

MOODY RIVER ESTATES

**COMMUNITY DEVELOPMENT
DISTRICT**

November 16, 2021

BOARD OF SUPERVISORS

SPECIAL MEETING

AGENDA

Moody River Estates Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone (561) 571-0010 • Fax (561) 571-0013 • Toll-free: (877) 276-0889

November 9, 2021

Board of Supervisors
Moody River Estates Community Development District

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

The Board of Supervisors of the Moody River Estates Community Development District will hold a Special Meeting on November 16, 2021, at 10:00 a.m., at the Clubhouse at Moody River Estates, 3050 Moody River Blvd., North Fort Myers, Florida 33903.

1. Call to Order/Roll Call
2. Public Comments (*3 minutes - agenda items*)
3. Consideration of Proposals for District Management Services
 - A. Opening Comments by District Counsel; Overview of Process
 - B. Presentation by PFM Group Consulting LLC
 - Board Questions
 - C. Presentation by Rizzetta & Company
 - Board Questions
 - D. Presentation by Premier District Management
 - Board Questions
 - E. Presentation by Special District Services, Inc.
 - Board Questions
 - F. Presentation by Governmental Management Services – Tampa, LLC
 - Board Questions
 - G. Presentation by Inframark Infrastructure Management Services
 - Board Questions
 - H. Board Discussion and Evaluation of Proposals
 - I. Authorization for District Counsel to Negotiate a Contract for District Management Services

4. Staff Reports
 - A. District Manager
 - B. District Counsel
5. Supervisor Requests
6. Meeting Continuation to Approve Management Contract and Resolutions Appointing Officers from New Management Company

Should you have any questions and/or concerns, please contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 709 724 7992

MOODY RIVER ESTATES
COMMUNITY DEVELOPMENT DISTRICT

3B



Moody River Estates Community Development District

Lee County, Florida

Prepared on November 5, 2021

PFM Group Consulting LLC

Lynne Mullins
District Manager
3501 Quadrangle Blvd.
Suite 270
Orlando, FL 32817

PFM Financial Advisors LLC

Brent Wilder
Managing Director
200 South Orange Ave
Suite 760
Orlando, FL 32801



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November 5, 2021

Moody River Estates CDD
District Board of Supervisors c/o
Michael C. Eckert
Hopping Green & Sams, P.A.
119 South Monroe Street, Suite 300
Tallahassee, FL 32301

pfm

3501 Quadrangle Blvd.
Suite 270
Orlando, FL 32817
407.723.5900

pfm.com

RE: Moody River Estates CDD District Management Services

Dear Mr. Eckert:

PFM Group Consulting LLC ("PFM") appreciates the opportunity to submit our proposal for District Management Services to the Moody River Estates Community Development District (the "District"). Our proposal includes additional services we would be pleased to offer the District under separate agreement with our affiliated companies such as financial advisory services provided by PFM Financial Advisors LLC ("PFMFA"), our registered municipal advisor affiliate.

The PFM Group of companies have roots in the municipal finance industry that go back over 40 years. From the outset, we wanted to be a firm that is very different from our competitors; an independent advisory firm with technical resources matching those of the most sophisticated Wall Street investment banks. Local governments around the nation have responded favorably to this focus, resulting in sustained long-term relationships with our clients while allowing for the addition of new clients. The industry-standard for reporting transaction experience is through Refinitiv (formerly Thomson Reuters), who has ranked our municipal advisory affiliate, PFMFA, #1 in the nation and the State of Florida in terms of overall issues and par amount as of December 31, 2020. Our independence is significant, but it is just the beginning of our qualifications. Below we summarize the reasons we believe our affiliate, PFM Group Consulting, to be the optimal choice for the District.

District Management Services: PFM, through the acquisition by our affiliate of the majority assets of Fishkind & Associates, Inc., is now capable of providing our special district clients with what we believe to be highly effective services at every stage of a District's life -- from establishment to full development. In Florida, we continue to add clients and have an experienced team of professionals to provide clients with the level of service they expect and deserve. Our scope of services include but are not limited to general consultation, orchestrating and managing meetings, District representation, accounting services, recording and transcribing meeting minutes, record management,



Moody River Estates CDD
November 5, 2021

coordination of annual assessments, lien book maintenance and dissemination agent services.

Staff: Our team currently consists of over 20 professional staff members including four experienced District Managers who have over 35 years combined length of service in the industry. Additionally, our team includes Accountants, Assistant District Managers, Administrative Support, and a Field Specialist on staff to service our districts. As we continue to grow, we continue to assess our team and add additional resources to serve our clients.

Availability: Our team manages over 60 special districts at various stages of the district's life cycle. Clients include community development districts, stewardship districts and recreational districts. We are committed to working with each of the districts based on their specific and changing needs at each stage of the life cycle. Each of our District Managers have a portfolio that encompasses districts in various stages of development.

Cost: Our focus is to provide cost effective service that results in significant value to our clients and our fees reflect the changing needs of the district as it transitions from establishment to development to full build out. Based on our understanding of the District's current needs and stage of development, we would propose the Tier 3 Management Fee as outline in Exhibit B. We hope to build a long, mutually beneficial relationship with the district and as such our fees are fully negotiable to meet the needs of the district.

In closing, we are pleased to open this discussion and look forward to having the opportunity to discuss our proposal to serve as District Manager to the District. The community can be assured that this engagement is a high priority for us, and we are committed to dedicating the full range of PFM's exceptional services and resources. We understand the scope of work to be performed and commit to doing so on the District's schedule. We believe PFM's relevant experience and dedicated project team — makes us the ideal choice as the District's District Manager.

Sincerely,

D. Brent Wilder
Managing Director
PFM Financial Advisors LLC

Lynne Mullins
District Manager
PFM Group Consulting LLC



Firm History

Public Financial Management, Inc. (“PFM”) was founded in 1975 to provide financial advisory services, and began providing management and budget consulting services in the early 1990’s. As of June 30, 2021, we maintain 35 offices throughout the United States, allowing us a national knowledge of challenges or concerns our clients are facing, while giving us a better understanding of local issues and challenges, as well as allowing us to provide day-to-day contact and support.

In order to further assist our clients with special district management, economic and financial consulting, we acquired the majority assets of Fishkind & Associates, Inc. in 2019. The company was formed in 1987 and has grown steadily since its inception. We now are able to leverage this extensive experience in economic and fiscal impact analysis, policy studies, forecasting, and finance throughout Florida and the United States.

Our expanded services, provided through PFM Group Consulting LLC (“PFMGC”) include special district management and accounting, real estate analysis and development, management services, market research, feasibility studies, fiscal impact assessments, project feasibility, and asset valuations.

In addition to our district management and accounting services, our registered municipal advisory subsidiary, PFM Financial Advisors LLC (“PFMFA”) is involved in key financial advisory roles to special districts, local governments, redevelopment agencies, and other governmental clients. In this capacity, we formulate innovative financing plans, provides economic advice and direction, and evaluates financing alternatives and have participated in structuring over \$5 billion in infrastructure & municipal financings.

PFMGC also conducts residential real estate feasibility research that involves price, product and supply analysis, as well as extensive consumer research and focus group studies. As a result, we have considerable skill in analysis and interpretation of consumer preferences, behavior patterns, and demographic trends.

The PFM group of affiliates include:

- **Consulting services** | PFM Group Consulting LLC
- **Municipal Advisory services** | PFM Financial Advisors LLC
- **Derivative advisory services** | PFM Swap Advisors LLC
- **Financial modeling powered by Synario** | PFM Solutions LLC

Services Offered

PFM and our affiliates offer clients:

- **Debt & Swap Portfolio Management**
 - Debt Structure Financing Alternatives/Terms
 - Dedicated Bond Pricing Group
 - Swap Monitoring & Risk Management
- **Public Private Partnerships (“P3s”)**
 - Feasibility & Valuation Analysis
 - Procurement Process Management
 - Evaluation of Financing Alternatives
 - Transaction Management
- **Credit Strategy**
 - Direct Relationships with Rating Agencies
- Constant Communication
- Development of Direct Investor Relations Strategies
- Specialized Services
- Economic Development
- Airports & Seaports
- Higher Education
- Healthcare
- Housing
- Transportation
- Energy
- Schools



- General Governments
- Water & Wastewater
- ◆ Quantitative Strategies
- Capital Financing
- Strategic Planning
- Budgeting
- Cash Flow
- Forecasting

Special Assessment Districts

Through our PFMGC and PFMFA affiliates, PFM provides district management and financial advisory services to more than 60 of the over 700 special districts throughout Florida including Community Development Districts (“CDDs”), Stewardship Districts, Recreational Districts and Improvement Districts. We use a team approach to providing these services, so numerous team members are aware of the needs and desires of each client. Further, our team members are knowledgeable of the requirements and nuances of relevant state statutes and share best practices to address issues facing districts statewide.

District Management Services

PFMGC provides services to variety of special districts including:

- ◆ Community Development Districts
 - Governed by Florida Statutes Chapter 190 (and Chapter 170)
- ◆ Stewardship Districts
 - Governed by Florida Statutes Chapter 190 and Chapter 298
 - A Stewardship District is governed by special act passed by the Florida legislature establishing it
 - Typically used for large tracts of land with a longer build out period and when there is a desire to preserve large portions of land for conservation, which allow for more thoughtful and coordinated management of the District
- ◆ Recreational Districts
 - Governed by Florida Statutes Chapter 418
 - Recreational Districts are limited in nature to the construction, acquisition, replacement operation and maintenance of recreational amenities
- ◆ Improvement Districts
 - Governed by Florida Statutes Chapter 190 as an alternative method of planning, acquiring, operating and maintaining community-wide improvements

Using a dedicated staff with extensive knowledge in the operation of districts, PFMGC provides the following services:

General Management and Administrative Services: PFMGC can provide standard administrative services necessary for the proper function of special districts and to help them operate and comply with applicable statutes, laws, codes, rules and regulations, including Florida Statutes Records Requirements of Chapter 119. We attend and help facilitate all scheduled and special meetings, including preparing agendas and minutes for all Board of Supervisors’ meetings, helping to ensure meeting notices are published, and coordinating other logistical matters. Further, we document and update all items for the “record of proceedings,” solicit proposals for contracts, review and recommend vendors based on proposals received, aid in negotiations, monitor contract status and compliance with contracts and insurance requirements, and notify the Board when contracts are expiring, as well as when to undertake new procurement measures. We help our clients maintain compliance with Florida Administrative Code Section R.1B-24.003(1)(a) concerning the retention of specific District records. Upon request, we provide training for new supervisors and staff.



Accounting Services: Districts are required to prepare financial statements in accordance with Governmental Accounting Standards Board (“GASB”) guidelines, and PFMGC is knowledgeable about these standards. For our clients, we prepare monthly financial statements, along with providing accounts payable and receivable work, investment and asset tracking and valuation, capital program guidance, procurement guidance, and completion and filing of State of Florida required annual reports. We present all accounting information to the Board of Supervisors for their approval, and our reports show monthly balance sheets, income statements, and variations between the annual budget and actual costs and income. We work with each district’s selected independent auditor to help ensure they have all necessary information and to implement any recommended measures. During the budgeting process, we prepare draft budgets, incorporate comments from the supervisors, and work with the supervisors to approve the budget. We incorporate not just the Board’s goals, but also revenue and expenses from the current year to provide more accurate budget predictions. We can also assist in selecting what we believe is the best bank for the district’s needs and can help open and maintain accounts with the district’s selected bank. Further, we will submit all necessary reports to the various agencies.

Lien Book/Tax Roll Maintenance (Associated with Management of Special Assessments): We work with our clients to provide billing, collection, reporting, and accounting for district assessments. This helps to ensure the district has necessary funds to meet all obligations, from operations to maintenance to any debt obligations. PFMGC administers annual assessments in a timely manner, which helps our clients’ cashflows. We answer questions from property owners regarding their assessments, and when needed, draft estoppel letters and lien releases. Further, where possible, we will recommend ways to leverage efficiencies in collecting revenues. When developer agreements are needed, we can work with the district’s legal counsel to draft and interpret those to help the district’s cashflows.

Technology: To facilitate meetings, we use iPads and other technology. Prior to each meeting, we load all agendas, minutes, and other documents onto iPads, which are then disseminated at the meeting. After each meeting, we collect the iPads to prepare them for the next meeting. Further, meeting documents are stored electronically and backed up securely, allowing for ease in transmitting and storing documents for future reference. This also provides our clients with cost savings due to a reduction in printing costs and environmental benefits due to reduced paper usage.

Capital Program Administration and Bond Issuance: Capital improvements are necessary for the continued success of any district, and PFM has experience with the implementation and funding of capital programs. We coordinate the timing and design of these improvements with the annual budget process, as they can impact proposed operations and maintenance. PFMFA has more than 45 years of providing financial advisory services, from advising on debt issuance to transaction management to consideration of how-to best structure deals for our clients. Our PFMA colleagues assist with review of the various financing documents and debt structure including the official statement and closing documents, and PFMGC provides any needed disclosures in EMMA. Further, we can recommend providers to help with preparation of all necessary arbitrage calculations.

Financial Advisory Services: PFMFA has developed extensive experience assisting Florida CDDs and other special districts since focusing on this market segment as a financial advisor in 2009. Since then, we have served as financial advisor on more than 70 special assessment transactions totaling approximately \$2.2 billion. Our municipal advisory services, provided by PFMFA, include:

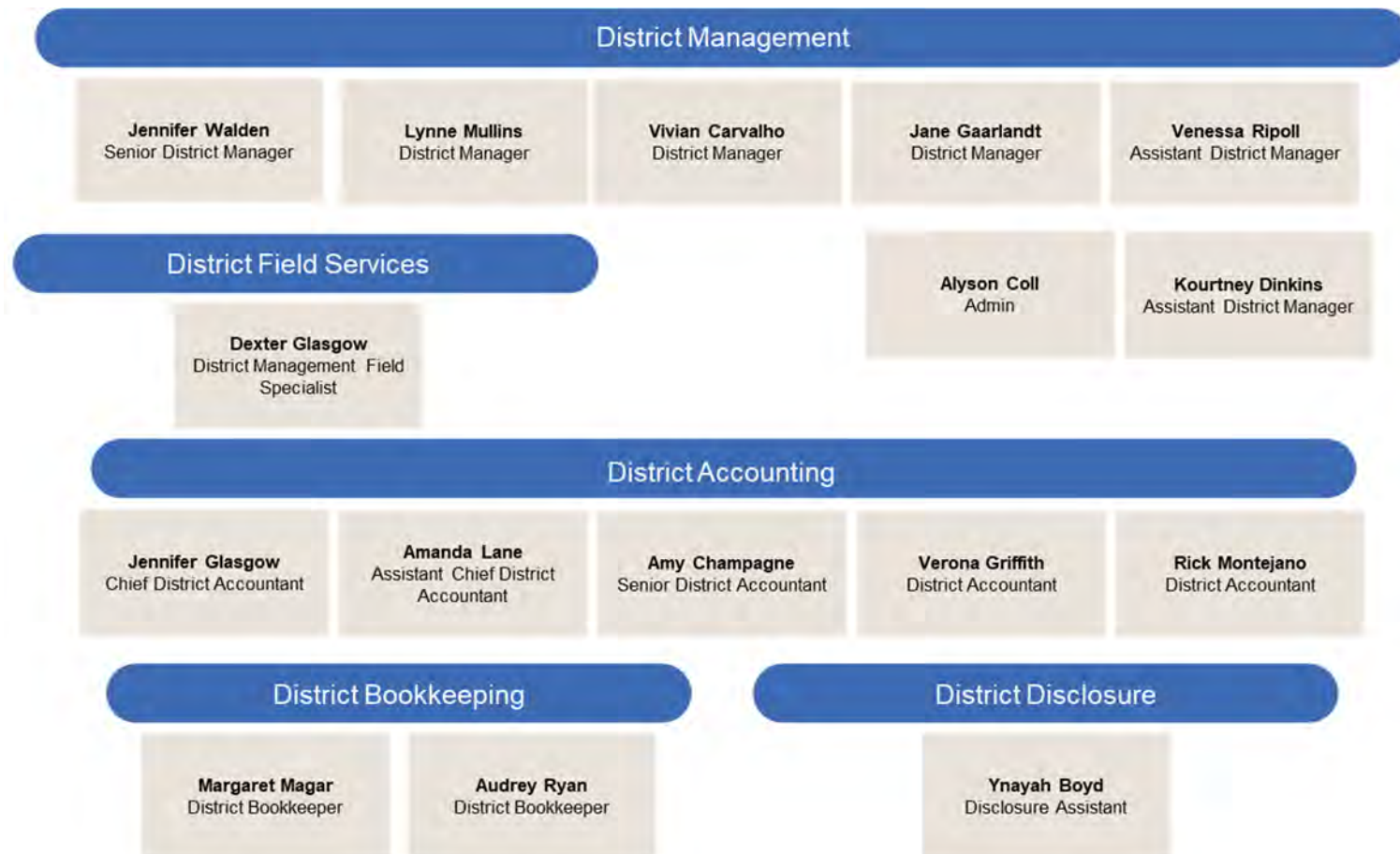
- Special Assessment Methodology
- Debt structuring & transaction management
- Re-amortization schedules

PFM’s national reputation and consistent growth are evident in our ranking as the nation’s top financial advisor in terms of number of transactions and par amount, as we’ve been ranked #1 in the country for 23 consecutive years by Refinitiv. In 2020, we advised on 995 issues for a total of \$69.7 billion in par. Our leadership in both number of transactions and par issued shows a commitment to small, medium and large issuers.



The Florida District Management Team

PFMGC and PFMFA are pleased to provide a dedicated and robust team to serve our special district clients. We include the organizational chart below in addition, following page a brief biography on the key team members that would serve the District.



Services provided by PFM Group Consulting LLC



Key Team Members

Lynne Mullins, *District Manager*
3 Years of Experience

Lynne joined the District Management team at PFM in March 2018. Prior to joining PFM Group Consulting LLC, she worked in medical billing and coding for an Orthopedic group. She serves as District Manager for multiple Districts on the west coast and central Florida area.

Jennifer Walden, *Senior District Manager*
7 Years of Experience

Jennifer Walden joined the District Management team at PFM in September 2014. Prior to joining PFM Group Consulting LLC, she worked as an Account Manager for a fulfillment house and in the marketing department for a large company in the hospitality industry. She serves as District Manager for multiple Districts throughout the state of Florida. Jennifer has a Bachelor of Science in Marketing from the University of Central Florida.

Rick Montejano, *District Accountant*
7 Years of Experience

Rick Montejano recently joined the District Management team at PFM in September 2021. Prior to joining PFM Group Consulting LLC, Rick worked in governmental accounting for the past 7 years. He now serves as District Accountant for multiple Districts throughout Florida.

Rick has a Bachelor of Science in Accounting from Marist College located in Poughkeepsie, NY. In addition, he obtained his MBA from Colorado State University in 2020. Since 2014, Rick has also served as a Firefighter/EMT for Seminole County Fire Department.



The Florida District Financial Advisory Team

Senior Strategic, Client Management Services and Analytical Support

Brent Wilder
Managing Director
Orlando, Florida

Kevin Plenzler
Senior Managing Consultant
Orlando, Florida

Michael Dennis
Senior Analyst
Orlando, Florida

Services provided by PFM Financial Advisors LLC

Key Team Members

Brent Wilder, Managing Director 33 Years of Experience

Brent Wilder has over 30 years of experience in the financial services industry, the majority of which have been dedicated to serving the financing needs of municipal clients. He joined PFM in 2009 and serves as Managing Director in the firm's Orlando office.

Throughout his career, Brent has served in the roles of financial advisor, underwriter, and credit provider for a variety of municipal clients in Florida and several other states. He is responsible for managing the firm's special district practice in addition to numerous client relationships throughout Florida. He also actively monitors Florida legislative initiatives to provide context on financial matters that may impact our clients. Brent's transaction experience includes covenant to budget and appropriate, certificate of participation, lease appropriation, tax backed, transportation, utility, and special assessment issues for municipal, institutional, corporate, and not-for-profit clients. Although he has a particular expertise with Florida special districts, his clients also include cities, counties, school districts, toll authorities, and municipal utilities. He has also completed dozens of conduit financings for credit enhanced and un-enhanced issues for solid waste, manufacturing and airport facilities.

Brent is an active sponsor and past speaker for FSFOA, FGFOA and TEAM FL.

Kevin Plenzler, Senior Managing Consultant 17 Years of Experience

Kevin joined PFM in 2019 via acquisition of Fishkind and Associates, Inc. in Orlando, Florida. His current responsibilities include providing financial advisory and assessment consulting services associated with PFM's Community Development Districts within PFM Group Consulting, LLC. In addition to financial advisory services, Kevin offers consulting services associated with but not limited to transportation toll and revenue studies, K-12 schools' analysis and market studies related to sports, leisure and cultural facilities.

Prior to PFM, Kevin worked as a member of Fishkind and Associates, Inc. real estate market group. In addition to the aforementioned consulting services, he has relevant experience in highest and best use land use analysis, detailed pro forma analysis associated with real estate transactions, and economic impact analysis.



Michael Dennis, Senior Analyst
2 Years of Experience

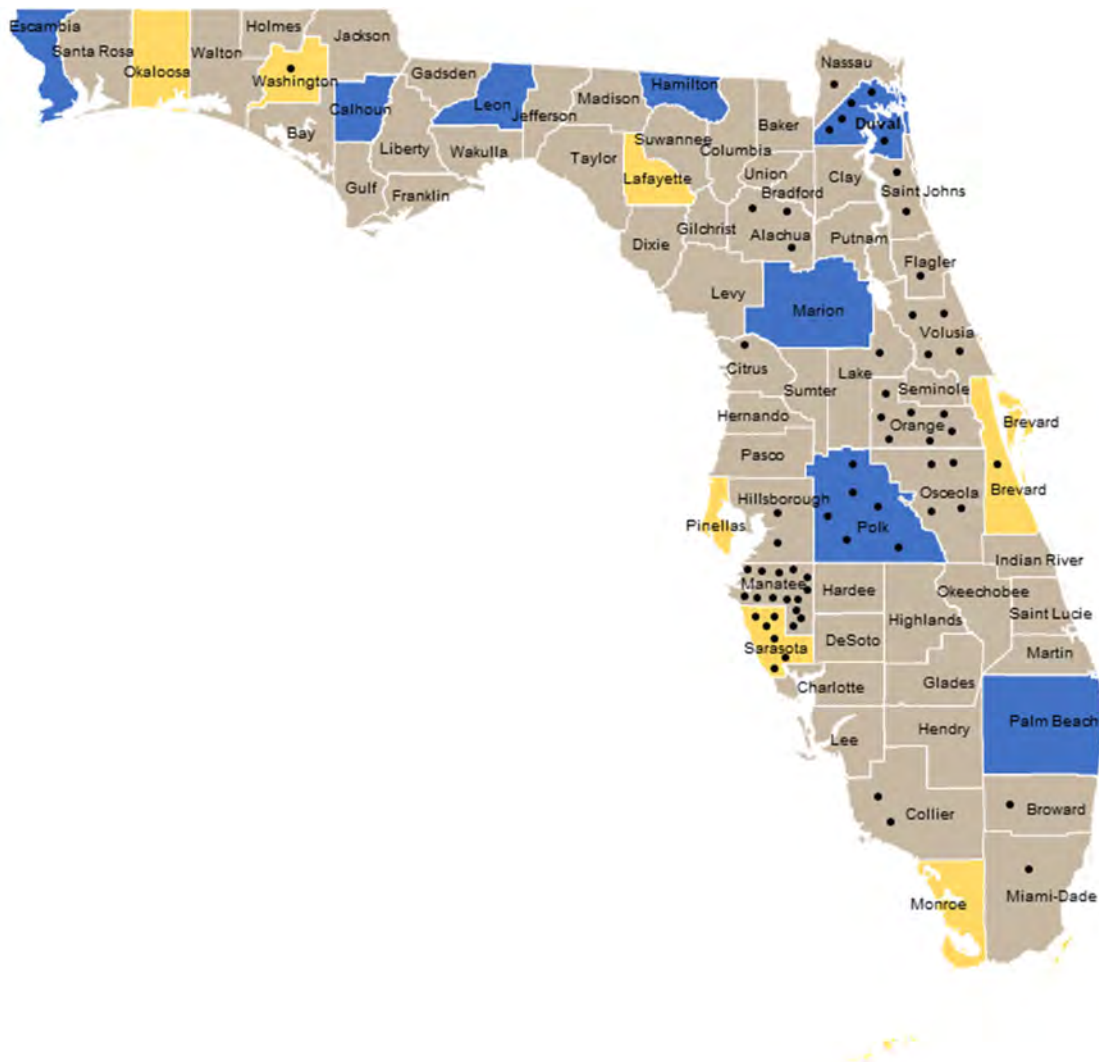
Michael Dennis joined PFM in 2019 and works as a financial advisory senior analyst based in the Orlando office. In this role, he provides technical and analytical support for various cities, counties, independent authorities, and special assessment districts. His present duties include structuring, sizing, and supporting the pricing of new money, re-amortizing and refunding bond issues, conducting capacity analysis, providing ratings support, and analyzing issuer's outstanding debt to identify refunding opportunities. Additionally, he supports the preparation of assessment methodologies for PFM's special districts practice.

Michael has been involved in executing debt transactions totaling over \$2 billion in par through competitive sales, negotiated transactions and direct loans/leases.

Michael graduated cum laude from Florida State University with a Bachelor of Science in Finance and Marketing as well as a minor in Political Science. He is a registered Municipal Advisor Representative (Series 50).

Representative Clients

PFMGC's Florida District Management clients include over 60 special districts located in 19 counties across Florida:





Case Studies

We include the following case studies to demonstrate PFMFA's experience providing financial advice to similar clients for a variety of debt structures.¹

NORTH SUMTER COUNTY UTILITY DEPENDENT DISTRICT

\$123,410,000 Utility Refunding Revenue Bonds, Series 2020

At the direction of North Sumter County Utility Dependent District (the "District"), PFMFA distributed an Underwriter RFP in July 2019 to refund the District's outstanding Utility Revenue Bonds, Series 2010, as well as the District's Subordinate Utility Revenue Bonds, Series 2010, totaling \$156 million in aggregate principal.

The Forward Direct Purchase option proposed by Morgan Stanley was determined to be the most beneficial in terms of both time and savings because:

- Interest rates locked in ten months in advance of closing
- Limited disclosure requirements; no official statement
- Full flexibility for couponing and call feature; credit rating obtained after pricing; limited events of termination by the purchaser

PFMFA and the District also negotiated a provision that would require the Purchaser to pay the amount of the estimated present value savings (\$43.5 million) in the event the Purchaser failed to fulfill its obligation to purchase the bonds.

PFMFA also recommended refunding the senior and subordinate debt into one senior lien obligation given the improved debt service coverage.

Using this innovative structure, the District was able to refund \$156 million of senior and subordinate debt and realize **\$43.5 million** of net present value savings, which equated to **27.8%** of refunded par.

AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT

\$4,915,000 Capital Improvement Revenue Refunding Bond, Series 2021

At the direction of Amelia National Community Development District (the "District"), PFMFA distributed a bank loan RFP in January 2021 to refund the District's outstanding Capital Improvement Revenue Bonds, Series 2004A.

The winning proposal offered the following terms and conditions:

- 15-year, tax-exempt fixed interest rate of 2.19% locked through closing
- Pre-payment flexibility in whole or part at any time without penalty
- Would NOT require a debt service reserve fund ("DSRF"), allowing the current DSRF to be liquidated and applied towards the refunding significantly reducing the remaining amount of debt

The District was able to refund the outstanding \$5.75 million Capital Improvement Revenue Bond, Series 2020 and realize **\$1.5 million** of net present value savings, which equated to **26.8%** of refunded par.

¹ Case studies are provided for informational purposes only and do not represent an endorsement or testimonial by clients of PFM's financial advisory services. The results that PFM's financial advisory business obtained for the client illustrated was dependent upon the client's circumstances and market conditions at the time of the transactions and should not be viewed as a guarantee of future performance results.



LAKWOOD RANCH STEWARDSHIP DISTRICT

\$7,575,000 Special Assessment Revenue Bonds, Series 2020 (Northeast Sector Project –Phase 2C)

Proceeds of the 2020 Bonds were used to (a) acquire, construct, install and equip the Northeast Sector Project –Phase 2C, (b) Fund the 2020 Reserve Account, (c) pay costs of issuance of the 2020 Bonds, and (d) capitalize interest on the 2020 Bonds.

We were able to achieve the following pricing on the 2020 Bonds (Priced November 23, 2020):

- Term 2025: 2.500% Coupon & 2.520% Yield
- Term 2030: 3.000% Coupon & 3.030% Yield
- Term 2040: 3.500% Coupon & 3.500% Yield
- Term 2050: 4.000% Coupon & 3.720% Yield

References

We encourage the District to contact the following references as a testament to our client service and expertise.

Contact Name & Title	Contact Information	Representative Clients
Kelly (McCarrick) White ICI Homes—Director of Finance	KWhite@ICIHomes.com 386.527.3940	Currently serves on: <ul style="list-style-type: none">• Cedar Pointe CDD Board as Chair• Parker Road CDD Board as Chair• Pioneer CDD Board as Chair• Tomoka CDD Board as Chair• Boggy Brach CDD Board as Chair• Longleaf Pine CDD Board as Chair
Hector Lizasuain Magic Development – Government Affairs & Planning Director	hector@magicdevelopment.com 407.403.7414	Currently serves on: <ul style="list-style-type: none">• Magic Place CDD Board as Chair• Magic Reserve CDD Board as Chair
Jim Schier Neal Communities—Senior Vice President, Finance	jschier@nealcommunities.com 941.705.4701	Representative of the following Districts: <ul style="list-style-type: none">• Blackburn Creek CDD• Fieldstone CDD• Lakes of Sarasota CDD• Laurel Road CDD• North River Ranch CDD



Contact Name & Title	Contact Information	Representative Clients
		<ul style="list-style-type: none">• North River Ranch Improvement Stewardship District• Silverleaf CDD• Windward at Lakewood Ranch CDD



EXHIBIT A **SCOPE OF SERVICES**

I. General Management Services

General Consultation, Meetings, and DISTRICT Representation

The Manager shall organize the DISTRICT meetings. This includes, but is not limited to, providing the agenda and Board packages, scheduling, notification, publication and related matters. The service to be provided shall also include, but not be limited to planning, scheduling, production and quality control, coordination, and administration of various professional service elements.

The manager shall prepare and submit to the DISTRICT's Board of Supervisors a proposed annual budget and administer the adopted budget of the DISTRICT.

As the DISTRICT's Manager, we will consult with the DISTRICT Board of Supervisors and its designated representatives, and when necessary, participate in such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration, accomplishment, and fulfillment of the professional services with regard to the projects and general interest of the DISTRICT.

The Manager shall consult with and advise the DISTRICT on matters related to the operation and maintenance of the DISTRICT and assist the DISTRICT to ensure compliance with all statutes and applicable law affecting the DISTRICT. The Manager will maintain the DISTRICT's website in compliance with applicable law and ensure an e-mail system is in place which provides a separate "COD e-mail address" for all Board members with an archiving system which will allow the Manager to respond to public records requests and maintain e-mails in compliance with applicable records retention law.

II. Accounting Services

The Manager shall define and implement an integrated management reporting system which will allow the DISTRICT to represent fairly and with full disclosure the financial position of the DISTRICT. Monthly financial statements will be provided in addition to a year-end audited financial statement to be prepared by a certified public accounting firm selected by the DISTRICT. These services will be coordinated with the DISTRICT's auditors to assure a smooth and efficient audit of the DISTRICT's books.

III. Minutes and Records

The Manager shall define and implement a system of record management for the DISTRICT, including a concise and accurate record of the official actions of the Board of Supervisors and any appointed boards or committees, and shall oversee the maintenance and disclosure of DISTRICT's records pursuant to Florida law.

IV. Annual Assessments, Lien Book Maintenance and Dissemination Agent

The Manager will maintain the tax roll for the DISTRICT and coordinate and report to the Tax Assessor and Tax Collector for the jurisdiction in which the DISTRICT exists.

The Manager will administer the DISTRICT's assessment methodology during platting and maintain the DISTRICT's lien book and release of liens at closings.

The Manager will provide continuing disclosure filing coordination and assistance for DISTRICT debt issues on EMMA as required by the MSRB and other regulatory agencies.



Fee Proposal

EXHIBIT B COMPENSATION FOR SERVICES

The table below outlines the minimum management fees. The fees depend upon the type of district, the website selected, and the number of debt issues outstanding for the DISTRICT. Fees are reviewed and adjusted annually pursuant to the DISTRICT's budget process. Our fees include the provision of the services described in Exhibit A, as well as the reimbursable expenses set forth in Section III(1).

<i>Type of District*</i>	<i>Management Fee</i>
Tier 1	\$10,000
Tier 2	\$25,000
Tier 3	\$45,000
Tier 4	\$60,000

<i>Debt Issue Services</i>	<i>Annual Fee (per series)</i>
Assessment Administration	\$7,500
Dissemination Agent	\$5,000

<i>Additional Services**</i>	<i>Cost of Issuance (per series)</i>
District Management Services Cost of Issuance	\$10,000
Dissemination Agent Cost of Issuance	\$1,000

*Type of District is designated by the stage of life the District is in.

Tier 1- District has been established but the District will not proceed with development and will remain inactive until such time development commences. District only holds minimally required meetings per year.

Tier 2- District has been established and the District will commence the process of issuing bond/debt for the infrastructure of the development project. District meets on a more regular basis.

Tier 3- District has issued debt for the infrastructure of the development project and is very active with the day to day operations.

Tier 4- District is mature and at least 3 Board of Supervisors who are residents of the District have been elected to serve.

**Additional Services – District Management Services Cost of Issuance. This fee is applicable for any bond issue and subsequent issue at closing as part of the Cost of Issuance Cost. This fee is not related to the Operating & Maintenance Budget for the District.



The fees outlined above may be increased or otherwise amended annually as reflected in the adopted Operations & Maintenance Budget for the District. New fees will become effective on October 1 of the applicable budget year.

MOODY RIVER ESTATES
COMMUNITY DEVELOPMENT DISTRICT

3C



Rizzetta & Company
Professionals in Community Management



A FULL-SERVICE MANAGEMENT FIRM

Moody River Estates Community Development District

Prepared for: **Moody River Estates Board of Supervisors**

FORT MYERS OFFICE

9530 Marketplace Rd., Suite 206
Fort Myers, Florida 33912
239.936.0913 | Rizzetta.com

A photograph of four business professionals (two women and two men) standing in a modern office environment with large windows. They are all smiling and dressed in business attire. The image is overlaid with a semi-transparent teal filter. The text 'FIRSTLY' is in white, bold, sans-serif font, positioned to the left of a horizontal yellow line.

FIRSTLY

THANK YOU

FOR YOUR TIME!



Rizzetta & Company
Professionals in Community Management

November 3, 2021

Moody River Estates CDD
3050 Moody River Blvd,
Ft. Myers, Florida 33903

RE: Community Development District Management Services

Moody River Estates Community Development District Board of Supervisors,

Rizzetta & Company appreciates the opportunity to present our qualifications and proposal to assume District Management of your district. With 35 years experience, a statewide presence, and standard-setting performance, our qualifications for every aspect of the management of your District; its assets (both fixed and live), appearance, present and future projects, and its residents are unparalleled. There is no situation we do not have extensive experience in resolving.

Changing management companies can cause uncertainty among Board members given their investment in the current management company. Rizzetta understands and appreciates this apprehension and will work to address each concern expressed. Organizationally we have been through countless transitions be it a transition from developer control to resident control, assuming control from another management firm, and even the rare relinquishing district control. Consequently we have rigorous procedures which ensure seamless conversion to a higher level of service, control, and security for the district.

Rizzetta is a comprehensive community management company servicing over 100 Community Development Districts, 165 Homeowner Associations and 20 community clubhouses throughout the state of Florida. The firm has evolved over the years to meet the demands of an ever changing market by emphasizing a culture of continuous improvement and enthusiastic client satisfaction. We are presenting industry leading experience and knowledge, a Ft. Myers presence, and a partnership with a dedicated resource team specifically tailored to your district. You will find this to result in the highest quality of service and attention making Moody River Estates the envy of other local communities.

Very truly yours,

Bob Schleifer
Chief Operating Officer



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OUR STORY

... SO FAR

Rizzetta & Company, Inc. 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 35 years in the industry, Rizzetta & Company, Inc., 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, Inc. 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.

RIZZETTA OFFICE LOCATIONS





OUR SERVICES

Rizzetta & Company provides professional district management services to Moody River Estates CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

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.
- Routine site inspections to verify the state of repair for all District assets
- Review and create as needed a periodict 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 MIP 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 staff 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 public hearing levying special assessments.

Bond Validation;

- d) Coordinate the preparation of a Bond Validation Report which states the “Not-to exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- e) Provide expert testimony at bond validation hearing in circuit court.

Certifications and Closing Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

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 Management and Inspection

Landscape Management 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.

Technology Services

Our Technology Services provide Districts a one-stop shop for their statutory website (which now must be ADA certified), email management (with their own domain) and electronic filing of all public records. Having this service under the same roof as District Management ensures details are never missed and critical filings always consistently observed.

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.



WHY

CHOOSE US?

Clients chose Rizzetta for its Experience and Service.

- Our **experience** is extensive. 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, 35 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.
- 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.
- 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 employs a Client Experience Manager who 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.
- We will keep your district maintained properly and cost effectively resulting in the neighborhood always being in a desirable condition regardless of the time of year
- Rizzetta’s **District Finance** team has extensive experience 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.
- Rizzetta’s **District Accounting** has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity.



PROPOSED PRICING

District Services Provided	Fees
District Management	\$25,000
12 Meetings per year	
Recording, Notice, Administrative Support	
Public Records Repository and Distribution	
District Operations	
District Accounting	\$18,200
Monthly Financial Package per GASB	
Budget prep and monthly monitoring	
Tax Roll Assessments	\$5,000
Prepare Annual Assessment Rolls and submit to county tax collectors and property appraisers	
Create and maintain the assessment rolls	
Annual Finance and Collections	\$4,500
Serve as the Collection Agent for all off roll parcels	
Estopple Issuance	
Debt Management	
Dissemination Agent	
Technology Services	\$2,100
Website monitoring and monthly content uploads	
5 Email account maintenance and archival	
TOTAL RIZZETTA FEES	\$54,800



MOODY RIVER ESTATES 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 TEAM



**Belinda
Blandon**

Belinda Blandon is your District Manager and is responsible for all aspects of the day-to-day operations, management, and ongoing administration for Community Development Districts in Fort Myers, Venice, and Manatee Counties. These Districts include both developer and resident controlled Boards in various stages of development.

Prior to joining Rizzetta, 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. Ms. Blandon has extensive experience in asset management, budgeting, project management, bid solicitation and contract implementation and enforcement.

Ms. Blandon received her AA in Hospitality from Miami Dade College and is a Licensed Community Association Manager and Notary Public in the State of Florida. Ms. Blandon is a hard working volunteer for Autism Speaks as she works to raise funds and advocate on its behalf.



**Melissa
Dobbins**

Melissa Dobbins is our Regional District Manager and oversees the Fort Myers, Orlando, St. Augustine and Panama City Beach offices. Ms. Dobbins started with Rizzetta & Company in 2006 as a District Manager in our former Daytona Beach office.

Prior to joining Rizzetta & Company, Ms. Dobbins worked as an Education Administrator/Assistant Director in the post-secondary and university levels of academia for over 6 years. Ms. Dobbins' responsibilities included program development, training, evaluation, fiscal management, remediation, and retention. She created safe, professional, and fair environments by instituting quality control management and strategic leadership tactics. In addition, she has diverse experience in sales and marketing while always ensuring the highest standards and quality service.

Ms. Dobbins holds a B.A. in Business Administration from University of Florida. Following completion of her undergraduate work, Ms. Dobbins went on to obtain her M.A. in Education Administration from University of Florida. She is also a Licensed Community Association Manager and a Notary Public in the State of Florida.

IMMEDIATE SUPPORT FOR MOODY RIVER ESTATES TEAM INCLUDES:



**Scott
Brizendine**

Scott Brizendine is our Vice President of Operations, Community Development Districts. Most recently Scott was the Manager of District Financial Services after beginning his employment with Rizzetta in 2005 as a District Manager. In his prior role he oversaw the writing of assessment methodology reports for bond issuances, refunding's and restructures; authoring Statement of Estimated Regulatory Costs reports for establishment and amendment petitions; oversight of assessment roll processing and compliance responsibilities as Dissemination Agent and Disclosure Representative.

Prior to joining Rizzetta Scott worked in the Finance Department of the Walt Disney Corporation providing services in cash management, account reconciliation and financial reporting. He holds a bachelor's degree in Finance from Florida State University and is a licensed Community Association Manager and a Notary Public. Scott is a graduate of the Leadership Tampa Bay Class of 2018.



**Kaitlyn
Gallant**

Kaitlyn Gallant is the Manager of our exceptional District Accounting Services. She started with Rizzetta in 2006 as a **Construction Accounting Clerk** and has progressed to her current role where she is responsible for all facets of district accounting, including preparation of financial statements, processing accounts payable and construction requisitions, reconciliation of bank statements, recording and collecting assessments, completing annual audits, and all other accounting processes that periodically require attention.

Kaitlyn received her bachelor's degree in International Business and Economics from Fitchburg State University in Massachusetts. As part of her coursework, she studied abroad in London, England.



**Heather
Russel**

Heather Russel is our Vice President of Operations, Association Management where she is responsible for contract management and compliance, staffing, customer service, business development and corporate association matters. Prior to her current position, Heather served for 17 years as the Director of Community Association Management, overseeing a team of management and support personnel.

Prior to joining Rizzetta Heather held positions as a portfolio Community Association Manager, an on-site manager and a Florida licensed real estate associate. She is a designated Association Management Specialist (AMS), Certified Manager of Community Associations (CMCA), is a Florida Licensed Community Association Manager (LCAM), and a Florida Notary Public.

EXTENDED SUPPORT FOR MOODY RIVER ESTATES TEAM INCLUDES:



**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 35 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 28 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.



**Bob
Schleifer**

Bob Schleifer is the newly appointed Chief Operating Officer tasked with overseeing all operational areas of the Rizzetta companies including District Services, Association Services, Field and Amenity Services, Information Technology, Human Resources and Marketing. Over his 30+ years in business he has gained broad experience in real estate (management, acquisition, site selection and tenant prep), information technology (software and database development, administration, procurement, and infrastructure design), manufacturing engineering, electrical (hardware) design, statistical analysis, logistics, law enforcement, market research and political consulting.

Bob received his B. S. in Electrical Engineering from the University of Minnesota Institute of Technology and his M.B.A. from U.S.F. School of Business with a concentration in Information Systems. Bob is a veteran of the United States Army Military Police Corps.



CUSTOMER

SATISFACTION



**A SATISFIED
CUSTOMER
IS THE BEST
BUSINESS
STRATEGY
OF ALL**

- Michael LeBoeuf

WE EXCEED

EXPECTATIONS

The single most important factor in being successful is customer satisfaction. We understand that Moody River Estates 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 specific while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.



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
- Community Associations Institute
- International Society of Arboriculture
- The Northeast Florida Builders Association
- The Greater Tampa Chamber of Commerce
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association
- CFO Exchange Group
- Florida Association of Special District
- Leadership Tampa Bay
- Tampa Bay Builders Association
- Urban Land Institute, Tampa Bay
- Visit Tampa Bay

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

TESTIMONIAL

“Rizzetta & Co has provided District Management services to Country Walk for the past 10 years. The District Managers, well versed in the functioning of a CDD community, coupled with their legal and engineering staff, have been invaluable to the Board in decision making. It is evident that Rizzetta & Co have made District Management and its related services into an art form!”

Nina Siegel, Country Walk Board of Supervisors, Assistant Secretary

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.

MOODY RIVER ESTATES
COMMUNITY DEVELOPMENT DISTRICT

3D



PREMIER DISTRICT
MANAGEMENT

MOODY RIVER ESTATES

COMMUNITY DEVELOPMENT DISTRICT



Proposal for District Management Services

November 4, 2021

Mr. John Teckorius, Chair
Board of Supervisors
Moody River Estates, CDD
3050 Moody River Boulevard
North Fort Myers, FL 33903

November 4, 2021

Dear Moody River Estates Board of Supervisors,

Premier District Management, (Premier) is pleased to submit our qualifications as identified within this proposal for providing management services to the Moody River Estates 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 value, which is to provide a creative team to our Districts that is responsive to each community’s individual needs. 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. 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. These traits are 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 websites that are informative, easy to navigate, and visually appealing.
- We are **responsive** during emergencies such as Hurricane Irma. The day after the hurricane hit, Premier 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 a solution 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 Hurricane Irma. Although it took several years and hours of staff time, we were successful in obtaining funding for each of our communities.

- We are **innovative** in addressing District needs such as financial 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** by 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 to 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 that you and the other Supervisors expect.

Our firm is experienced in working with District Boards to maintain all community assets. We have developed relationships with numerous local contractors to make certain your assets are maintained **as if they were our own**. Our experience is in all infrastructure components and includes storm water systems, recreational facilities, preserves, roads, irrigation systems, water and sewer utilities, and other items permitted under Chapter 190. We have introduced maintenance programs that stress monitoring and preventive maintenance and have experience in managing environmentally sensitive areas such as preserves. We have been a leader within the state in planning and managing lake bank restoration efforts utilizing numerous options such as Geo Filter Tube, Dredge Sox, and other options.

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,



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. Our Fort Myers office is close enough to the District to respond quickly to any situation. Our Field Manager lives only five minutes away from Moody River Estates CDD and can respond quickly when needed. We are available to discuss and resolve issues or plan projects in person. We have a creative team that is prepared to meet every challenge presented, like we have done since we began servicing Special Districts.

Our approach in providing services is a comprehensive one-price for total community management. Our prices, while possibly not the least expensive, is all inclusive for normal 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 have included Premier conducting a quarterly field inspection in our proposal with a sample field report. The example we have included is from a community in Lee County and the District assets are similar to yours. The other expenses we have included as part of our base fee would be a new ADA compliant website, the preparation of a newsletter for community distribution, and an in-depth erosion analysis conducted by the Field Manager. The results of the lake bank analysis will be monitored on an ongoing basis and observations reported in the quarterly inspection report.

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 12 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 Moody River Estates CDD. Of equal importance, we recognize there are political pressures and work hard to make certain that 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 local 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 Moody River Estates CDD, we will provide a fully empowered team of professionals who will fulfill the requirements of the District. 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 25 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 Moody River Estates CDD.

Jennifer Miller is the company Controller with over 21 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. Jennifer has a staff of three which includes access to a CPA with over 30 years' experience in municipal accounting including municipal audits. 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 Premier 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 also be responsible for having scheduled inspections of the lakes, ponds and conservation areas as identified in the Environmental Resources Permits.

Christopher Dudak is the Client Services Manager and has an undergraduate degree from New York University in Manhattan 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.

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 Moody River Estates 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 Moody River Estates 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.
- 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.

Transition Process

At Premier, we understand the issues in transitioning from one management company to another. This is always a concern and therefore we have taken the position of identifying this process as part of our proposal. If the Board agrees to make the change, then the attorney would be authorized to send a termination notice within the required notice period to the current management company canceling their contract on the date identified by the Board.

In preparation of the turnover, Premier would immediately begin the process by working with the various consultants of the District including the engineer and attorney. In addition, we would begin sending notification to state and county agencies of the change including the management company for the Moody River Estates Master Homeowners Association. This will help facilitate a smooth transition of duties and responsibilities where needed and to comply with all statutory requirements affecting daily operations. If the Board elects to make a change, it will be smooth and seamless as our team has a long history in cooperating with HOA management companies and professional consultants.

The transition process includes the following steps:

1. The District's attorney will notify the current service provider of this change and request the transfer of all records, including administrative documents, contracts, agreements, resolutions, and financial records from your current service provider. The transfer should be able to be accomplished within three to five weeks depending upon their workload at that time.
2. We will request the immediate transfer of all current working documents including agendas, minutes, financial statements, bank records, trustee records, requisitions in progress and other similar documentation needed for the immediate transfer of operating responsibilities. We will handle the preparation and attend the first meeting for the Board after the contract is approved.
3. Begin transfer of responsibilities for the specified target date by preparing to assume all accounting functions by establishing the chart of accounts for financial statement reporting purposes, setting up vendor files to ensure timely payments and notifying the Lee County Property Appraiser and Tax Collector of this transfer in authority.
4. Although the document transfer request will have been submitted, we will work closely with the current service provider to ensure all documents including those historical records such as establishing resolutions, records of proceedings, engineers report and all of those statutorily required are transferred.

SCOPE OF SERVICES & PRICING

Premier District Management proposes to provide management services to the District for a total annual fee of \$67,000. This price includes the following items:

A. MANAGEMENT SERVICES

Premier District Management will perform all required management functions of the Moody River Estates Community Development District as we understand 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.
- Attend any standing committee meetings that may require the District Manager to attend, but not on a regular basis.
- 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.

B. RECORDING SERVICES

Premier District Management will 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 of circulation in the county in which the District is located.
- Record and transcribe 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 will 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 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 District holdings.
- Prepare monthly financial statements by the 12th of each month.

D. FIELD SERVICES

Premier District Management shall manage the works of the District as required by the District's charter in Section 190.007(1), Florida Statutes. This will include a full quarterly inspection report and additional visits on a as needed basis. The work included in this proposal is based upon the effort (on or off site) to provide the following field services:

- Complaint response to concerns with the performance of District maintenance contractors. In addition, monitor and report conditions of facilities, ponds, and other District-controlled areas.
- Assistance in the preparation of bid packages for required work in the District.
- Responding to resident complaints regarding District's areas of responsibility and include the complaint and action taken in the quarterly field reports submitted to the Board of Supervisors.
- Onsite project and maintenance management to include but not be limited to the following:
 - Inspection of District property.
 - Natural disaster inspections.
 - Follow-up on Board identified concerns such as wildlife issues and exotic plant intrusion.
 - Evaluation of preserves for invasive plants and inspect ponds on a regularly established basis.
 - Inspecting storm water drainage structures.
 - Inspection and maintenance of all District infrastructure/assets.
 - Soliciting vendor proposals for maintenance work. Oversight of vendor maintenance projects.
 - Assistance with all capital projects of the District.
 - Identifying and working towards healthy and beautiful ponds that all are proud of. Examples are:

E. SPECIAL ASSESSMENT SERVICES

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.
- Periodically update the database for all activity such as transfer of title, payment of annual assessment and prepayment of principal.
- 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.



Questions regarding proposal:

Any questions or requirement for additional information can be provided by Calvin Teague at Premier District Management. Contact information 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 the Premier team.

District Officials

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

Russell Kish - Port of the Islands CID, Chair
chadpaytonbryce@yahoo.com
239-877-1046

Richard Platt - Renaissance CDD, Former Chair
rplatt26@comcast.net
239-738 - 3881

Tony Desantis - Colonial Country Club CDD, Former Chair
tdesantis@colonialcdd.com
239-691-1973

Mike Whitten - Heritage Palms CDD, Chair
Mike.whitten@live.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

Service Providers

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

Attorney - Gregory L Urbancic
Coleman, Yovanovich & Koester, PA
239-435-3535

Lakes & Preserves - Gonzales Ayers
Lake & Wetland Management
239-313-6947

Irrigation Services - Tad King
Irrigation Specialists, Inc.
239-598-0200



Colonial Country Club CDD

FIELD MANAGEMENT REPORT FOR OCTOBER 2021

Colonial Country Club CDD

Community Field Services – Field Management Report Site Inspection on 10/06/2021

1. Lake Management:

- a. **Lake Maintenance:** Lake conditions remain in fair to good shape this month. Shoreline weeds have been reduced, algae has increased, and the water levels are average for this time of year. Below is the rating sheet for October.

COLONIAL COUNTRY CLUB LAKE RATING SHEET FOR FIELD REPORT October 6th 2021																			
Individual Lake Ratings			Total Individual Lake Ratings																
1 = Unsatisfactory			1-5 = Unsatisfactory			37-185 = Unsatisfactory													
2 = Room for Improvement			6-10 = Room for Improvement			222-370 = Room for Improvement													
3 = Satisfactory			11-15 = Satisfactory			407-555 = Satisfactory													
Lake #	October 6th 2021																		
	Clarity	Algae	Shoreline Weeds	Submerged Weeds	Spike Rush Width	January Scores	February Scores	March Scores	April Scores	May Scores	June Scores	July Scores	August Scores	Sept. Scores	Oct. Scores	Nov. Scores	Dec. Scores	Oct. Scores 2020	
Lake #1	3	3	3	3	3	15	14	14	14	14	14	15	15	15	15			14	
Lake #2	3	2	2	3	3	13	14	13	13	13	13	14	13	13	13			12	
Lake #3*	3	2	2	3	3	13	13	13	13	13	13	14	13	13	13			12	
Lake #4	3	2	3	3	3	14	15	14	14	14	14	13	14	13	14			15	
Lake #5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	
Lake #6	3	2	2	3	1	11	11	11	11	11	12	11	12	11	11			13	
Lake #7	3	2	2	2	3	12	14	14	14	14	14	14	14	13	12			14	
Lake #8	3	2	2	3	1	11	14	13	13	13	13	12	12	12	11			13	
Lake #9	3	2	3	3	2	13	14	13	13	13	13	12	12	12	13			12	
Lake #10	3	2	2	3	1	11	15	15	15	13	13	13	13	11	11			13	
Lake #11	3	3	3	3	3	15	14	14	14	14	15	15	15	15	15			14	
Lake #12	3	2	2	3	3	13	15	15	15	15	15	15	14	13	13			12	
Lake #13	3	2	2	3	3	13	15	14	14	14	14	14	14	13	13			15	
Lake #14	3	2	2	3	2	12	14	13	13	14	14	13	13	12	12			13	
Lake #15	2	3	3	3	3	14	14	14	13	13	13	13	12	14	14			13	
Lake #16	3	3	2	3	2	13	14	14	14	14	14	13	13	13	13			13	
Lake #17	3	2	3	3	2	13	14	14	14	14	14	14	14	14	13			13	
Lake #18	3	3	3	3	3	15	15	15	15	15	15	15	15	15	15			14	
Lake #19	2	3	3	3	3	14	15	15	14	14	14	14	14	14	14			15	
Lake #20	2	2	2	3	3	12	13	13	12	12	13	12	12	12	12			13	
Lake #21	3	2	2	3	2	12	14	14	14	14	14	13	12	12	12			11	
Lake #22	3	3	3	3	1	13	14	14	14	13	13	13	13	12	13			14	
Lake #23	3	2	2	2	3	12	15	15	14	14	14	13	14	14	12			13	
Lake #24	3	2	2	3	3	13	14	15	14	13	14	13	13	13	13			13	
Lake #25	3	2	3	2	2	12	13	13	12	13	13	13	12	12	12			14	
Lake #26	3	3	2	3	3	14	15	15	14	14	14	14	14	14	14			13	
Lake #27	3	2	3	3	2	13	15	15	15	15	15	13	13	12	13			14	
Lake #28	3	2	3	3	2	13	15	15	15	15	15	12	11	12	13			12	
Lake #29	3	2	2	2	2	11	13	12	12	11	11	11	11	11	11			12	
Lake #30	3	3	3	3	3	15	15	15	15	15	15	15	15	15	15			15	
Lake #31	3	2	2	2	3	12	14	14	14	14	12	12	12	12	12			13	
Lake #32	3	2	2	3	3	13	15	15	13	13	13	14	13	13	13			13	
Lake #33	3	2	3	2	3	13	15	15	15	13	14	13	14	14	13			13	
Lake #40	3	3	3	3	3	15	14	15	14	13	13	14	14	15	15			15	
Lake #50	3	2	2	3	2	12	13	11	11	11	11	11	12	12	12			11	
Lake #60	3	2	3	3	3	14	14	14	13	14	15	15	14	15	14			14	
Lake #70	3	2	2	3	2	12	14	13	13	13	13	13	13	12	12			15	
Grand Total						466	509	501	490	485	489	478	474	468	466	0	0	490	
Fountains				Aerator Systems															
Lake #			Lake #			Aerator Systems													
21	Operating			2, 3*	Operating	6		Operating											
22	Operating			5, 8, 9 & 32	Operating	29		Operating											
28	Operating			15 & 16	Operating	31		Operating											
50	Both Operating			17	Operating	4 & 40		Operating											
				20	Operating	50		Operating											
				23 & 24	Operating	11, 12, 14		Operating											
				25, 26 & 27	Operating	28		Operating											

b. Dissolved Oxygen (DO) Tests: Tests were scheduled to be completed last month by Lake & Wetlands. We haven't received their results yet.

c. Littoral Plants:

i. Spike rush width that is too wide and needs to be treated by Lake & Wetlands includes:

1. High Priority Lakes to address: 6, 8, 10 & 21. Recent treatments were observed on Lakes 6, 10 & 21.
2. Medium Priority Lakes to address: 9, 14, 16, 17, 22, 25, 27-29, 50 & 70. Recent treatments were observed on Lakes 9 & 17.

Lake 6



Lake 10



- ii. Spike rush on the north end of Lake 2 showed no signs of treatment yet. I will remind Lake & Wetlands of this task.
- iii. Healthy littoral shelves were observed throughout the community.
- iv. The crinum lilies behind the pool on the east side of Lake 21 are continuing to grow. We will want to remove them once the water levels go down.



d. Shoreline Weeds: Issues observed this month include:

- i. Torpedo Grass: Low presence in Lakes: 2, 6-8, 10, 12, 20, 21, 23, 24, 29, 31, 32, 50 & 70.
- ii. Spatterdock & Lily Pads: Low presence in Lakes: 14 (multiple new plants observed) & 32 (2 plants observed).

Lake 14



- iii. Alligator Weed: Low presence in Lake: 3*.
- iv. Cattails: Low to medium presence on Lakes 13 & 16.

e. Submerged Weeds: Chara was observed topping out in Lakes 7, 23, 25, 29, 31, 33 & 50 which is creating some of the new algae.

f. Algae:

- i. Filamentous algae:
 1. Low presence observed on Lakes: 2-4, 6-8, 12-14, 17, 20, 21, 23-25, 27-29, 31-33, 60 & 70. Algae on the north end of Lake 29 remains lightly present (the Board asked to have this area raked out during the drive around).
 2. Moderate presence on Lake: 9, 10 & 50.
 3. High presence on Lake: None present.

Lake 9



Lake 29



- ii. Planktonic algae: None observed.
- iii. Scum on Lakes: None observed.
- g. Fish:** No concerns reported or observed this month.
- h. Bulkheads / Rip Rap:** No concerns observed this month.
- i. Trash:** Trash observed on Lakes 4, 16, 21, 27 & 28. Our clean-up is scheduled to be completed on October 12th.
- j. Lake Aeration:**
 - i. All systems were observed operating.
- k. Lake Fountains:**
 - i. All systems observed operating.
 - ii. During the next site inspection all fountain clocks will be adjusted for daylight savings.
- l. Shoreline Landscaping / Grass Clippings:** No concerns observed this month.
- m. Lake Bank Erosion:**
 - i. Lake 7 Washout Update: As soon as the water levels go down, we will be adding some additional rip rap and cordgrass around the catch basin. Until then, we will continue filling in any new channelized erosion with sand.
 - ii. Lake 7: The new washout that was found last month just south of the catch basin still needs to be repaired by onsite staff.

New Washout on Lake 7



- iii. Lake 28: The washout around the electrical valve box for the fountain has become worst since last month. We are scheduled to fill this area back in later this month.
- iv. Lake 2: The new washout on the north end of the lake is getting worst and needs to be filled in by onsite staff.

Lake 28 – Fountain Valve Box



Lake 2 - Washout



- v. At the last CDD meeting the question was asked if there is any erosion occurring within the retention area between Lakes 3 & 5 (3*). The area was inspected and besides for a steep slope from the residential yards no erosion was observed. Just north of this area between 9129 & 9131 Shadow Glen Way there is a small washout that can be repaired.

Shoreline between Lakes 3 & 5 Washout at 9129 & 9131 Shadow Glen



- n. **Gateway Canal:** Besides for some light algae and torpedo grass along the shoreline no other concerns were observed this month.



2. Preserves:

- a. The next quarterly maintenance event is anticipated for October / November 2021.
- b. The next quarterly preserve island clean-up is scheduled to be completed during the month of November 2021.
- c. *Salvinia* which is a category I exotic was observed floating in the water below the boardwalk. We will inform Lake & Wetlands of this.



- d. Measuring Gauge: No issues found.

3. Butterfly Gardens:

- a. **Boardwalk Entrance:** No concerns observed this month. The wildflowers are continuing to fill in within both gardens.



- b. **South End of Lake 21:** No concerns observed this month. The wildflowers are continuing to fill in within both gardens



4. **Storm Water Drainage System:** The last time all the storm water structures were inspected for sediment build up was conducted in January 2018 by MRI.

a. **Roadway Catch Basins:** The catch basin at the entrance to the clubhouse is missing the storm water drain marker. We will have it replaced.



b. **Dry Retention Catch Basins:**

i. Most of the catch basins behind the homes at 9202 thru 9214 Independence Way remain covered with gravel, vegetation debris and mud. The grates need to be cleaned off.



ii. No concerns observed with any of the other dry retention catch basins this month.

c. **Preserve Catch Basins:** No concerns observed this month.

d. **Outfall Structures:** No concerns observed this month. Structures are clear of debris.

e. **Catch Basins between Buildings:** No concerns were observed this month.

f. **Inter-Connect Pipes:** All pipes currently submerged.

g. **Illicit Discharges:** No concerns observed this month.

h. Spill Prevention: N/A.

i. Maintenance Yard Inspection: N/A.

- 5. Perimeter / Preserve Fence:** A small section of the fence behind 9050 Shadow Glen Way was found twisted up which has created a one foot opening at the bottom of the fence. I believe a lawn mower may have gotten caught up on the fence causing the damage. The damage is a little hard to see in the pictures below but if the Board is interested, we can have the fencing repaired.



- 6. Non CDD Issues / Concerns Observed:** No new concerns observed this month.

7. 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 type="checkbox"/> Alligators	<input type="checkbox"/> Snakes
<input checked="" type="checkbox"/> Turtles	<input checked="" type="checkbox"/> Other Species: <u>Ducks, Rabbits</u>		

- 8. Residential Complaints / Concerns:** Resident concerns or complaints for the past 3 month:

Reported Date:	Notified By:	Issue	Action	Follow Up
8/3/2021	Karen Dunbar	Resident reported wood debris in Lake 6.	Inspected the area, no wood found.	Monitor.
8/3/2021	Janice Mahoney	Reported an algae bloom on Lake 28.	Issue was reported to Lake & Wetlands.	Treatment Needed
8/3/2021	Andrew Chrien	Reported that the fountain has been running 24/7 for weeks and it just shut down.	Solitude found a bad pump and motor that needs to be replaced. A repair proposal has been approved.	None.
8/4/2021	David Stamford	Reported a grinding noise coming from one of the aerator cabinets at the entrance to Oakhurst.	Reported to Solitude. We found that the air line near the compressor as a large leak.	Air leak has been repaired.
8/30/2021	Patrick Tohill	Homeowner reported to Patrick that the fountain on Lake 22 is turning on during the afternoon hours.	Checked out the fountain on 8/31/21 and found the timer to be off by several hours. Readjusted the clock.	None, system is on the correct time.

9. Completed events in September / October:

- a. Inform Lake & Wetlands of the lake and or preserve concerns. Completed on 9/14/21.
- b. Inform Solitude of any fountain / aerator concerns. No new issues to report.

10. Follow up & Upcoming event for October / November:

- a. Inform Lake & Wetlands of the lake and or preserve concerns. Completed on 10/07/21.
- b. Inform Solitude of any fountain / aerator concerns. No new issues to report.

11. Maintenance Tasks to Consider:

- a. No new maintenance tasks to consider this month.



Renaissance CDD

LAKE BANK EROSION EVALUATION REPORT

Prepared for:

PREMIER DISTRICT MANAGEMENT | 3820 COLONIAL BLVD., SUITE 101 FORT MYERS, FL 33966

Renaissance CDD

Community Field Services – Lake Bank Erosion Evaluation

Site Inspection on 9/16/19

Community Field Services personnel conducted a visual inspection of the stormwater system lake banks, 1 thru 20 / O-1 thru O-4, during September 16th, 2019. See the attached Exhibit for the overview of the community's storm water lake system and assigned numbering system.

The visual inspection of the lake bank erosion considered potential impacts to residential and golf course structures. No potential impacts to residential or golf course structures were noted.

The visual inspection noted locations of lake bank erosion, level of severity and type of erosion. The severity rankings used were;

- High Priority – Immediate Attention – Red Push Pins & Lines on exhibits
- Medium Priority – Closely Monitor – Green Push Pins & Lines on exhibits
- Low Priority – Probable Future Problem – Blue Push Pins & Lines on exhibits

The type of erosion categories used were;

- Bank drop-off / Vertical Erosion
- Bank washout/gully

Surface Waves and Unstable Soil

The most common type of lake bank erosion is a stair-step type of drop-off, **Bank Drop-off / Vertical Erosion**, at the location of the bank where the lake water level stays for the longest period of time. This water level is normally near the “Control Elevation” of the stormwater lake. The communities stormwater lake system was designed to meet South Florida Water Management District Environmental Resource Permit criteria. This means that individual lakes and, often, a series of lakes have an outfall control structure that has a stormwater release opening that is designed to meet the Environmental Resource Permit (ERP) criteria. This opening, a port, holds back water from rainstorms for a period of time eventually returning the lake to the lowest point of the opening. The lowest point of the opening is called the “Control Elevation” and is the level lakes spend the most amount of time near. During the “rainy season”, typically June thru August, the lakes will spend a significant amount of time above the Control Elevation. During the “dry season”, typically December thru May, the lakes spend a significant amount of time below the Control Elevation.

Rainfall, and even irrigation, runoff travels down the lake banks with the amount of water and the speed of the water increasing until it reaches the lake water level. The typical sod placed on lake banks will not survive submerged under water for more than a week or two and will only slowly grow back down the bank after the water level drops. When the prolonged high-water leaves after rainy season a bare portion of lake bank is exposed where excessive rain or irrigation run-off plus surface waves caused by wind can

erode the bare lake bank. Areas along a bank with more stable soils experience less erosion. The lake bank soils below the sod are generally whatever soil material was excavated from the lakes during construction. There is generally some variation of soils for different areas within the overall development or even around a large lake.

The eroded soil gets distributed along the submerged surface of the lake near the exposed bank. Essentially the lake bank soil moves down the submerged bank toward the bottom of the lake. South Florida Water Management District (SFWMD) considers the retrieval and placement of soil from within the stormwater lake on the exposed/eroded bank as a maintenance activity that does not require a permit. Furthermore, SFWMD uses a steeper than nine (9) inch bank drop-off as its compliance criteria meaning if SFWMD personnel perform a lake bank inspection a “Non-Compliance letter” will note the areas with a steeper than 9-inch drop-off. My understanding is that SFWMD determined that over 9 inches is a human safety hazard.



Run-off Concentrated to a Point

The second most common type of lake bank erosion is area in the lake bank that has become lower than the rest of the bank, a **Gully or Washout** type of erosion. Many times the sod is sagging because the soil underneath has traveled further down the bank and into the lake. The sod disguises the erosion. With sufficient irrigation the sod can continue to survive even though there is an air gap under the roots of the sod. If a swale was not intentionally graded and sodded during construction then the gully or washout is caused by surface run-off, runoff from either rain or irrigation, which finds or makes a slightly lower area in the yard and lake bank to find its way to the lake.

The concern with sod suspended in air is that a person stepping on this area of sod causes the sod to collapse and likely tripping the person with the potential of one or more types of an injury. Similarly, landscape maintenance equipment traveling across a suspended sod section can collapse the sod with the potential of overturning the equipment. This suspended sod, gully, or washout frequently aligns with the gap between residential buildings where roof and lot runoff is concentrated before draining to the lake. Unless there is corrective action such as collecting the runoff into a surface inlet that pipes the

runoff to the lake below the water surface then washout problems will return after lake bank repairs are made.



In total there were 75 washouts and 14,137 linear feet of vertical erosion that was recorded and reviewed. The attached Exhibits show the locations by severity and type of erosion.

Renaissance CDD Erosion Evaluation Summary

Quantity of Washouts

Vertical Erosion - LF

Lake #	<u>Low</u> Severity (Blue)	<u>Medium</u> Severity (Green)	<u>High</u> Severity (Red)	<u>Total</u> Washouts	Estimated Repair Cost @ \$1,000 per Washout	<u>Low</u> Severity (Blue)	<u>Medium</u> Severity (Green)	<u>High</u> Severity (Red)	<u>Total LF</u>	Estimated Repair Cost @ \$60 per LF
L-1	2	1	1	4	\$4,000.00	151			151	\$9,060.00
L-2		1	2	3	\$3,000.00				0	
L-3		2	2	4	\$4,000.00	313	271	75	659	\$39,540.00
L-4	No Access									
L-5	5			5	\$5,000.00				0	
L-6		5		5	\$5,000.00	301	252	85	638	\$38,280.00
L-7		6	5	11	\$11,000.00	166	1,430	94	1,690	\$101,400.00
L-8	4			4	\$4,000.00		363		363	\$21,780.00
L-9	5		3	8	\$8,000.00	897	775		1,672	\$100,320.00
L-10		4	1	5	\$5,000.00	100	982		1,082	\$64,920.00
L-11						324			324	\$19,440.00
L-12	2			2	\$2,000.00				0	
L-13	1			1	\$1,000.00	984	602		1,586	\$95,160.00
L-15		2	1	3	\$3,000.00	80	1,152	65	1,297	\$77,820.00
L-16	1		1	2	\$2,000.00	139			139	\$8,340.00
L-17		4	1	5	\$5,000.00	57			57	\$3,420.00
L-18	1	3		4	\$4,000.00	168	971	236	1,375	\$82,500.00
L-19		1		1	\$1,000.00	67	219		286	\$17,160.00
L-20	No Access									
O-1	3			3	\$3,000.00	419			419	\$25,140.00
O-2	1		1	2	\$2,000.00		335	605	940	\$56,400.00
O-3			3	3	\$3,000.00	59	756	644	1,459	\$87,540.00
O-4	No Access								0	
		Total Washouts		75			Total LF of Vertical Erosion		14,137	
				Total Cost	\$75,000.00				Total Cost	\$848,220.00



Palomino Ln

L-18

L-19

L-3

L-8

L-5

L-6

L-7

L-9

O-2

L-2

L-1

L-16

L-17

L-15

L-10

L-12

L-13

L-13

O-1

O-3

O-1

Renaissance Way

Terabella Way

Terabella Pl

Vittoria Way

Vittoria Ct

Villagio Way

Monteverdi Way

Via Lago Way

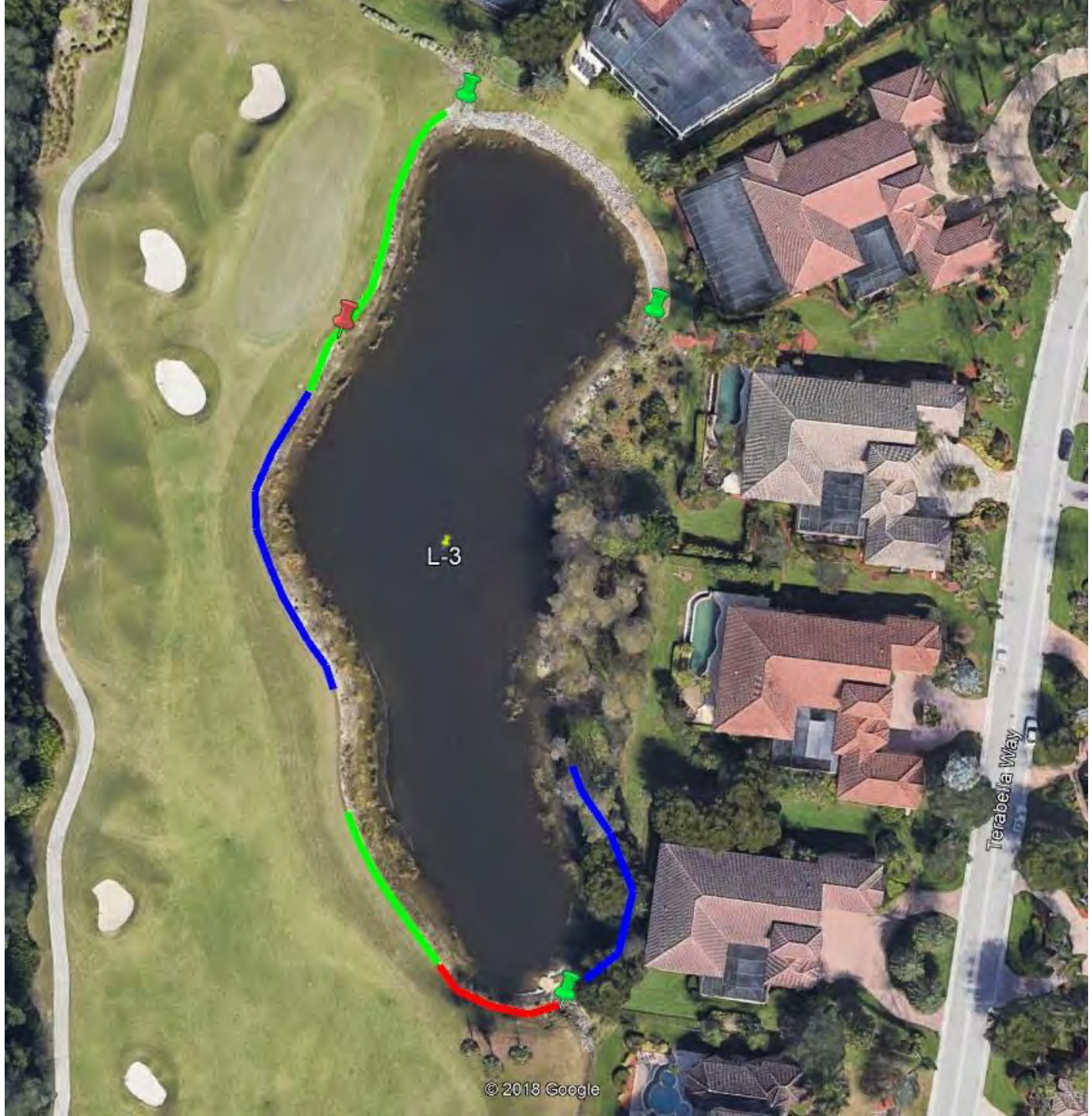
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© 2018 Google

Google Earth

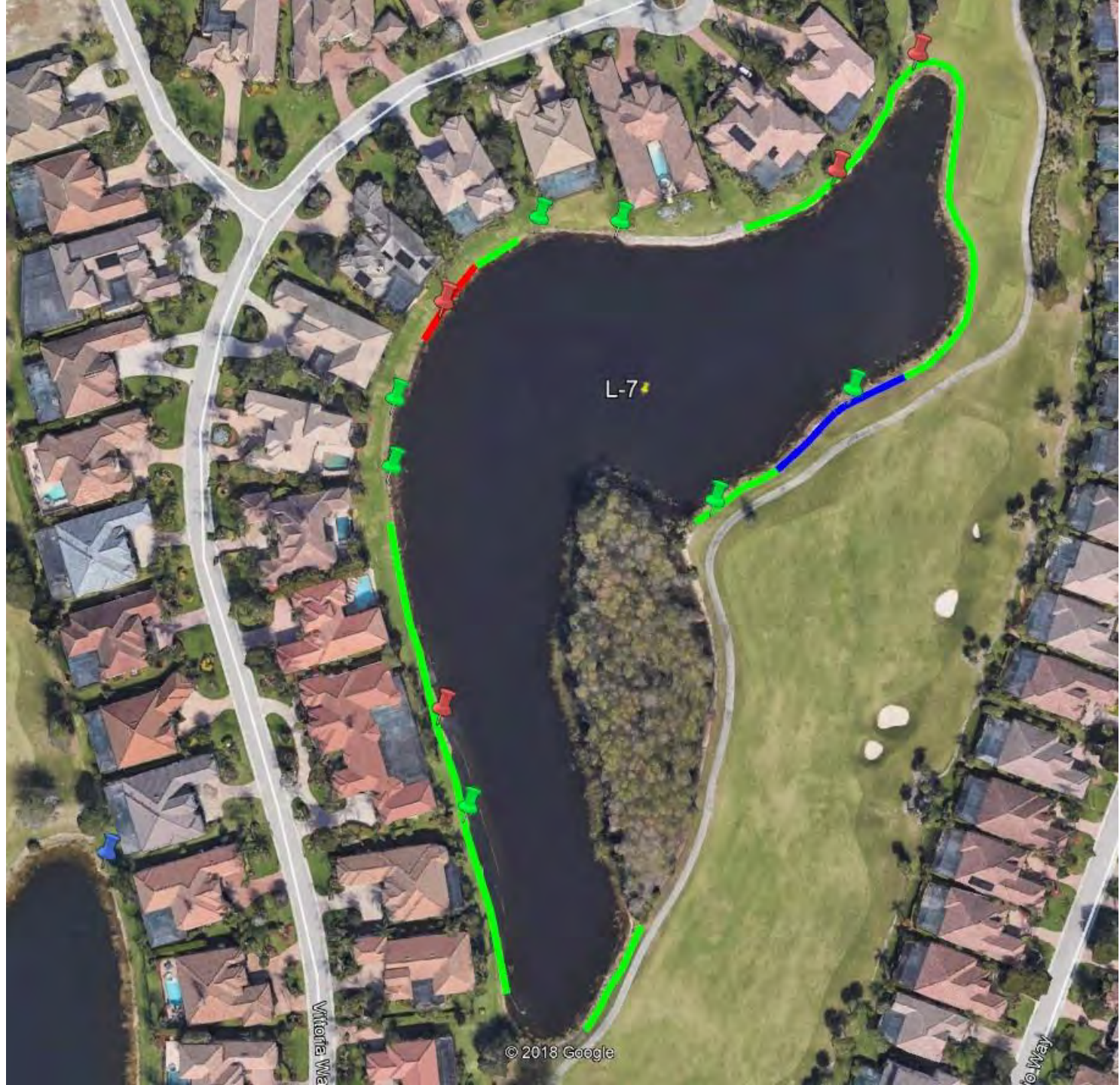














L-8



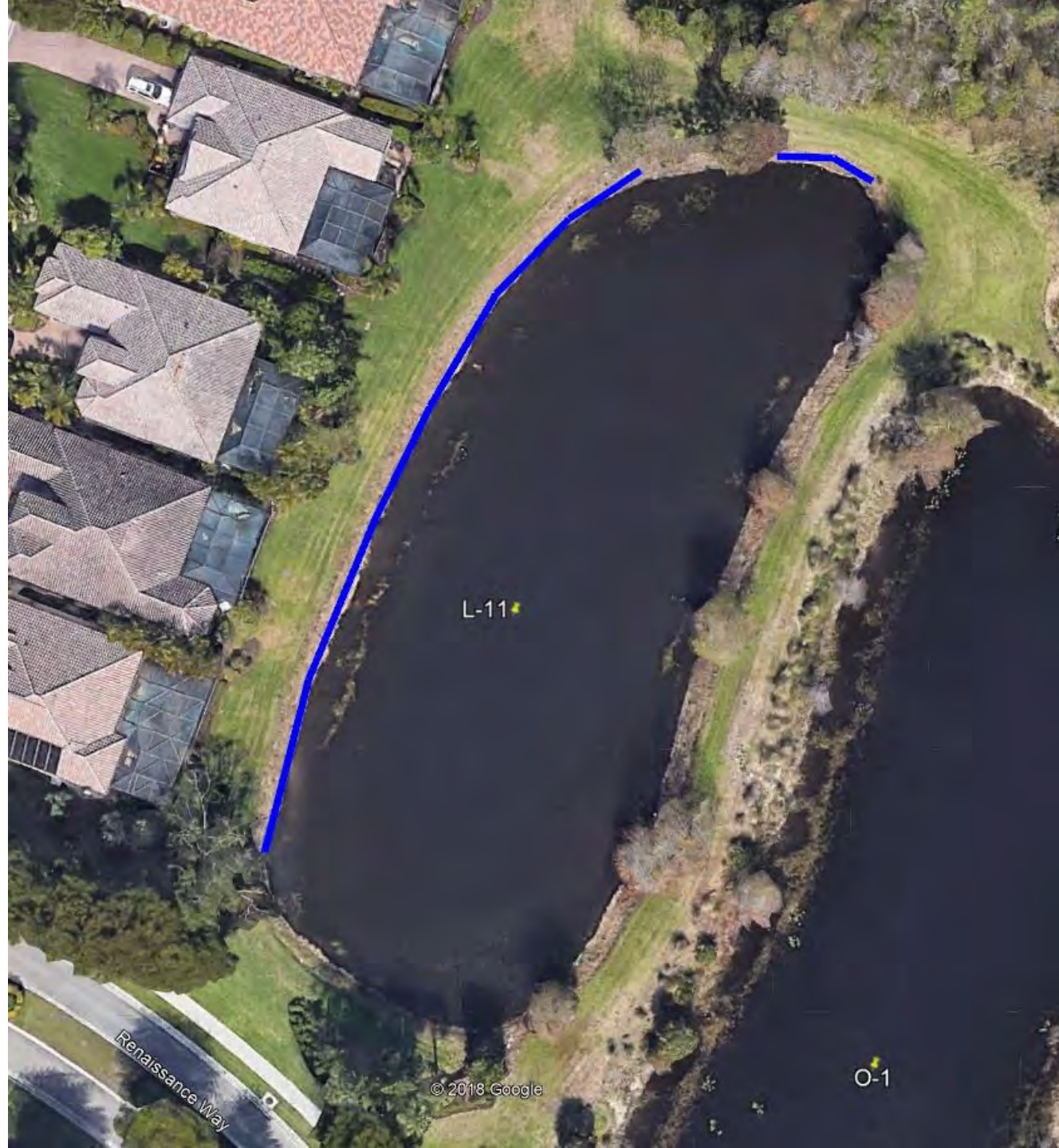


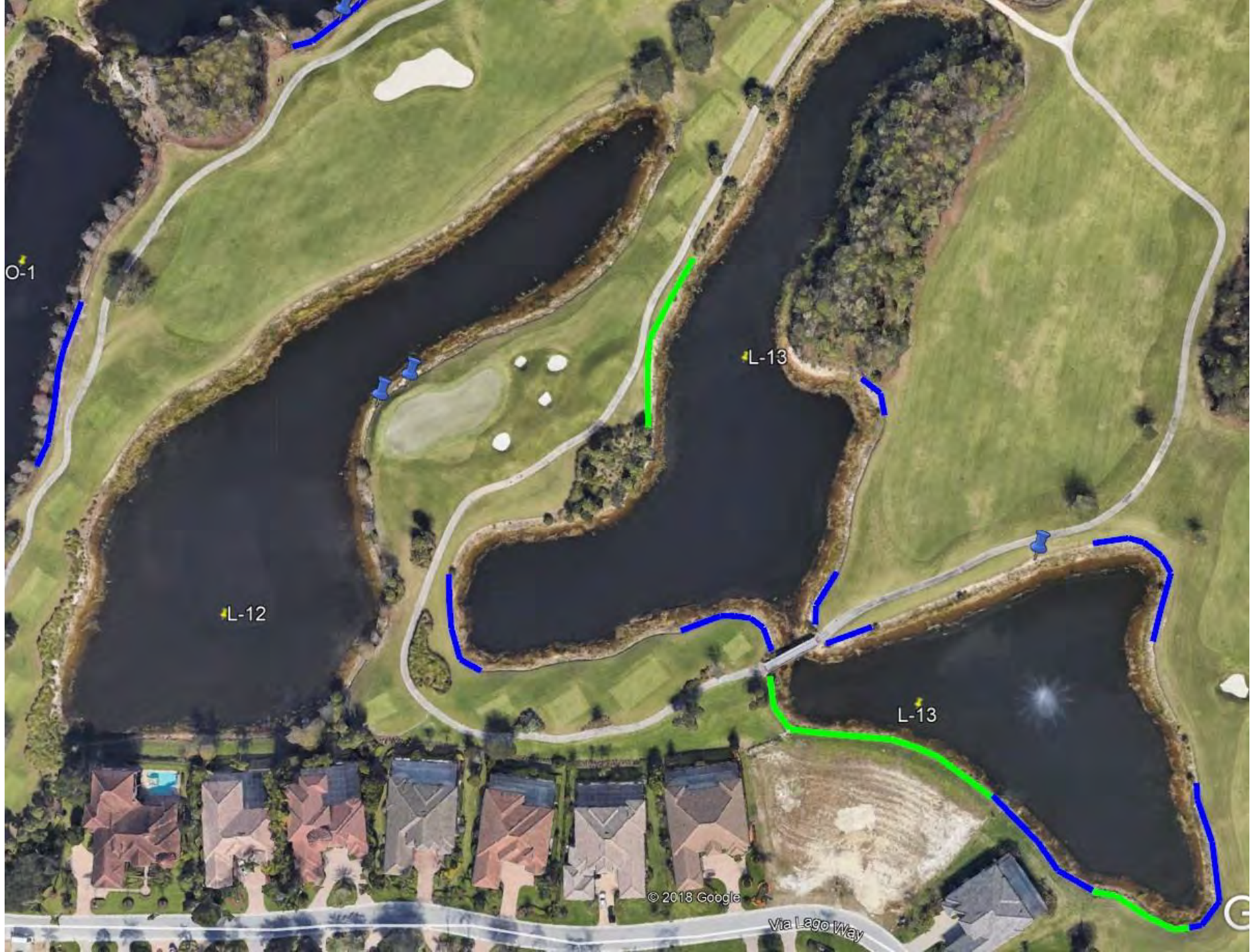
L-10

Via Lago Way

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O-3

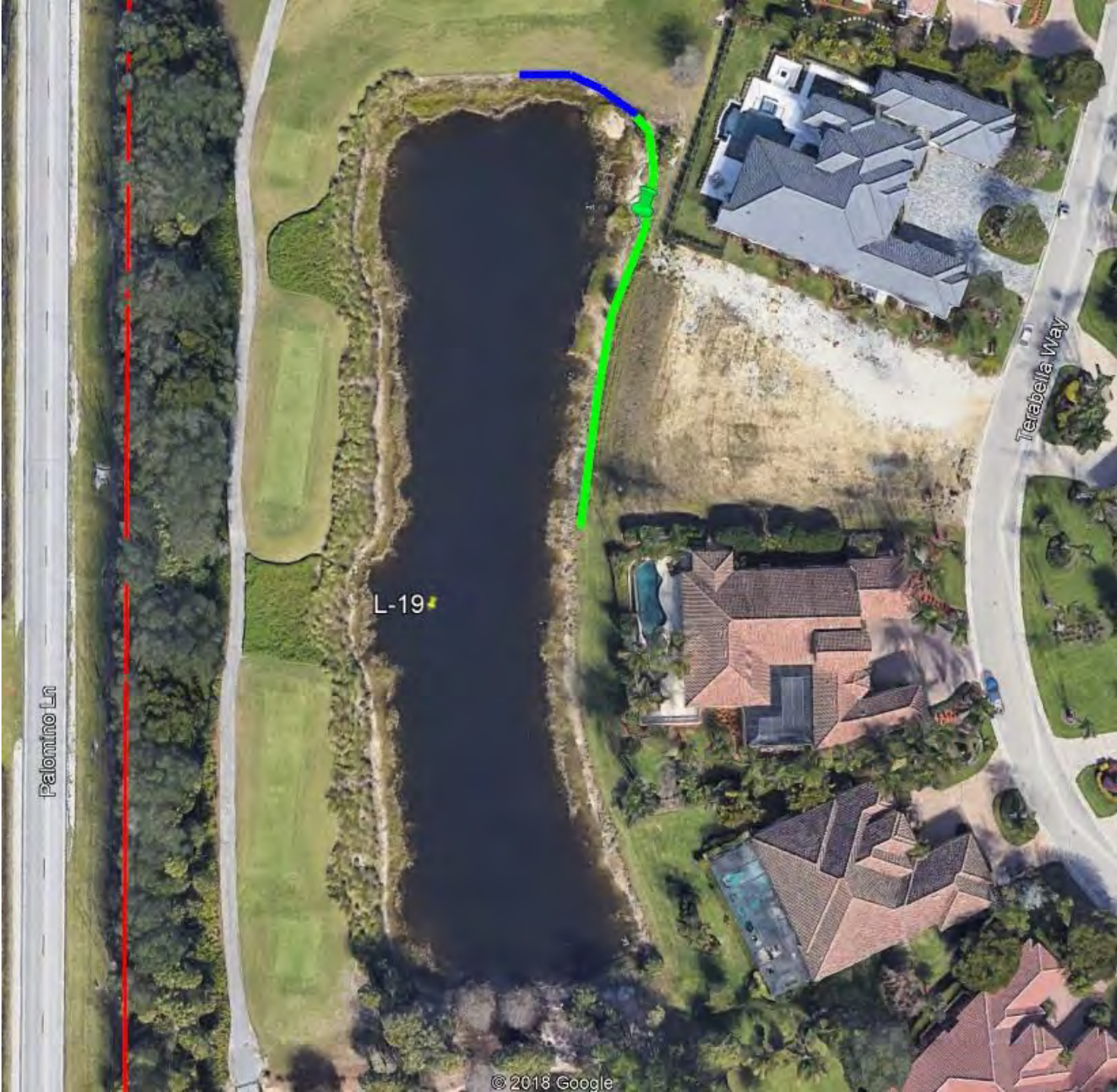














-11

O-1



O-2

Renaissance Way

Terabele
© 2018 Google

Goog



MOODY RIVER ESTATES
COMMUNITY DEVELOPMENT DISTRICT

3E



Moody River Estates Community Development District **MANAGEMENT PROPOSAL**

NOVEMBER 2021



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PARTNERSHIPSFOR**SOLUTIONS**

November 5, 2021

Moody River Estates Community Development District
Board of Supervisors

RE: Moody River Estates CDD Management Proposal

Dear Supervisors,

Thank you for the opportunity to present our proposal to serve as District Manager for the Moody River Estates Community Development District. Special District Services, Inc. (SDS) has a team of professionals that will be dedicated to make your District the best it can be, led by Kathleen Meneely, who will serve as your primary District Manager. Kathleen will be aided by William Crosley and Operations Manager Mike Smith from our office based in North Port.

SDS manages more than 100 special districts in Florida with 30 employees who are specialists in their respective fields of management, finance, operations and administration. We are confident that we can offer you a seamless transition and savings in terms of expenses and efficiencies.

On the following pages you will see the benefits that Special District Services, Inc. can provide and how we separate ourselves. Should you have any questions, please visit our website at www.sdsinc.org. We look forward to the opportunity to serve the Moody River Estates Community Development District.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Wodraska', with a long horizontal flourish extending to the right.

Todd Wodraska

President

Special District Services, Inc.



ABOUT SPECIAL DISTRICT SERVICES

Serving Your Community

At the heart of what sets us apart from other management companies is our attention to the details of your community. The day-to-day management of your district and the oversight of how your community is maintained is important to us. Entranceways, community landscaping, roadway maintenance, infrastructure improvements and capital improvement recommendations are all important components of our job.

Since opening our doors in 1993, we have grown to manage more than 100 special districts. Our team has expertise in many aspects of community development, whether it's new construction or issues facing an established community. We care about each of the communities we manage and it shows.



Managing the Needs of Your Special District

Each district is assigned a district manager from SDS. This person is responsible for the day-to-day administrative functions of the district, including preparation for board meetings, record-keeping and communication with all entities doing business with the district. In addition, your manager provides support to the Board, informing them of the duties and requirements necessary for compliance with Florida State Statutes. We ensure that there are regular, timely and efficient meetings, clear, easy-to-read financial reports and quick solutions to community issues.





DISTRICT MANAGERS

Kathleen Dailey Meneely

Ms. Meneely joined our firm in 2015 to manage the expanding Southwest Florida Districts. With over 27 years experience in municipal operations, Ms. Meneely has held City Manager and Deputy City Manager positions with full-service communities throughout the State of Florida, varying in demographics, size and budgets. Her background includes working with the southwest Florida cities of Venice and Punta Gorda, the southeast cities of Boca Raton, Ocean Ridge, Highland Beach and Oakland Park, and the central Florida City of Kissimmee. Of note, her tenure with the City of Punta Gorda was following the devastation of Hurricane Charley, where she was an integral part of a community having to rebuild – including planning, community outreach and building consensus with diverse groups and competing interests in recovery strategies. Specializing in Human Resources, Labor Negotiations, Citizen Collaboration, Public Relations and Communications, Ms. Meneely brings an approachable and trusted leadership style that is responsive to our growing districts and the Boards governing those districts.

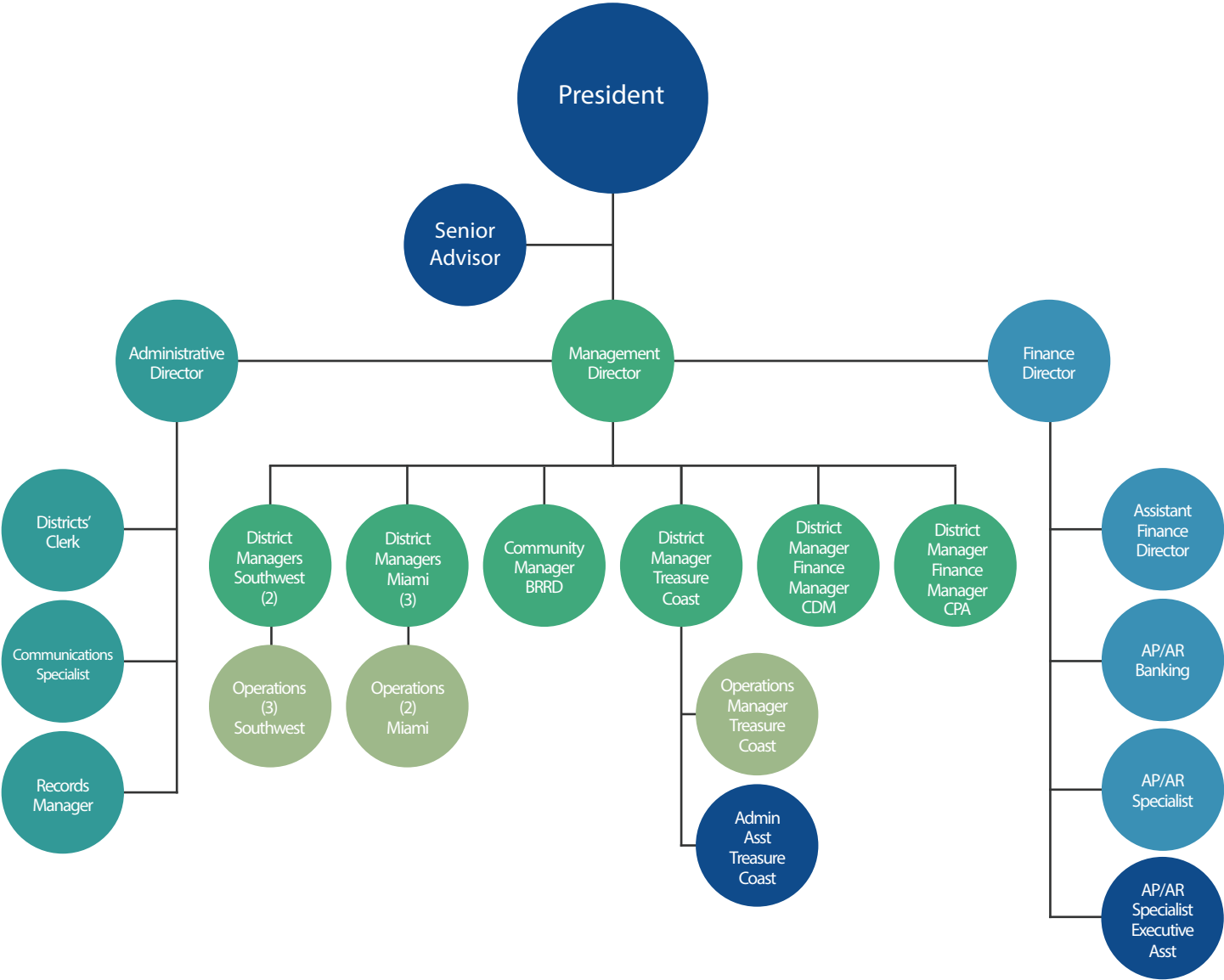
A native of Ohio, Ms. Meneely received her B. A. in Communications and M. A. in Public Administration from Bowling Green State University in Bowling Green, Ohio. She is also trained in the Dale Carnegie Leadership methods and in National Incident Emergency Management (NIMS). She is an active member of the International City/County Management Association (ICMA), the Florida City/County Management Association (FCCMA), a graduate of Leadership programs in Sarasota, Boca Raton and Charlotte County and former president of South Sarasota County United Way.

William Crosley

Mr. Crosley joined Special District Services as District Manager in 2019. His past work includes professional golf course consultation and landscape design with the John Deere Corporation and most recently managed one of the largest maintenance free Homeowner Associations in Sarasota with almost 700 homes and extensive amenities and common areas. This work experience compliments the needs of Special Districts in regards to daily administration, customer service, and efficient communication.

William attended Pennsylvania State University and Delaware County Community College, and is also a licensed Florida Community Association Manager. He serves as District Manager of the West Villages Improvement District, one of the country's fastest growing master planned communities and Central Parc, North Port Florida's newest Community Development District.

SDS ORGANIZATION



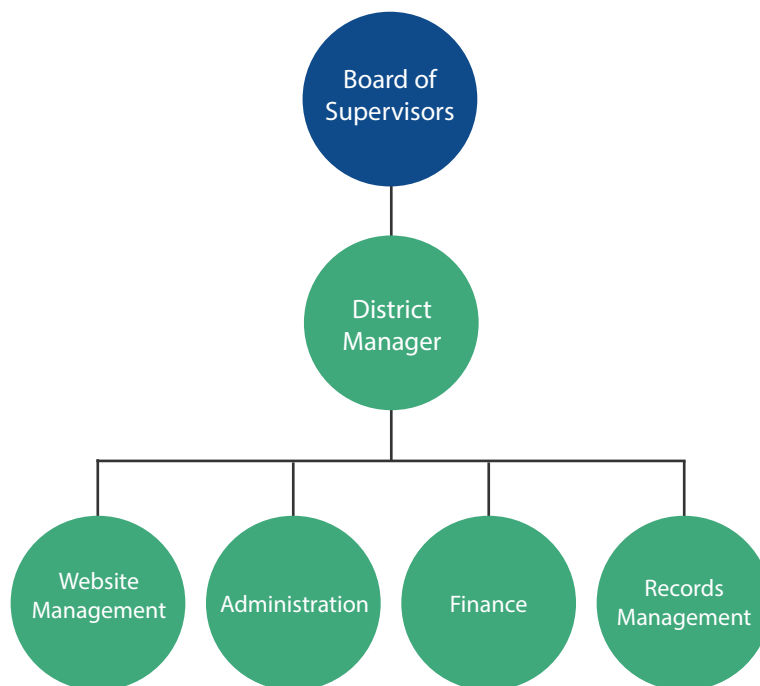


Working as a Team

A well-run community development district requires the work of a great team. SDS offers access to our highly-qualified professionals, dedicated to managing special districts at a substantial savings over hiring full-time employees. With a dedicated staff of district managers, financial professionals and administrative support, we are able to professionally handle the needs of your special district.

SDS is headquartered in Palm Beach Gardens, with several offices throughout the state to accommodate the location of your district.

MANAGEMENT APPROACH





SDS EXPERIENCE

SDS has extensive experience in establishing, managing and operating special districts.

LISTED BELOW ARE THE SPECIAL DISTRICTS SDS CURRENTLY MANAGES, MOST OF WHICH WERE FORMED BY OUR TEAM OF PROFESSIONALS.

A.H. at Turnpike South CDD
Arborwood CDD
Ave Maria Stewardship Community District
Avenir CDD
Banyan Cay CDD
Barefoot Bay Recreation District
Bayi CDD
Beeline CDD
Black Creek CDD
Blue Lake CDD
Bluewaters CDD
Capron Trail CDD
Captain's Key Dependent District
Caribe Palm CDD
Century Gardens CDD
Century Gardens at Tamiami CDD
Century Gardens Village CDD
Century Parc CDD
Century Park Place CDD
Century Park South CDD
Central Parc CDD
City Place CDD
Coco Palms CDD
Cold Springs Improvement District
Copperhead CDD
County Line Drainage District
Crestview II CDD

"When I became the Utilities Director for St. Lucie West I wanted to find another company to handle our accounts payable, payroll, bookkeeping, and other accounting needs. We also wanted a better financial reporting system so we could see our financial situation on a month to month basis and make adjustments to our budget quickly if necessary. SDS was very accommodating to our needs and created a specialized expense report so we could track things more easily. During the process of choosing a new firm, SDS shined against the competition because of their long history and experience with managing special districts. We really enjoy working with them and highly recommend their services."

Dennis Pickle
District Manager,
St. Lucie West Services District

"SDS manages several communities for us in Florida, and they do a fantastic job. I know they have their bases covered and deadlines are always met. They really look out for the best interest of all our Community Districts. I highly recommend working with them."

Scott Brooks
Director of DRE/HOA/Golf Course
Operations Pulte Homes



SDS EXPERIENCE

Crestview West CDD
Cutler Cay CDD
Cypress Lakes CDD
East Charlotte Drainage District
Everlands CDD
Fellsmere Water Control District
Florida Green Finance Authority
Fountainbleau CDD
Grand Bay at Doral CDD
Grove Community District
Gulfstream Polo CDD
High Ridge/Quantum CDD
Hillcrest CDD
Hobe St. Lucie Conservancy District
Hypoluxo/Haverhill CDD
IRL Council
Islands at Doral (NE) CDD
Islands at Doral (SW) CDD
Journey's End CDD
Kendall Breeze CDD
Kendall Breeze West CDD
Keys Cove CDD
Keys Cove II CDD
Keys Edge CDD
Lake Frances CDD
Marsh Harbour CDD
Meadow Pines CDD
Monterey/Congress CDD
Newfield CDD
North Shore Village CDD
Pal-Mar Water Control District
Palm Beach Plantation CDD
Pentathlon CDD
Principal One CDD

Quantum Park Overlay DD
Renaissance Commons CDD
Riverside Park CDD
Sail Harbour CDD
Sausalito Bay CDD
Sebastian River Improvement District
Silver Palms CDD
Sonoma Bay CDD
South Bay CDD
Southern Grove CDDs 1-6
St. Lucie West Services District
Summerville CDD
Sunnyland Farms CDD
Stellar North CDD
Terracina CDD
Thousand Oaks CDD
Tradition CDDs 1-10
Trails at Monterey CDD
Tree Island Estates CDD
Two Lakes CDD
Utopia CDD
Valencia Acres CDD
Venetian Isles CDD
Venetian Parc CDD
Veranda CDD
Verona Walk CDD
VillageWalk of Bonita Springs CDD
Vista CDD
Walnut Creek CDD
West Villages Improvement District
Winding Cypress CDD



REFERENCES

BETTY ROSS
CHAIRPERSON
Walnut Creek CDD
(954) 881-8285
bar.one@juno.com

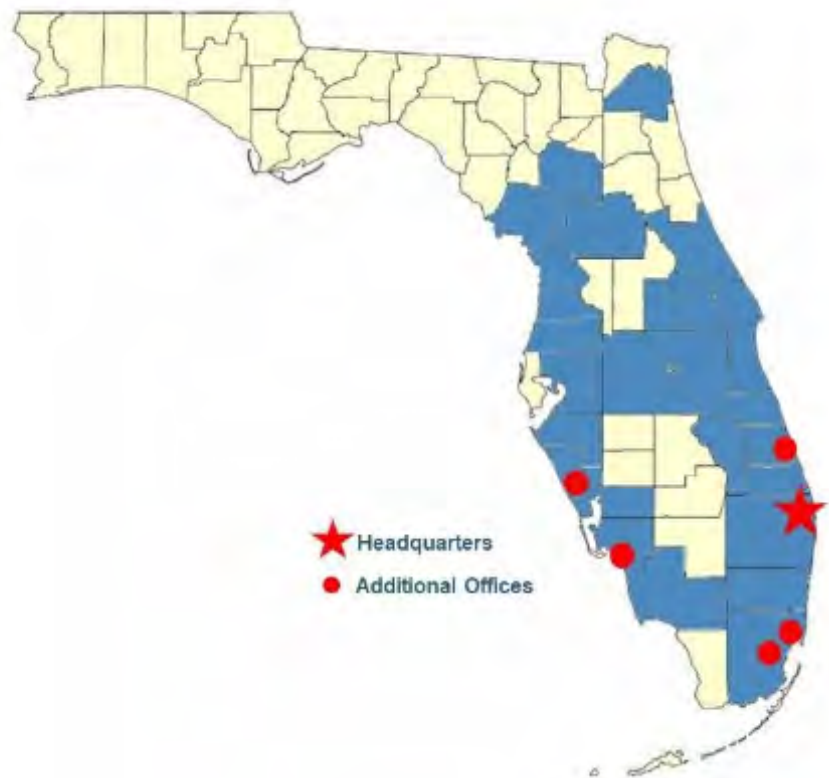
SERGIO VALDES
CHAIRMAN
Venetian Parc CDD
(786) 436-1293
sergio_valdes@bellsouth.net

DENNIS PICKLE
MANAGER
St. Lucie West Services District
(772) 340-0220
dpickle@slwsd.org

SDS FACTS

- Founded: 1993
- Headquarters: Palm Beach Gardens, FL
- Staff Size: 30
- Offices: 6
- Districts Formed: 69
- Districts Currently Managed: 106
- Counties Operating In: 26
- Total Operating Budgets: \$50+ Million
- Total Bonds Administered: \$2+ Billion

DISTRICT LOCATIONS





FEES

Management Fee

\$40,000 per year

SDS will provide those services necessary for the management and operation of the District including, but not limited to, preparation of agendas, legal advertisements, minutes of meetings, communications and coordination with other governmental agencies and District professionals, general supervision, and day to day oversight of the operations of the District in accordance with the provisions of Chapters 190 and 189, Florida Statutes. This fee contemplates twelve meetings per year.

SDS will maintain the District books, accounts, records, purchasing procedures and financial reporting procedures, write all checks and prepare financial reports, including bond issue requirements.

Assessment Roll

\$5,000 per year

SDS will prepare and submit the annual assessment roll to the County Tax Collector following adoption by the District on an annual basis.

Website Management

\$2,000 per year

SDS will keep the CDD's website up-to-date and in compliance with statutory requirements.

MOODY RIVER ESTATES
COMMUNITY DEVELOPMENT DISTRICT

3F



Governmental Management Services

Serving Florida's New Communities

November 5, 2021

Moody River Estates Community Development District
c / o Hopping Green & Sams, P.A.
Attention: Michael Eckert, District Counsel
119 South Monroe Street, Suite 300
Tallahassee, Florida 32301

RE: GMS Proposal for District and Field Management Services

Dear Mr Eckert:

Governmental Management Services-Tampa, LLC (GMS) is pleased to provide for your review our Proposal associated with providing District and Field Management Services to the above referenced Community Development District (CDD). We believe the Proposal demonstrates that the assembled team of management, financial, and administrative professionals is extremely qualified to provide these services and meet time and budget requirements. We believe the information included in our proposal is sufficient to meet the requirements of the request.

GMS is a leader in the Community Development District (CDD) industry. We provide district management services to 180 CDD's across the State of Florida. Our approach, methodology, and philosophy towards providing these services reflect our commitment and ability to deliver comprehensive services that exceeds the expectations of our clients. We believe that our greatest strength is our ability to respond to individual client needs efficiently, effectively and professionally. Our approach to providing the services for each of the tasks described in this RFP is to fully understand them and provide them in a manner which meets all of 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 if you have any questions or need additional information.

Sincerely

GMS

Darrin Mossing
President

Enclosure

Orlando
219 E. Livingston St.
Orlando, FL 32801

Jacksonville
9655 Florida Mining Blvd.
W
Suite 305
Jacksonville, FL 32257

St. Augustine
475 West Town Place
Suite 114
St. Augustine, FL 32092

Ft. Lauderdale
5385 N. Nob Hill Rd.
Sunrise, FL 33351

Tampa
18842 N. Dale Mabry Hwy
Lutz, FL 33548

Knoxville
1001 Bradford Way
Kingston, TN 37763



**GOVERNMENTAL
MANAGEMENT
SERVICES-TAMPA
LLC**

**PROPOSAL FOR
DISTRICT MANAGEMENT
SERVICES**

**PREPARED FOR
MOODY RIVER ESTATES
COMMUNITY DEVELOPMENT
DISTRICT**

NOVEMBER 5, 2021



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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, 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 180 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. The majority of personnel has worked with Investment Bankers, Bond Counsel, District Counsel, Engineers,

Developers and Boards of Supervisors across the State of Florida. They have provided management, financial and administrative reporting services to approximately 180 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 quickly grown to over 150 full time and part time employees and has offices across the State of Florida. Services are provided by seasoned professionals with well over 200 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 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
- Operations Management
- Utility Billing
- Other Services

These management services are being provided by the principals of GMS to over 160 Community Development Districts across the State of Florida.

CONTACT INFORMATION



Corporate Office:
1001 Bradford Way
Kingston, TN 37763
govmgtsvc.com

GMS is prepared to provide all services directly and does not contemplate the need to subcontract services. Our personnel include special project coordinators with over 30 years of experience in the construction industry and field management.

GMS - Tampa

4648 Eagle Falls Place
Tampa, Florida
33619
(863)-225-1186

GMS - Central Florida

219 E. Livingston St.
Orlando, FL 32801
9145 Narcoossee Rd.
Ste. A-206
Orlando, FL 32827

1408 Hamlin Avenue,
Unit E
St. Cloud, FL 34771
(407) 841-5524

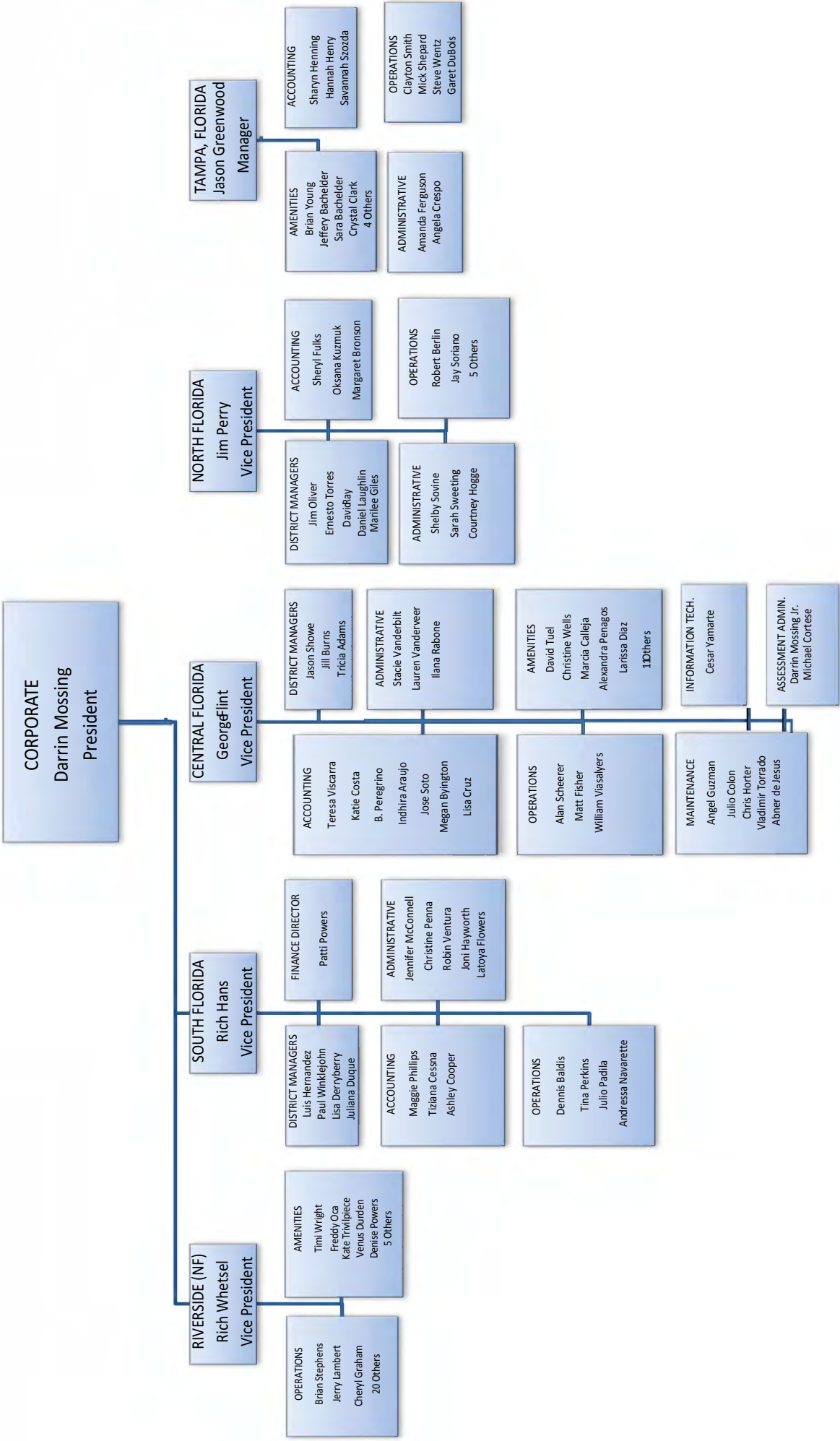
GMS - South Florida

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







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."

EDUCATION

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

EXPERIENCE

31 Years

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

DARRIN MOSSING PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the 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 Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 160 CDDs, Homeowners Association and other Special Taxing Districts

across the State of Florida.

JASON GREENWOOD DISTRICT MANAGER

EDUCATION

B.A., Business,
Finance, Marketing
minor, Ashford
University

MBA, specialization in
Finance, Lynn
University

EXPERIENCE

4 Years

- District Management
- Assessment Roll Administration

Jason Greenwood provides management services to CDDs and property owners association 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.

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 15+ 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 11 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

Sharyn Henning manages the accounting and financial reporting for our clients. She is a Certified Public Accountant with over 15 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Henning's experience includes financial statement preparation, payroll,

EDUCATION

Bachelor's in Accounting & Information Management, University of Tennessee-Knoxville
Masters in Business Management & Accounting, King University

EXPERIENCE

10 Years

budget preparation, preparation of annual audit reports, statutory, and bond compliance. She has a Bachelors of Science Degree in Accounting from

Florida Atlantic University. Ms. Rosina currently serves as District Accountant to 20+ Community Development Districts in the state of Florida.

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+ Community Development Districts along with 5 other Home Owner's Associations. She has a Bachelor's Degree from the University of Tennessee - Knoxville in Accounting and Information Management and a Master's Degree from King University in Business Management and Accounting.

EDUCATION

B.S. in Accounting, Florida Atlantic University

EXPERIENCE

15 Years

- Accounting
- Financial Reporting

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

- Establish Governmental Fund Accounting System in accordance with 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 to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by 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.

AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

Amanda Ferguson will also oversee the providing of Amenity Management services. She has experience in management, newsletters, and special event services, newsletters and special event services to various communities in the Jacksonville, Florida area for over five (5) years, including but not limited to Tison's Landing Community Development District in Duval County (680 single family homes), Pine Ridge Plantation Community Development District in Clay County (planned for 742 single family homes), and Ridgewood Trails Community Development District, a D.R. Horton project planned for 691 single family homes. Mrs. Ferguson will be supported by Brian Young. Brian has recently stepped in as 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 to assist with special events throughout the fiscal year that would be reviewed and approved annually by the Board of Supervisors.



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

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

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

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

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



SAMPLE SPECIAL EVENTS

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

SUMMER CAMP

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

FALL FESTIVAL

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

WINTER CELEBRATION

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

KIDS NIGHT OUT/TEEN SCENE

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

ICE CREAM SOCIAL

Ice cream and beverages with contests, raffles and games.

SPRING FLING

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

DIVE-IN MOVIE

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




SAMPLE NEWSLETTER



FIELD MANAGEMENT **SERVICES**

GMS provides field management services to 30 Districts throughout Florida. Clayton Smith oversees field operations at several high-profile CDDs. 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 Field Maintenance Manager, overseeing maintenance projects and providing field 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.

- 
- Administer and manage maintenance contracts for landscaping, water, 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 night time) to ensure satisfactory operation of the district and prepare a monthly report to the Board.
 - Review and approve construction contracts, change orders, payment request, etc. during construction phase

ASSESSMENT ROLL **CERTIFICATIONS & ADMINISTRATION**

Jason Showe and Darrin Mossing Jr. provide assessment administration services which includes certifying annual assessment rolls with the County Property Appraiser and Tax Collector, calculation of true-up payments, collection of prepaid assessments and preparation of necessary releases of lien. They are presently responsible for the preparation and execution of all CDD assessment rolls for the Central Florida and Tampa 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 that are pleased to serve as our references:

Robert Hornbeck

Chair, Dupree Lakes CDD

6255 Dupree Lakes Blvd.

Land O' Lakes, FL 34639

(813) 477-6745

boardmember2@dupresslakescdd.com

Judi O'Connor

Chair, Palms of Terra Ceia Bay CDD

82300 Terra Ceia Bay Blvd.

Palmto, FL 34221

(941) 545-1167

judichas@gmail.com

Kristen Brooks

Chair, Belmont CDD

10109 Count Fleet Dr.

Ruskin, FL 33573

(404) 723-1245

boardmember5@belmontcdd.com

Shawna Winters

Assistant Secretary, Cypress Creek CDD

15592 Cypress Creek Blvd.

Ruskin, FL 33573

(704) 681-2366

shawnawinters6@gmail.com

Cassandra Krause

Chair, Forest Brooke CDD

5019 Grist Mill Ct.

Wimauma, FL 33598

(813) 389-5312

seat4forestbrookecdd@gmail.com

GMS's current clients are listed in Table 2-1 on the following pages. Table 2-1 reflects a portion of the myriad of services provided to our clients.

Table 2-1. District Management Experience Summary

District	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 Ancote HOA	Pasco	•	•	•		
7 Arlington Ridge	Lake	•	•	•		•
8 Armstrong	Clay	•	•	•		
9 Astonia	Polk	•	•	•		
10 Bannon Lakes	St. Johns	•	•	•		•
11 Bartram Park	Duval	•	•	•		
12 Bartram Springs	Duval	•	•	•		
13 Bay Laurel Center	Marion	•	•	•	•	
14 Baytree	Brevard	•	•	•		•
15 Baywinds	Miami-Dade	•	•	•		•
16 Beacon Tradeport	Miami-Dade	•	•	•		
17 Bellagio	Miami-Dade					
18 Bella Collina	Lake	•	•	•	•	•
19 Belmont	Hillsborough	•	•	•		
20 Bonita Village	Lee	•	•	•		
21 Bonnet Creek Resort	Orange	•	•	•		•
22 Brandy Creek	St. Johns	•	•	•		
23 Candler Hills	Marion	•	•	•		
24 Canopy	Clay	•	•	•		
25 Capital Region	Leon	•	•	•		•
26 Centre Lake	Miami-Dade	•	•	•		
27 Central Lake	Lake	•	•	•	•	
28 ChampionsGate CDD	Osceola	•	•	•		
29 ChampionsGate POA	Osceola		•			
30 Chapel Creek	Pasco	•	•	•		
31 City of Coral Gables	Miami-Dade		•			
32 Coconut Cay	Miami-Dade	•	•	•		
33 Copper Creek	St. Lucie	•	•	•		
34 Copper Oaks	Lee	•	•	•		
35 Coral Bay	Broward	•	•	•		•
36 Coral Keys Homes	Miami-Dade	•	•	•		
37 Creekside	St. Lucie	•	•	•		
38 Cypress Bluff	Duval	•	•	•		
39 Cypress Cove	Broward	•	•	•		

District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/ Amenities
40 Cypress Creek	Hillsborough	•	•	•		
41 Cypress Park	Polk	•	•	•		
42 Davenport Road	Polk	•	•	•		
43 Deer Island	Lake	•	•	•		•
44 Deer Run	Flagler	•	•	•		•
45 Dowden West	Orange	•	•	•		
46 Downtown Doral	Miami-Dade	•	•	•		
47 Downtown Doral South	Miami-Dade	•	•	•		
48 Dunes	Flagler	•	•	•	•	
49 Dupree Lakes	Pasco	•	•	•		•
50 Durbin Crossing	St. Johns	•	•	•		
51 East 547	Polk	•	•	•		
52 East Homestead	Miami-Dade	•	•	•		•
53 Eden Hills	Polk	•	•	•		
54 Enclave at Black Point Marina	Miami-Dade	•	•	•		
55 Falcon Trace	Orange	•	•	•		•
56 Fortebello HOA	Brevard	•	•	•		
57 Forest Brooke	Hillsborough	•	•	•		•
58 Forest Lake	Polk	•	•	•		
59 Founders Ridge	Lake	•	•	•		
60 Gardens at Hammock Beach	Flagler	•	•	•		
61 Green Corridor	Multiple	•	•	•		
62 Hammock Reserve	Polk	•	•	•		
63 Hemingway Point	Broward	•	•	•		
64 Heritage Park	St. Johns	•	•	•		•
65 Heron Isles	Nassau	•	•	•		
66 Highland Meadows II	Polk	•	•	•		•
67 Highland Meadows West	Polk	•	•	•		
68 Holly Hill Road	Polk	•	•	•		
69 Hollywood Beach #1	Broward	•	•	•		
70 Homestead 50	Miami-Dade	•	•	•		
71 Indigo	Volusia	•	•	•		
72 Indigo East	Marion	•	•	•		
73 Interlaken	Broward	•	•	•		
74 Islands at Doral III	Miami-Dade	•	•	•		
75 Islands at Doral TH	Miami-Dade	•	•	•		
76 Isles of Bartram Park	St. Johns	•	•	•		
77 Lake Ashton I	Polk	•	•	•		•
78 Lake Ashton II	Polk	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/ Amenities
79	Lake Emma	Lake	•	•	•		
80	Lakeside Plantation	Sarasota	•	•	•		
81	Lakes by Bay South	Miami-Dade	•	•	•		•
82	Landings at Miami	Miami-Dade	•	•	•		
83	Live Oak Lake	Osceola	•	•	•		
84	Lucerne Park	Polk	•	•	•		
85	Mayfair	Brevard					
86	McJunkin at Parkland	Broward	•	•	•		
87	Meadow View at Twin Creeks	St. Johns	•	•	•		
88	Mediterranea	Palm Beach	•	•	•		
89	Middle Village	Clay	•	•	•		•
90	Mirada	Lee	•	•	•		
91	Montecito	Brevard	•	•	•		•
92	Narcoossee	Orange	•	•	•		•
93	Nob Hill Condo Association	Broward	•	•	•		•
94	North Boulevard	Polk	•	•	•		
95	North Dade	Miami-Dade	•	•	•		
96	Northern Riverwalk	Palm Beach	•	•	•		
97	North Powerline Road	Polk	•	•	•		
98	North Springs Improvement Dist	Broward	•	•	•		
99	Oakridge	Broward	•	•	•		
100	Oleta River	Miami-Dade	•	•	•		
101	Old Palm	Palm Beach	•	•	•		
102	Orchid Grove	Broward	•	•	•		
103	Osceola County Housing Finance Authority	Osceola		•			
104	Palm Glades	Miami-Dade	•	•	•		•
105	Palms of Terra Ceia Bay	Manatee	•	•	•		
106	Pine Air Lakes	Collier	•	•	•		
107	Pine Ridge Plantation	Clay	•	•	•		•
108	Poinciana	Polk	•	•	•		•
109	Poinciana West	Polk	•	•	•		•
110	Portofino Isles	St. Lucie	•	•	•		•
111	Portofino Landings	St. Lucie	•	•	•		
112	Portofino Shores	St. Lucie	•	•	•		
113	Portofino Springs	Lee	•	•	•		
114	Portofino Vineyards	Lee	•	•	•		
115	Portofino Vista	Osceola	•	•	•		
116	Quail Roost	Miami-Dade	•	•	•		

District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/ Amenities
117 Randal Park	Orange	•	•	•		•
118 Randal Park POA	Orange	•	•			
119 Remington	Osceola	•	•	•		•
120 Reserve	St. Lucie	•	•	•	•	•
121 Reserve #2	St. Lucie	•	•	•		
122 Reunion East	Osceola	•	•	•		•
123 Reunion West	Osceola	•	•	•		•
124 Rhodine Road North	Polk	•	•	•		
125 Ridgewood Trails	Clay	•	•	•		•
126 River Place	St. Lucie	•	•	•		
127 River Bend	Hillsborough	•	•	•		
128 Rivers Edge	St. Johns	•	•	•		
129 Rivers Edge II	St. Johns	•	•	•		
130 Rivers Edge III	St. Johns	•	•	•		
131 Rolling Hills	Clay	•	•	•		•
132 Rolling Oaks	Osceola	•	•	•		
133 Sabal Palm	Broward	•	•	•		
134 Saddle Creek	Polk	•	•	•		
135 Sampson Creek	St. Johns	•	•	•		•
136 San Simeon	Miami-Dade	•	•	•		
137 Scenic Highway	Polk	•	•	•		
138 Shingle Creek	Osceola	•	•	•		•
139 South Dade Venture	Miami-Dade	•	•	•		•
140 South Kendall	Miami-Dade	•	•	•		
141 South Village	Clay	•	•	•		
142 Stoneybrook South	Osceola	•	•	•		•
143 Stoneybrook South at Champions Gate	Osceola	•	•	•		•
144 Storey Creek	Osceola					
145 Storey Park	Orange	•	•	•		•
146 Sweetwater Creek	St. Johns	•	•	•		
147 Tapestry	Osceola	•	•	•		
148 Tapestry HOA/POA	Osceola	•	•	•		•
149 Terra Bella	Pasco	•	•	•		
150 Tesoro	St. Lucie	•	•	•		•
151 TIFA, LLC	Brevard	•	•		•	
152 The Crossings at Fleming Island	Clay	•	•	•	•	
153 Tison's Landing	Duval	•	•	•		
154 Tolomato	St. Johns	•	•	•		
155 Towne Park	Polk	•	•	•		

District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
156 Treeline Preserve	Lee	•	•	•		
157 Turnbull Creek	St. Johns	•	•	•		•
158 Turtle Run	Broward	•	•	•		•
159 Talis Park	Collier	•	•	•		
160 Tohoqua	Osceola	•	•	•		•
161 Valencia Water Control District	Orange		•	•		
162 Verano Center	St. Lucie	•	•	•		
163 Verano #1	St. Lucie	•	•	•		
164 Verano #2	St. Lucie	•	•	•		
165 Verano #3	St. Lucie	•	•	•		
166 Verano #4	St. Lucie	•	•	•		
167 Verano #5	St. Lucie	•	•	•		
168 Viera East	Brevard	•	•	•		
169 Village of Biscayne Park	Miami-Dade		•			
170 Villages of Bloomingdale	Hillsborough	•	•	•		
171 VillaMar	Polk	•	•	•		
172 Villa Portofino East	Miami-Dade	•	•	•		•
173 Villa Portofino West	Miami-Dade	•	•	•		
174 Vizcaya in Kendall	Miami-Dade	•	•	•		
175 Waterford Estates	Charlotte	•	•	•		
176 Waterstone	St. Lucie	•	•	•		
177 Westside	Osceola	•	•	•		•
178 Willow Creek	Brevard	•	•	•		
179 Windsor at Westside	Osceola	•	•	•		•
180 Windward	Osceola	•	•	•		•
181 Wynnfield Lakes	Duval	•	•	•		•
182 Zephyr Ridge	Pasco	•	•	•		

COST OF SERVICES

MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee that is reflected in Exhibit A.

District Management Services: See Exhibit A

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 invoice date. Subsequent management fees will be established based upon the adoption of annual operating budget, which will be adjusted to reflect ongoing level of services.

ASSESSMENT ADMINISTRATION SERVICES

Assessment roll certification and administration, as described on page 12, will be provided for a fixed annual fee. See Exhibit A.

WEBSITE ADMINISTRATION SERVICES

See Exhibit A

Other services are available from GMS upon request and can be tailored to the District's specific needs.

- Bond Issuance: \$15,000
- Assessment Methodology: \$20,000
- Bond Validation: \$2,500
- SERC Preparation: \$2,500
- Estoppel Letter: \$150
- Lot Debt Paydown/Payoff Estoppel: \$150



Exhibit A

District Management Fees

Detail	Per the Budget	GMS Proposal
Management/Recording	\$ 44,802	\$ 45,000
*Field Management	\$ -	\$ 15,000
Accounting	\$ 8,742	\$ -
Assessment Roll Preparation	\$ 12,875	\$ 5,000
Dissemination Agent	\$ 1,000	\$ 1,000
Website	\$ 750	\$ 1,200
ADA Website Compliance	\$ 210	\$ -
Information Technology	\$ -	\$ 1,800
**Travel	\$ -	\$ 6,000
Total	\$ 68,379	\$ 75,000

*Represents 1 monthly onsite meeting and site inspection along with contract administration via phone, email correspondence, etc.

**Represents 2 monthly trips to and from the district from
GMS-Tampa office

MOODY RIVER ESTATES
COMMUNITY DEVELOPMENT DISTRICT

3G

Moody River Estates Community Development District



Proposal for District Management Services November 5, 2021

November 5, 2021

Re: Proposal for Moody River Estates Community Development District

Dear Board of Supervisors,

Inframark – Infrastructure Management Services is excited and pleased to provide a proposal for District Management services with pricing and a scope of services for Moody River Estates Community Development District.

Our Mission is: “To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper.” We do this through our **3 Principles of Pure Partnership:**

We strongly believe in our people and ability to exceed our client’s expectations. These beliefs are rooted in some of the following:

PURE PARTNERSHIP



Pure Alignment

We connect with clients on their terms, on a foundation of clarity, trust and mutual understanding. We make their goals our goals, tailoring the right mix of skills and resources to every project.



Pure Accessibility

We are open and transparent with our clients and each other. We make information and insights easy to see, understand and share. We're always available and open to share our skills, ideas and thinking.



Pure Accountability

We hold ourselves accountable to our clients, through continuous measurement and improvement, to our environment, through rigorous compliance, and to each other, through ongoing safety, training and professional development.

- **Experience:**
 - Providing District Management Services to West Florida Region for nearly 40 years.
 - We provide service to over 110 CDDs, including 80 CDDs in the West Florida Region.
 - 15 District Managers on staff with 10 years + average tenure.
 - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction.
 - Your district will be supported with a local District Manager from the Ft. Myers/Naples area
- **Project Management** – We are able to provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.

- **Cost Savings** –Our proposal includes a cost savings of **12.4%** for overall District Management and Accounting/Financial services. We will continue to review your current operating budget and to identify additional savings opportunities or more efficient ways to operate the district.
- **Technology:**
 - **Avid Xchange:** An advanced accounts payable system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
 - **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system designed exclusively for the Community Development business allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach: We are more than the individual assigned to your account.** Our service to your community will include 11 highly trained professionals including: a secondary District Manager, Finance and Recording personnel and supervision. The depth and experience of our team is one of our strengths!
- **Infrastructure:**
 - Full team of Health, Safety and Environmental (HSE) staff
 - Complete internal IT support and infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms
 - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more

Inframark is committed to making continuous process improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. We are excited to implement our new service enhancements and technology for your community. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-added service fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.

Respectfully,



Chris Tarase
Vice President
Inframark - Infrastructure Management Services





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1 Executive Summary

Inframark – Infrastructure Management Services is pleased to provide this proposal for district management services to Moody River Estates. Inframark has been providing District Management services in Florida for nearly 40 years.

To meet the needs of your District, we provide a fully empowered local District Manager out of our Tampa office. We provide additional support to all our clients through a central office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients which include the following:

- **Personnel:**
 - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
 - We can also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District as a value-added service, but also our competence in addressing a wide range of complex matters that may come before your District.
 - Your assigned team has more than 200 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
 - Inframark is the most experienced company in the business.
 - We manage over 200 clients statewide including Community Development Districts, Special Districts, Homeowner Associations and local municipalities.
 - We specialize in customized customer service and have a client retention rate over 98%.
 - We provide District Management Services to over 75 clients out of our Tampa office.
- **Capital Project Management:** Inframark has a Certified Project Manager (PMP) who has the knowledge and experience to manage multi-million dollar capital improvement projects for our clients.
- **Office Locations:**
 - We have six offices in the State of Florida that support our district clients. (Tampa, Wesley Chapel, Ft. Myers, Orlando area, St. Augustine and Coral Springs)
 - We will support your District with a local district manager out of the Ft. Myers office

"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5 year period our CDD has performed many projects from paving roadways to a multi million dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule. In areas where his knowledge was limited he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed he listened and we then were always able to reach a better outcome.

– Norman Day, Cedar Hammocks CDD Chair

- **Safety:**
 - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
 - Documented monthly safety training for ALL Inframark personnel.
 - Disaster Preparedness Plans for staff and clients
- **Human Resource Management:**
 - Inframark has its own professional team of human resource professionals.
 - Provides drug and background screening that meet all applicable Federal and State requirements.
 - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service and other important programs.
 - Regimented performance review process.
 - Spot bonus and annual merit incentives
 - Best in industry employee benefit and 401(k) program
- **Field Services:** Inframark is also able to provide the following field services with our own employees:
 - A complete range of Field Management and Maintenance services including but not limited to:
 - Vendor management
 - Contract administration
 - Sidewalk grinding
 - Pressure washing
 - Concrete Replacement and sidewalk repair
 - Monthly field services report
 - Landscape reviews
 - A full range of maintenance services for District and Association clients.

2 Pricing & Business Considerations

Pricing Category	Proposed Pricing	Proposed FY2022 Budget from current Management Company
District Management Services	\$ 53,694	\$ 44,802
Accounting Services	Included	\$ 8,742
Assessment Services	\$ 5,000	\$ 12,875
Dissemination Services	\$ 1,000	\$ 1,000
Website Administration	Included	\$ 750
Total	\$ 59,694	\$ 68,169

- Pricing is good for 60 days and is contingent upon a mutually agreed contract.
- Option to negotiate multi-year contract with fixed pricing

3 About the Company



Our Partnership Principles

Pure Alignment

We connect with our clients on a foundation of clarity, trust and mutual understanding. We make our clients' goals our goals, and tailor the right mix of skills and resources to every project.

Pure Accessibility

We are open and transparent with our clients and each other, making information and insights easy to see, understand, and share. We are always available and open to share our skills, ideas, and thinking.

Pure Accountability

We hold ourselves accountable to our clients and ourselves. We seek continuous improvement through rigorous compliance, as well as ongoing safety, training, and professional development.

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts, municipalities, residential and commercial property owner associations. With offices throughout the State of Florida in Tampa, Wesley Chapel, St. Augustine, Celebration, Ft. Myers and Coral Springs. Inframark maintains a focus in serving CDD's and HOA's and, as a result, has become a leader in our industry managing over \$87M in financial assets for over 115 Community Development Districts and 185 HOA's. Inframark is a member of Florida Association of Special Districts (FASD), Community Association Institute (CAI), the Florida League of Cities, Greater Orlando Builders Association, Tampa Bay Builders Association, Association of Florida Community Developers (AFCD) and the Urban Land Institute.

The success of any project (big or small) and every relationship depends on a positive and productive interplay of the people, processes, resources and responsibilities of all involved. Over the years, we've formalized the most important elements into our own service philosophy that we call the Principles of Pure Partnership™. These partnership elements, Alignment, Accessibility and Accountability, are infused into our culture, into every project and every interaction. The result is deeper relationships with our clients and each other and real value in ways you can see, feel and measure.



**CLICK HERE TO
SEE OUR VIDEO ON YOU TUBE.**

<https://www.youtube.com/watch?app=desktop&v=C-elgNECVJ4&feature=youtu.be>

4 Qualifications

Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. As the District Manager, Inframark will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Inframark will attend up to twelve meetings a year at no additional cost to the District.

The Inframark team uses a primary and secondary management approach to the District Management position. This ensures that the District will have continuity of services for district management services which are not dependent on a single individual. This approach is a hallmark of the Inframark approach to highly effective customer service to our District clients. This ensures that there will always be a qualified District Manager at every meeting.

I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."

"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."

"I highly recommend Inframark."

*Dennis Smith Former Chairman
Meadow Pointe CDD*

Records:

Inframark has one of the largest teams of recording professionals (ten personnel), in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark provides full compliance with all the Florida Statutes Records Requirements of Chapter 119. This includes storage of records, access to records and coordination of all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

Document Management:

Inframark utilizes three parallel processes to manage the documents of our clients.

- First, our electronic document management system allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client's Website for timely updates. We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.

Disaster Contingency & Recovery:

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region or state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location.

Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

District Operations:

Inframark has fifteen (15) District Managers throughout the State of Florida with over 100 years of District Management experience in the Florida Community Development District market. The West Regional Manager for Inframark has over fifteen (15) years of District Management experience in addition to experience in finance, IT and is a Certified Project Manager. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.

The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFP's) for a wide variety of District construction, capital and maintenance projects including:

- a) development of complex bid and proposal packages,
- b) advertisement of the opportunities,
- c) analysis of the proposals and bids, and
- d) development of recommendations for Board consideration.

With the vast experience of our District Management team and the experience of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

Accounting and Reporting:

Inframark performs all required financial accounting functions through solid workflow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable,

general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. Inframark has over 300 years of combined experience on our Finance Team.

Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

Audits:

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAP and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.

Budgeting:

Inframark's customized CDD financial software system allows us to deliver options to our clients on how they wish to have their monthly financials and annual budget detailed. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based upon the input from the Board as to the goals they wish to achieve in the upcoming budget cycle.

The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors. The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the

District Manager will solicit input from the District Staff, District Engineer and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased or eliminated as part of the new budget cycle. It is critical in the development of an annual budget that aspects of the budget are reviewed by each team member providing service to the District.

Capital Program Administration:

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget. It is important that the annual capital budget is fully coordinated with the operation and maintenance budget. We also examine the life cycle cost of projects based on the Reserve Study to determine their financial feasibility prior to the Board acting on said expenditure.

Inframark has many years of experience in dealing with capital bond issues and bank qualified loans for District projects. We have extensive experience in working with bond underwriters, financial advisors and various lending institutions on the establishment and implementation of capital programs for District clients. We have established procedures for making certain that specific deadlines associated with bond documents and bank qualified loan requirements are met. We have an excellent reputation of successful implementation of a wide variety of financing programs for our District clients.

Assessments and Revenue Collection:

Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on roll and off roll collection. We have successfully worked with District legal counsel to accurately and timely collect off roll assessments when they are called for. We also routinely conduct true up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as needed basis at no cost to the District.

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

5 Effective Technology Tools and Support

AvidXchange Accounts Payable Processing System



Inframark offers AvidXchange, which is an advanced accounts payable processing system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by the District Manager and/or a designated Board member, if desired. The system is PDF driven, easily tracks and archives records, preserves historical information on vendor payments, provides for creation of specialized reports, allows increased transparency for the Board's overall review of the payables process and provides for timely payment for the vendor.



Improve Security and Transparency

Automate the approval workflow to improve governance and control for managers and board members. Enjoy 24-7 access from anywhere with an internet connection.



Centralize Invoices and Speed Up Approvals

Leverages a flexible online invoice approval process for expedited processing, while minimizing manual data entry and enabling mobile invoice review and approval.



Efficiently Manage Invoices

Vendors scan invoices in PDF format and submit them directly to the system in seconds. No need for printing, mailing & stuffing invoices in file cabinets.

The Manager reviews invoices online and ensures expenditures are coded to the proper general ledger account. Designated approvers receive email notifications whenever invoices are awaiting their review and approval. Approvers log on to the AvidXchange website, view the invoices in their individual queues and approve them for payment, which then prompts a payment being sent to the vendor.

Customized Financial Statements & Budgets

Inframark developed a proprietary financial operating system designed exclusively for the Community Development District business, allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements will look, depending upon the preference of the Board.

TECHNOLOGY DRIVES OUR COMMUNITIES

- **IMS TownSquare – Website, Portal and Communications**

Inframark intentionally promotes communication and transparency through our hybrid communication tools. Accessible from smart phones, pads, and computers streaming community info and news feeds, providing tangible communication and alternatives to unofficial chatter among social media.



Inframark’s hybrid webpage is password protected and functions like both a webpage documents center and a social media network with safety control filters. It is manager-controlled communication hub to proactively provide information, build approved community groups, update important community activities, and optionally request feedback from residents – all postings have a 1200-word filter to screen out profanity and other inappropriate language.

Managers can proactively plan and schedule communications with strategic postings, so residents are more informed. Inframark’s Phone App creates proactive postings where residents are focused! This site can be stand alone or become the District’s Communication Hub.

- Private and secure communication tool - only for the use of the residents.
- Communication can be one-way from manager, or if chosen, interactive with residents.
- Official District news and topic channels are used to categorize discussion threads.
- “Report a post” feature and blacklisted word filters
- Designed for optimum web and mobile viewing and posting.
- IMS TownSquare Mobile app for Apple iOS and Android users.

IMS TownSquare Work Order System

- Managers, Residents AND Vendors can now go online to maximize workflow.

Inframark TownSquare Work Orders allow for Members, Vendors and Community Manager to create work orders online and via our TownSquare App. The digital forms created by the Manager or approved vendor are tracked in the system which notifies all parties with all work order requests. Status and activity can be exported in Excel or PDF form and becomes part of our standard Monthly Reporting.

6 Staffing

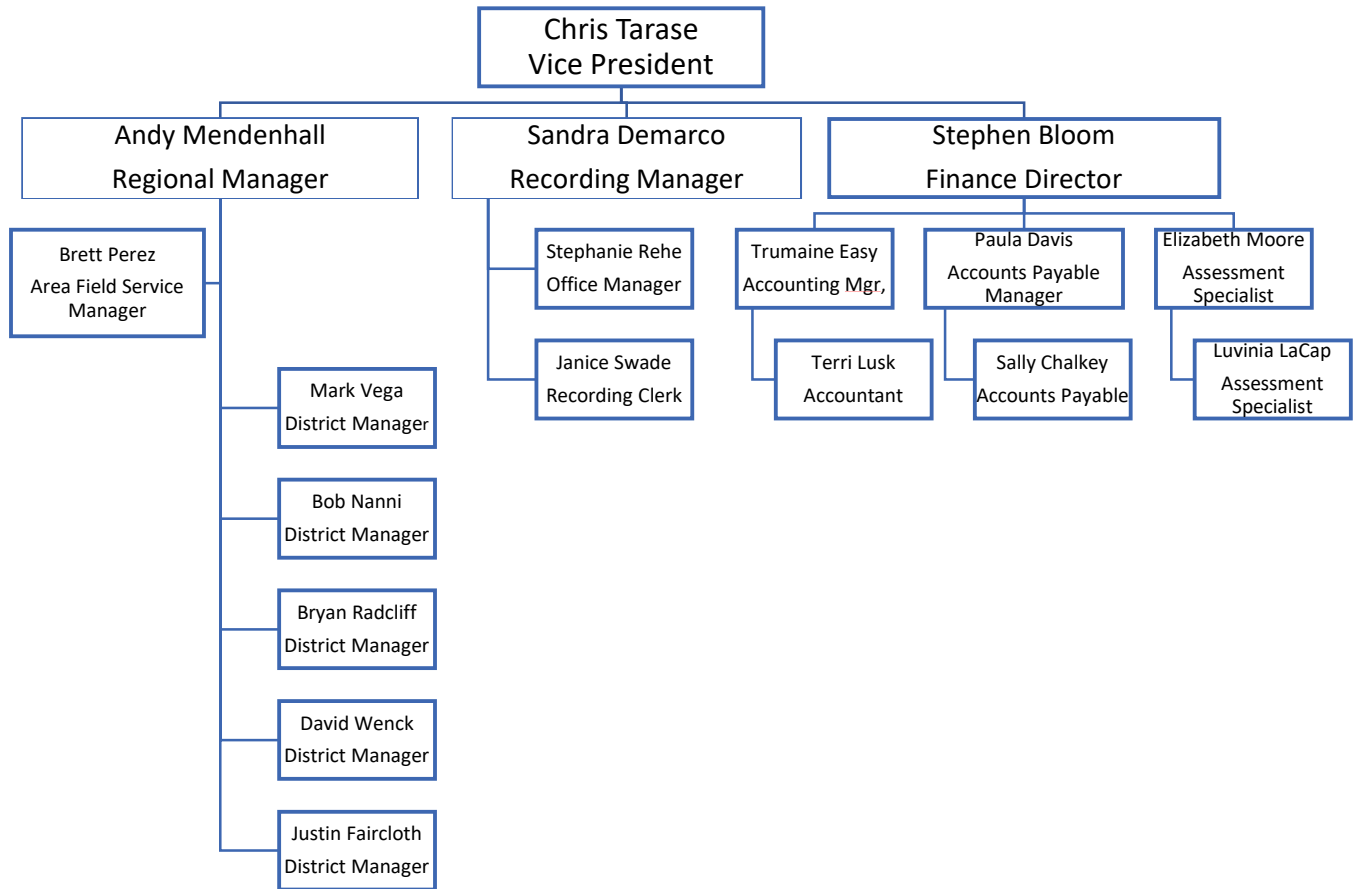
Inframark is the only District Management firm with its own Human Resource team. This means the following:

- our employees are fully vetted prior to hiring,
- employees have regular performance evaluations,
- we follow a progressive disciplinary policy,
- we have an exceptional benefit program for our employees that other firms do not offer,
- we have a bonus program for exceptional performance,
- we offer a management bonus for employees that are responsible for financial performance goals,
- we provide a 401K retirement plan,
- we provide ongoing training and training incentive programs,
- we offer tuition reimbursement, and
- we have an in-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits that are designed to encourage long-term employment with Inframark.

In terms of the personnel assigned to your District, Inframark will ensure to the highest degree possible that we will retain the same personnel for your District. In addition, for the primary District Manager and the Secondary District Manager we will not remove or replace them without notifying the Board and the Board will have the opportunity to approve their replacement.

West Florida Organizational Chart



District Management:

Justin Faircloth, District Manager, has over 7 years of District Management experience. He has been a District Manager in the Southwestern region of the State of Florida for the past seven years and has over nineteen years of experience with public/private organizations developing teams and systems. In addition to his leadership abilities, Justin is a Certified District Manager, a licensed Community Association Manager, and a notary with the state of Florida. Mr. Faircloth received a Bachelor of Arts in History from Florida Atlantic University, and a Master of Divinity with Biblical Studies from Southeastern Baptist Theological Seminary. Justin serves as the District Manager for the following Districts in Charlotte, Collier, Lee, and Sarasota Counties:

Andy Mendenhall is the Regional Manager for Inframark and has 15 years of district management experience. He is a Certified Project Management Professional (PMP) with more than 16 years of project and program management experience in technical and business operational areas. His background includes treasury services work with JP Morgan and Citibank with additional years of information technology experience working for Cigna Healthcare and Metris Corporation. He holds a bachelor's and master's degree in Business Administration. Mr. Mendenhall also currently serves as a Supervisor on the Seven Oaks CDD and previously served as the Chairman of the Northwood CDD and is based in our Wesley Chapel office.

Recording Services:

Sandra Demarco serves as Manager of the Recording Department. She has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a BA from Florida Atlantic University.

Janice Swade, Recording Secretary, has been working with Inframark for 14 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working with various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

Stephanie Rehe, Office Manager, is responsible for coordinating the publication of all meeting notices, responding to public record requests and updating the electronic archival repository. She works closely with the entire Management Services team, facilitating and gathering documentation to compile agenda packages and finalize the District's records of proceedings in accordance with Florida Statutes. Stephanie has 15 years of clerking experience with Inframark..

Financial Services:

Stephen Bloom, Finance Director, leads the Finance Department and coordinates the District's banking and investment activities. He is also responsible for monitoring and implementing changes to the financial reports to ensure the District is compliant with all GAAP requirements. Stephen holds Bachelor Degrees in both Finance and Management and has more than 20 years of combined accounting and finance experience in both the public and private sectors.

Trumaine Easy, Director of Accounting, oversees the Inframark Financial Team which manage the District's financials, budgets and annual audits. She works with financial institutions to provide long term investing, credit and debit cards; and ensures investment policies are upheld with Federal and State requirements. She coordinates bond compliance requirements with the Trustee, establishes procedures and maintains reporting of unclaimed property. She is a Certified Public Accountant (CPA) who received her Bachelor of Art – Accounting degree from Florida International University and her MBA degree from Florida Atlantic University. She has over 11 years of Financial Management experience.

Terri Lusk, Accountant, is responsible for preparation of financial statements, annual budgets and audits. She earned a Bachelor of Business Administration in Accounting from Florida Atlantic University and has more than 20 years of accounting experience that includes over 17 years in the not-for-profit sector.

Paula Davis, Accounts Payable Manager, is responsible for overseeing all accounts payable, accounts receivable and payroll activities. In addition, she coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, which includes five (5) years as a Human Resources Coordinator.

Sally Chalkley, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Sally has 20 years' extensive experience working in the accounting and customer service field. Sally is proficient in the accounts payable process, processing over 7,000 invoices annually.

Luvinia LaCap, Assessment Specialist, has been with Inframark since 1999 working closely with title companies, residents, District Managers and accountants. Luvinia has over 19 years' extensive experience working in assessments and customer service fields.

Elizabeth J. Moore, Assessment Services, graduated from the University of Central Florida with a Bachelor's in Science, specializing in Finance, in August 2004. She has 16 years' experience that has encompassed a wide variety of fields and disciplines. Personal banking, mortgage lending, personal portfolio management, accounting and municipal financial management are some of the fields in which she has worked over the course of her career. Elizabeth has worked for Inframark since 2008 and is the lead Assessment Specialist of the Finance Department. Her current responsibilities include, but are not limited to building District assessment rolls, managing District lien books, bond methodology analysis and implementation, debt service funding, developer billings and debt service budget analysis.

7 Clients

District	Region	County
Gateway Services CDD	West	Lee
Vasari CDD	West	Lee
Cedar Hammock CDD	West	Collier
Heritage Bay CDD	West	Collier
Naples Heritage CDD	West	Collier
Quarry CDD	West	Collier
Heritage Lake Park CDD	West	Charlotte
Heritage Oak Park CDD	West	Charlotte
Riverwood CDD	West	Charlotte
Estancia at Wiregrass CDD	West	Pasco
Heritage Springs CDD	West	Pasco
Lake Bernadette CDD	West	Pasco
Lexington Oaks CDD	West	Pasco
Meadow Pointe CDD	West	Pasco
Meadow Pointe II CDD	West	Pasco
Oak Creek CDD	West	Pasco
Oakstead CDD	West	Pasco
Watergrass II CDD	West	Pasco
Arbor Greene CDD	West	Hillsborough
Cheval West CDD	West	Hillsborough
Cordoba Ranch CDD	West	Hillsborough
Hammocks (The) CDD	West	Hillsborough
Harbour Isles CDD	West	Hillsborough
Heritage Isles CDD	West	Hillsborough
Live Oak No. 1 CDD	West	Hillsborough
Live Oak No.2 CDD	West	Hillsborough
South Fork CDD	West	Hillsborough
South Fork East CDD	West	Hillsborough
Tampa Palms Open Space & Transportation CDD	West	Hillsborough
Waterchase CDD	West	Hillsborough
Westchase CDD	West	Hillsborough
Westchester	West	Hillsborough
Spring Ridge CDD	West	Hernando
Bobcat Trail CDD	West	Sarasota
Woodlands CDD	West	Sarasota
Eastlake Oaks CDD	West	Pinellas
Lexington CDD	West	Manatee
University Place CDD	West	Manatee

Piney-Z CDD	West	Leon
Briger CDD	East	Palm Beach
Seminole Improvement	East	Palm Beach
Bonterra CDD	East	Miami Dade
Beacon Lakes CDD	East	Dade
Spicewood CDD	East	Dade
Coral Springs Improvement District	East	Broward
Griffin Lakes CDD	East	Broward
Maple Ridge CDD	East	Broward
Monterra	East	Broward
Pine Tree Water Control District	East	Broward
Marshall Creek CDD	East	St. Johns
St. Johns Forest CDD	East	St. Johns
Palm Coast Park CDD	East	Flagler
Town Center at Palm Coast CDD	East	Flagler
Fleming Island Plantation CDD	East	Clay
Dovera CDD	Central	Seminole
Golden Lakes CDD	Central	Polk
West Lakeland WCD	Central	Polk
Brighton Lakes CDD	Central	Osceola
Celebration CDD	Central	Osceola
Concorde Estates CDD	Central	Osceola
Enterprise CDD	Central	Osceola
Harmony CDD	Central	Osceola
Overoaks CDD	Central	Osceola
Stevens Plantation CDD	Central	Osceola
VillaSol CDD	Central	Osceola
Xentury City CDD	Central	Osceola
East Park CDD	Central	Orange
Stoneybrook West CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Vista Lakes CDD	Central	Orange
Country Greens CDD	Central	Lake

REFERENCES

Naples Heritage CDD
Chairman – naplesken@cs.com
Ken Gaynor – 631-786-5086

Vasari CDD
Chairman – rbrant@vasaricdd.com
Rich Brant – 724-321-0270

Heritage Bay CDD
Chairman – ehubbard@heritagebaycdd.com
Ed Hubbard – 239-248-4497

Heritage Lake Park CDD
Chairman – peberhardt@hlp-cdd.com
Paul Eberhart 989-786-5224

Cedar Hammock CDD
Chairman – normanday4@verizon.net
Norm Day – 508-726-9353

CPH Senior Vice President - jsatfield@cphcorp.com
Jeffrey Satfield Engineer – 239-849-0547
Heritage Bay CDD, Heritage Lake Park CDD, & The Quarry CDD engineer

8 Sample Scope of Services

All services required for the management of a Community Development District under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Monitor certificates of insurance as needed per contracts.
7. Prepare and follow risk management policies and procedures.
8. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
9. Process and assist in investigation of insurance claims, in coordination with District Counsel.
10. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
11. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
 - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the County.
 - ii. provide the regular meeting schedule of the Board to the County.
 - iii. prepare and file annual public depositor report.
 - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.

- v. transmit Public Facilities Report and related updates to appropriate agencies.
- vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
- vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
- viii. maintain the District Seal.

C. Accounting, Reporting, and Audit Support

- 1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
- 2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
- 3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
- 4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
- 5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
- 6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

D. Budgeting

- 1. Prepare and provide for a proposed budget for Board approval and submission to the County in compliance with Florida law.
- 2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
- 3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

E. Assessments & Revenue Collection

- 1. 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.
- 2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
- 3. Issue estoppel letters as needed for property transfers.
- 4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

F. Bond Compliance and Dissemination Agent – Additional fees may apply

- 1. Oversee and implement bond issue related compliance. For example:
 - i. coordination of annual arbitrage report as required.
 - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
 - iii. annual/quarterly disclosure reporting **for additional fee** as required.

G. Records

1. Maintain the “Record of Proceedings” for the District at a location within the boundaries of the local government in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida’s public records laws.
2. Serve as the District’s Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District’s designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
 - i. protect the integrity, confidentiality, or exemption of all public records.
 - ii. respond to public records requests in a timely, professional, and efficient manner.
 - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

H. Field Operations Services – Available upon request or as needed