corrected preserve violations in one of our newest communities. In addition, our inspections routinely identify issues such as sink holes, broken sidewalks, and other liability risks.

While our firm is not as large as some in our field, we have the skills and resources to meet all our District's needs as they are identified by the Supervisors. We firmly believe that **bigger isn't necessarily better, better is better**, and we strive always to be better! This is illustrated when we present strategies to address fiscal stability in our communities and prevent financial deficiencies. In each of our communities, we work with the Boards to create funding plans allowing them to address infrastructure rehabilitation needs while attempting to avoid increasing assessments.

We strive to create a total team approach to meet your needs and with all Premier team members being local and working from our Fort Myers office, they will all assist in providing personal attention to your community. Everyone in our management team utilizes a style that is very efficient, personal, and professional. You will see in this proposal that the individual skills we provide are responsive to your residents' needs, organized to ensure all mandates and specific governmental obligations are met in a timely fashion and that board members feel they get the support and creative energy necessary to meet the goals and standards the Supervisors and Community expect. With PDM as your management partner, your community will receive the individualized attention you deserve as Board members as we ensure none of our staff are over committed.

Our firm is experienced in working with District Boards to create ADA compliant websites that are user friendly and updated frequently. Your CDD website will look professional and become an invaluable resource for all members of the Board of Supervisors as well as residents. Examples of our website development can be viewed by visiting our website.

In summary, Premier District Management has the background, experience, and knowledge to provide exceptional services and we greatly appreciate your consideration of our proposal for District Management. Premier District Management is a company that will work closely with you to meet your needs as legislative decision makers.

Sincerely,

Calvin Teague
District Manager
Premier District Management

Executive Summary

Premier District Management, LLC is a local company consisting of skilled professionals with extensive experience in managing and maintaining the public assets of special purpose units of government. From our local offices in Fort Myers, and utilizing today's technology, we respond quickly to any situation. We are available to discuss and resolve issues or plan projects whenever needed. We have a creative team that is prepared to meet every challenge presented, like we have done since we began servicing special purpose districts.

Our approach in providing services is a comprehensive one price for total community management. Our prices, while possibly not the least expensive, **are all inclusive for typical CDD activities**. We do not charge for regular on-going expenses such as agenda packet preparation or copies of the packet for the Board. Our prices include routine copies, postage, telephone calls, leases or other expenses that seem to "nickel and dime" a client with hidden charges.

We clearly understand that the creation of Community Development Districts under Chapter 190 was developed using the Council/Manager form of government. Therefore, governmental experience is critical to have a full grasp of the management model for CDDs. Having been a City Manager for over 25 years plus more than 14 years as a District Manager, I understand the relationship and expectations of a community's residents and am prepared to respond to their concerns as needed. We report all complaints with action taken in the Field Report.

In addition, as governmental professionals, we are familiar with the federal, state, and county regulatory agencies that can impact the community and the permits that have been issued to the Fronterra CDD. Of equal importance, we recognize there are political pressures and work hard to make certain Board members are always informed of issues, so they do not "hear it from their neighbors". Our top priorities are to be frugal with your funds, responsive to resident concerns, work closely with the Board members, keep the Board informed and treat everyone with the utmost respect they deserve as residents and officials of the district.

Management Philosophy

Premier District Management operates under the basic philosophy that community development districts are operated most effectively with the elected Board providing legislative and policy setting direction. Chapter 190 was set up under the council manager plan of governance and at Premier, we recognize the political importance and the fiscal responsibility that Boards expect and should receive. By contracting with Premier District Management, the District will enjoy the benefit of working with a partner that appreciates this relationship and can dedicate staff to not only be reactive but proactive to the district's needs.

Premier has extensive experience with many vendors. Our approach to managing vendors is to maintain a vendor qualification list dependent on their performance. This serves as a basis for non-award of contracts if a "low bidder" situation occurs which might require rejection of a bid. If they are not a preferred vendor, we will have a basis for not including them on our bid list for non-required bidding.

Our proposal provides a proven team approach with resources to deliver the high-quality community management your residents expect. Our firm manages costs efficiently while providing a level of service

unmatched by our competitors. We employ stringent performance standards, technology upgrades and established protocols that plan for future needs.

Professional Staffing

Premier District Management takes a proactive approach to the district operations and management. As part of our commitment to Fronterra, we will provide a fully empowered team of professionals who will fulfill the requirements of the district with appropriate staffing to avoid over-committing our staff. Currently, our staff carries no more than four communities each to ensure each Board receives stellar customer service and attention to detail. The following team is prepared to provide superior district administrative and management services.

Calvin Teague will serve as the District Manager and be the primary contact with direct responsibility for the daily performance of the contract. He has over twenty-five years of experience in managing complex urban and rural issues as a City and County Manager. He also possesses extensive experience in private sector management, overseeing management contracts for utility (water/sewer) management for both public and private sector clients such as the City of Detroit, General Motors, Coca Cola, and Pillsbury. Cal's extensive experience gained from serving as a City and County Manager in Wisconsin and Michigan has been applied to the management of Special Districts in Florida. He knows and understands the customer service aspect necessary to provide top quality service to the Fronterra CDD.

Jennifer Miller is the company Controller with over twenty-one years of experience addressing organizational and financial challenges. Jennifer has two graduate level degrees including an MBA and a MS in Computer Information Systems. Specifically, she will be responsible for coordinating all financial and accounting services including accounts payable, assessments, insurance, business development, customer relations, records retention, and accounting services. Premier also contracts with an independent CPA with over thirty years' experience in municipal accounting including municipal audits. All financials are reviewed by the CPA before they are distributed. Jennifer is one of the founding members of Premier and was instrumental in the development of Premier District Management. She established the innovative approach we are taking to address compliance of District websites.

Chris Pepin is also one of the founding members of PDM who now owns Community Field Services and will perform as a contract employee for field services. Chris will serve as the Field Manager and Project Manager to ensure any projects are progressing as expected and verify that all services are being provided per the scope of the contract. He will also prepare the field report that identifies the condition of the community's infrastructure, project status and vendor performance. He will be responsible for having scheduled inspections of the lakes, ponds and conservation areas as identified in the Environmental Resources Permits. An example of his reporting is included and will be performed annually.

Christopher Dudak is the Client Services Manager and has an undergraduate degree from New York University and will be responsible for keeping you informed of the statutory requirements for elected officials for the district. In addition, Chris responds to all Public Records Requests and keeps your website current. Chris will be a prime contact to ensure your agenda is prepared and includes support documentation so the Board can make informed decisions. He will also make certain the Board members are notified when vendors and other service providers are on site performing those

contracted services.

Melissa Gindling is an assistant District Manager with an undergraduate degree from Columbia College Chicago. She is responsible for working with the District Manager to ensure projects proceed on time and the Board members are kept updated on the progress. She also handles processing district invoices for payment.

Mandie Rainwater is an assistant District Manager with an undergraduate degree from Florida Gulf Coast University. She too works with the District Manager to ensure projects proceed on time and the Board members are kept updated on the progress.

Joliene Tarvin is the recording secretary for Premier. She holds an undergraduate degree from Trinity College and a graduate degree from Fort Hays State University. She is responsible for accurately preparing minutes for approval, publication and archiving to meet statutory requirements.

Support Staff: we have an exceptional staff of professional support personnel with backgrounds in local government management, computer science, project management, field inspections, accounting, and other fields to service the Fronterra CDD.

Capabilities of District Management Services

Specifically, we are qualified and prepared to provide the following general services with the actual level established by the negotiated contract. We completely understand the scope of services and the level of quality expected. As a basic standard of business protocol, we are prepared to guarantee the continuation of the services currently being provided to the Fronterra CDD. This includes the following:

- District Management Services - Planning, budgeting, overseeing district operations and maintenance, utility billing, payroll, collections, staffing, establishing, and implementing policies.
- Fiscal Management and Advisory Services - Capital financial planning and cash management through coordinating with local financial institutions, and our internal staff.
- Financial Accounting Services - Budget management, general ledger, reporting, cash management and revenue reporting utilizing a municipal specific accounting software package.
- Special Assessment/Treasury Services - Assist with the development and implementation of financial strategies and long-term debt issuance (bonds), levying and collecting non-ad valorem assessments on and off the county tax roll.
- Records Administration Services - Maintaining and managing District records, minutes, resolutions, contracts, and agreements.
- Field Management and Maintenance Services - Managing your community assets including utility and public works operations and contract administration of outsourced activities.

SCOPE OF SERVICES & PRICING

Premier District Management can provide management services to the District for a total annual fee of \$38,000. This price includes the following items:

A. MANAGEMENT SERVICES

Premier District Management can perform all required management functions of the Fronterra Community Development District as we understand what the needs are. This includes the following:

- Attend all meetings of the Board of Supervisors and provide the Board with meaningful dialogue on the issues before the Board for action.
- Preparation of the District's budget.
- Implementation of budget directives.
- Review specifications and make recommendations for the meeting of insurance requirements of the District.
- Provide all required annual disclosure information to the local government in Lee County, in which the District resides.
- Ensure compliance with the Florida Statutes as it relates to financial reporting requirements for the District, state and federal tax and financial forms.
- Record all meetings of the District.
- Provide Oath of Office and Notary Public for all newly elected members of the Board of Supervisors.
- Monitor Board Members' submittals of Florida Form -1 and Statement of Financial Interests.
- Coordinate and provide contract administration for any services provided to the District by outside vendors through field services personnel or other methods including confirmation of State of Florida business license, liability insurance, workers' compensation insurance and past performance on CDD projects.
- Review proposals submitted to the District for vendors' past performance, contract addendums, permits required, proposal cost, proposed start date, proposed period of performance and identified Fiscal Year budget line item.
- Complete any county required filings.
- Create and maintain an ADA compliant District website keeping it current, informative, and updated with mandated information.
- Coordinate with the Board to determine the services and levels of service to be provided as part of the District's budget preparation.
- Ongoing communication with CDD Board Members.
- Coordinate with the Master Homeowners Association on issues of importance to both entities.
- Maintain effective communications to keep all Supervisors apprised of issues to avoid embarrassment.

B. RECORDING SERVICES

Premier District Management can perform all required Recording Secretary functions, which include the following:

- Prepare Board Agendas and coordinate receipt of sufficient material for the Board of Supervisors to make informed policy decisions.
- Prepare and advertise all notices of meetings in an authorized newspaper in circulation in the county in which the District is located.
- Record meetings and create summary meeting minutes for all meetings of the Board of Supervisors including regular meetings, special meetings, workshops, and public hearings.
- Acquire and maintain District seal.
- Respond to public records requests.
- Maintain and safeguard the minutes of public meetings, resolutions, contracts, and agreements.
- Compile, consolidate and maintain adopted rules, procedures, contracts, and other documents of the District.

C. FINANCIAL ACCOUNTING SERVICES

Premier District Management can perform all required financial accounting functions for the District, which include the following:

- Maintenance of checking accounts with qualified public depositories.
- The preparation of year-end adjusting journal entries for the annual audit by Independent CPA firm.
- Prepare a budget that achieves the District's objectives in coordination with the District Board of Supervisors, Engineer, and Attorney.
- Submit a preliminary budget to the Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by Board of Supervisors at the District's advertised public hearing.
- Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
- Establish budget public hearing(s) and dates.
- Establish Board of Supervisors workshop dates (if required)
- Prepare budget resolutions approving the District Manager's budget and authorization to set public hearing.
- Prepare and coordinate applications for any permits, licenses, or certificates which are required under Local and State Law. Which include any requests to provide the District's Federal ID Number or Tax-Exempt Certificate.
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Department of Banking and Finance for Government Accounting, General Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required Investment Policies and Procedures pursuant to Chapter 218, Florida Statutes.
- Preparation of Annual Financial Report for Units of Local Government and distribution to the State Comptroller.
- Preparation of Public Depositor's Report and distribution to State Treasurer.
- Coordination and distribution of Annual Public Facilities Report to appropriate agencies if required.
- Administer periodic payment of invoices with payments being made no later than 21 days.
- Coordination of tax collection and miscellaneous receivables.



- Preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.
- Preparation of all required schedules for year-end audit.
- Provide accounts payable and accounts receivable services for all Districts holdings.

D. FIELD SERVICES

Premier District Management will manage the works of the District as required by the District's charter in Section 190.007(1), Florida Statutes. This work is limited but includes the following field services:

- Prepare an annual report of maintenance needs and condition of CDD owned assets maintained by the HOA. Please see attached for an example.
- Complaint response to concerns with the conditions of CDD controlled areas.
- Assistance in the preparation of bid packages for required work within the District.
- Responding to resident complaints regarding the District's areas of responsibilities.

E. SPECIAL ASSESSMENT SERVICES

PDM can perform all required special assessment billing functions of the District, which includes the following:

- Prepare Assessment Resolution levying the assessments on the property in the District and prepare assessment rolls.
- Prepare and maintain a property database by using information obtained from the County Property Appraisers roll.
- Review and compare information received from the Property Appraiser to prior years' rolls to ensure the CDD rolls are following the law and that all the pertinent information has been obtained to prepare accurate assessments.
- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. and provide pay off information upon request to property owners.
- Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
- Act as primary contact to answer property owners' questions regarding the Capital Assessment.

F. ADDITIONAL SERVICES:

- Any special tasks exceeding 100 pages will be billed at cost at \$0.35/color copy and \$0.07/black and white copy. Any binders, covers or other supplies needed will be billed at cost.
- Special project postage, Fed Ex, UPS, or other similar costs for the District at cost.
- Special costs for certified mail, overnight deliveries, etc. to be billed at cost.
- Email mailbox renewals will be billed at cost.
- Financial Advisory services include preparation of Assessment Methodology reports for issuance of bonds anticipated at no more than \$25,000 per issuance, subject to future approval by the District.
- Financial Advisory services for refunding issues including assessment methodology report anticipated to range from \$5,000 to \$15,000 depending upon difficulty in preparation, subject to future approval by the District.



- Adjustments to Assessment Methodology report \$5,000, subject to future approval by the District. This will include any short-term borrowing, or renegotiation of any existing debt.
- The fee for standard services is based upon the total number of twelve (12) meetings of the Board annually. If the number of meetings is to exceed this, then the Manager will approach the District to discuss additional compensation for the additional meetings, which will be billed at two hundred fifty dollars (\$250) per hour and to be billed at one (1) hour minimum and in 15-minute increments, rounded up, thereafter.

Questions regarding Services:

Any questions or requirement for additional information can be provided by Calvin Teague at Premier District Management. Contact info is as follows:

EMAIL: cteague@cddmanagement.com
PHONE: 239-690-7100, ext. 101
CELL: 239-850-0992



REFERENCES

PDM has had the opportunity to collaborate with a substantial number of industry professionals and community officials. We highly encourage the Board of Supervisors to contact any of the individuals listed below to get a better feel of how we operate and how our constituents view our the PDM team. We have included contacts for the Chair in all of our communities.

District Officials

Larry Roth - Habitat CDD, Chair
lroth@habitatcdd.com
215-820-3535

William Krukowski– Moody River Estates CDD, Chair
wkrukowski@moodyrivercdd.net
631-834-9707

Doug Dickey - Renaissance CDD, Chair
Dougdickey@renaissancercdd.org
941-270-2792

Tim Worthington - Colonial Country Club CDD, Chair
tworthington@colonialcdd.com
239-691-1973

Mike Whitten - Heritage Palms CDD, Chair
mwhitten@heritagepalmscdd.com
404 – 316 - 0084

Jonathan Busa - Laguna Lakes CDD, Chair
jbusa@lagunalakescdd.com
239-489-1515

Don Dwyer – Clearwater Cay CDD, Chair
dondwyer@gmail.com
410-299-8532

Morris Daniel – Lake Lucie CDD, Chair
l.morris.daniel@gmail.com
772-828-0868

Service Providers

Engineer- Samuel W. Marshall
Banks Engineering
239-898-0047

Attorney - Greg Urbancic
Coleman, Yovanovich & Koester, P.A.
239-435-3535

Lakes & Preserves - Gonzales Ayers
Pristine Lakes
239-313-6947



PREMIER DISTRICT
MANAGEMENT



COMMUNITY FIELD SERVICES

The logo for Community Field Services features two overlapping, stylized loops. The top loop is blue and the bottom loop is green, both with a slight gradient and a shadow effect.

HABITAT CDD

FIELD MANAGEMENT REPORT FOR JANUARY 2024



Habitat CDD

Community Field Services – Field Management Report

Site Inspection on 1/02/2024

1. Lake Management:

a. **Lake Maintenance:** The lakes were in good shape this month. Shoreline weeds are on the lower side, algae was minimal and the water levels are slightly above average for this time of year. Additional lake management details are below.

b. **Littoral Plants:** No new concerns observed this month.

c. **Shoreline Weeds:** Weed issues this month included:

Low Presence	Moderate Presence	High Presence
Weeds only within the littoral shelf	Weeds just beyond the littoral shelf	Weeds in open water

i. **Torpedo grass:**

1. Low presence on Lakes: 1, 4, 6, 7, 12, 14, 22 & 24.

ii. **Climbing Hemp Vine:** None observed.

iii. **Alligator Weed:**

1. Low presence on Lakes: 5 & 6.

iv. **Cattails:**

1. Low presence on Lakes: 1 & 7.

d. **Algae:** Algae concerns observed this month included:

Low Presence	Moderate Presence	High Presence
Algae only within the littoral shelf	Algae just beyond the littoral shelf	Algae in open water

i. **Planktonic algae:** No concerns present.

ii. **Filamentous algae:** Low presence on Lakes: 1 & 2.

e. **Submerged Weeds:**

i. **Chara:** Low presence in Lake: 2.

f. **Fish:** No concerns observed this month.



- g. **Trash:** Trash was observed along Lakes 1, 4, 11 & 25. We are going to have a clean up conducted as soon as possible.
- h. **Lake Aeration:** The following issues / updates were noted during this inspection.
 - i. **Lake 4 North:** Three months ago, I reported that the homeowner at either 20359 or 20367 Ardore Lane had placed a plywood box over the aerator compressor at this location. For the past two months I took apart the box and stacked it up beside the compressor. The homeowners at these addresses will be receiving a letter stating to remove the plywood otherwise it will be removed by the CDD and discarded during my February inspection.



- ii. **Lake 8:** The compressor unit is a bit louder than normal. I will ask Premier Lakes to look at it during the next maintenance event.
- iii. **Lake 10 Update:** The ground around the compressor unit is washing out. **Update:** Estate completed the washout repair last month however recent rains have washed the dirt away around the catch basin. I have reported this to Don.



i. Shoreline Landscaping:

- i. Several new Brazilian Pepper trees and Melaleuca trees were found growing on the banks between the water and preserves along Lakes 3, 12, 15, 24 & 27. I will be hiring a small maintenance crew to remove these exotics for the CDD. Pictures are on the following page.



Brazilian Pepper



Melaleuca Tree



- ii. Lake 17: Coconuts are accumulating in the lake behind 13274 Lazzaro Court. The homeowner has multiple coconut trees in their yard which are causing the buildup. We will have a letter sent to the homeowner stating that the coconuts need to be removed from the lake.



- iii. The homeowner at 21234 Bella Terra Blvd is having a pool installed and the contractor has placed a silt barrier along the shoreline. **Update:** Last month we found silt entering the lake and instructed the pool contractor to remove it. They completed this task however the silt barrier is still failing and will allow additional silt to enter the lake if the area receives a heavy rainfall event. **Update:** The pool is nearly completed, and the yard has been regraded for new sod. The yard is at a 4 to 1 slope.





j. Lake Bank Erosion:

- i. I completed the shoreline erosion survey and will have the updated maps and cost projection sheet at the next board meeting.
- ii. Lakes 3, 7 & 9 Repair Update: I have been told that the contractor will be returning this month to complete the remaining task items below.
 1. Lake 3: Lower down several catch basins and bring in additional dirt to regrade several sections of the shoreline.
 2. Lake 7: Lower down several catch basins, bury 1 drain pipe and bring in additional dirt to regrade several sections of the shoreline to retain a 4 to 1 slope.
 3. Lake 9: Put down additional sod in areas that died off during the restoration project.

2. Preserves:

- a. The next semi-annual maintenance event is anticipated for February / March 2024.
- b. I came across a medium sized branch that fell out of the preserve behind 21152 Bella Terra Blvd. I was able to pull the branch back into the preserve so that the mowers can cut the grass, they have been mowing around it.

Before & After



- c. Trail Cameras: Currently not in use.
- d. Preserve Markers: There are currently 9 preserve markers in stock.

3. Roadways:

- a. Asphalt: No new concerns observed this month.
- b. Curbing / Storm Water Gutters / Speed Humps: No new concerns observed this month.



c. Street Signage:

- i. A blue fire hydrant roadway reflector was found missing in front of 20452 Torre Del Lago. I will add this to the list of missing reflectors.
- ii. **Fading Roadway Signs:** Currently located at:

1. The 30" stop sign on Cecina Street heading towards Lazzaro Court.

d. Roadway Cul-De-Sacs:

- i. No new concerns observed this month.

e. Barletta Emergency Access Gate:

- i. No issues observed when exercising the gate this month. Action Automatic also completed the first semi-annual maintenance event on December 22nd, 2023.
- ii. Current location of the turf blocks. See picture below.
- iii. Current progress at the Barletta Emergency gate. See picture below.



f. Solar Lights:

- i. **Solar Lights:** It was reported over New Year's Eve weekend that the solar light at the intersection of Bella Terra Blvd and Torre Del Lago is no longer functioning. I will have West Coast Electrical look at it.
- ii. **Solar Markers:** There are currently 19 amber markers and 18 red/white markers that are non-functioning and need to be replaced. We currently have 5 amber and 5 white/red markers in stock.

g. Street Lights:

- i. Present old-style fixtures that need to be upgraded:



1. Next to the guardhouse. Pole #56703677900.
2. BT Blvd across from Lake 4. Pole #56703991906
3. 13857 Sorano Court. Pole #7639????
4. 21296 / 21290 Velino Lane. Pole # N/A

ii. Light fixture #567020326 was observed on during the day and has been reported to FPL. Ticket #57311.

h. Roadway Landscaping:

- i. Ixora Pruning Update: I was told by Estate that this job will be completed as time allows.
- ii. Hardwood hurricane pruning update: I received a proposal from Estate and have not yet heard back from VFR. Estimates will be reviewed at the next board meeting.

i. Roadway Sweeping:

- i. Roadway gutters are swept by a street sweeper in February, April, June, August, October & December.

4. Sidewalks:

- a. No new concerns observed this month.
- b. Sidewalk Repair Update: After the last board meeting Titan Foundations was given the recommended repair list that Supervisor Reno put together. We have not yet heard back from them on whether they will be completing the repairs as recommended. I will be following up with them later this week.
- c. Pressure Cleaning Update: The project is now completed, however during my final inspection I came across multiple areas where I thought they could have done a better job. I am going to send these locations to the contractor to show him our disappointment. It might be a good idea to terminate the remaining two years of the agreement and find someone else.





5. Storm Drainage System:

- a. **Catch Basins:** A portion of the front lip of the concrete catch basin next to 21883 Bella Terra Blvd was found broken off this month. I will log this location so that it is included with future concrete repairs.



b. **Drainage Gutters / Culverts:**

- i. No functionality concerns observed this month.
- ii. Pressure Cleaning Update:

c. **Drain Pipes:** No concerns observed this month.

d. **Water Control Structures (WCS):** No concerns observed this month. Due to recent rains most of the structures had standing water in them.

e. **Drainage Swales / Dry Detention Ponds / Banks:**

- i. The next mowing is scheduled for the week of January 15th, 2024.
- ii. The home that is having a pool installed at 21019 Torre Del Lago has left silt in the drainage swale, creating a potential blockage. The swale needs to be graded back to the original elevation. Update: Upon my inspection I found that no changes have still been made.

f. **Illicit Discharges:** No new concerns observed this month.

6. Irrigation:

a. **Pump Stations:**

- i. The door to the PS4 pump station is no longer connected which is exposing the irrigation pumps to the outdoor environment. I have reached out to Ed Napier to see if he is aware of this and if he is able to repair it.



- b. Snail Treatments: Premier Lakes has conducted the snail treatments to the irrigation intake pipes on 12/06/22, 2/13/23, 4/28/23, 6/27/23, 8/28/23, 10/27/23 & 12/12/23.
- c. Wells: The wells are currently operating from 10:00 am to 12:00 pm. Run times will be increased in February if I see the lake levels dropping. They are currently above normal levels right now.
- d. Storage Sheds: No concerns observed this month.
- e. Main Lines: Water was observed flowing out of a flush out line at 13285 Boccala Lane. I reported this to No Limit so that they can close off the valve.



7. Clock Tower / Fountain:

- a. Vault:
 - i. The bowls are now operating from 7:00 am to 10:00 pm.
 - ii. VIP Pools should be installing the anemometer fountain control system sometime later this month.
- b. Water Quality: Water quality was poor during my inspection, and I instantly contacted VIP Pools and informed them of this. I also requested that they vacuum all three tiers as that has not been completed yet and needs to be. Pictures are on the following page.



- c. Tiles / Pavers: The pavers were pressure cleaned last month.
- d. Clocks: No concerns observed this month.
- e. Bollard Light Fixtures: No concerns observed this month.
- f. Tower / Structure:
 - i. I was asked to check out the tower to see how the holiday nutcrackers were secured to it. Upon my inspection there are at least 10 larger screws being used to secure each nutcracker to the tower. Once the nutcrackers have been taken down, I will see if the screws are removed, and if the holes are filled in. The Master Association has expressed concerns that the platforms are not level and that some of the foam is soft. Once the nutcrackers have been removed, I will inspect each platform.



- ii. I inspected the inside of the clock tower and found that the door handle is no longer functioning and should be replaced. I also found that the first brackets that secure the tower ladder to the wall have completely rusted out and need to be replaced. The ladder can still be used.





iii. A small leak remains present above the tower door behind the wall tile.



8. Guardhouse:

a. Slider Door Replacement Update: The stucco repairs around the new door have been completed. I have yet been able to find someone that can paint this area for us.

9. Fish/Wildlife Observations:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Bass | <input checked="" type="checkbox"/> Bream | <input type="checkbox"/> Catfish | <input type="checkbox"/> Gambusia |
| <input checked="" type="checkbox"/> Egrets | <input checked="" type="checkbox"/> Herons | <input checked="" type="checkbox"/> Coots | <input type="checkbox"/> Gallinules |
| <input checked="" type="checkbox"/> Anhinga | <input type="checkbox"/> Cormorant | <input checked="" type="checkbox"/> Osprey | <input checked="" type="checkbox"/> Ibis |
| <input type="checkbox"/> Woodstork | <input type="checkbox"/> Otter | <input checked="" type="checkbox"/> 2 Alligators | <input type="checkbox"/> Snake |
| <input type="checkbox"/> Cane Toad | <input type="checkbox"/> Apple Snails | <input checked="" type="checkbox"/> Iguana | <input checked="" type="checkbox"/> Turtles |
| <input type="checkbox"/> Water Moccasin | <input checked="" type="checkbox"/> Other Species: <u>Ducks, 12 Deer</u> | | |

10. Non CDD Issues Observed: No issues observed this month.

11. Residential Complaints / Concerns / Work Order Requests: Below is the list of ongoing complaints / concerns / work order requests for the past 2 months for FY 2024.

Reported Date:	Notified By:	Issue	Action	Follow Up Action
11/27/2023	Homeowner	Reported dead sod forming along the edge of the preserve where it was recently treated behind 21071 TDL. Asked to have it replaced.	Requested Aquatic Weed Control to look at the area and to see if over spraying occurred.	Inspected the area and it looks as if the mowers are scalping the area rather than weed spray.
12/11/2023	Dani - Alliant	Reported stop sign missing on Messino Court.	Asked Lykins to replace the sign when they are back onsite installing the new sign post for Larino Loop.	Sign replaced.
12/19/2023	Priscilla Seqarra	Reported that FPL light pole #567025812 has not been working since Irma.	Reported the issue to FPL on 12/20/23. REF #50842.	



12. Follow Up Task List:

- a. Report all lake problems to Premier Lakes. Task completed on 1/03/24.
- b. Report all aerator problems to Premier Lakes. Task completed on 1/03/24.
- c. Report all fountain issues to VIP Pools. Task completed on 1/02/24.
- d. Report all landscaping issues to Estate. No items to report.

13. Maintenance Follow Up Task List:

- a. Remove the Brazilian Pepper and Melaleuca from the lake banks.

EXHIBIT 5



Rizzetta & Company
Professionals in Community Management



PROPOSAL

Fronterra Community Development District

Prepared for: Fronterra Board of Supervisors

REGIONAL OFFICE

9530 Marketplace Rd, Suite 206

Fort Myers, FL 33912

239.936.0913 | rizzetta.com

A group of approximately 15-20 people, mostly women, are posed for a group photo in front of a building entrance. They are wearing matching green polo shirts. The building has a large glass door and windows, and a stone pillar on the left. The scene is outdoors with some greenery and a clear sky.

FIRSTLY

THANK YOU

FOR CONSIDERING US!



Rizzetta & Company
Professionals in Community Management

May 31, 2024

Board of Supervisors
Fronterra CDD

RE: Community Development District Management Services

Dear Supervisors,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Fronterra Community Development District. With 38 years of experience and a state-wide presence, we are prepared to handle all present and future projects for the district.

As one of the largest providers of district management services, we are uniquely qualified to understand the complexities of managing a community development district. Our proposal outlines a knowledgeable team, including Belinda Blandon as your proposed Lead District Manager from our Fort Myers office. She'll have the support of Matt O'Nolan as 2nd Chair District Manager, Melissa Dobbins our Regional District Manager, and a large team of district services professionals to ensure transition and daily operations run smoothly.

Even though you may only see your district manager at your meetings, your district would be supported by three accounting professionals, a financial associate, and a dedicated administrative assistant. So, you would have a team of eight that would work for your district on nearly a daily basis. All those professionals take immense pride in their work to ensure that your district always remains in compliance and fulfills all its obligations.

Thank you for your time and consideration of our proposal. Should you have any questions or require additional information, please feel free to contact Scott Brizendine at sbrizendine@rizzetta.com

Very truly yours,

Scott Brizendine
Vice President of Operations



CONTENT

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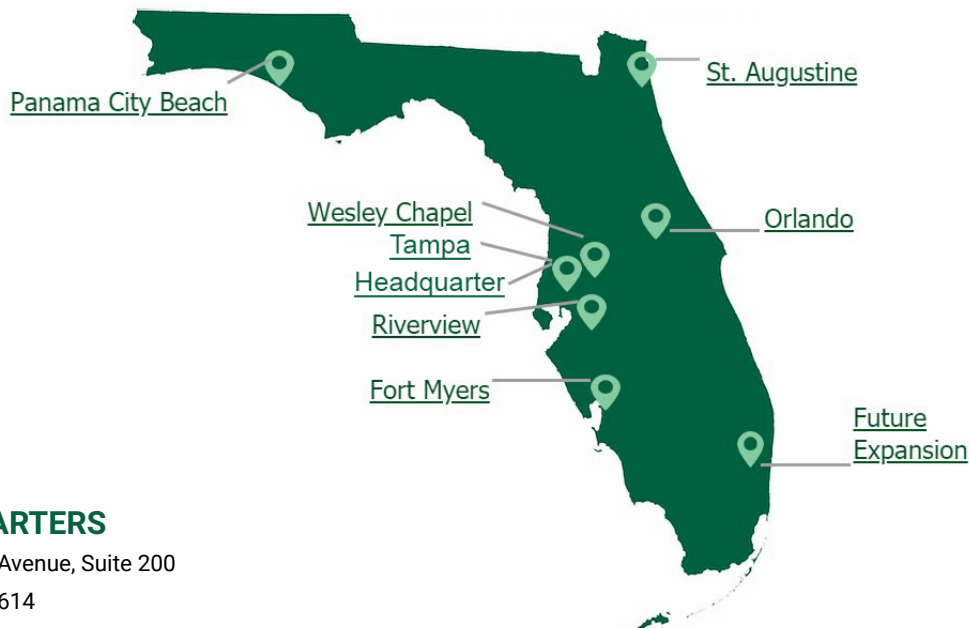
OUR STORY

... SO FAR

Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 38 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company’s reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today’s “Full Service” organization.

OFFICE LOCATIONS

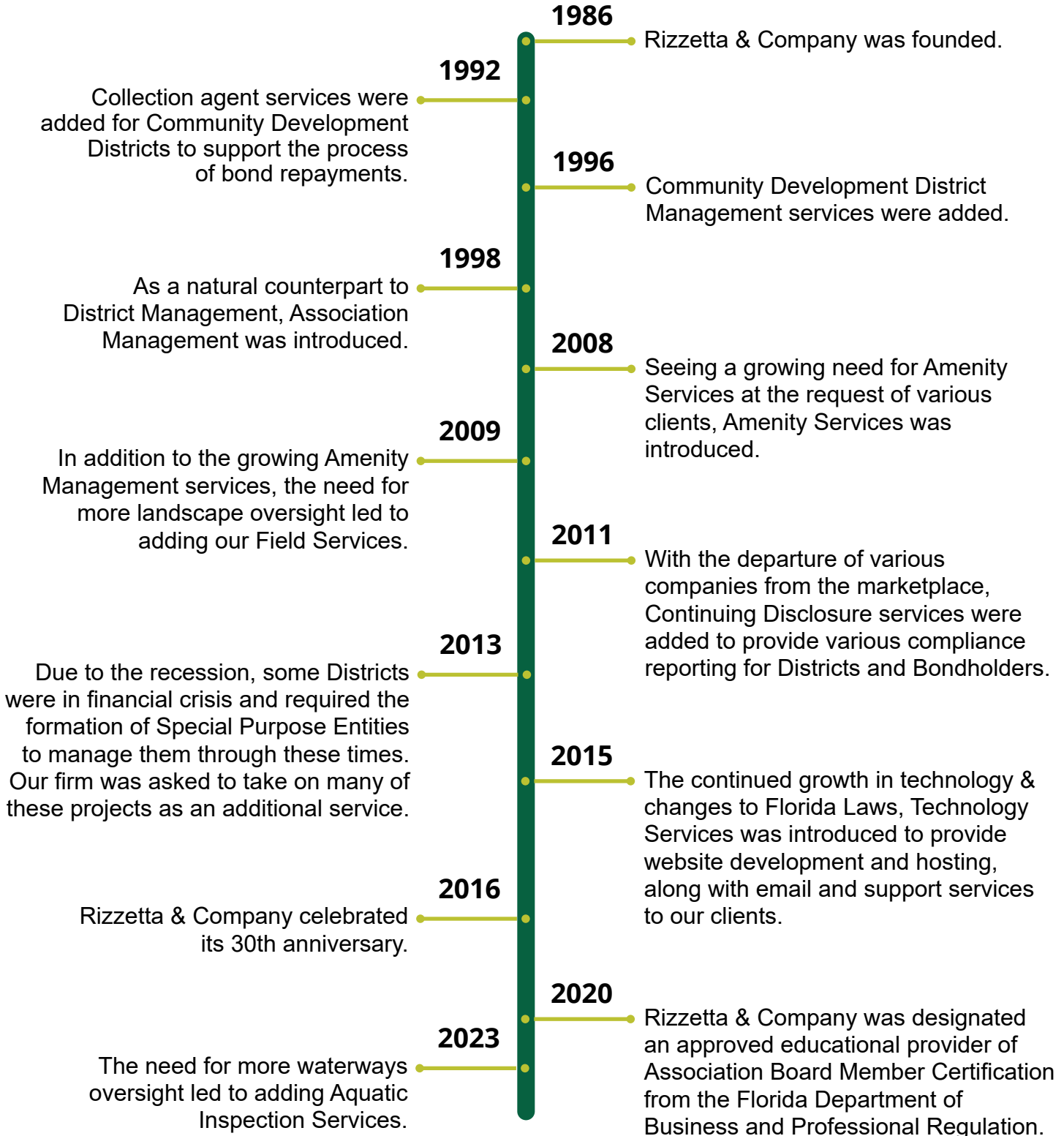


HEADQUARTERS

3434 Colwell Avenue, Suite 200
Tampa, FL 33614



OUR MILESTONES





BY THE NUMBERS



YEARS OF
EXPERIENCE
EST. 1986



ASSOCIATION
SERVICES
CLIENTS



ASSOCIATION
SERVICES TEAM
MEMBERS



AMENITY
SERVICES
CLIENTS



AMENITY
SERVICES TEAM
MEMBERS



DISTRICT
SERVICES
CLIENTS



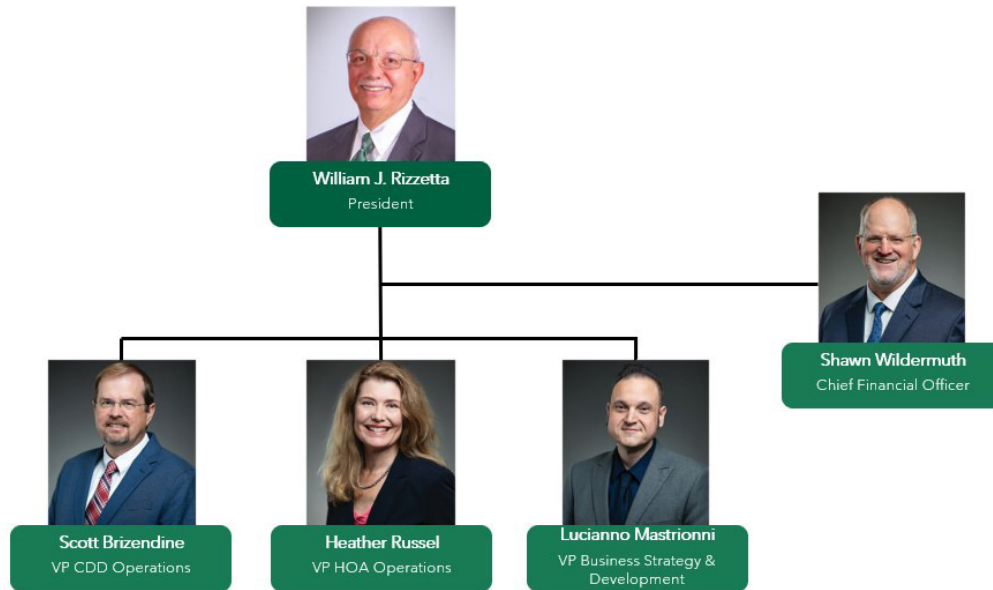
DISTRICT
SERVICES TEAM
MEMBERS

EMPLOYEES BY LOCATION

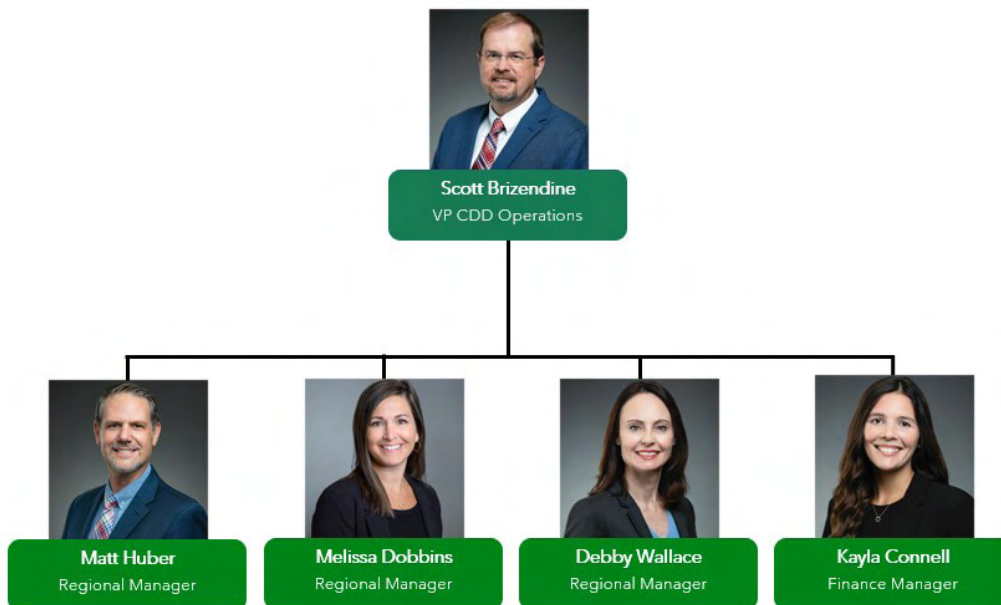
- Headquarters: 27
- Tampa: 22
- Riverview: 23
- Wesley Chapel: 33
- Fort Myers: 4
- Orlando: 15
- Panama City Beach: 2
- St. Augustine: 11
- On-Site: 100



ORGANIZATIONAL CHART



COMMUNITY DEVELOPMENT DISTRICT LEADERSHIP





COMPANY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/01/2024

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

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

PRODUCER M. E. Wilson Company, LLC 300 W. Platt St. Ste 200 Tampa, FL 33606 USA	1-813-229-8021	CONTACT NAME: Sharon Cardoso PHONE (A/C, No, Ext): 813-229-8021 FAX (A/C, No): 813-434-2064 E-MAIL ADDRESS: scardoso@mewilson.com
INSURED Rizzetta & Company, Inc. 3434 Colwell Ave., Suite 200 Tampa, FL 33614 USA	INSURER(S) AFFORDING COVERAGE	
	INSURER A: OLD REPUBLIC INS CO	NAIC # 24147
	INSURER B: StarStone National Insurance Company	25496
	INSURER C: FEDERAL INS CO	20281
	INSURER D: ACE FIRE UNDERWRITERS INS CO	20702
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 750781344 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 VVD	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	MWZY31662524	05/01/24	05/01/25	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MWTB31662624	05/01/24	05/01/25	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CSX0009340Q00	05/01/24	05/01/25	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	MWC3166244	05/01/24	05/01/25	<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
C	Crime			82229260	11/28/23	05/01/25	Third Party 1,000,000
D	Professional Liability			G74313577001	05/01/24	05/01/25	Aggregate 1,000,000

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

60 days notice of cancellation applies except non-payment of premium 10 days notice per policy terms & conditions.

CERTIFICATE HOLDER For Information Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

ACORD 25 (2016/03)
SC01
750781344

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DISTRICT SERVICES

STRESS FREE

MANAGEMENT

FOR YOUR DISTRICT



AREAS OF SERVICE

Rizzetta & Company would provide professional district management services to Fronterra CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

DISTRICT MANAGEMENT

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
 - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
 - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
 - » Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
 - » Monitor certificates of insurance as needed per contracts.
- District Manager will perform one monthly site inspection and will meet with vendors as needed
- Review and create as needed a periodic maintenance schedule for District assets

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

Administrative

- Prepare agendas for Board of Supervisors meetings
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.



Rizzetta has been electronically providing agendas to our Boards for a number of years resulting in substantial savings in printing costs to the Districts. We go one step further by providing electronic tablets to Board member for use during the meetings. This approach also allows immediate posting on the CDD website as required by statute. Audio recordings of the board meetings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

Accounting

Services include the monthly preparation of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Rizzetta uses Sage Intacct Fund Accounting software that is designed specifically for governmental fund accounting. Our accounting processes have multi-level reviews to insure proper internal control and accuracy. The result of our accounting infrastructure is an industry recognition by auditing firms that the books and records of Rizzetta managed districts are exceptional.

Financial & Revenue Collection

Services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations.

Our staff has significant expertise in assessment roll preparation and required certification to county Property Appraiser offices. Because of our experience, we enjoy a great relationship with those staffs throughout the state. In addition, the required direct billings for property not on the tax roll are managed in concert with the same familiar staff.

We are organized to efficiently respond to property owner questions regarding District assessments and issue estoppel letters and lien releases as needed for property transfers

Bond Issuance Services

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.



- c) Present Final Special Assessment Allocation Report to board and staff at noticed

Bond Validation;

public hearing levying special assessments.

- d) Coordinate the preparation of a Bond Validation Report which states the "Not-to

exceed paid amount of bonds to be issued by the District and present to board as part of the Bond Resolution Certifications and Closing Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules

Assessment Methodology Consultant.

related to the bond issue that are required by District Manager or District. Because providing bond issuance services was the cornerstone on which Rizzetta was founded, our expertise in this area is unparalleled. The special assessment allocation methodology report has been continually refined over the years to reflect new financing methods that are acceptable to the industry.

Landscape Inspection Services

Landscape Inspection Services conducted by certified and experienced advisors is the fastest growing business sector at Rizzetta. As the District's live assets generally represent the largest maintenance expenditure. Our Field Services team presently services 40 communities preparing monthly reports for District Boards wanting their greenspace to be unrivalled. Working alongside the District Manager, monthly inspections ensure irrigation, vegetation and landscape maintenance are working in concert to create the appealing environment envisioned by the original landscape architect.

Amenity Services and Management

Rizzetta & Company provides expert general management and oversight of the amenity contract with the District within the agreed upon scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation.

As required, the Amenity Services representative will attend meetings to provide any updates or address concerns as well as be available to any board member for open and direct communications.

Technology Services

Our Technology Services host District websites for purposes of updating records to ensure the websites remain in compliance with statutory requirements. Having this service under the same roof as District Management ensures details are not missed and critical filings are consistently observed. A third-party vendor performs the ADA mediation of the website. We also host and archive District specific e-mail accounts, if necessary.



TECHNOLOGY TOOLS & RESOURCES

Vendor Management Software

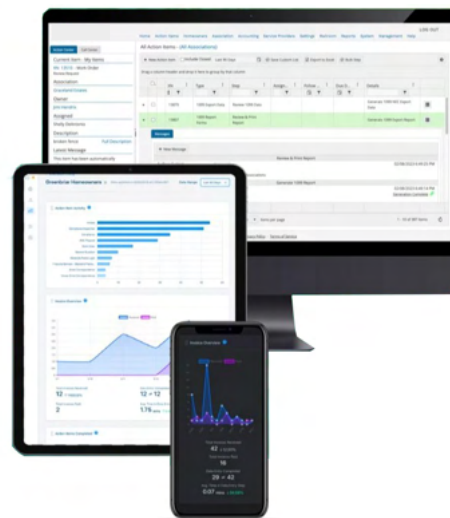
As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with Vendor Information Verification Experts (VIVE) as the platform to support the program.

We chose to move vendor vetting to VIVE to ensure consistent compliance amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.



Client Support System

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.



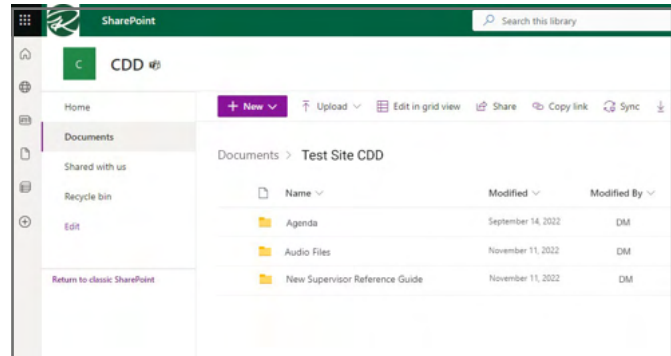
This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.



Document Management System

You're just a click away from what you are looking for with your dedicated SharePoint Site. This web-based collaborative platform will allow you to quickly find District information and share files, data, news, and other resources. SharePoint empowers teamwork, seamlessly integrates with Microsoft Office, and securely connects across PCs, Macs, and mobile devices.

SHAREPOINT

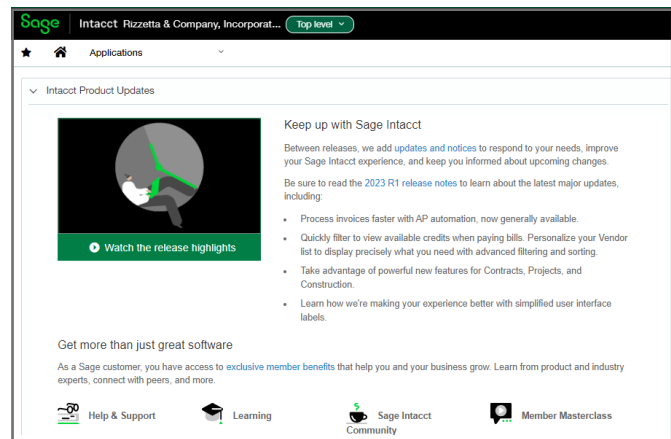


Customize your site to streamline your District's work. Accelerate productivity by transforming processes—from simple tasks like notifications and approvals to complex operational workflows.

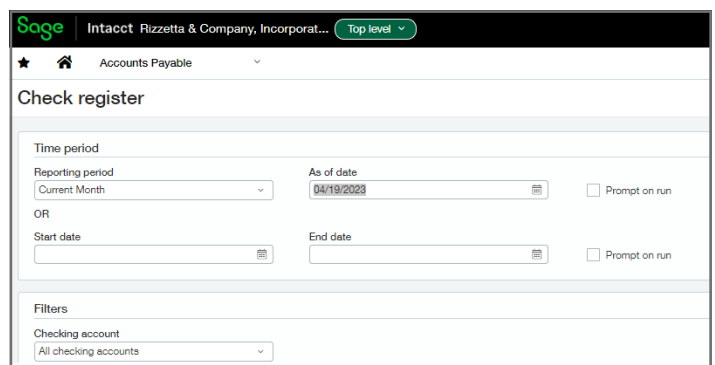
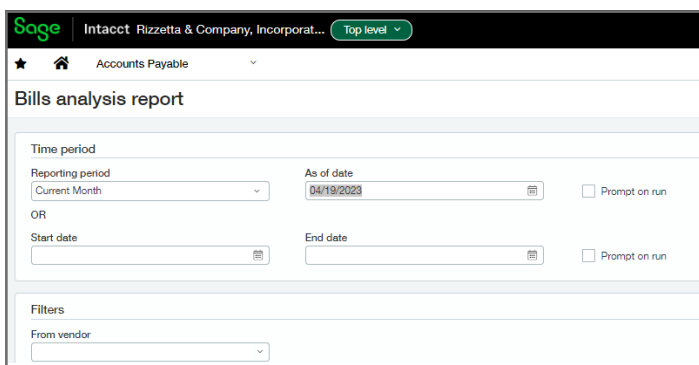
Financial Management Software

Sage Intacct will simplify your accounts payable and payment processes and get convenient, secure access to all your financial information. One District account login provides access to real-time accounting information. Sage Intacct integrates with existing tools and automates processes.

SAGE INTACCT



- **Accounts payable:** Streamline workflows and see expenses.
- **Cash management:** Track multiple accounts with real-time visibility.
- **Bank transactions:** View written checks, deposits, and monthly statements.
- **Financial Statements:** Easily track transactions at anytime from anywhere





WHY

CHOOSE US?

Clients choose us because we have the experience to create robust, integrated solutions based on each District's unique needs, budget, and long-term goals.

Extensive Experience

- Rizzetta is the only “**original**” Community Development District Management company continuously providing services to Districts since the first CDD (Tampa Palms) issued bonds in 1986. Today, 38 years later, Bill Rizzetta continues to manage his company on a daily basis. In addition, Rizzetta brings extensive industry knowledge and influence at the legislative level.
- The first District Management company to successfully merge multiple separate CDD's into a unified District.

Result-Driven & Client-Focused

- District Finance team has vast knowledge having been involved in over 250 separate Bond Transactions with total funding exceeding \$3 Billion; served as the Dissemination Agent for over 80 Districts; and prepared over 1,700 Tax Assessment rolls.
- District Accounting staff has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity.
- We have established a dual team approach where an assigned Lead District Manager handles daily operations and the 2nd Chair District Manager ensures continuity of service by a qualified District manager when the Lead District Manager is out of the office.
- Client Relations Manager endeavors to relentlessly monitor and enhance our services and exposure to your residents. This aids in pre-empting resident complaints occupying Board proceedings.
- Rizzetta's continuous improvement culture compounded with relentless training of all staff provides for ever increasing levels of service and performance.

Training & Infrastructure

- As part of the transition process, we provide an Onboarding Workshop to go over responsibilities and contracts with Board of Supervisors. We also offer free training sessions to new board members to gain better understanding of how the community should operate.
- Rizzetta made significant investments in its information infrastructure to harden its protection of Public Documents and enhance the electronic communication with Board members. Public documents are now protected with multi-factor authentication, cloud storage, professional patch management and hardware replacement policies.
- Rizzetta introduced “electronic agendas” to Board meetings negating the need to print and bind thousands of pages by providing electronic tablets for Board use during all meetings.



PROPOSED PRICING

District Services Provided	Service Fees	FY 2023-24 Budget
District Management Monthly Meetings per year and 1 budget workshop. Recording, Notice, Administrative Support, Public Records Repository and Distribution District Operations. Administrative Fees: <ul style="list-style-type: none"> - For all meetings exceeding 3 hours \$175/per hour - For additional meetings \$175/per hour (includes drafting agenda, meeting attendance, and drafting of minutes) 	\$18,000	\$15,000
District Accounting Monthly Financial Package per GASB Budget Prep and Monthly Monitoring <i>*Quarterly Financial Statements \$16,200</i>	\$18,000	\$6,540
Assessment Roll Administration Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers Create and Maintain the Assessment Rolls	\$1,250	\$1,250
Web Hosting Website Monitoring and Monthly Content Uploads	\$1,200	\$1,200
TOTAL RIZZETTA FEES* <i>*Total fees with quarterly financials statements \$36,650</i>	\$38,450	\$23,990



FRONTERRA CDD DEDICATED TEAM MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service. Our service includes a two-team District Manager approach and an after-hours answering service so your District has 24/7 coverage. If any escalation is needed, your assigned point of contact is Scott Brizendine, Vice President of Operations.



**Belinda
Blandon**

Lead District Manager

Belinda Blandon is a Senior District Manager for Rizzetta & Company responsible for all aspects of the day-to-day operations, management, and ongoing administration of Community Development Districts in Fort Myers, Venice, and Manatee Counties. These Districts are resident controlled Boards. She has been in this position since she was hired in June 2016.

Prior to joining Rizzetta & Company, in 2016, Ms. Blandon was employed by First Service Residential for 19 years, working in the capacity throughout her career as Community Association Manager, Regional Director, and Vice President for the Miami Dade High Rise Division overseeing a team consisting of four Regional Directors and 35 Community Association Managers for a total portfolio of 60 properties. In addition, she worked overseeing a prestigious High Rise with a team of 35 employees. Ms. Blandon has extensive experience in asset management, budgeting, project management, bid solicitation and contract implementation and enforcement.

Ms. Blandon received her BAS in Hospitality from Miami Dade College in 2008. She is a Licensed Community Association Manager and Notary Public in the State of Florida. She is an advocate for Autism Speaks and works hard to raise funds for it.

2nd Chair District Manager

Matt O’Nolan serves as a District Manager for Rizzetta & Company and works out of our Riverview, Florida office. He has been with the District Services Management team since May 2023. His portfolio includes overseeing eight (8) districts located in Hillsborough and Manatee Counties.

Before his role with Rizzetta & Company, Matt worked for Fortune 500 companies such as Lowe’s and Walmart. He held diverse management roles where he was responsible for store operations, financials, fleet management, merchandising, and customer service.



During his 20-year tenure in the retail industry, Matt led a team of over 600 associates. He also has experience in manufacturing and pre-packaged water booster systems.

Mr. O’Nolan received his Bachelor of Science in Business Administration from the Clearwater Christian College and is a licensed Notary Public in The State of Florida. He spends his free time working with several cat rescues and fostering cats needing homes.



Melissa Dobbins

Regional District Manager

Melissa Dobbins is a Regional District Manager for Rizzetta & Company, overseeing the District Services Management Team in the satellite offices, located in Panama City Beach, St. Augustine, Orlando, and Fort Myers. She has been managing her team since 2015, and prior to, she was a District Manager that started her employment with Rizzetta in 2006. She has managed several east coast Florida Community Development Districts that stretched as far south as St. Lucie, County, to as far north as Nassau, County. She currently manages Districts in the St. Johns County.

Before joining Rizzetta & Company, Ms. Dobbins worked as an Education Administrator/Assistant Director at the post-secondary and university levels of academia. Ms. Dobbins’ diverse experience and responsibilities include development, training, evaluation, fiscal management, remediation, and retention. She prides herself in creating safe and professional working environments while ensuring the highest standards and quality service.

Ms. Dobbins received a B.A. in Business Administration and a Masters in Education Administration from the University of Florida. She is also a licensed Notary Public in the State of Florida.

AROUND THE REGION

We strive to provide exceptional and efficient service that meets our clientele’s needs. The assigned District Manager is housed at our Fort Myers office.

Clients in the area

- Bella Vida CDD
- Catalina at Winkler Preserve CDD
- CFM CDD
- Greyhawk Landing CDD
- Paseo CDD
- Portico CDD
- Venetian CDD



IMMEDIATE SUPPORT FOR FRONTERRA CDD TEAM MEMBERS



**Scott
Brizendine**

Scott Brizendine is our Vice Present of Operations, Community Development Districts. His responsibilities include the oversight of all operations associated with Rizzetta’s district services department including management, administration, accounting, financial and dissemination services. Most recently, Scott was the Manager of District Financial Services after serving 10 years as a District Manager and Associate Director, beginning his employment with Rizzetta in 2005. He has extensive experience managing special districts in Florida and Louisiana, as well as writing assessment methodology reports for 100+ bond issuances, processing assessment rolls and providing continuing disclosure services. He has served as an expert witness multiple times for litigation, district

establishments, district boundary amendments and bond validation proceedings.

Prior to joining Rizzetta, Scott worked in the Finance Department of the Walt Disney Corporation and most recently he was employed as an Accountant for property management companies in Indianapolis as well as in Tampa.

Scott received a bachelor’s degree in Finance from Florida State University. He is a licensed Community Association Manager and Notary Public. He is a member of the Florida Government Finance Officers Association, the Association of Florida Community Developers, and a graduate of Leadership Tampa Bay – Class of 2018. Scott has enjoyed volunteering his services to multiple charities including the Make a Wish Foundation, Metropolitan Ministries and The United Way.



**Kayla
Connell**

Kayla Connell is part of the CDD management team having been with Rizzetta & Company since 2019 and manages the District Financial Services department where she and her staff are responsible for the preparation of tax rolls for the thousands of homeowners residing in Rizzetta managed Districts and the corresponding collection of the revenues from the various tax collection offices.

Additionally this department issues Estoppels for properties changing ownership, assists in individual District budget preparations and posts required disclosures to EMMA – the official source for municipal securities data and disclosure documents. She oversees the writing of assessment methodology reports for bond issuances, refundings and restructures; authoring Statement of Estimated

Regulatory Costs reports for District establishment and boundary amendment petitions.

Kayla spends some of her spare time supporting Feeding Tampa Bay, Autism Speaks as well as as playing golf. Kayla received her Bachelor of Science in Finance from the University of Central Florida.



**Michelle
White**

Michelle White is our Director of Client Accounting Services and oversees the accounting cycle associated with Rizzettas' Association and District divisions. Michelle joined Rizzetta & Company in November 2021 as the Manager of Association Accounting Services. Over the past 20 years, Michelle has worked in accounting within the public and private sectors. Before joining Rizzetta & Company, she worked for many years as a Senior Accountant for Bloomin' Brands, Inc. restaurant company, as well as working as an Accountant for several CPA firms.

In her current role, Michelle is responsible for the preparation of financial statements, processing accounts payable, recording and collecting assessments, reconciliation of bank statements, accounts receivable and collections, taxes, and annual financial reporting compliance, and all other accounting processes that periodically require attention and developing team members to their fullest potential.

Michelle received her Bachelor's degree in Accounting from the University of South Florida and is a Licensed Community Association Manager and Notary Public in The State of Florida. Michelle is a native of Florida who enjoys all the local beaches. She is a wife and mother of 2. Michelle also volunteers her time to serve on her own Association's board of directors.



**Zack
Feell**

Zachary Feell is a Senior Financial Analyst for the Rizzetta & Company Corporate Team, responsible for Financial Planning & Analysis activities across all Rizzetta lines of business.

Over the course of his 2+ years at the company he has built various models to accurately forecast Rizzetta & Company Financials across CDD, HOA and Community Services; closely tracking client and expense activities, delivered to drive confident business decision making for Senior Management. Additional responsibilities include managing Real Estate loan activities, CDD payment verification controls and ad hoc Corporate Accounting projects.

Zachary spends his free time outdoors, as he enjoys traveling, hiking, and golfing. Zachary has worked in the Finance field for over 10 years and received his Bachelor of Science in Finance from Florida State University in 2011.



EXTENDED SUPPORT FOR FRONTERRA CDD

TEAM MEMBERS



**William (Bill)
Rizzetta**

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 37 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. from U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heros and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



**Shawn
Wildermuth**

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 35 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer Organizations, direct marketing, and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget, and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources, and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered **Certified Public Accountant** in the State of Illinois and a member of the American Institute of Certified Public Accountants.



**Lucianno
Mastrionni**

Luciano Mastrionni is Rizzetta & Company’s Vice President of Business Strategy and Development. Lucianno oversees and supports the company’s strategic planning processes, development, operations leadership, talent expansion and retention, oversight, and growth. Lucianno also oversees the leadership team of the Community Services Division, comprised of the Amenity Services and Landscaping Inspection Services Divisions and Aquatics Services. Additionally, he oversees Rizzetta’s Administrative and Marketing Management teams. In these capacities, Lucianno oversees functions, focusing on planning, development, and delivery of all programs, and services.

Before joining our team, Lucianno served in hotel general management and asset management for hotel ownership companies including Hilton, Marriott, and IHG hotels, and worked in guest service operations management for The Walt Disney Company for over a decade. Most recently Lucianno served in corporate Hotel Management, overseeing new hotel builds, and Task Force General Management oversight, recovering distressed properties for an array of major hotel ownership companies across the United States. Lucianno holds his Bachelor of Science in Aeronautics from Embry Riddle Aeronautical University and maintains his Commercial Pilots License with numerous ratings and certifications.



**Taylor
Nielsen**

Taylor Nielsen is our Manager of Business Development for Rizzetta & Company and is responsible for development and execution of strategic initiatives aimed at growth and expansion. Prior to this role, Taylor served as a District Manager for accounts in the Hillsborough, Manatee and Pasco Counties.

Before joining the team at Rizzetta & Company, Taylor came from a background of Operations and Brand Management; with over 7 years of experience. During this time, Taylor was working in the tourism hotspot, Orlando, FL among top level management overseeing the largest rental car operation in the world, generating over 100 million in revenues per year.

Taylor received his B.A. from the University of Central Florida, is a licensed Community Association Manager, and licensed Real Estate Sales Associate in Florida.



OTHER

SERVICES

 FOR YOUR CONVENIENCE



ASSOCIATION SERVICES

Rizzetta & Company provides services in association management along with a complete range of accounting and financial reporting services to each of the Associations we manage. These services include financial statement preparation, coordination of budgets, billing and collecting dues, accounts payable processing, compliance with state required filings, compliance with Association covenants and ongoing analysis and reporting of the Association's finances throughout the year. A summary of these services is shown below:

- **Accounts Payable:** Disburse payables as approved by the Association's board.
- **Assessment Collection:** Prepare invoices for annual association assessments, dues, fines, or other amounts due to the Association. Track collections and follow up with delinquent notices as needed.
- **Architectural Control:** Approve all exterior renovations, additions, or other modifications subject to architectural review.
- **Audits:** Provide all supporting schedules and accurate accounting records to ensure the efficient and timely completion of the audits or reviews performed annually.
- **Bank Accounts:** Maintain association bank accounts.
- **Budgeting:** Coordinate the preparation of the Association's annual maintenance budget as well as monitor disbursements and expense payments.
- **Community Inspections:** Perform regular inspections of properties to ensure compliance with deed restrictions. Prepare and send violation notices, as necessary.
- **Compliance:** Ensure the Association is compliant with governing documents and the Florida Statutes.
- **Emergency Services:** Coordinate emergency and after-hours services as necessary to minimize the disruption of normal Association activities.
- **Financial Statements:** Prepare monthly and annual financial statements.
- **Meeting Planning:** Prepare agendas, meeting materials and all other documents necessary for presentation at regular or special meetings.
- **Owner Information:** Maintain detailed owner information to ensure up-to-date owner information for each property for purposes of billing, violation notices or any other general correspondence.
- **Records Maintenance:** Maintain Association records and files and perform all other administrative functions necessary for efficient Association management.
- **Tax Preparation:** Coordinate the preparation and filing of federal income tax returns.
- **Title Company Correspondence:** Provide amounts of outstanding dues, assessments or liens and provide estoppel information to title companies for individual lot closings.



AMENITY SERVICES

Amenity Services provides professional onsite management services for amenity facilities in both Community Development Districts and Community Associations that can be customized to fit the needs of a community.

Amenity Services focuses on providing all the amenity staffing needs for a community through dedicated onsite staff designed to handle the day-to-day operational needs of any community so it may thrive at the highest level. A summary of these services is shown below:

- **Pre-Opening Services:** Pre-opening services consist of getting an amenity center ready, from concept to reality. Our dedicated group of professionals will handle everything needed to ensure a successful Grand Opening.
- **Onsite & Personnel Management:** Onsite management services include development of operating procedures and general community maintenance to maintain and improve efficiency. Personnel management services included the selection, supervision, evaluation, and ongoing training of staff.
- **Recreation Management:** Recreation management services provide management and oversight of all recreational assets including managing facility rental spaces.
- **Accountability & Communication:** Onsite staff will complete weekly or monthly reports regarding facility operations and accomplishments.
- **Community Newsletters:** Create informative community emails that are designed to promote activities and provide residents with important community updates.
- **Lifestyle & Events:** Plan and promote events to bring the community together to create memories by providing a variety of innovative programs, activities, and events for residents of all ages. Lifestyle activities for social, educational, instructional, wellness, and recreational programs can be customized for each community to maximize participation and enjoyment.
- **Owner Information:** Maintain detailed records to ensure up-to-date resident information for community amenity access purposes.
- **Maintenance Services:** Complete work orders, preventative maintenance procedures, and facility inspections to ensure all is in good working order. Provide client with proposals for various projects.
- **Facility Appearance:** Ensure all buildings, grounds, and amenities are kept in pristine condition to create a safe and welcoming environment for all residents.



LANDSCAPE INSPECTION SERVICES

We offer an extensive menu of professional field services for both Community Development Districts and Community Associations. Our field services management team is Green Industries Best Management Practices (GIBMP) certified in the state of Florida. A summary of these services is shown below:

- **Landscape Maintenance Inspections:** Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.
- **Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.
- **Landscape and Irrigation Specification Development:** Develop a customized set of standards and specifications based on the Client's needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.
- **Landscape Design:** Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.
- **Community Asset Management Plan:** Perform a complete inventory of the Client's assets and provide an inventory report.



AQUATIC INSPECTION SERVICES

Our Aquatics Inspection division provides a layered testing and quality control systems, using the latest and most comprehensive industry standards. Each of our Aquatic Inspection Specialists is a certified Aquatic Weed Spray Technician in the state of Florida. Our team is committed to elevating the waterways in your community with detailed inspections, formal reporting, enhancement planning, and effective vendor communication strategies. A summary of these services is shown below:

- **Community Asset Management Plan:** Perform a complete inventory of the community aquatic assets and provide an inventory report to the board
- **Community Education:** Present teaching events to provide the latest research and developments in Aquatic Sciences and provide a knowledge base for the residents.
- **Aquatics Maintenance Inspections:** Perform visual waterway and body of water inspections, provide the board with an inspection report, notify maintenance contractor of deficiencies in service, and obtain proposals for aquatic projects.
- **Pond and Waterway Turnover Inspections:** Attend property turnover meetings that include waterways and participate in the inspection on behalf of the board. Provide a follow-up report regarding the turnover inspection.
- **Aquatics Specification Development:** Develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. Conduct the bidding process, review, and prepare a bid tabulation document for the board. Assist the board with reviewing the bid tabulation and other pertinent information.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to long-term enhancements and maintenance for the community's waterways and bodies of water. Emphasis is on long-term health and efficiency of the waterflow systems in the community and efficient budgeting.



CUSTOMER

SATISFACTION



WE EXCEED

EXPECTATIONS

The single most important factor in being successful is customer satisfaction. We understand that **Fronterra CDD** has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client and adapt our services, as necessary. This approach generates the basis for long-term partnerships with clients we have represented for nearly twenty years. Our service is client-centric while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.



WHAT OUR CLIENTS

SAY ABOUT US...

“Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don’t know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization.”

Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville

“Rizzetta’s staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team’s depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance.”

Andy Smith, Executive VP Operations, Freehold Capital Management

“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”

Susie White, Ex-Chairperson, The Harbourage at Braden River Community Development District



OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- CFO Exchange Group
- Community Associations Institute
- Florida Association of Special District
- The Northeast Florida Builders Association
- Leadership Tampa Bay
- Florida Government Finance Officers Association
- Urban Land Institute, Tampa Bay
- Florida Nursery, Growers & Landscape Association

GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.

WE BUILD

PARTNERSHIPS

THAT LAST



Rizzetta & Company

Professionals in Community Management

CORPORATE OFFICE

3434 Colwell Avenue, Suite 200, Tampa, FL 33614

888-208-5008 | rizzetta.com

Municipal Advisor Disclaimer : Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

EXHIBIT 6

1 **FRONTERRA COMMUNITY DEVELOPMENT DISTRICT**
2 **Suite 100, 707 Orchid Drive**
3 **Naples, FL 34102**

4
5
6 **MINUTES OF MEETING**

7
8 **Board of Supervisors Meeting**
9 **Wednesday, May 15, 2024, 6:03 p.m.**
10 **Fronterra Community Pool Cabana**
11 **8717 Madrid Circle**
12 **Naples, FL 34104**

13
14 Present on the call and constituting a quorum were:

15		
16	Michelle Hurvitz Kaiser	Board Member
17	Elliot Barton	Board Member
18	Hala Altaee	Board Member
19	Denmarie Reid	Board Member (On-line)
20	Abe Prawiradilaga	Board Member (On-line)
21		

22 Also present were:

23		
24	Russ Weyer	District Manager, Real Estate Econometrics, Inc.
25	Bennet Davenport	District Counsel, Kutak Rock, L.L.P. (by phone)
26		

27 Fronterra residents as per attached list.

28
29 **FIRST ORDER OF BUSINESS**

Call to Order and Roll Call

30
31 Mr. Weyer called the meeting to order and proceeded with the roll call. The members in
32 attendance are as outlined above and constitute a quorum and members of the public in
33 attendance are listed in the attached list.

34
35
36 **SECOND ORDER OF BUSINESS**

Public Comments

37
38 Mr. Weyer noted that the Florida Statutes require that there be an opportunity for Public
39 Comment.

40
41 There were no public comments.

42
43 Mr. Weyer also presented the proof of publication for the meeting.
44
45

1 **THIRD ORDER OF BUSINESS**

General District Items

2
3 **FRONTERRA CDD FISCAL YEAR 2024-2025 PROPOSED BUDGET.**

4
5 Mr. Weyer presented the FY 2024-2025 proposed budget. He first explained that there are
6 two parts to the budget process. The first part is this meeting where the District sets the
7 “high water” mark for the budget. The second part is the final budget adoption meeting
8 held in August. The final adopted August budget cannot exceed the amount being set at
9 this meeting. Mr. Bennet noted that the Board can move monies between line items, but
10 the total cannot be exceeded. A resident asked if this is monthly and said that this year’s
11 budget is going up significantly. Mr. Weyer pointed out that this is an annual budget and
12 that the budget has been held at the same level with the addition of carry over funds for the
13 past four years since the inception of Covid and that the Board could consider to again fund
14 the difference this year as there is plenty of carry funds to do so.

15
16 He was then asked to review administrative costs by line item as fully described in the
17 recording of this meeting. Ms. Hurvitz-Kaiser asked why there is an increase from Mattice
18 this year when Mr. Weyer is supposed to be the money guy. Mr. Weyer explained that he
19 does manage most of the accounting, but their services are needed to maintain the
20 accounting for the trust accounts, assist with general governmental accounting and prepare
21 the trial balance for the annual audit. She is integral during the annual audit. Mr. Weyer
22 said that he would be happy to include her fee in the REEI monthly fee but that would
23 require the District to pay the \$2,000 monthly fee per the contract with the District. A
24 lengthy discussion included may accusations from Chairperson Hurvitz Kaiser and from
25 resident Ms. Cirillo that REEI was not fulfilling its contract obligations. Mr. Weyer refuted
26 the accusations and asked if the Board wants to seek another district management company,
27 they have the capability to do so. He also said that he would forgo the assessment roll
28 preparation fee and will take it out of the budget.

29
30 Ms. Carillo asked why the CDD was not addressing the encroachment issue. She also
31 accused the district management company of not doing a lot of things. Mr. Weyer asked
32 what has not been done. Ms. Carillo said that the encroachment issue has not been
33 addressed and that the company has signed off on ARC requests and that the preserve has
34 not been maintained. Mr. Weyer said that the ARC encroachment requests are all for
35 encroachments along the sides of the properties and not along the back. The preserve is
36 being maintained by Collier Environmental Services which contracts directly with the
37 HOA. Mr. Weyer met with them on site to go through their program.

38
39 Ms. Hurvitz Kaiser said that the ARC cannot approve landscaping on an easement. Mr.
40 Weyer stated that is correct. The process is for the resident to request a landscaping
41 planting. The ARC would review the plans and upon review, they would notice that the
42 plantings are within the CDD easement. The ARC would then send the plans to the CDD
43 for their approval of the easement encroachment. Upon receiving the approval from the
44 District, the HOA can then approve the landscape plans.

1 Mr. Weyer did tour Fronterra with Mr. Joe Boldiga a week ago and he did acknowledge a
2 number of issues needed to be taken care of by the HOA including the buffer between the
3 preserve and the residential properties at the north end of the property and fixing the
4 irrigation system that waters the buffer area. While touring the lake area, Mr. Boldiga said
5 that he would need to send out notices to all of the residents that have encroached on the
6 District property between the lake and the property lines. Mr. Weyer has not received one
7 easement encroachment request regarding landscaping along the rear lot lines of properties
8 along the lake.
9

10 Mr. Boldiga requested that the CDD Board entertain a motion to temporarily close their
11 meeting and go into the CDD/HOA workshop.
12

13 On MOTION by Ms. Kaiser and seconded by Ms. Altaee with all in favor, the Board of Supervisors
14 of the Fronterra Community Development District closed the meeting and move into the CDD
15 HOA workshop.
16

17 Mr. Boldiga asked for a motion to open the HOA meeting so that they can discuss the CDD
18 HOA agreement.
19

20 On MOTION by Ms. Kaiser and seconded by Mr. Barton with all in favor, the Fronterra HOD
21 Board opened their meeting within the CDD HOA workshop.
22

23 Mr. Boldiga said he had to items to bring up within the HOA meeting. He referred to the
24 Johnson Engineering document that noted 8 properties who were severely intruding upon
25 CDD property behind their property line, and he thinks it is double that. He suggested that
26 the HOA send notices out to those 8 properties and any others we deem necessary then
27 give them 30 days to respond. He said that the only question is who would respond.
28

29 Mr. Davenport said it would be preferable for the CDD to take the lead on this and have
30 the HOA run point on the program. He suggested that the HOA have their landscaping
31 people go ahead to remove the elements that are encroaching upon District property and
32 the District would want to enter into an agreement with the HOA to ensure that all the
33 property has been staked, proper cautions have been taken and that if they are not, then the
34 HOA would indemnify the District.
35

36 Ms. Altaee asked who would pay for the removal of the landscaping. Mr. Davenport said
37 that the property owner would and if they do not, they would be billed for the removal.
38
39

1 Ms. Cerillo asked why the CDD did not bring up the encroachments during their
2 inspections. Ms. Hurvitz-Kaiser said that both parties have the responsibility for
3 addressing this issue. She said that in the management agreement, the association shall
4 conduct regular inspections of all District properties and report any irregularities to the
5 District Manager or its designated representative and shall correct any irregularities in
6 accordance with the agreement. Mr. Davenport said that typically how districts manage
7 this is they have the engineer perform the survey to determine which ones actually obstruct
8 the district's ability to perform maintenance obligations and if they do not, then they
9 typically send the offender a letter to have them enter into a license agreement regarding
10 the easement.

11
12 The survey is essential to make sure the property conditions have not changed. He
13 suggested that we really only address the encroachments that are problematic. Mr. Boldiga
14 asked if that would become a selective enforcement issue.

15
16 Ms. Hurvitz Kaiser asked to go to page 84 of the agenda which shows pictures of the
17 various encroachments. She questioned what was ok and what was not ok. Mr. Boldiga
18 said that from an HOA perspective, it would be either all or none. Mr. Weyer had asked
19 the engineer to determine which parcels would impair maintenance capabilities.

20
21 A discussion ensued regarding what was owned by the District.

22
23 Ms. Hurvitz Kaiser said that the CDD will need to make the rules as to what is allowed or
24 what is not allowed in the encroachment areas.

25
26 Mr. Boldiga presented proposals from Collier Environmental to clean up and trim the cord
27 grass between the northern residences and the preserve area. The cost is \$1,400. A second
28 proposal from Collier Environmental for \$250 per month to maintain the cord grass area.

29
30 Ms. Hurvitz Kaiser went through the pictures of the cord grass then asked if we needed a
31 motion to approve the Collier Environmental proposal to clean out the cord grass area and
32 Mr. Boldiga said they have this in the HOA budget.

33
34 Mr. Boldiga said that the only other item on the HOA agenda is the neighborhood watch
35 program. Ms. Hurvitz recommended Sam Soto (SP?) chair the neighborhood watch
36 committee. The HOA board voted to approve the neighborhood watch committee.

37
38 The HOA Board voted to close the HOA meeting. There was a request to reconvene the
39 CDD meeting.

40
41 On MOTION by Ms. Kaiser and seconded by Ms. Altaee with all in favor, the Fronterra HOA
42 Board reconvened the CDD meeting.

1 Ms. Hurvitz Kaiser said the budget is increasing, correct? Mr. Weyer said yes. There are
2 three things the Board can do is reduce the budget now, the second is to reduce the number
3 at the final adoption meeting or the third thing to do is use a portion of the general reserves
4 budget (approximately \$7,000) to keep the assessments at their current level.
5

6 Mr. Weyer noted that the general reserves are approximately \$45,000 now and could grow
7 to \$50,000 by the fiscal year end. Ms. Hurvitz Kaiser said we really need that money for
8 future items we are discussing like planting cord grass. Mr. Weyer said that he has not
9 planted cord grass in his other districts. The cord grass has been planted by the HOA or
10 the developer.
11

12 Ms. Hurvitz Kaiser's concern is that we are always running on a shoestring so we would
13 not have future money to work with. Mr. Weyer said that he has a line item for reserves in
14 his other districts. She asked if it is too late to change this budget. He said no.
15

16 After further discussion, the Board agreed to add \$8,500 for lake plantings.
17

18 Mr. Weyer noted that he has requested for the past four years that meters need to be put on
19 both the replenishment well and the irrigation pump to better manage the pumps. He has
20 presented quotes twice to the Board with no action. His concern is that the replenishment
21 well is running 24/7 and the amount of water being taken out could surpass our permit
22 requirement.
23

24 Ms. Hurvitz Kaiser said that the water management permit does not do anything. Mr.
25 Weyer said that our permit allows a certain amount of gallons and Ms. Hurvitz Kaiser said
26 it does not. Mr. Boldiga said all permits have that requirement and that is why meters are
27 put on pumps. He stated that until someone from South Florida Water Management
28 District walks over here and says we do not have a meter on the pump, he is not doing
29 anything.
30

31 Ms. Hurvitz Kaiser said that the District needs a budget line item for a reserve study and a
32 budget line item for reserves. The consensus was to add the lake project at \$8,500, a reserve
33 study at \$8,000 and \$5,000 for reserves. Ms. Altae said to make the increase to \$25,000
34 in case there are overages. The new amounts at \$25,000 include the lake project at \$8,500,
35 the reserve line item at \$8,500 and the reserve study at \$8,000.
36

37 Mr. Weyer then presented Resolution 2024-1, which approved the proposed budget for FY
38 2024-2025.
39

40 **CONSIDERATION OF RESOLUTION 2024-1: A RESOLUTION OF THE BOARD**
41 **OF SUPERVISORS OF THE FRONTERRA COMMUNITY DEVELOPMENT**
42 **DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2024/2025;**
43 **AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA**
44 **LAW.**
45

1 Mr. Weyer said the time and date for the public hearing will be the regular August 21st
2 meeting at 6:00 p.m. at the Staybridge Suites Naples-Marco Island, 9401 Triangle
3 Boulevard, Naples, FL, 34113. He said that the changes to the budget include the addition
4 of the lake project at \$8,500, the addition of a reserve line item at \$8,500 and a reserve
5 study line item at \$8,000. He also noted that he will take out the assessment roll preparation
6 fee.
7

8 On MOTION by Ms. Altaee with the inclusion of the aforementioned line items and assessment
9 roll fee preparation removed and seconded by Mr. Barton, with all in favor, the Board of
10 Supervisors of the Fronterra Community Development District approved Resolution 2024-1 which
11 approves the proposed budgets for FY 2024-2025 and sets Wednesday, August 21st at 6:00 p.m. at
12 the Staybridge Suites Naples-Marco Island, 9401 Triangle Boulevard, Naples, FL 34103 for a
13 public hearing to formally adopt the budget and levy assessments.

14
15
16 **FOURTH ORDER OF BUSINESS**

Administrative Matters

17
18 **CONSIDERATION OF THE FEBRUARY 21, 2024, MEETING MINUTES.**

19
20 There were no changes noted.

21
22 There was no further discussion.

23
24 On MOTION by Ms. Hurvitz Kaiser and seconded by Ms. Altaee with all in favor, the Board of
25 Supervisors of the Fronterra Community Development District approved the minutes of the
26 February 21, 2024, Fronterra Community Development District Regular Meeting.

27
28 **CONSIDERATION OF THE DISTRICT'S FISCAL YEAR 2022-2023 AUDIT.**

29
30 Mr. Weyer presented the Fronterra CDD FY 2022-2023 audit. Mr. Davenport noted that
31 what they look for is a clean audit opinion. They found no instances of non-compliance
32 and had no recommendations to management based on their current findings. Overall, this
33 is what you want to see from an audit report.
34

35 On MOTION by Ms. Altaee and seconded by Mr. Barton with all in favor, the Board of
36 Supervisors of the Fronterra Community Development District accepted the FY 2022-2023 audit
37 from Grau and Associates as presented.

38
39 Ms. Hurvitz Kaiser asked if we could consider all of the proposals at the August final
40 budget adoption meeting since it is getting late. Mr. Weyer said sure, but he would like the
41 Board to consider the Integrity proposal relating to analysis of the District's interest rates
42 and their related arbitrage.
43

44 Mr. Weyer reported that the cost is \$3,850 and he would like to get them going but if the
45 Board wants to perform the study next fiscal year, it can wait until the August board
46 meeting. Ms. Hurvitz Kaiser asked if Mr. Davenport had any comment on the proposal

1 and he stated that he was comfortable with the agreement. Mr. Weyer suggested that we
2 approve it at the August meeting and get them to start work on it and they start billing in
3 October for next year's budget.
4

5 There was no further action on that item.
6

7 **CONSIDERATION OF RESOLUTION 2024-2: A RESOLUTION OF THE BOARD**
8 **OF SUPERVISORS OF THE FRONTERRA COMMUNITY DEVELOPMENT**
9 **DISTRICT DESIGNATING A DATE, TIME AND LOCALITY FOR A**
10 **LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR**
11 **PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER**
12 **ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE**
13 **DATE.**
14

15 Mr. Davenport explained the process by which the Board of Supervisors are elected from
16 the formation of the District to when the District Board is filled in total by residents. This
17 resolution sets the election process by which seats 3, 4 and 5 will be filled. The Board
18 chose November 20, 2024, as the meeting and landowner election date.
19

20 There was no further discussion.
21

22 On MOTION by Ms. Altaee and seconded by Mr. Barton, with all in favor, the Board of
23 Supervisors of the Fronterra Community Development District approved Resolution 2024-2 which
24 sets the date for the landowner election meeting on November 20, 2024.

25
26 **Consideration of the Fronterra CDD FY 2022-2023 Audit.**
27

28 Mr. Weyer presented the Fronterra CDD financial statements through April 30, 2024. He
29 noted that the revenues at \$70,000 with two lots remaining to pay their assessments.
30 Expenses are at \$39,000 so our current financial position is \$31,000 remaining that will
31 cover the last 5 months of the fiscal year.
32

33 Budget to actual shows that we are at \$2,700 negative to budget, but the remaining 5
34 months of costs are forecasted at \$23,000 based on dividing the budget by 12 months and
35 we have \$31,000 left to cover that amount.
36

37 The District's cash position is forecasting a \$5,000 surplus at the end of this fiscal year.
38

39 On MOTION by Ms. Hurvitz Kaiser and seconded by Ms. Altaee, with all in favor, the Board of
40 Supervisors of the Fronterra Community Development District accepted the District financials
41 through April 30, 2024, as presented.

42
43 A further discussion on the landscape encroachment situation was held. A number of
44 alternatives were discussed. Mr. Davenport opined that the District should require the
45 removal of landscaping that impedes the District's or the HOA's maintenance operations.
46

1 Ms. Hurvitz Kaiser asked how much was the proposal for the survey. Mr. Davenport said
2 that is in the agenda package at \$3,000. There was a discussion about the authorization to
3 obtain the survey at a cap of \$2,500. Mr. Weyer said that to prepare a survey proposal, the
4 engineer had to perform research. That was approximately \$600 of the \$1,200 total cost.
5 Mr. Weyer said that he would absorb the \$1,200 off of his fee if that satisfies the Board.
6

7 Ms. Hurvitz Kaiser said that we do need the survey, so Mr. Davenport recommended a
8 motion to approve the Johnson Engineering proposal of \$3,000 for the survey.
9

10 On MOTION by Ms. Hurvitz Kaiser and seconded by Mr. Barton, with all in favor, the Board of
11 Supervisors of the Fronterra Community Development District approved the Johnson Engineering
12 \$3,000 survey proposal as shown in Exhibit 11 of the agenda package.
13

14
15 Ms. Hurvitz Kaiser said that when we get the survey, we can look at the results to determine
16 what the District can do.
17

18
19 **FIFTH ORDER OF BUSINESS**

Organizational Matters

20
21 There were no organizational matters to be considered.
22

23
24 **SIXTH ORDER OF BUSINESS**

Budgetary Matters

25
26 Budgetary matters were covered under Administrative Matters.
27

28 **SEVENTH ORDER OF BUSINESS**

Financing Matters

29
30 There were no financing matters to be considered.
31

32 **EIGHTH ORDER OF BUSINESS**

Staff Reports

33
34 **A. Manager's Report –**

35
36 Mr. Weyer reminded the Board that the Form-1 financial statement should be filed
37 electronically by July 1 on-line with the Florida Commission on Ethics. The agenda
38 package has the website address.
39

40 Mr. Weyer advised the Board that the number of active voters in Fronterra is 208
41 according to the Collier County Supervisor of Elections.
42
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B. Attorney's Report –

Mr. Davenport reported that require CDD Board members are required to complete four hours of ethics training by December 31st of this year. Reporting of the training will take place during next year's Form 1 filing.

C. Interim Engineer's Report –

There was no report from the District Engineer.

NINTH ORDER OF BUSINESS

Supervisors' Requests

Ms. Hurvitz Kaiser asked if we need a policy by the Board to have members attend in person. Mr. Davenport said that would not be enforceable and toothless.

TENTH ORDER OF BUSINES

Public Comments

There were no public comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Altae and seconded by Mr. Barton with all in favor, the meeting of the Board of Supervisors of the Fronterra Community Development District was adjourned.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

Print Name

Print Name

Resident and Public Attendance Sign in Sheet

District: Fronterra CDD

Date of Meeting: May 15, 2024

	Print Name	Address
1	GREGORY SANTANA	9048 MADRID CIR
2	ERICA CIRILO	8772 MADRID CIR.
3	DAVLEY KELLER	8740 MADRID CIR
4	Monaco Clay	9050 Madrid Circle
5	JEAN Fleury	8980 MADRID CIRCHE.
6	Walter & Heather	8773 Madrid Cir
7	Manu & Colera	8907 Madrid Cir.
8	Pamela J. Mahle	8736 - Madrid Cir.
9	Hau Nguyen	9011 Madrid Cir
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EXHIBIT 7

Fronterra Community Development District Cash Flow

October 2023 - May 2024

	<u>Total</u>
Income	
1361001 Interest Revenue	\$ 246.61
1363118 Excess Commission Refund	2,900.15
1363216 On Roll O&M Assessments	67,089.68
Total Income	\$ 70,236.44
Expenses	
1100000 Administrative	
1511001 P/R - Board of Supervisors	3,800.00
1512100 Management Consulting Services	10,000.00
1513014 Website Hosting & Management	458.06
1513020 Office Expense	10.02
1513048 District Filing Fee	175.00
1513055 Legal Advertising	1,109.92
1513060 Assessment Administration Services	10,303.13
1513070 Auditing Services	4,500.00
1513075 Accounting Services	4,489.00
1513080 Engineering Services	2,072.00
1513100 Insurance- General Liability	6,536.00
1514010 Legal Services	4,286.34
1549010 Miscellaneous Services	370.00
Total 1100000 Administrative	\$ 43,609.47
Net Cash Flow	\$ 26,626.97

FRONTERRA CDD BUDGET TO ACTUAL THROUGH 4/30/24

FY 2022-2023 Budget Line Item	FY 2023-2024 Budget	Expenses (5/31/24)	Budget through 5/31/24	Variance	Remaining (9/30/24)
Board of Supervisors Payroll	\$4,000.00	\$3,800.00	\$2,666.67	\$1,133.33	\$200.00
Management Consulting Services	15,000.00	10,000.00	\$10,000.00	0.00	5,000.00
Lien Book, MBS Capital, Tax Collector, U.S. Bank	10,000.00	10,303.13	\$6,666.67	3,636.46	303.13
Assessment Roll Prep for Property Appraiser	1,250.00	0.00	\$833.33	833.33	1,250.00
Office Supplies/Miscellaneous/Hotel Meeting	865.00	370.00	\$576.67	206.67	495.00
Mattice Business Services	5,830.00	4,489.00	\$3,886.67	602.33	1,341.00
Auditor	5,000.00	4,500.00	\$3,333.33	1,166.67	500.00
DAO Insurance	6,000.00	6,536.00	\$4,000.00	2,536.00	536.00
Legal Advertising	1,800.00	1,109.92	\$1,200.00	90.08	690.08
State Filing Fee	175.00	175.00	\$116.67	58.33	0.00
Legal Services	8,500.00	4,286.34	\$5,666.67	1,380.33	4,213.66
Engineering Services	2,500.00	2,072.00	\$1,666.67	405.33	428.00
Website Hosting	1,200.00	338.18	\$800.00	461.82	861.82
	\$62,120.00	\$47,979.57	\$41,413.33	\$6,566.24	\$14,140.43

FRONTERRA CDD CASH POSITION AS OF 5/31/24

O&M Funds from Tax Collector:	\$67,089.68
<hr/>	
Total Revenues through 5/31/24	\$67,089.68
Expenses through 5/31/24:	\$47,979.57
Budgeted Expenses through 9/30/24:	\$14,140.43
<hr/>	
	\$62,120.00
Carry Over (Reserve) @ 9/30/23:	\$42,199.39
<hr/>	
Estimated Carry Over as of 9/30/24:	\$47,169.07
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