

*Montecito Community
Development District*

Meeting Agenda

December 7, 2022

AGENDA

Montecito

Community Development District

219 E. Livingston St., Orlando, Florida 32801

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

November 30, 2022

Board of Supervisors Montecito Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Montecito Community Development District** will be held **Wednesday, December 7, 2022, at 5:00 PM** at the **Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.**

Following is the advance agenda for the meeting:

Audit Committee Meeting

- I. Roll Call
- II. Public Comment Period
- III. Review of Proposals and Tally of Audit Committee Members Rankings
 - A. DiBartolomeo, McBee, Hartley & Barnes
 - B. Grau & Associates
- IV. Adjournment

Board of Supervisors Meeting

- I. Roll Call
- II. Public Comment Period
- III. Organizational Matters
 - A. Administration of Oath of Office to Newly Elected Supervisor
 - B. Election of Officers
 - C. Consideration of Resolution 2023-03 Electing Officers
- IV. Approval of Minutes of the October 24, 2022 Board of Supervisors Meeting and of the October 24, 2022 Audit Committee Meeting
- V. New Business Items
 - A. Acceptance of Audit Committee Recommendation and selection of #1 Ranked Firm to Provide Auditing Services for the Fiscal Year 2022
 - B. **Amenity Center Kitchen Policy - Added**
 - C. **Landscape Vendor Presentations and Q&A - Added**
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. Consideration of Check Register(s)
 - ii. Balance Sheet and Income Statement
 - D. Facility Manager
- VII. Supervisor's Requests
- VIII. Adjournment

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

Jeremy LeBrun

Jeremy Lebrun
District Manager

CC: District Counsel

Enclosures

Audit Committee

SECTION III

Montecito CDD Auditor Selection							
	Ability of Personnel (20 pts)	Proposer's Experience (20 pts)	Understading of Scope of Work (20 pts)	Ability to Furnish the Required Services (20 pts)	Price (20 pts)	Total Points Earned	Ranking (1 being highest)
DiBartolomeo, McBee, Hartley & Barnes					2022- \$3,950 2023- \$4,150 2024- \$4,200 2025- \$4,350 2026- \$4,550 Total: \$21,200		
Grau & Associates					2022- \$4,200 2023- \$4,300 2024- \$4,400 2025- \$4,500 2026- \$4,600 Total: \$22,000		

SECTION A

Montecito Community Development District

Proposer

DiBartolomeo, McBee, Hartley & Barnes, P.A.
Certified Public Accountants

2222 Colonial Road, Suite 200
Fort Pierce, Florida 34950
(772) 461-8833

591 SE Port St. Lucie Boulevard
Port Saint Lucie, Florida 34984
(772) 878-1952

Contact:

Jim Hartley, CPA
Principal

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Montecito
Community Development District
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Montecito Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

Proven Track Record—Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

Experience—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with audit standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up to date on all changes that are occurring within the industry.

Timeliness – In order to meet the Districts needs, we will perform interim internal control testing by January 31st from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1st. We will also review all minutes and subsequent needs related to the review of the minutes by January 31st. Follow up review will be completed as necessary.

Communication and Knowledge Sharing— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

A handwritten signature in black ink, reading "DiBartolomeo, McBee, Hartley & Barnes". The signature is written in a cursive, flowing style.

DiBartolomeo, McBee, Hartley & Barnes, P.A.

PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

Professional Staff Classification	Number of Professionals
Partner	4
Managers	2
Senior	2
Staff	11
	19

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

Jim Hartley, CPA – Engagement Partner (resume attached)
Will assist in the field as main contact

Jay McBee, CPA – Technical Reviewer (resume attached)

Christine Kenny, CPA – Senior (resume attached)

Jim Hartley

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jim has over 35 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 35 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

Education and Registrations

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

Professional Affiliations

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

Volunteer Service

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

Jay L. McBee

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jay has over 45 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 45 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

Recent Engagements

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

Education and Registrations

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

Professional Affiliations

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

Volunteer Service

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

Christine M. Kenny, CPA

Senior Staff – DiBartolomeo, McBee, Hartley & Barnes

Experience and training

Christine has over 18 years of public accounting experience and would serve as a senior staff for the Constitutional Officers. Her experience and training include:

- 18 years of manager and audit experience.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- 100 hours of relevant government CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities and special districts. Christine has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Christine currently provides services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures.

Engagements include St. Lucie County Fire District, City of Fort Pierce, Town of Sewall’s Point, and Town of St. Lucie Village.

Education and Registrations

- Bachelor of Science in Accounting – Florida State University
- Professional Affiliations
- Active Member of the Florida Institute of Certified Public Accountants
- Active Member of the American Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

ADDITIONAL DATA

➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements. The scope of peer review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence
- Assignment of professional personnel to engagements
- Consultation on technical matters
- Supervision of engagement personnel
- Hiring and employment of personnel
- Professional development
- Advancement
- Acceptance and continuance of clients
- Inspection and review system

➤ *Independence*

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

ADDITIONAL DATA (CONTINUED)

➤ *Independence (Continued)*

- Au Section 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants
- ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants
- Chapter 21A-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

This evaluation includes:

- System hardware and software
- Organization and administration
- Access

Contracts of Similar Nature within References

Client	Years	Annual Audit In Accordance With GAAS	Engagement Partner	Incl. Utility Audit/ Consulting	GFOA Cert.	GASB 34 Implementation & Assistance	Total Hours
St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300	1984 - Current	√	Jim Hartley			√	250-300
City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200	2005-current	√	Mark Barnes		√	√	800
Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600	2005-current	√	Jim Hartley	√	√	√	600
Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663	1999 – current	√	Jim Hartley			√	100
City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460	1998 – current	√	Jay McBee				60
St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300	1990 – current	√	Jay McBee				60
Tradition Community Development District 1-10 Alan Mishlove, District Finance Manager (407)382-3256	2002 - current	√	Jim Hartley			√	350
Legends Bay Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Union Park Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Deer Island Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Park Creek Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50

TECHNICAL APPROACH

a. *An Express Agreement to Meet or Exceed the Performance Specifications.*

1. The audit will be conducted in compliance with the following requirements:
 - a. Rules of the Auditor General for form and content of governmental audits
 - b. Regulations of the State Department of Banking and Finance
 - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1st of the following year. In order to ensure this we will perform interim internal control testing as required by January 31st from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1st. We will also review all minutes and subsequent needs related to the review of the minutes by January 30th. Follow up review will be completed as necessary.

b. A Tentative Schedule for Performing the Key phases of the Audit

Audit Phase and Tasks	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
<i>I. Planning Phase:</i>							
Meetings and discussions with Montecito Community Development District personnel regarding operating, accounting and reporting matters							
Discuss management expectations, strategies and objectives							
Review operations							
Develop engagement plan							
Study and evaluate internal controls							
Conduct preliminary analytical review							
<i>II. Detailed Audit Phase:</i>							
Conduct final risk assessment							
Finalize audit approach plan							
Perform substantive tests of account balances							
Perform single audit procedures (if applicable)							
Perform statutory compliance testing							
<i>III. Closing Phase:</i>							
Review subsequent events, contingencies and commitments							
Complete audit work and obtain management representations							
Review proposed audit adjustments with client							
<i>IV. Reporting Phase:</i>							
Review or assist in preparation of financial statement for Montecito Community Development District							
Prepare management letter and other special reports							
Exit conference with Montecito Community Development District officials and management							
Delivery of final reports							

b. SPECIFIC AUDIT APPROACH

Our partners are not strangers who show up for an entrance conference and an exit conference. We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

Planning Phase

Meetings and Expectations:

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Montecito Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding managements knowledge of fraud and on management's views regarding the risk of fraud.

Review Operations and Develop Engagement Plan

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

Study and Evaluate Internal Control

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

Conduct Preliminary Analytical Review

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.

Detailed Audit Phase

Conduct Final Risk Assessment and Prepare Audit Programs

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

Perform Substantive Tests of Account Balances

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

Perform Single Audit Procedures (if applicable)

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

Perform Statutory Compliance Testing

We have developed audit programs for Montecito Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

Closing Phase

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

Reporting Phase

Financial Statement Preparation

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

Management Letters

We want to help you solve problems before they become major.

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

Exit Conferences and Delivery of Reports

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

PROPOSED AUDIT FEE FOR EACH YEAR OF THE FIVE YEARS

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Montecito Community Development District for the five years as follows:

September 30, 2022	\$ 3,950
September 30, 2023	\$ 4,150
September 30, 2024	\$ 4,200
September 30, 2025	\$ 4,350
September 30, 2026	\$ 4,500

In years of new debt issuance fees may be adjusted based on review with management.

SECTION B



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

MONTECITO

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: November 28, 2022
12:00PM

Submitted to:

Montecito
Community Development District
c/o District Manager
219 East Livingston Street
Orlando, FL 32801

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

November 28, 2022

Montecito Community Development District
c/o District Manager
219 East Livingston Street
Orlando, FL 32801

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2022, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Montecito Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

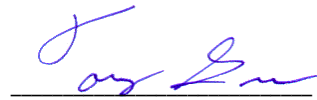
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



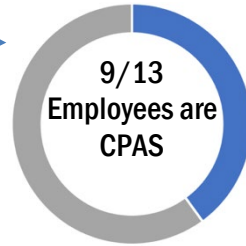
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



3 Partners
10 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

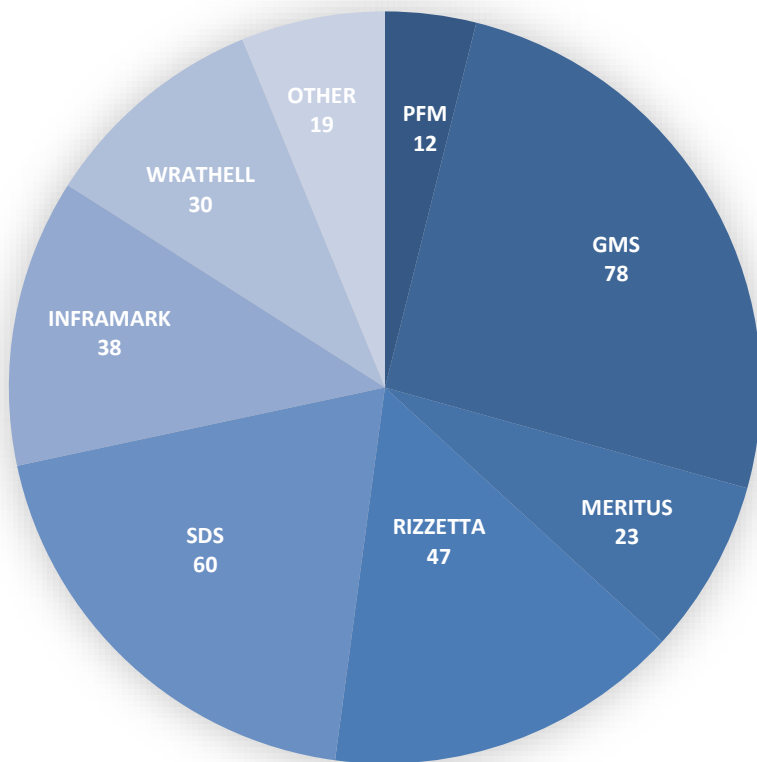
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

Years Performing Audits: 30+

CPE (last 2 years):

Government

Accounting, Auditing:

24 hours; Accounting,

Auditing and Other:

56 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, GFOA

Racquel McIntosh, CPA (Partner)

Years Performing Audits: 14+

CPE (last 2 years):

Government

Accounting, Auditing:

47 hours; Accounting,

Auditing and Other:

58 hours

Professional

Memberships: AICPA,

FICPA, FGFOA, FASD

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

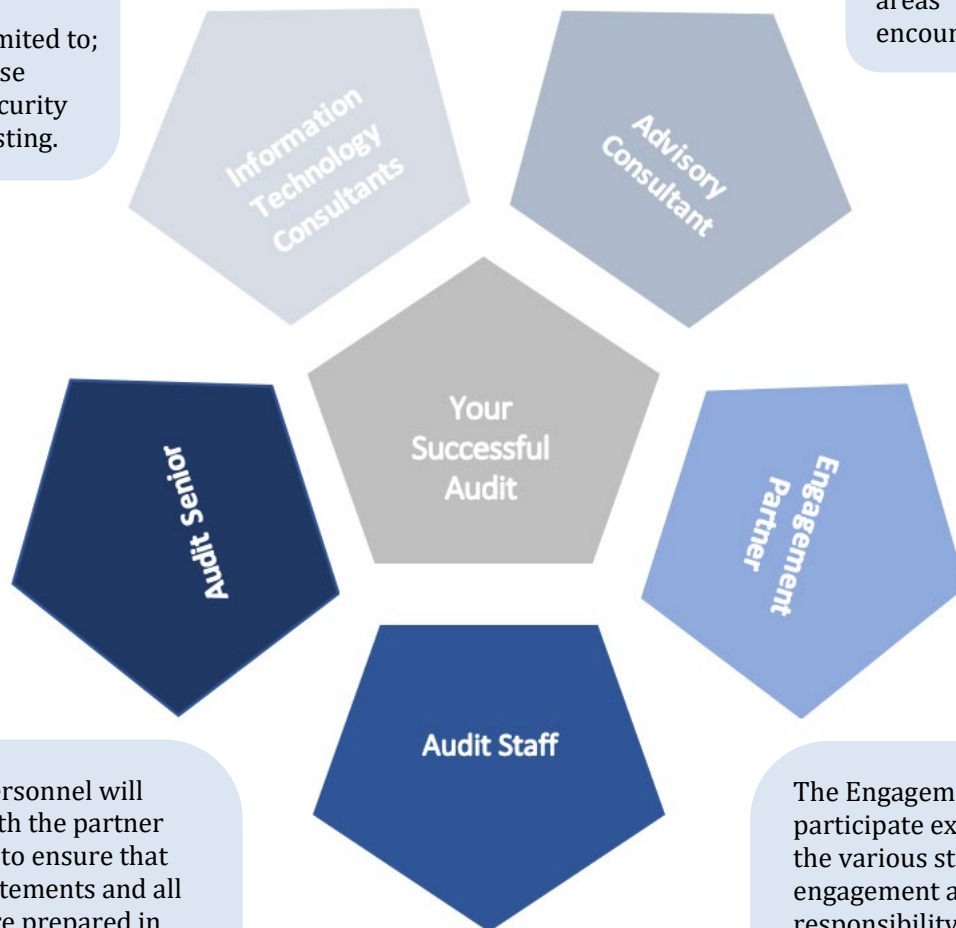
Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA

Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District
Dunes Community Development District
Fishhawk Community Development District (I,II,IV)
Grand Bay at Doral Community Development District
Heritage Harbor North Community Development District

St. Lucie West Services District
Ave Maria Stewardship Community District
Rivers Edge II Community Development District
Bartram Park Community Development District
Bay Laurel Center Community Development District

Boca Raton Airport Authority
Greater Naples Fire Rescue District
Key Largo Wastewater Treatment District
Lake Worth Drainage District
South Indian River Water Control

Professional Associations/Memberships

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants
City of Boca Raton Financial Advisory Board Member

Florida Government Finance Officers Association
Government Finance Officers Association Member

Professional Education (over the last two years)

Course

Government Accounting and Auditing
Accounting, Auditing and Other
Total Hours

Hours

24
56
80 (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-6669

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:
Carlton Lakes Community Development District
Golden Lakes Community Development District
Rivercrest Community Development District
South Fork III Community Development District
TPOST Community Development District

Westchase Community Development District
Monterra Community Development District
Palm Coast Park Community Development District
Long Leaf Community Development District
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
Indian Trail Improvement District
Pinellas Park Water Management District
Ranger Drainage District
South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee
FGFOA Palm Beach Chapter

Professional Education (over the last two years)

Course

Government Accounting and Auditing
Accounting, Auditing and Other
Total Hours

Hours

47

58

105 (includes of 4 hours of Ethics CPE)

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2022-2026 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2022	\$4,200
2023	\$4,300
2024	\$4,400
2025	\$4,500
2026	<u>\$4,600</u>
TOTAL (2022-2026)	<u>\$22,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	333	5	3	328	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing **Montecito Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

Board of Supervisors Meeting

SECTION III

SECTION C

RESOLUTION 2023-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
MONTECITO COMMUNITY DEVELOPMENT DISTRICT
ELECTING THE OFFICERS OF THE DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Montecito Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District (“Board”) desires to elect the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE MONTECITO COMMUNITY
DEVELOPMENT DISTRICT:**

Section 1. _____ is elected Chairperson.

Section 2. _____ is elected Vice-Chairperson.

Section 3. _____ is elected Secretary.

Section 4. _____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

Section 5. _____ is elected Treasurer.

Section 6. _____ is elected Assistant Treasurer.

Section 7. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 7th day of December 2022.

ATTEST:

**MONTECITO COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

SECTION IV

**MINUTES OF MEETING
MONTECITO
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held on **Monday, October 24, 2022** at 10:30 a.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum:

Catherine LeCesne
Ed Henson
Tanja Glynn
Eric Smith
Joline Nivert

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jeremy LeBrun
Ginger Wald
Tina Campbell
Residents

GMS
District Counsel
Amenity Manager

The following is a summary of the discussions and actions taken at the October 24, 2022 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order at 10:30 a.m. and called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. LeCesne opened the public comment period and residents addressed the following:

- Mr. Richard Wellman of Ventura Drive recommended highlighting the three horizontal lines on the top left side of the new website and thanked Mr. LeBrun for responding quickly to his inquiry when he reported an issue. Mr. Wellman asked

whether GMS had a system to provide feedback when a work order was closed as the following issues were not resolved:

1. On September 7th, he reported branches eroding on his house. *According to Mr. LeBrun, Paradise was supposed to come out with a bucket truck in one or two weeks.*
 2. A sprinkler was spraying water on his house, causing a stain. *It was resolved this morning when he asked the irrigation vendor to handle it.*
 3. On October 14th, he asked why an email blast was not sent out regarding hurricane storm debris. *Mr. LeBrun reported that an e-blast was being sent this week.*
- Resident Dr. Jim Bourdeau of Clemente Drive questioned if the CDD had a Facility Manager. *Ms. Tina Campbell, the new Amenity Manager, introduced herself. Today was her first day.*
 - Ms. Sue Kretschman of Monterey Drive and Mr. Mark Nehiba of Point Lobos Drive asked when the CDD was going to replace the sod damaged by the irrigation issues.
 - Resident Betsy Vincent of Redondo Drive complained about the lack of public notification for this meeting and hoped that the Board found the two signs that she placed against the wall this morning that fell down.
 - Mr. Doug Glass of Montecito Drive requested that the Board address speeding on Montecito Drive and people parking at intersections in the single-family homes on Montecito Drive.
 - A Resident asked if Mr. Smith walked the area from the end of the sidewalk to where the sand was. *Mr. Smith was aware of it.* In the resident's opinion, it should not take three times before action was taken. In the pool area, there was a pressure issue or leak in the second fountain.
 - Mr. Richard Wellman of Ventura Drive voiced concern that Mr. Hatton was not available to locate problems that residents had to submit work orders for and recommended quicker action. There were issues with the pool gate not being secure, which was a liability issue, as a child could fall into the pool.

Ms. LeCesne stated that all Board Members lived in the community and as the Chair, she was always approachable and available for immediate safety and liability concerns. During the

hurricane, she was out in the community handling the gates and trees and requested that any urgent issues be reported to her and non-urgent issues to Mr. LeBrun on the website.

- Ms. Betsy Vincent of Redondo Drive voiced concern about the large amount of tree debris on the grass between the road and the sidewalk and asked if Waste Management could come into the community on a regular basis for bulk pickup. Ms. Carol Wellman of Ventura Drive requested that residents place their palm fronds into the their trash. *Ms. LeCesne requested that residents contact the City of Satellite Beach as the CDD did not provide waste management services for residents.*
- Ms. Sue Kretschman of Monterey Drive sent an email to Ms. LeCesne and Mr. LeBrun and within 20 minutes, someone was looking at her sod.
- Ms. Carol Wellman of Ventura Drive requested that weeds overtaking the community be handled.

THIRD ORDER OF BUSINESS

Approval of Minutes of the September 26, 2022 Board of Supervisors Meeting

Mr. LeBrun received corrections to the September 26, 2022 minutes, which were incorporated.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the Minutes of the September 26, 2022 Board of Supervisors Meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-01 Appointing Assistant Secretary

Mr. LeBrun requested that the Board appoint him as Assistant Secretary to replace Mr. Jason Showe.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor appointing Mr. Jeremy LeBrun as Assistant Secretaries as evidenced by Resolution 2023-01 was adopted.

FIFTH ORDER OF BUSINESS**Consideration of Proposal from Kendal Signs**

Mr. LeBrun presented a sign proposal from Kendal Signs in the amount of \$8,828, which was included in the agenda package. Ms. Glynn was in favor of having a permanent sign to inform residents of CDD meetings as the current signage was cumbersome and felt that the proposal for two signs, one at each entrance, was reasonable. Mr. Henson agreed as the sandwich board signs were unsafe but wanted to see a sample sign. Mr. LeBrun noted that Baytree had this type of signage at both of their entrances and were happy with them. Mr. Henson questioned whether the HOA would share in the cost and suggested that the HOA contribute funds for use of the sign, but the CDD own it. Ms. Glynn recalled that the HOA agreed to pay for a portion of the signage. Mr. LeBrun was asked to provide a photo of the sign to the Board. Ms. LeCesne voiced concern about the cost as many budgeted items were overspent and suggested a weatherproofed sign that included power coating and hardware that did not rust. Ms. Glynn preferred a wall mounted sign. Ms. LeCesne felt that a less expensive option was a dry erase board with glass secured to the wall next to a lighting fixture. Ms. Wald recalled that the Board looked at a different type of sign in the past that was not approved by the Board, which the HOA was interested in contributing funds towards. She recommended a sign that would be owned and the responsibility of the CDD to inform the public about CDD matters, which the HOA could use for a public purpose, but did not recommend that a resident use the sign to advertise for a garage sale, as that would be a private purpose. *After further discussion, there was Board consensus for Mr. LeBrun to obtain a proposal for a wall mounted sign and following up with the HOA on sharing in the cost.*

SIXTH ORDER OF BUSINESS**Consideration of Agreement with Ecor for Aquatic Maintenance**

Mr. LeBrun presented the Lake Management Agreement with ECOR, which was based on the proposal presented at the last meeting.

On MOTION by Ms. Glynn seconded by Mr. Smith with all in favor the Lake Management Agreement with ECOR was approved.

SEVENTH ORDER OF BUSINESS**Capital Improvement Projects List
Review and Discussion**

Mr. LeBrun provided the current Capital Improvement Projects (CIP) List, which was requested by the Board at the last meeting. Replacement of the ellipticals was the only active capital improvement item that the Board was discussing. No Gym equipment was ordered at this time. Mr. Henson questioned whether any of the CIP items should be approved since the proposals were from several years ago. Mr. LeBrun assumed that there was a 10% increase in costs and suggested that the Board list their top priority CIP items and obtain current proposals. The Board voiced concerns about overages, which would be paid out of the Capital Reserve Fund. Discussion ensued regarding Field Management services, based on resident concerns, which was \$2,500 per month on a month-to-month basis, for Mr. Hatton's position. Ms. LeCesne recalled asking Mr. Henson to specify the needs of the Field Manager because they were only onsite twice a month for two hours and the District was paying \$19,000. If the Board wanted a Field Manager like Mr. William Viasalyers, the District would have to pay more than \$30,000. Mr. Henson noted that Mr. Hatton was not as "*Hands-On*" as Mr. Viasalyers and suggested paying \$2,500 and re-evaluating in 30 days, so that the new Amenity Manager could get acclimated to the community and advise the Board on what services they needed.

Discussion ensued regarding the CIP items. Ms. LeCesne referred to the Summary Table for 2022-2023, focusing was on the \$11,000 reserved for landscaping (\$6,000 for sod replacement and \$5,000 for Lake Coquina), \$59,000 for the Amenity Center, including \$15,000 for low voltage lighting and \$32,000 for the streets, sidewalks, rights of ways (ROW). She was concerned that no funds were reserved for irrigation and pumps. Ms. Glynn suggested delaying the \$5,000 reserved for Lake Coquina until the sod issues were resolved. Mr. Henson did not have an issue replacing CDD common area sod, but replacing sod on private property was the homeowners responsibility, according to the HOA covenants. Ms. Wald explained that the CDD could not use public funds for private property, unless the Board made a finding on a legal basis, such as in 2016, when the Board approved the payment of funds to the Single-Family HOA for the replacement of sod for lawns that were damaged as a result of a specific failure of the pump system. In this case, if the Board made a finding, there were limited funds allocated within the budget for this purpose and must utilize funds from the reserve or another line item. However, the Board placed a moratorium on making any replacements until everything was resolved, such as the CDD reimbursement from 418 Montecito Drive, which caused the mainline issues during construction of their pool.

Mr. Richard Wellman of Ventura Drive noted that homeowners placed materials on the verge between the sidewalk and the street and damaged the sod. Ms. Betsy Vincent of Redondo Drive pointed out if Waste Management came into the community on specific day for bulk pickup, homeowners would not place anything on the verge and damage the sod. Mr. Henson called Waste Management last week to schedule bulk pickup, but they would not schedule it because they were still picking up hurricane debris. Ms. Glynn questioned the amount to be budgeted for sod in CDD areas. Mr. LeBrun requested a list of CDD areas that needed sod from the Paradise Account Manager. In the four years that she served on the Board, Ms. LeCesne always had an issue with the irrigation system, due to the wiring and informed Paradise in writing about her concerns multiple times, questioning why the District was paying \$752. She wanted to terminate Paradise based on the wiring, but there were four other Members on the Board. In her opinion, replacing sod just to make people happy and educating residents to not place items on the swale, did not matter if the grass was not growing, due to the irrigation system, which needed a major overall.

Mr. Henson believed that the issues with the irrigation had to do with the two-wire system due to residents installing pools and fences in the single-family homes and preferred to replace the two-wire system versus replacing sod for homeowners. However, he recommended replacing it in phases, as the cost was \$90,000. Ms. Glynn suggested delaying the Clubhouse painting and low voltage lighting and looking for more drought tolerant options. Mr. Henson requested that Mr. LeBrun address the Board's concerns regarding the irrigation system when he and Mr. Smith meet with Paradise. Ms. LeCesne proposed not doing the sod replacements and requested two proposals from Paradise; one for repair of the current system and one for a replacement system. Mr. LeBrun offered to provide proposals for an exterior irrigation system, which were where the majority of the issues were. Mr. Smith agreed with Ms. LeCesne that the irrigation system must be repaired before replacing sod and looked at areas of exposed wiring at the single-family homes with Insight Irrigation (Insight). He recommended that Insight handle the outages with Paradise's assistance. Ms. Glynn agreed. Ms. Wald recommended Xeriscaping versus sod. *After further discussion, there was Board consensus to table further discussion on the CIP until additional information was provided.*

EIGHTH ORDER OF BUSINESS**Financing Matters****A. Consideration of Resolution 2023-02 Amendments to FY22 Budget - *Added***

Mr. LeBrun reported that this was a yearly process to balance the budget by increasing and decreasing various line items.

On MOTION by Ms. Glynn seconded by Mr. Smith with all in favor Resolution 2023-02 Approving Amendments to the General Fund Budget for Fiscal Year 2022 was adopted.

B. Fiscal Year 2023 Budget Review and Discussion

Ms. Glynn felt that there was sufficient discussion regarding the budget and no decisions could be made until the irrigation issues were addressed. Ms. LeCesne agreed, but pointed out that *District Counsel* was over budget by \$12,535, *Irrigation Repairs & Maintenance* was over budget by \$20,000 over budget, *Common Area Repairs & Maintenance* was over budget by \$13,398 and *Sidewalk Cleaning* was over budget by \$16,000. Mr. LeBrun would obtain the invoice from the accountant for the sidewalk cleaning. Mr. Henson asked if there were mulch and flower applications this year because when the flowers died, they were never replaced. Mr. LeBrun stated that he had a proposal for mulch, but it was substantially higher than prior years and would ask when the flowers would be replaced. Mr. Smith would discuss with Paradise about the tree trimming and maintenance of trees in the easement between the sidewalk and the street in the single-family homes. *After further discussion, there was Board consensus to include this item on future agendas as a regular agenda item.*

NINTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

In response to Glass' request for the Board to address speeding, Ms. Wald explained that the CDD did not have police powers and the City of Satellite Beach had the authority to ticket for speeding. In the past, the Board contacted the city to request patrols and off-duty officers.

B. District Engineer

There being none, the next item followed.

C. District Manager

Mr. LeBrun introduced Ms. Tina Campbell who was the new Amenity Manager. She would handle resident issue and evaluate work being done onsite. He reported that the showerhead and valve by the pool were replaced a week-and-a-half ago. The paver project was completed. The low spot in the outdoor shower was raised to the correct pitch. Two commercial grade mats were purchased. One would be placed in the shower and the other would remain in storage. Mr. LeBrun spoke to the pool vendor, Brevard Pools, after residents complained that the pool was not cleaned. They were receptive to the comments and Ms. Campbell would check the condition each day.

i. Consideration of Check Register

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the Check Register for September 1, 2022 through September 30, 2022 in the amount of \$85,622.40 was approved.

ii. Balance Sheet and Income Statement

Mr. LeBrun presented the September 30, 2022 Balance Sheet and Income Statement. No action was required by the Board.

TENTH ORDER OF BUSINESS**Appointment of Audit Committee**

Mr. LeBrun requested that the Board appoint themselves to serve as the Audit Committee to review the Request for Proposals (RFP) for the firms that would submit proposals to perform the audit.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor appointing the Board as the Audit Committee to review the Request for Proposals for audit proposals was approved.

ELEVENTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS**Supervisors Requests and Audience
Comments**

Mr. Henson addressed the following:

- Asked whether Ms. Campbell would have an Open Door Policy or take appointments. Ms. Campbell preferred to have an open door policy and was available via email.
- Questioned whether there was an Easement Agreement for 95 Montecito Drive as there was a trailer. *Mr. LeBrun would check the District records to see if one was executed.*
- Asked if there should be additional hedges in the open area in back of Ventura Drive across from shed as a buffer or leaving it open to allow residents to have access to the Clubhouse. Ms. LeCesne questioned who opened the area. Mr. Henson assumed that the residents did. *Mr. LeBrun stated according to Statute, no residents could make alterations to CDD property.* Mr. Henson suggested that the Board Members look at the area and discuss at the workshop.
- Reported that the north pedestrian gate was not latching.
- Questioned why the vendor was onsite three times to repair the Lake Sonoma fountain. *Mr. LeBrun noted two different problems. The last visit was to diagnose the timing of the fountain. The vendor ordered the parts and were waiting for delivery.*

Mr. Smith stated that when he met with Paradise, he would discuss the detail work that was completed the last week of the month. They would drive through the community once a week and address issues on CDD property, such as removing palm fronds at the entrance so that the palm fronds did not pile up for three weeks. Ms. LeCesne felt that Paradise should have been doing this from the start. Mr. Smith reviewed the latest irrigation map prior to the meeting and noted that Insight was coming out on Wednesday to check timers. Ms. Glynn requested a list of open tickets with the status and notifying the originator of the ticket and questioned the status of the Request for Qualifications (RFQ) for the District Engineer. Ms. LeCesne stated that this would be discussed at the January meeting

Ms. LeCesne answered the following resident concerns:

- Mr. LeBrun would provide additional options on the signage, such as a wall mountable versus built into the ground.

- District Counsel commented on the enforcement of speeding. It would cost the community money to install street bumps, humps and tables. The City Manager was contacted for additional options.
- Sod was addressed and suggested contacting the single-family, townhome and Master HOAs. A meeting was scheduled this Wednesday with Paradise.
- On the website, the three horizontal lines on the top left side would be highlighted. Any suggestions about the website should be forwarded to Mr. LeBrun for GMS staff to address.
- All residents had access to the ticket system, but could request updates from Mr. LeBrun. If residents see something, they should speak up and if it was not followed up to the resident's satisfaction, it should be addressed at a CDD meeting.
- Sonitrol was onsite twice to repair the gate and Ms. LeCesne requested that the system be deactivated because there was no latch. There was a programming issue, which Sonitrol was addressing. In the meantime, a sign would be posted.
- It was discovered that data was not being entered into the e-blast system, which Ms. LeCesne re-uploaded. It should be in operation this week.
- If a resident had a bulk item, it was the resident's responsibility to contact Waste Management for pick up. If items were left on the swale, Mr. LeBrun would send a letter to the resident with photos and a notification that the resident's access card would be deactivated.

Mr. Doug Glass (Montecito Drive) thanked the Board for their hard work and time. Residents were happy with the Board, despite of all the issues.

Ms. Wald recessed the regular meeting at 1:14 p.m.

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the regular meeting was reconvened.
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On MOTION by Mr. Smith seconded by Ms. LeCesne with all in favor accepting the recommendations of the Audit Committee was approved.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

the 1990s, the number of people in the UK who are employed in the public sector has increased by 1.5 million, from 2.5 million in 1980 to 4 million in 1995. The public sector has also become an important employer of women, with 5.5 million women employed in the public sector in 1995, compared with 4.5 million in 1980.

There are a number of reasons why the public sector has become an important employer of women. One reason is that the public sector has a high proportion of women in its workforce. In 1995, 88% of the public sector workforce were women, compared with 78% in 1980. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, such as teaching, nursing, and social work.

Another reason why the public sector has become an important employer of women is that it has a high proportion of jobs that are part-time or flexible. In 1995, 28% of the public sector workforce were employed on part-time or flexible contracts, compared with 18% in 1980. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, such as teaching, nursing, and social work. Part-time and flexible contracts are often used to attract women to the public sector, as they can help to balance work and family commitments.

A third reason why the public sector has become an important employer of women is that it has a high proportion of jobs that are well paid. In 1995, the average salary for a public sector employee was £18,000, compared with £15,000 in 1980. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, such as teaching, nursing, and social work. Well paid jobs are often used to attract women to the public sector, as they can help to balance work and family commitments.

There are a number of other reasons why the public sector has become an important employer of women. For example, the public sector has a high proportion of jobs that are secure, and it has a high proportion of jobs that are well located. These factors can all help to attract women to the public sector, as they can help to balance work and family commitments.

In conclusion, the public sector has become an important employer of women in the UK. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, a high proportion of jobs that are part-time or flexible, and a high proportion of jobs that are well paid. These factors can all help to attract women to the public sector, as they can help to balance work and family commitments.

The public sector has also become an important employer of women in other countries. For example, in the United States, the public sector has become an important employer of women in the last 20 years. This is due to a number of factors, including the fact that the public sector has a high proportion of jobs that are traditionally held by women, a high proportion of jobs that are part-time or flexible, and a high proportion of jobs that are well paid. These factors can all help to attract women to the public sector, as they can help to balance work and family commitments.

**MINUTES OF MEETING
MONTECITO
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors of the Montecito Community Development District was held on **Monday, October 24, 2022** at 10:30 a.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum:

Catherine LeCesne
Ed Henson
Tanja Glynn
Eric Smith
Joline Nivert

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Jeremy LeBrun
Ginger Wald

GMS
District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Ms. Wald called the meeting to order at 1:15 p.m. and called the roll. All Committee Members were present.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun opened the public comment period. There being no public comments, the public comment period was closed.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Mr. LeBrun explained that Request for Proposals would go out to vendors and the Audit Committee would approve the selection criteria. Ms. Wald advised that this was a standard statutory process that must be before the Board every three to five years. Items one through four

were required, but price was optional. Ms. Wald requested that the Board approve the RFP and selection criteria in order for the District Manager to proceed.

On MOTION by Ms. LeCesne seconded by Ms. Glenn with all in favor approving the Request for Proposals and Selection Criteria with price was approved.

B. Approval of Notice of Request for Proposals for Audit Services

On MOTION by Mr. Smith seconded by Ms. LeCesne with all in favor the Notice of Request for Proposals for Audit Services was approved.

C. Public Announcement of Opportunity to Provide Audit Services

Mr. LeBrun publicly announced that the Montecito CDD was seeking qualified bidders for their audit.

FOURTH ORDER OF BUSINESS

Adjournment

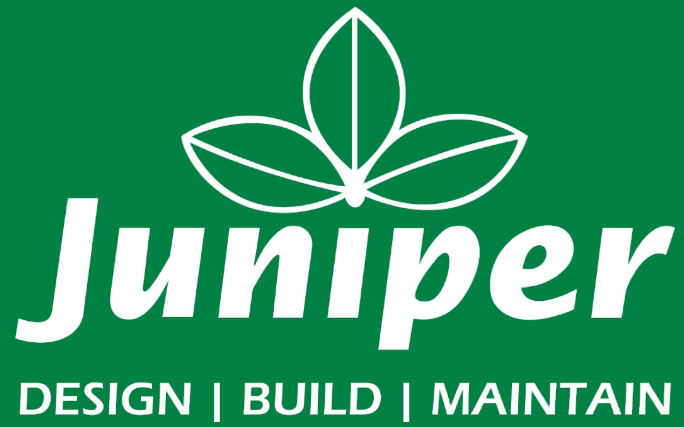
On MOTION by Ms. LeCesne seconded by Mr. Smith with all in favor the Audit Committee Meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

SECTION C



Montecito CDD
Satellite Beach, FL



TABLE OF CONTENTS

INTRODUCTION

- Company Service Overview
- Sample Reports/Schedules

PROPOSAL

- Action Plan & Proposal

OUR SERVICES

- More Than Just Maintenance

QUALIFICATIONS

- Certifications & Licenses

PORTFOLIO

- Juniper Communities

Submitted by:
Susan Chapman King
Client Relations Manager
407-717-6557



Dear Jeremy & Board of Directors:

Thank you for the opportunity to be a part of your landscape maintenance contract bidding process for Montecito CDD. At Juniper, we understand that each project is unique because no two clients are the same. We bring a straightforward, focused analysis to each property's individual needs. Our commitment to quality, dependability, and industry best practices drives us forward. This commitment empowers us to meet our clients' requirements and to serve their expanding needs as our relationship continues to grow.

Juniper has been servicing communities throughout Florida for over 20 years and our skilled teams are dedicated to your landscape initiatives.

We look forward to having the opportunity to work with you and to discuss the enclosed information. If you have any questions, please contact me at 407-717-6557.

Thank you,

Susan Chapman King
Client Relations Manager

407-717-6557

Susan.chapman@juniperlandscaping.com

Junipercares.com

ROOTED IN FLORIDA

HOW IT ALL STARTED

Juniper was founded in 2001 on a small farmhouse in Fort Myers, Florida. This location now serves as our corporate headquarters, though we have had to add a few more buildings. Over 20 years ago we started with the commitment to provide the best value and an on-time project. This commitment has helped Juniper grow from a small custom landscape operation with just a few employees to multiple locations throughout Florida. A lot has changed over the last 20 years, and we pride ourselves on the technology, service, and quality we continue to provide.

Juniper was founded in Florida and all our leadership team lives in-state.



CENTRAL

ORLANDO
OCALA
BELLEVIEW
WESLEY CHAPEL
LAKELAND
LITHIA

WEST COAST

NAPLES
BONITA SPRINGS
FORT MYERS
VENICE
SARASOTA
BRADENTON
TAMPA

EAST COAST

FORT LAUDERDALE
WEST PALM
VERO BEACH
PORT ST LUCIE
MELBORNE
VIERA



COMPANY OVERVIEW

SERVICES & QUALIFICATIONS



Resources & Qualifications

- 1,800+ Team Members
- Licensed Landscape Architects
- Certified Landscape Designers
- Certified Irrigation Designers
- Certified Pest Control Operators
- FNGLA Certified Horticultural Professionals
- FNGLA Certified Landscape Contractors
- ISA Certified Arborists
- In-house Agronomist
- State of Florida Irrigation License
- Certified Hunter IMMS Installer
- Certified Rain Bird IQ Installer



CLIENT TEAM

RESOURCES



OUR CORE VALUES

DESIGN - SUPPORT TEAM

- IA Certified Irrigation Designers
- Landscape Designers
- Landscape Architects

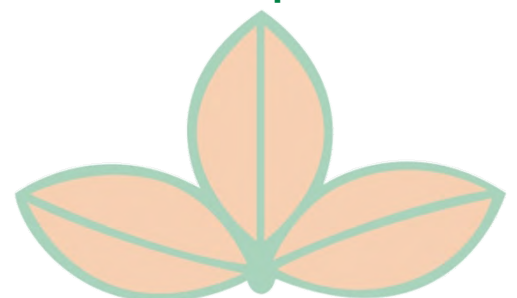
BUILD - SUPPORT TEAM

- State Licensed Irrigation Designers
- Licensed Hunter & Rain Bird Installer
- Certified Landscape Contractors

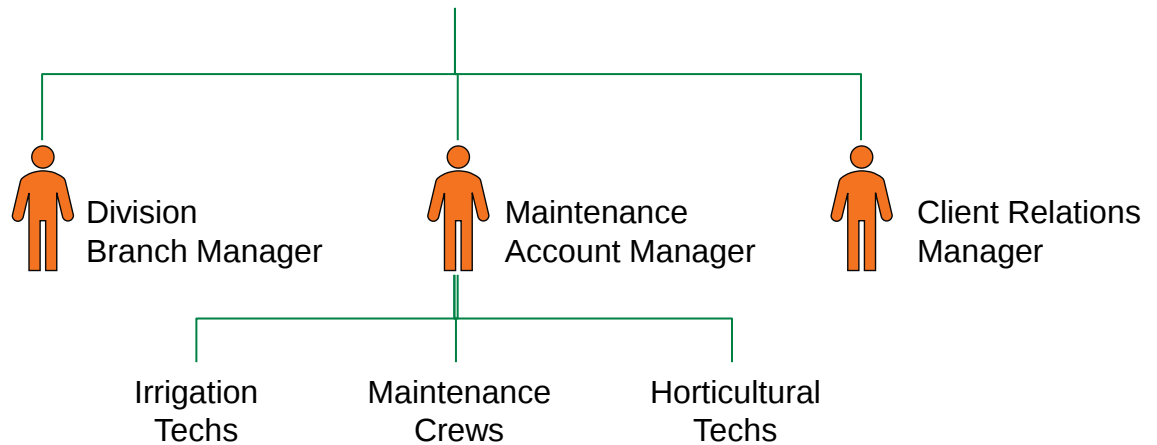
MAINTAIN - SUPPORT TEAM

- Certified Horticultural Professional
- State Licensed Certified Pest Control Operator
- State Licensed Irrigation Contractor
- ISA Certified Arborists
- In-House Agronomist

- A Sense of Urgency
- A Constant Communicator
- Mission Over Ego
- We Do What We Say
- Relentless
- Grow and Adapt



JUNIPER CLIENT TEAM



BRANCH MANAGER

Oversees the overall quality of the project, ensures contract items are completed timely and communication reports are being completed. Works with account manager on managing all tree pruning and enhancements.

ACCOUNT MANAGER

Works with association manager on updating of schedules and the quality control and verification of completion of work orders. Manages all service requests related to maintenance services and manages crews to meet scheduled services.

IRRIGATION TECHNICIAN

Performs inspections of irrigation systems to ensure optimum operation and coverage for plant material and turf areas. Concerns are promptly documented on a service form and turned into the property manager for authorization.

FERTILIZATION & PEST CONTROL TECHNICIAN

Performs regular inspections for shrub and lawn damaging insects such as mealybugs, aphids, spider mites, chinch bugs, sod webworms, and grubs.

TURF MANAGEMENT

Our account managers perform regular inspections for lawn damaging insects such as chinch bugs, sod webworms, and grubs. This, combined with our comprehensive irrigation and fertilization program, will keep turf areas thick and healthy.

SHRUB MANAGEMENT

Detailing includes trimming and pruning of all shrubbery, ornamental trees, and groundcover, removal of tree suckers, as well as the defining of bed lines and tree saucers. Our “weed first” approach ensures the spraying of pre and post emergent herbicides and pulling existing weeds is the project foreman’s priority.

FERTILIZATION & PEST CONTROL

Our training program equips technicians and foreman to apply fertilizer as well as identify and correct plant material problems. Our management team and technicians have specialized training and GI-BMP Certifications from the University of Florida Extension Office, enabling us to be more proactive.

WATER MANAGEMENT

Juniper’s certified technicians perform monthly inspections of irrigation systems to ensure optimum operation and coverage for plant material and turf areas. Concerns are promptly documented on a service form and turned into the property manager for authorization.

[illegible]

Regular service schedule maps are created for each community.

[illegible]

Mowing Service Map

-
- uniper**
Design - Build - Maintain
- Mowing Service Map**
- Monday - **Blue**
Tuesday - **Yellow**
Wednesday - **Orange**
Thursday - **Red**
Friday - Make up day
- Sample**
- Harvest Creek Townhomes
100 Home Selection
Block Numbers
- 1 2 3 4
- Future Development



Landscape Maintenance Agreement

Property Name: Montecito CDD - Maintenance

Company Name: GMS-SF, LLC

2022 Commons

Montecito CDD - Maintenance

Included Services

Landscape Maintenance -

Estimator MM

Description of Services	Frequency	Monthly Cost	Annual Cost
General Maintenance Services			
General Landscape Maintenance Services	42	\$5397.00	\$64,764.00
Fertilization Program Turf & Shrubs (See Scope for Details)	4	\$598.50	\$7182.00
Insect and Disease Control	12	\$661.50	\$7,938.00
Irrigation Wet Checks	12	\$634.00	\$7,608.00
Annual Maintenance Price			\$87,492.00

Optional Services

Description of Services	Frequency	Cost per Occ.	Annual Cost
Annual Flower Installation - Optional		\$2.25	\$2.25
Mulch - 234 cubic yards	1	\$12,168.00	\$12,168.00
Palm Pruning	1	\$14,888.00	\$14,888.00
Service Terms			

PAYMENT SCHEDULE

SCHEDULE	PRICE	SALES TAX	TOTAL PRICE
January	\$7,291.00	\$0.00	\$7,291.00
February	\$7,291.00	\$0.00	\$7,291.00
March	\$7,291.00	\$0.00	\$7,291.00
April	\$7,291.00	\$0.00	\$7,291.00
May	\$7,291.00	\$0.00	\$7,291.00
June	\$7,291.00	\$0.00	\$7,291.00
July	\$7,291.00	\$0.00	\$7,291.00
August	\$7,291.00	\$0.00	\$7,291.00
September	\$7,291.00	\$0.00	\$7,291.00
October	\$7,291.00	\$0.00	\$7,291.00
November	\$7,291.00	\$0.00	\$7,291.00
December	\$7,291.00	\$0.00	\$7,291.00
	\$87,492.00	\$0.00	\$87,492.00

By Susan Chapman King

By _____

Print Name Susan Chapman King

Print Name _____

Date 11/8/2022

Date _____

Juniper Landscaping of Florida LLC**Montecito CDD - Maintenance**

EXHIBIT B

SCOPE OF SERVICES/PROJECT MANUAL

Scope of Services

1. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

The Contractor shall meet the requirements and follow the procedures associated with all items in this Scope of Services. These general requirements and procedures are as follows:

1.1 Operation Procedures

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday unless specified otherwise or directed by the Owner. In addition, operation of leaf blowers shall be prohibited between the hours of 7:00 a.m. and 9:00 a.m. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner.

1.2 Key Personnel

1.2.1 All Work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees for the maintenance and technical services performed under this contract.

1.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Manager shall serve as the point of contact between the Owner and Contractor. The Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services. Project Manager shall attend CDD Meetings at the request of the District Manager.

1.3 Personnel Dress Code

The Contractor shall ensure that employees working on the Project shall wear uniforms or professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

1.4 Personnel Conduct

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees who communicate and interact with the community and any other customer/party associated with the Project are knowledgeable of the Project and the Services the Contractor is performing.

1.5 Safety Program

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and Federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to, items necessary to protect its employees and the general public, if applicable.

1.6 Facility Location

The Owner shall not provide a facility on the Project Site for the Contractor as part of this Scope of Services.

1.7 Subcontractors

If the Contractor, as a part of the performance of its obligations, elects to employ Subcontractors, the follow shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its Subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.
- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.9 Document Control and Data Management

1.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A "document log" shall be maintained during the work of this

Contractor to provide records on the information available to or from this Contractor. The "log" shall outline document titles and dates, the originator, received dates, and to/from information. This "log" shall be updated monthly and submitted to the Owner when requested.

1.9.2 Data Maintenance

The Contractor shall, after review with the Owner, establish a systematic process for the insertion of revised sets and the integration of that data into the overall Project plan after verification for compatibility and consistency of the information received with existing information.

1.9.3 Data Dispersal

Should the Contractor distribute data to others, the Contractor shall document the distribution of data by completing a letter of transmittal. All distribution of data shall be accompanied by a letter of transmittal with a copy provided to the Owner identifying:

- Party to whom the data is being transferred
- Origination of the request for transfer
- Name of data being transferred
- Type(s) of data being transferred
- Date of transfer
- Purpose of transfer or use of information
- Further action necessary

The Contractor shall propose a format for, and keep a log of, all data transfers for updates to the Owner.

1.10 Verification of Data

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

1.11 Ownership of Data

It is to be understood that all data transmitted and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the obligation, after which, no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all data, material, or equipment to the Owner immediately upon fourteen (14) days' written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return all data to the Owner.

1.12 Quality Control

The Owner will have the right, at any stage of the operation, to reject any or all of the Contractor's services and materials, which in the Owner's opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor's own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from irrigation system as directed by the Owner. All replacements shall meet the current size, specifications, and quality of surrounding related material. Any other Owner items damaged due to the Contractor's negligence shall be repaired or replaced as directed by the Owner at the Contractor's own expense. All repairs and replacements shall also occur within two (2) weeks of approval from the Owner.

If requested by the Owner, the Contractor will make weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. The Contractor will make repairs and adjustments, as directed by the Owner, during these site visits. A monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. The Contractor shall provide the Owner with a weekly updated maintenance log addressing all activities occurring in that week.

2.0 COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

2.1 General Coordination

The Contractor shall meet with the Owner and its separate consultants as appropriate, on a weekly basis. Those meetings shall serve as forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner of the Contractor. The Contractor shall prepare the agenda for those meetings and submit it to the Owner two working days prior to the date of each meeting. The Contractor shall record and distribute minutes of each meeting to all attendees within five (5) business days, as well as other parties with a "need-to-know" basis. The Owner shall provide the meeting location.

Coordination of the construction, operation, and general maintenance at the Project is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with the need to know are crucial to the success of the Project. While all parties involved with the Project cannot be identified at this time, a partial list is provided as follows:

- District Manager
- District Engineer
- District Representative

- Aquatic Weed Control Maintenance Contractor
- Spectrum
- AT&T
- City of Satellite Beach
- Brevard County and its various departments
- Florida Department of Transportation
- SJRWMD
- Adjacent property owners, as directed by the Owner

2.2 Contractor's Project Manager

Contractor shall designate an on-site representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of contact, on a daily basis, between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (pager, cellular phone, or radio) and shall respond to such calls within twenty (20) minutes of contact. This individual shall be responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this daily schedule for quality control of the Contractor's service and for arranging and supervising unscheduled service requests by Owner.

3. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, and litter removal, as required in this Agreement. The contractor shall make a complete site inspection of Montecito, specifically the areas of CDD maintenance. Attachment A includes plan identifying the general limits of CDD maintenance by area. All landscaping, hardscape, structures (fences, entry features, benches, etc.) within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

3.1 Turf Care

3.1.1 Mowing

- a. All lawns located in developed and undeveloped areas, including St. Augustine, Zoysia, and Bahia (including ponds), shall be mowed once per week from April through September, three (3) times per month in March and October, and once every other week from November through February. Mowing shall be performed at a "Maximum" frequency of 42 times per year.
- b. Turf areas shall be cut to a height of no more than four (4) inches nor less than four (4) inches, to foster photosynthesis and healthy root development.
- c. Mower blades shall be kept sharp at all times to prevent tearing of grass blades and cleaned prior to mowing in the CDD.
- d. Mulching type-mowing equipment is preferable and no side discharges are permitted on walk-behind mowers.
- e. Visible clippings after mowing shall be removed to prevent thatch build up.
- f. Various mowing patterns shall be employed to prevent ruts in the turf caused by mowers.
- g. All clippings shall be kept out of ornamental beds, off all sidewalks, roadways, stormwater inlets and waterways.

3.1.2 Edging

- a. Hard surface edging is to be defined as outlining and/or removing turf from along all sidewalks and curbs, and soft surface edging is to be defined as outlining and/or removing turf from all tree rings and planting beds, etc. by the use of a mechanical edger.
- b. All hard surface edging shall be performed to maintain straight and sharp edges between curbs/sidewalks and turf areas. Edging shall be completed the same day and at the same frequency that an area is mowed.
- c. All soft surface edging shall be performed neatly to maintain the shape and configuration of all planting areas in a clean manner, free of imperfections, at the same frequency as detailing of plant beds (monthly). All plant bed edges shall be maintained to the curves, as originally designed.
- d. The edging equipment shall be equipped with manufacturer's guard to deflect hazardous debris. String or lined trimmers shall not be used.
- e. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
- f. The proper safety precautions shall be taken when edging (i.e., safety vest, signage, warning light, etc.) along roadways as required by Federal, State or local law, as deemed necessary by the Contractor and/or as directed by the Owner.

3.1.3 Trimming

All areas inaccessible to mowers and/or otherwise unmowable due to trees, light poles, chain link fences, signs, rocks, culverts, miscellaneous hardscape items, etc. shall be trimmed at the same height, same day, in the same frequency as mowing. This includes grass runners around all ponds. Trimming shall be performed with the use of a string trimmer or other mechanical means. Chemical use shall be encouraged when working within six (6) inches of any fence posts and street posts and lights. All other chemical use will not be permitted unless approved by Owner.

3.1.4 Weed and Disease Control

- a. Four (4) applications (full coverage) of weed and disease/fungus control shall be provided in the months of Jan, April, July, Oct each year for all St. Augustine, areas. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeding shall be performed to a level that is acceptable to the Owner. Additional requirements for weed control are defined in paragraph 3.2.2.
- b. Turf areas shall be continuously monitored for infestations of disease/fungus and weeds and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All State and Federal regulations governing the use/application of chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.1.5 Fertilization

All fertilizers shall be applied (full coverage) according to manufacturer's instructions. Fertilizers shall be applied with the turf is dry and not over an early morning dew. Fertilizers shall be watered following application on the same day. Apply lawn fertilizer with broadcast spreaders and overlap consistently for uniform coverage.

- a. A custom blended fertilizer shall be applied four (4) times per year (February, April, June, and October) for St. Augustine. Additional applications of micronutrients may be needed in July or August for St. Augustine turf. Analysis, scheduled applications, and application rates per 1,000 square feet shall be approved by the Owner and at a minimum include a full trace element package of iron, magnesium, zinc and calcium. Analysis may be different depending on the season of application and should always meet the specific site conditions. The minimum application rate shall be one (1) pound of nitrogen per 1,000 square feet per application. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. The Owner reserves the right to make reasonable adjustments to the specifications, timing, rate of application and elementary composition according to actual horticultural conditions at the time.
- c. A State inspection of analysis along with an actual certified fertilizer label, legible and otherwise suitable condition for filing, must be submitted for approval.
- d. To maintain uniform turf color, fertilization shall be completed within ten (10) working days per phase in its entirety.
- e. All fertilizers shall be kept out of canals and storm water retention ponds and be removed immediately from all sidewalks and roadways.
- f. A report containing bag usage and tonnage per area shall be submitted immediately following fertilization.
- g. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- h. Contractor shall provide MDSD sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MDSD sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.1.6 Pest Control

- a. The Contractor shall provide Two (2 /) applications (full coverage) of insect control per year in the months of May & Sept for St. Augustine and two (2) applications of insect control per year in May and July for Bahia. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Turf areas shall be continuously monitored for infestations of insects and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- d. Contractor shall provide MDSD sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MDSD sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.1.7 pH Adjustment

It is anticipated that the soil pH level may require adjustment in various areas throughout

the Project site. The Contractor shall perform, as directed by the Owner, soil tests for any and all areas where the landscape is not responding adequately to the landscape care program. Based on the pH test results, the Contractor shall provide a pH adjustment program, if required, to be approved by the Owner. These areas will be monitored and, as directed by the Owner, follow-up tests will be required. The soil test and the pH adjustments shall be considered part of the base scope of Services. Any remediation costs will be agreed upon in writing between Contractor and Owner.

3.2 Shrubs/Ground Cover Care

3.2.1 Pruning

- a. Detailing of planted areas shall be performed in a sectional method, with the frequency of once a month. Detailing includes trimming, pruning and shaping of all shrubbery, ornamentals and ground cover, removal of under story tree suckers, removal of unwanted vegetation, trash and the fluffing of bark or chips. Contractor shall provide to the Owner a sectional detailing operation map for review and approval within 30 days after the Contractor's notice to proceed.
- b. Shrubs shall be hand clipped to remove only the top excess growth. Hedge sheering shall not be performed until shrub rows are completely full and have obtained at least three (3) feet full height. Pruning sides of shrubs shall be avoided to allow the mass to naturally fill.
 - a. Additional Specifications
 - i. Townhome Side Hedges – Kept at windowsill height
 - ii. Coco Plums Along Lakes – 4' Height
 - iii. Wall Hedge Height Inside and Outside – 4' Height
- c. No pruning shall be performed on live wood that alters the shape and fullness with respect to the intended character of the plantings. Any shrub damage from equipment, other negligent activities, or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- d. Shrubs shall be pruned according to Owner's specific instructions.
- e. Summer flowering shrubs shall be pruned yearly during late winter/early spring (late February – April).
- f. Spring flowering shrubs shall be pruned yearly after blooming.
- g. Broad leaf evergreen shrubs shall be hand-pruned yearly to maintain their natural appearance after the new growth has hardened off.
- h. Conifers shall be pruned yearly after the foliage of the new growth has changed color.
 - i. Ground covers shall be edged and pruned to contain them within the planting beds.
- j. The main stem of shrubs or vine-lie plants planted near fences shall be secured to the fence with plastic tie material to allow new growth to be guided as directed by the Owner.
- k. All clippings shall be removed from all sidewalks, roadways, and waterways, and disposed off-site.
- l. A schedule for pruning shall be submitted within 30 calendar days of the notice to proceed with the Services for Owner's approval.
- m. Selective pruning, balling and shaping shall be performed as needed to expose landscape lights and remove all dead wood.

3.2.2 Weeding

- a. The Contractor shall be required to maintain all mulched areas free of weeds to a level that is acceptable to the Owner by hand pulling or chemical means as environmental, horticultural and weather conditions permit. An appropriate combination of "pre" and "post" emergent is strongly recommended. Weeding shall be performed in conjunction with the detailing of planted in Section 3.2.1. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeds around impervious surfaces shall be sprayed as soon as observed. All weeds collected shall be removed and disposed off-site.
- b. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhere to or failing to adhere to these regulations.
- c. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.2.3 Fertilization

- a. A custom blend fertilizer shall be applied at least four (4) times per year, shall include a trace element of iron, magnesium, zinc and calcium. Analysis and program should be structured to meet the specific site conditions. Reapplications, if required in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Fertilizers shall be applied at a rate of 1 pound of nitrogen per 1,000 square feet of bed area.
- c. Fertilizers shall have the following:
 1. Spring 46-0-0 with Minors, Potassium Iron, Manganese (w/Herbicide)
 2. Summer 40-0-0 Polyon (5 Month Granular) O=Polymer Coated 93% w/insecticide
 3. Fall Spring 46-0-0 with Minors, Potassium Iron, Manganese w/insecticide
 4. Winter Spring 46-0-0 with Minors, Potassium Iron, Manganese
5. Include elements of calcium, boron, copper, zinc and phosphor.
- d. Alternative fertilizer analysis may be approved by the Owner, if the Contractor substantiates reasons for healthier plant growth.
- e. Granular fertilizer shall be applied by hand or hand-operated broadcast spreader insuring uniform coverage. Fertilization shall be completed within ten (10) working days.
- f. A State inspection of analysis along with an actual label in legible and otherwise suitable condition for filing shall be submitted for approval.
- g. All fertilizer shall be kept out of canals and lakes and be removed immediately from all sidewalks, pedestrian areas and roadways.
- h. A report containing name of product applied, mix ratio, rate of application, amount of product applied, and location of application shall be submitted immediately following fertilization.
- i. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.

- j. Contract shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.2.4 Pest and Disease Control

- a. The Owner shall be notified one week prior to any chemical application. All over spray shall be prevented and contact with any pedestrians, their property or pets shall be strictly avoided.
- b. All landscape areas shall be continuously monitored for infestations of insects and disease/fungus and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. Six (6) applications (full coverage) of insect and disease control shall be required per year in the months of February, April, June, August, October and December. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- d. Use manufacturers' instructions for proper applications. Operating personnel shall be knowledgeable for monitoring and identification and licensed for application. All chemicals shall be used in strict accordance with Federal, State and County directive on environmental control and carry an EPA approval number.
- e. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- f. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.2.5 Mulching

All mulched beds shall be turned over for a fresh appearance during every other required bed detailing sequence. New mulch shall be installed once a year as part of this scope of services. Areas to be mulched include all areas at both entrances, clubhouse, playground, and roundabout. Approximately 230 cubic yards of mulch total for project.

3.2.6 pH Adjustment

A soil analysis and pH adjustment shall be provided for shrubs/ground cover as per section 3.1.7.

3.3 Tree Care

3.3.1 Pruning

- a. Removal of dead limbs and branches from all trees shall occur at a minimum of two times per year, February and August, or as directed by the Owner on all 2" limb caliber. No pruning should be performed on live wood that would affect the fullness with respect to the intended character of the plantings. Any tree damaged from equipment, other negligent activities or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- b. Any and all tree limbs are to be maintained to allow 7' clearance on sidewalks and 10' clearance on roads. This should occur during regular Contractor detail service.

- c. Removal of all sucker growth from base of trees shall be performed on a regular basis. Contractor shall remove any limbs, which in the Owner's opinion, pose a threat to public safety.

Contractor will provide specific pruning practices, unless otherwise directed by the Owner, for the following items:

- Oaks: Generally, prune trees to maintain the desired uniform appearance by thinning or tipping. No topping shall be performed on oak trees. Branches are encouraged to hang over walks with adequate pedestrian and bicycle clearance.
 - Crape myrtles: Crape myrtles shall be tipped in February, but only by approximately two to three feet. Sever topping shall be considered out of character.
 - Wax Myrtle: Wax myrtles shall be tipped mildly in February, cleaned at the base to two feet clear trunk and dead wood removed.
 - Holly: Burford hollies shall be kept full headed and pruned only to bring clear trunk level to two feet above ground cover level. All holly trees shall be hand-clipped (not hedged) for naturally formed appearance. Sever shearing into "pyramids or lollipops" shall be avoided.
 - Ligustrum: Ligustrums shall be hand clipped for natural form. Sever shearing into "gloves" shall be avoided, unless directed by the Owner.
 - Magnolias: Prune only sucker growth to maintain an attractive, clear trunk appearance.
 - Washington/Washingtonia palms: The condition and appearance of booted trunks shall be monitored monthly and cleanup/boot removal shall be provided as directed by the Owner. Once the fronds have dropped to an 8:00 to 4:00 angle, the Contractor shall remove the fronds to a maximum 10:00 to 2:00 angle. Fronds shall be removed a minimum of once per year. Seedpods shall be removed as necessary or as directed by owner.
 - Queen Palms/Fox Tail/Coconut Palm: Pruning of trees once per year, however seedpods shall be removed as necessary or as directed by owner.
 - Canary Palms: Pruning of trees (once) (±) per year, however seedpods shall be removed as necessary or as directed by owner.
- d. Other ornamental trees shall be pruned yearly during late winter/early spring (late February – April).
- e. All other trees shall be pruned yearly to enhance their natural character as directed by the Owner.
- f. Trees shall be canopied in a manner that will prevent interference with pedestrian walkways, and bike lanes where applicable, as well as assist in the general appearance of the property. This service will be performed as necessary during the detail three-week rotation to maintain uniformity and property clearances.
- g. Selective pruning and shaping shall be performed as needed to expose landscape lights.

3.3.2 Fertilization

Trees shall be fertilized as per the requirements of 3.2.3. Any alternative fertilizer analysis recommended specifically for individual trees may be approved if the Contractor

substantiates reasons for healthier plant growth.

3.3.3 Pest Control

Preventative insect/disease control treatments shall be provided for individual trees, as per the requirements of 3.2.4.

3.3.4 Mulching

All individual isolated trees shall have their tree ring re-mulched as per the requirements of 3.2.5. This is to occur annually.

3.3.5 pH Adjustment

Soil testing and pH adjustment shall be provided as per the requirements of 3.1.7.

3.4 Irrigation System

3.4.1 General Requirements

- a. The Contractor shall be responsible for continual, full operation of all system parts. Any plant damage resulting from non-operation of system, over-watering, or insufficient watering due to maintenance neglect shall be the Contractor's responsibility, as per Section 1.12. Contractor shall replace damaged materials or reimburse the Owner for the cost of replacement or repairs as directed by the Owner. Contractor is responsible for notifying owner of any known issue with pumping equipment.
- b. The Contractor shall be responsible for repairs to the system caused by the Contractor or by the Contractor's neglect for the term of this Agreement.
- c. Automatic irrigation system will be programmed weekly to provide watering frequency sufficient to replace soil moisture below the root zone.
- d. All irrigation shall run between 12:00 a.m. and 7:00 a.m. Any deviation from this schedule shall be approved by the Owner.
- e. Contractor must adjust system to ensure compliance with any water restrictions.
- f. Any modifications to the irrigation system shall be submitted in writing for approval. Approval will be in writing to the Contractor. If the original request is not satisfactory to the Owner, an alternate plan may be requested. A detailed sketch for record documents will also be supplied to the Owner, prior to work commencing.

3.4.2 Monitoring/Adjustments

- a. The Contractor shall inspect the entire operation of the system no less than once per month. A written report shall be furnished to the Owner at the completion of each inspection. During this inspection, the Contractor shall perform the following:
 - Activate each zone of the existing system.
 - Visually check for and report and damaged heads or ones needing repair.
 - Ensure the operation and coverage is sufficient for proper healthy landscape growing conditions.

- b. Spray patterns for all irrigation heads shall be adjusted, if required, when detected by the Contractor or as directed by the Owner. Removal of grass, debris grown over all heads, cleaning of clogged nozzles and screens shall be included in this scope of services.
- c. Any adjustments to the spray nozzles, spray patterns, controllers, etc. required to provide optimum growth of the landscape shall be provided on an as-needed basis as part of the base Scope of Services.

3.4.3 Valve/Valve Boxes

- a. The Contractor shall provide any miscellaneous cleaning of valves for proper functioning on an as-needed basis.
- b. The Contractor shall ensure that all valve boxes remain flush and level with grade. The valve boxes shall be kept free of any overgrowth of plant material or sod. The interior of each box shall be kept clean and the components accessible. Any damage to valve boxes or lids caused by the crew will be replaced at the contractor's expense.

3.5 Litter Removal

3.5.1 Landscape Areas

Any litter found in planting beds or in turf areas shall be collected and disposed of off-site prior to each mowing cycle.

3.5.2 Road Rights-of-Way, Ponds, playground, and drainage easements.

Contractor shall monitor all road rights-of-way, stormwater ponds, playground, and stormwater inlets to collect any litter and dispose of the litter off-site.

4. UNSCHEDULED MAINTENANCE AND REPAIRS

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Scope of Services. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

4.1 General

The Contractor shall be responsible for all repairs within the limits of work unless directed otherwise by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and, therefore, shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion, are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form, together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one execute copy of the Work Authorization form and shall indicate the method of compensation.

In the event the Services are to be provided on a unit price or time-and-material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner, shall include copies of invoices from others providing work or materials on the repair.

4.2 Damaged Facilities

4.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

4.2.2 Irrigation Repairs

- a. All breaks shall be repaired immediately. Lines shall be flushed thoroughly before installing new heads.
- b. All replacement parts shall be the same manufacture as the initial irrigation installation. Execution of all repairs/installation shall be as per original construction details/specifications.
- c. Above-ground irrigation components damaged by the Contractor while performing landscape maintenance activities shall be repaired and replaced by the Contractor within 24 hours at no change to the Owner.
- d. Any damage on property due to washouts created by irrigation breaks that went undetected for a period of time due to negligence of the Contractor shall be repaired by the Contractor at no charge to the Owner.
- e. Irrigation components damaged by accident caused by someone other than the Contractor, by wear and tear, or by vandalism shall be reported to the Owner immediately. Execution and payment for these repairs is explained in Section 4.1.

4.3 Emergency Repairs

- 4.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time-and-material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 4.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor, or within three hours of notification from the Owner. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time-and-material basis.
- 4.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner prior to commencing the repair. However, a Work Authorization will be completed and referenced on the Contractor's monthly invoice to the Owner.

4.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- After Storm Event Cleanup
- Raise the height of irrigation heads.
- Provide cleanup and touch-up finishes (paint, stucco, etc.) as necessary for any hardscape item in response to vandalism or acts of God.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.
- Provide site cleanup (litter removal, pressure washing, etc.) before and after community special events.
- Provide mowing of undeveloped areas.
- Provide, in late October of each year, over-seeding in undeveloped Bahia areas with Winter Rye. The Contractor shall provide seeding mix to the Owner for approval prior to application. Any reapplications required, in the Owner's opinion, due to poor germination or inconsistent coverage, shall be provided at the Contractor's own expense.
- Provide selective weeding and pruning for existing wooded areas.

5. RESPONSE TIME

The Contractor shall provide services and repairs within the amount of time indicated in this Agreement. The following is general response time information and requirements for the Emergency Response Program to be developed, implemented, and maintained by the Contractor.

5.1 General

The Contractor shall, on a timely and efficient basis, respond to any and all requests and perform all repairs, inspections, and observations, etc. stipulated in the Scope of Services. The Contractor shall provide supervisory, operating and maintenance personnel as required who shall be available on call 24 hours per day, seven (7) days per week to respond to and correct any problems with any of the elements covered by this Agreement.

Response time, unless otherwise directed by the Owner, required by the Contractor for various maintenance activities is as follows:

- Standard maintenance activity adjustments: varies, as directed by Owner.
- Irrigation adjustments: 24 hours
- Standard repairs: one week
- Emergency repairs: three (3) hours
- Unscheduled maintenance request: as needed, as soon as four (4) hours
- Plant material replacement: two (2) weeks

Should the Contractor fail to respond to a request for any services addressed in this Scope of

| Services within the required allotted time, the Owner shall, at the Contractor's sole expense, provide the requested services.

5.2 Emergency Response Program

The Contractor shall develop, implement, and maintain an Emergency Response Program (ERP) for emergency work that must proceed immediately to avoid property damage or result in a public health or safety hazard. The ERP shall address emergency situations including, but not limited to, the following items:

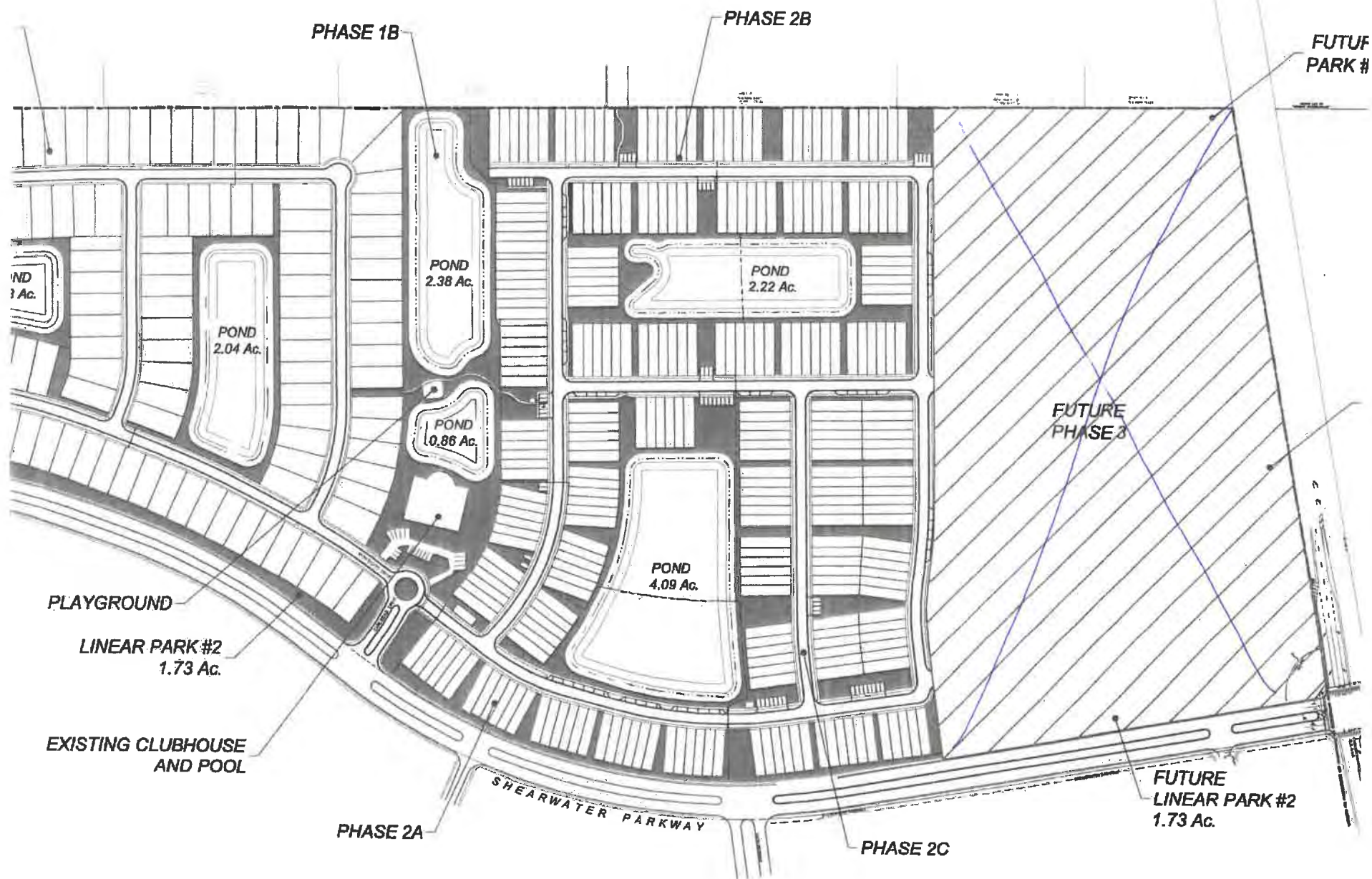
- Irrigation line breaks
- Equipment failures
- Chemical spills

Additionally, the ERP shall address the following:

- Responsible parties to be notified
- Personnel, equipment, and emergency repair contractors on call and who will respond to each type of emergency
- Procedures for notifying the Owner, District Manager, the community, and other utility companies affected by the listed emergency
- The Contractor shall prepare, maintain and distribute an ERP manual detailing the procedures and responsibilities for the situations listed above and any other situation deemed appropriate by the Owner.

The ERP manual shall be included in the operations section of the Administrative/Maintenance/Operations program.

END OF SCOPE OF SERVICES



START UP: COMMUNICATION



At Juniper, we know an effective communication plan is essential for a smooth start up and the key to delivering superior customer service.

COMMUNICATION PLAN

Juniper schedules and hosts recurring 30-minute ZOOM meetings (prior to actual startup and ongoing afterward).

SCHEDULE

- 30 days prior to start date – Every other week ZOOM (20-30 Minutes)
- First 90 days after start date – Every Other Week ZOOM (20-30 minutes)
- 4th month thru 6th month – Monthly ZOOM (20-30 minutes)

ATTENDEES

Who is typically included in these meetings?

Juniper

- Account Manager
- Branch Manager
- Other Juniper staff depending on current issues

Your Association (You Choose)

- Property Management
- Interested Key Landscape Committee Members
- Interested Board Members

PURPOSE

- The intent of the ZOOM meeting is to create and maintain a convenient way for Juniper to provide quick updates, get quality feedback, identify issues, generate ideas, create strong communication and set us all up for success.
- These meetings are in addition to any regularly scheduled walk-thrus or onsite meetings between Manager/BOD and Juniper.

AGENDA

- Juniper Account Manager & Branch Manager - Operations update
- Manager/BOD – Feedback, requests, suggestions, immediate issues/concerns
- Identify clear next steps



START UP: FIRST 60 DAYS



LANDSCAPE MAINTENANCE

■ SERVICE REQUEST MEETING

Meet with association management to review and prioritize all open service requests and any outstanding work orders.

■ JUNIPER ADVANCE PROPERTY MAPPING

Complete drone flight of community and upload mapping.

■ DETAILED PROPERTY REPORT

A detailed report with photos will be submitted to the BOD/Manager to provide insight into the areas that can be improved quickly, as well as those that may take additional work. This thorough report will give a point of reference of where the property was at take over and act as a benchmark for future performance.

■ SCHEDULE OF SERVICES MAP

Production team is working on the schedules that will be provided to the HOA.

- ☐ Irrigation Wet Check Schedule
- ☐ Mowing Schedule
- ☐ Shrub Pruning Schedule

■ PROPERTY MOWING TECHNIQUES

Uniformed crews begin proper and corrective mowing techniques using daily sharpened and clean blades, mowing at a proper height for the St. Augustine turf areas.

■ PROPER PRUNING TECHNIQUES

Uniformed crews begin proper and corrective pruning techniques, using clean, sharp shears and loppers.

■ WEED CONTROL

Uniformed crews begin weeding and cleaning of beds, applying herbicides, and correcting bed lines.

■ IRRIGATION

Set meeting with management and landscape/irrigation committee to discuss open items along with any concerns, and to set the starting point for the irrigation maintenance check.

START UP: FIRST 60 DAYS



FERTILIZATION AND PEST CONTROL

■ ADDRESS IMMEDIATE ISSUES

Areas with active pest issues will be addressed *immediately*.

■ L&O EVALUATION REPORT

A detailed report which evaluates the property based on the health and vigor of the lawn and landscape will be submitted to the BOD/Manager.

■ SOIL TESTING

Collect soil samples from various locations of the property to send to A&L Labs or to the University of Florida for analysis. This data is the basis of how we will tailor the fertilization program going forward.

■ CORRECTIVE PLAN

Areas with pest, fungus, or weeds will be documented with pictures and a corrective plan will be put in place. Weed varieties or pest issues that cannot be eliminated due to environmental conditions and/or restrictions will also be documented and brought to the BOD/Property Manager's attention.

- ☐ Begin treatment of turf/shrub damaging insects
- ☐ Begin treatment of turf/shrub disease
- ☐ Begin fertilization of turf areas.
- ☐ Begin fertilization of shrub bed areas, trees and palms

ANNUAL FLOWER DISPLAY

■ PLAN TO IMPROVE ANNUAL FLOWER DISPLAYS

- ☐ Review soil conditions (soil amendments may be needed).
- ☐ Provide options based on season.
- ☐ Work with landscape committee to develop plan for the entire year so we can look at contract growing flowers.

START UP: FIRST 60 DAYS



INITIAL IRRIGATION INSPECTION

Evaluation of all key elements of the irrigation system with an Initial Irrigation Evaluation Report to be submitted to the BOD/Manager.

Our irrigation team along will inspect all irrigation controllers & review functionality.. We will be looking for faulted communication errors & abnormal milliamp usage which could also cause intermittent communication issues between controllers & valves. Controllers will also be inspected for proper grounding & grounding rods.

FIELD INSPECTIONS

- ☐ Inspect for faulty zones.
- ☐ Inspect all wire connections.
- ☐ Once functioning, inspect zone for functionality & coverage.
- ☐ Check if components are still under manufacture warranty.
- ☐ All sprinkler heads will have been cleaned or nozzles replaced and adjusted per contract.
- ☐ Any immediate changes made during the evaluation per our contract will be noted and reported.
- ☐ Increase runtimes for zones that have been showing signs of drought stress.
- ☐ Any major repairs that may be needed will be submitted in the form of a proposal.

PROGRAMMING & OPTIMIZATION

- ☐ Review all run time programming.
- ☐ Review system pressure and typical zone GPM.
- ☐ Make suggestions for optimization to improve communication & efficiencies.
- ☐ Optimize program run times.
- ☐ Begin to identify/label the irrigation zones.

CUSTOMER SERVICE

ON-SITE MANAGEMENT

People make the difference. We understand that for many residents, speaking in person with a manager is preferable. For this reason, a manager always accompanies Juniper crews & is available on-site for communication & problem-solving.

24/7 EMERGENCY SERVICES

When the unforeseen happens, we will be there when you need us. Call our dedicated number for 24/7 support.

IN-HOUSE CUSTOMER CARE TEAM

We believe that providing great customer service is key providing the best in landscape services. To that end we create department dedicated to supporting residents, account managers & field teams.

To assist owners with maintenance and irrigation concerns, Juniper offers homeowners multiple options:

Option 1:

Visit www.junipercares.com and click on "Community Service Request." Create a ticket by following the simple prompts.

Option 2:

Email customerservice@juniperlandscaping.com, noting the concern.

Option 3:

Call Customer Service at (239) 561-5980 to speak with a representative.



JUNIPER SYNC WORK ORDER SYSTEM

Utilize our online work order system to create & track work orders for your property. Managers & residents can easily create an account to use immediately.

Highlights

- Live Dashboard/ Ticket Summary
- Ticket Aging
- Custom Filters
- Detailed Reporting
- Community Maps
- Knowledge Base
- Give a Gold Star



LANDSCAPE MAINTENANCE

JUNIPER HAS BEEN EXCEEDING INDUSTRY STANDARDS IN THE AREA OF QUALITY AND DEPENDABILITY IN FLORIDA SINCE 2001

Our landscape maintenance teams work closely with the irrigation and horticultural teams. This, combined with regular inspections from our dedicated account managers, helps ensure the job quality our clients have come to expect.



OUR SERVICES

LANDSCAPE INSTALLATION

OUR DESIGN & INSTALLATION TEAMS MAKE AN AWARD-WINNING COMBINATION!

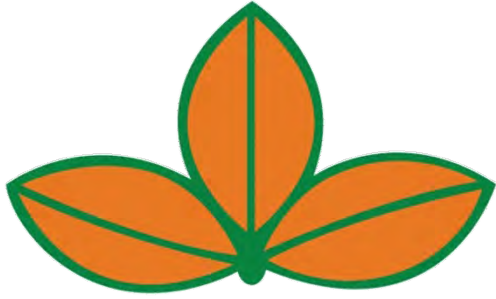
Our teams work hard to deliver a quality project on time and on budget.

- Landscape Design Firm of the Year
- Merit Award Design Residential
- Best Landscape Design Custom Home
- Award Best Landscape Design



OUR SERVICES

LANDSCAPE IRRIGATION



STATE LICENSED IRRIGATION CONTRACTOR

What is a certified irrigation specialty contractor's license?

An irrigation specialty contractor's license is a certified (state-wide) specialty license developed by the Construction Industry Licensing Board to permit contractors to install, maintain, repair, alter, extend, manage, monitor, audit, or, if not prohibited by law, design irrigation systems.

WATER MANAGEMENT

Our industry experts can help guide you on the most effective way to use your water resources.

- Central control management
- Converting beds to drip irrigation
- E/T weather-based controllers
- Soil moisture sensors
- Pressure regulated components
- High efficiency sprinklers



LANDSCAPE IRRIGATION

Juniper's certified technicians perform monthly inspections of irrigation systems to ensure optimum operation and coverage for plant material and turf areas. Concerns are promptly documented on a service form and turned in to the property manager for authorization.



MAINTENANCE

- Water Management
- Repairs
- Water Monitoring
- Reporting
- Wet Checks

INSTALLATION

- Infrastructure
- Pump Stations
- Central Control
- Residential
- Commercial

LANDSCAPE HORTICULTURE



Our training program equips technicians and foreman to apply fertilizer as well as identify and correct plant material problems. Our management team and technicians have specialized training and GI-BMP Certifications from the University of Florida Extension Office, enabling us to be more proactive.

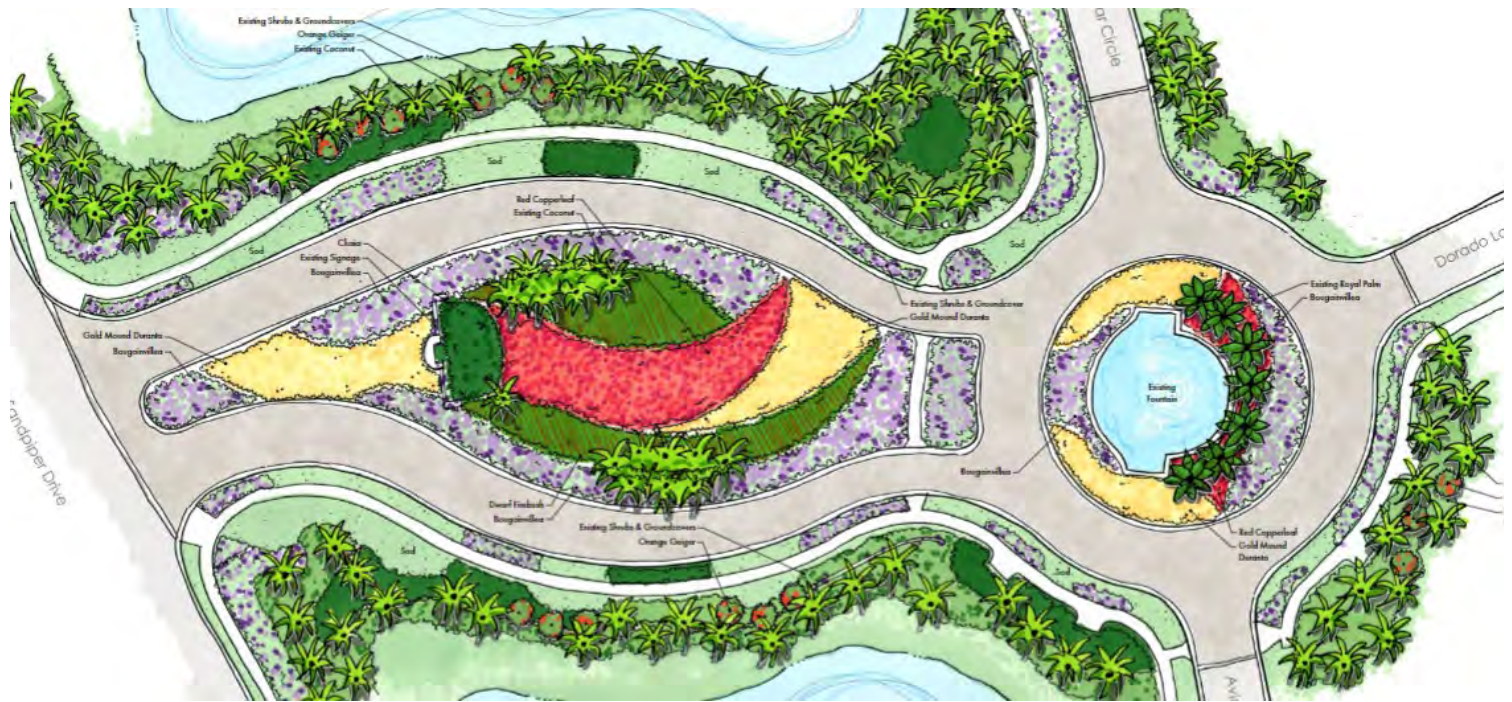


OUR SERVICES

LANDSCAPE ARCHITECTURE

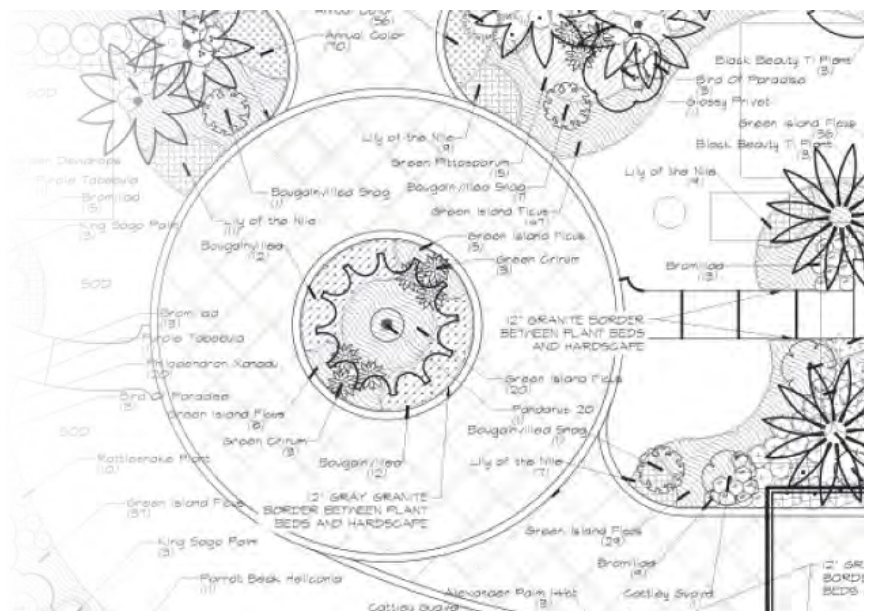
COMPLETE LANDSCAPE ARCHITECTURE & DESIGN SERVICES

Our design team can help boards with master plans for communities. Providing design hardscape features, 3D renderings of landscape plans, and complete landscape plans.



JUNIPER DESIGN TEAM

- Licensed Landscape Architects
- Certified Landscape Designers
- Certified Irrigation Designers
- ISA Certified Arborists
- In-house Agronomist
- State of Florida Irrigation License
- Certified Hunter IMMS Installer
- Certified Rain Bird IQ Installer



OUR SERVICES

NURSERY & TREE FARM

**We know it because
we grow it!**



With our over 200 acres of nursery & tree farms we can deliver custom, quality plant material to fit the individual needs of our clients. Additionally, our dedicated plant buyer travels throughout the state in search of the best plant material.

By keeping our finger on the pulse of the plant market, we can maximize value for each client.



OUR SERVICES

SEASONAL COLOR

We create custom schedules for our communities on the annual color program. Our annual flower beds are designed and installed to emphasize color, profusion, and display in high profile areas.

SEASONAL FLOWER PROGRAM

- Contract grown flowers
- Custom designed displays
- Scheduled installation
- Fresh look all year
- Best in quality annuals
- Enhanced landscape areas
- Additional fertilization keeps flowers looking great



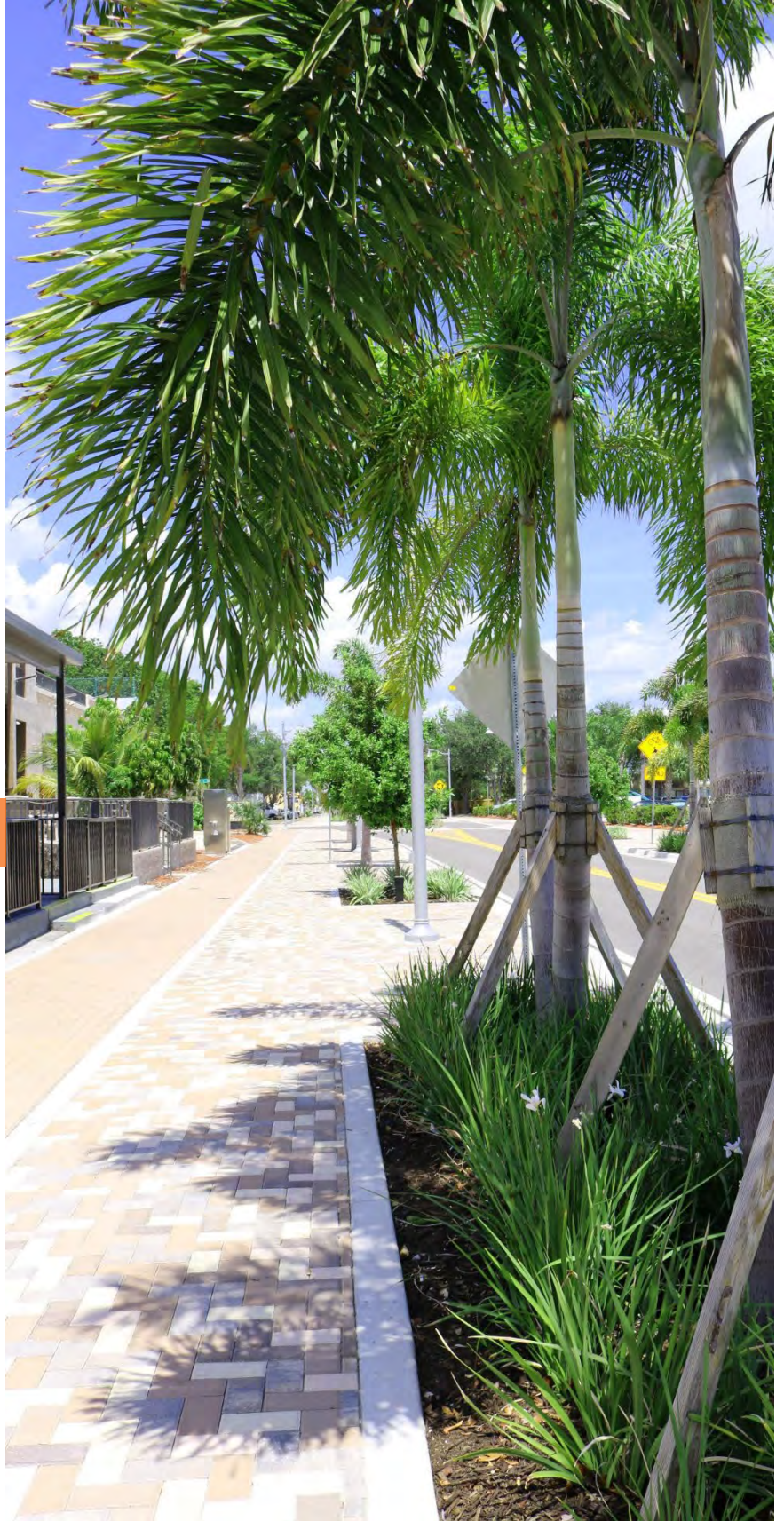
ARBORICULTURE



JUNIPER has multiple ISA certified Arborists that are available for everything you may need for your tree health care. Preventive maintenance helps keep trees in good health while reducing any insect, disease, or site problems.

WHY HIRE AN ARBORIST?

Arborists specialize in the care of individual trees. They are knowledgeable about the needs of trees and are trained and equipped to provide proper care. Hiring an arborist is a decision that should not be taken lightly. Proper tree care is an investment that can lead to substantial returns. Well cared-for trees are attractive and can add considerable value to your property.



OUR SERVICES

STORM RESPONSE



RESOURCES WHEN YOU NEED THEM MOST!

In preparation for and after a storm, Juniper has additional team members that are critical resources during storm events. They provide not only added manpower but bring with them the trucks and heavy equipment needed to handle storm clean up.



COMPANY RESOURCES

- 1,800+ team members statewide
- 17 locations throughout Florida
- 10,000+ gallons of onsite fuel
- 300+ trucks in our fleet
- ISA Certified Arborists
- Landscape Designers & Architects
- Teams throughout Florida
- Extensive supply of heavy equipment



EDUCATIONAL CLASSES

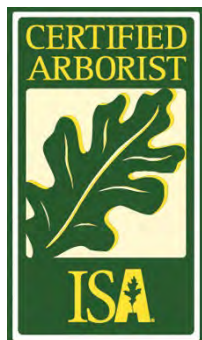
PRESENTATIONS & CEUS AVAILABLE FOR CLASSROOM OR ONLINE LEARNING

At Juniper Landscaping we offer CEU courses that cover a variety of subjects that include irrigation, palm tree care, turf care, and tree selection.

CURRENT COURSES

- IRRIGATION 101
- HORTICULTURE 101
- TREE SELECTION
- PEST ID LAWN & ORNAMENTAL
- PLANTING PRINCIPLES & PLANT ID
- DIAGNOSING LANDSCAPE ISSUES

Our Green Industry experts' courses are designed to assist managers to make the best decisions to maximize their property's beauty and ease of maintenance.



AWARD WINNING LANDSCAPES

EXCEEDING INDUSTRY STANDARDS!



PINNACLE AWARDS

- Best Landscape Design Custom Home
- Award Best Landscape Design
- Merit Award Design Residential
- Landscape Design Firm of the Year

AURORA AWARDS

- Landscape Design/Pool Design
- Best Custom home for “La Castille”

SAND DOLLAR AWARDS

- Best Community Feature of the Year
- Best Landscape Design 30-50k
- Best Landscape Design under 30k
- Best Landscape Design over 50k

SUMMIT AWARDS

- Best Contracting Landscape 5-8 million+
- Merit Award for Infrastructure & Landscape

QUALIFICATIONS

SAFETY & TRAINING



We hold the safety of our clients & our team members in the highest regard. We have implemented a company wide safety program that is administered through our safety coordinator & local branch managers.

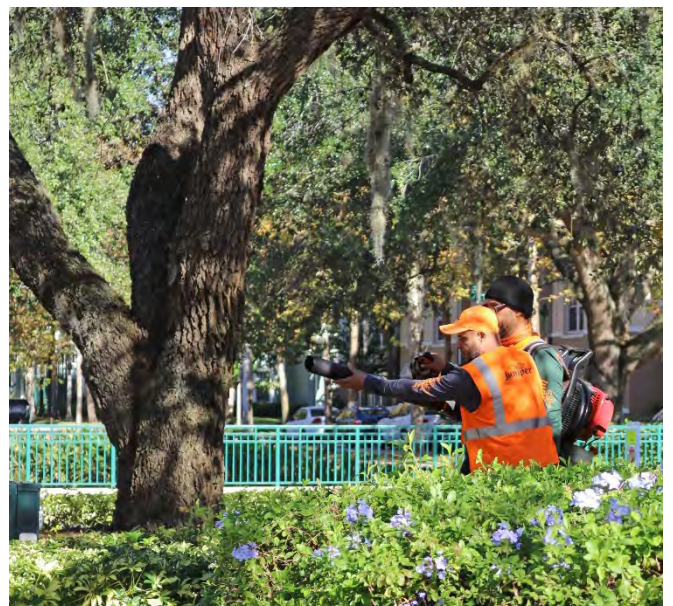
Initial Hire Program

- Safety rules
- New hire safety orientation
- Required & use of PPE

Safety Training Program

- Equipment certifications
- Weekly safety meetings
- Daily jobsite reviews
- Traffic control systems
- Best practices training
- Safety rewards/swag based on safety performance
- Online training tools

SCAN QR CODE TO WATCH VIDEO
HIGHLIGHTS OF OUR IN-HOUSE
TRAINING PROGRAM



CERTIFICATIONS & LICENSES

OUR QUALIFIED TEAM

At Juniper, many of our team members hold valuable certifications and licenses. Their years of experience, along with additional training, enables them to provide our customers with answers they can trust.

CERTIFICATIONS & LICENSES

- Licensed Landscape Architects
- Certified Landscape Designers
- Certified Irrigation Designers
- Certified Pest Control Operators
- FNGLA Certified Horticultural Professional
- FNGLA Certified Landscape Contractor
- ISA Certified Arborist
- State of Florida Irrigation License
- Certified Hunter IMMS Installer
- Certified Rain Bird IQ Installer
- Best Management Practices (BMPs)



CERTIFICATIONS & LICENSES

The International Society of Arboriculture

Hereby Announces That

Wesley L. Maks

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Carolyn P. Blum
CEO & Executive Director

6 April 2019 30 June 2023 MI-0524-A
Issue Date Expiration Date Certification Number



The Florida Nursery, Growers & Landscape Association
Confers on

Nicholas Salerno H69 09432

The Title of
FNGLA Certified Horticulture Professional (FCHP)

Expiration Date: 6/30/2019
Certified Since: 6/20/2013

Robert Shotton
Robert Shotton, FNGLA President

Merry Mott
Merry Mott, FNGLA Certification Director

State of  Florida

Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Number: JF319574

CHRISTOPHER CARL RICHARDS

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Local and Ornamental

in conformity with an Act of the Legislature of the State of Florida regulating the practice of Pest Control and imposing penalties for violations.

In Testimony Whereof, Witness this signature of Nicholas, Florida on December 15, 2021
Chief Bureau of Licensing and Enforcement

Nicole Fried
NICOLE "NIKKI" FRIED
Commissioner of Agriculture

FDACS 13418-04-01

North Carolina State University Agricultural Institute

On the recommendation of the Faculty and by virtue of the authority vested in them, the Trustees of the University have conferred upon

Kyle James Leverette

the degree of
**Associate of Applied Science
in Turfgrass Management**

In testimony whereof, the seal of the University and the signatures of its officers are herewith affixed this the fifteenth day of May, two thousand four.

Mary Anne Foy
Mary Anne Foy, President

Kenneth L. Edwards
Kenneth L. Edwards, President
Director of Academic Programs

Johnny C. Wilson
Johnny C. Wilson, President
Director of the College of Agriculture and Life Sciences

John C. Russell
John C. Russell, President
Director of the Agricultural Institute



The Florida Nursery, Growers & Landscape Association
Confers on

Kyle Leverette H62 12112

The Title of
FNGLA Certified Horticulture Professional (FCHP)

Expiration Date: 6/30/2022
Certified Since: 5/24/2019

Ed Bann
Ed Bann, FNGLA President

Merry Mott
Merry Mott, FNGLA Certification Director



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

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

STANLEY, DARRELL EUGENE

JUNIPER LANDSCAPING OF FLORIDA, LLC
5880 STALEY RD
FORT MYERS FL 33905

LICENSE NUMBER: SCC131152351

EXPIRATION DATE: AUGUST 31, 2022

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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

QUALIFICATIONS

INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER Brown & Brown of FL, Inc. - Fort Myers 6611 Orion Drive #201 Fort Myers FL 33912		CONTACT NAME Lorie Frost PHONE (A/C, No, Ext): 239-278-0278 FAX (A/C, No): 239-278-5306 E-MAIL lfrost@bbftmyers.com ADDRESS	
INSURED JUNIP-1 Juniper Landscaping of Florida, LLC and each of its subsidiaries 5880 Staley Road Ft. Myers FL 33905		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Hamilton Specialty Ins Co*	29424
		INSURER B : FCCI Insurance Company*	10178
		INSURER C : FCCI Commercial Insurance Co*	33472
		INSURER D : FCCI Commercial Ins Co	33472
		INSURER E : AGCS Marine Ins Company	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER: 576705792** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:		GL0019848	7/11/2017	7/11/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PO/ AGG \$2,000,000 \$
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		CA100015500	7/11/2017	7/11/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$1,000,000 \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$NIL		UMB100015501	7/11/2017	7/11/2018	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N/A	76333	7/1/2017	7/1/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E A	Leased & Rented Equipment Pollution Liability		MZ193077814 AHSECC1129000	7/11/2017 12/21/2016	7/11/2018 12/21/2017	Lease/ Rented 200,000 Pollution Liability 1,000,000 Aggregate 2,000,000

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

It is agreed that the certificate holder, the contractor and the owner is included as additional insured as respects to general liability and auto liability. It is further agreed that such insurance as is afforded shall be primary and non-contributory with any other insurance in force for or which may be purchased by additional insured. Waiver of subrogation applies on the general liability, auto liability and workers compensation policies.

CERTIFICATE HOLDER

CANCELLATION

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

ACORD 25 (2016/03)

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QUALIFICATIONS

JUNIPER CARES



Making our communities better places to live and work is important, not only for our clients and employees, but for all our neighbors in the area. With that in mind, we support many local charitable organizations across the state and use environmentally sound practices.



Juniper
CARES 



ADDITIONAL INFO

PORTFOLIO: ST. CLOUD



TWIN LAKES



PORTFOLIO: CELEBRATION



CELEBRATION CDD



ADDITIONAL INFO

PORTFOLIO: OCALA



WORLD EQUESTRIAN CENTER



ADDITIONAL INFO

DESIGN SAMPLES



BEFORE

COMPUTER RENDERINGS



AFTER

ADDITIONAL INFO



junipercares.com





Landscape Maintenance Services Monday, November 14, 2022

Contract Location	Customer Info	
Montecito CDD	Governmental Management Services	Jeremy LeBrun
748 Ventura Drive	219 East Livingston Street	jlebrun@gmscfl.com
Satellite Beach, FL 32937	Orlando, FL 32801	407-613-2944

Grounds Maintenance	Measurement	Frequency	Monthly	Yearly
Weekly Mowing	116,495 sf	42 x	\$ 2,093.00	\$ 25,116.00
Dry Pond Drains	- sf	0 x	\$ -	\$ -
Bed Weeding	60,000 sf	26 x	\$ 676.00	\$ 8,112.00
Pruning/Detail	60,000 sf	12 x	\$ 2,600.00	\$ 31,200.00
Fertilization and Pest Control				
Lawn	116,495 sf	4 x	\$ 310.65	\$ 3,727.84
Shrub	60,000 sf	3 x	\$ 150.00	\$ 1,800.00
Bahia	- sf	- x	\$ -	\$ -
Palm & Magnolia Fert	66 ea	4 x	\$ 330.00	\$ 3,960.00
Irrigation Inspections				
System Check		12 x	\$ 800.00	\$ 9,600.00

Contract Amount: \$ 6,959.65 \$ 83,515.84

Mulch	Measurement	Frequency	Monthly	Yearly
Hardwood (Brown)	210 cy	1 x	\$ -	\$ 12,600.00
Arbor Care				
Palm Pruning	573 ct	1 x	\$ -	\$ 20,055.00
Oak Trimming (Median)	- ct	0 x	\$ -	\$ -
Crape Pruning	- ct	0 x	\$ -	\$ -
Leaf Cleanup	- hr	0 x	\$ -	\$ -
Floral Program				
Annuals Flowers	- ct	0 x	\$ -	\$ -
Soil	- cy	0 x	\$ -	\$ -
Poinsettias	- ct	0 x	\$ -	\$ -

Add'l Services: \$ - \$ 32,655.00

Bobby Shaw
Vice President
(321) 848-8998
bshaw@paradiselawnsfl.com

Date

Authorized Approver (Print) Date

Authorized Approver (Signature) Date

Authorizing Agent (Title) Date



Landscape Maintenance Services

Monday, November 14, 2022

Contract Location

Montecito CDD
748 Ventura Drive
Satellite Beach, FL 32937

Customer Info

Governmental Management Services
219 East Livingston Street
Orlando, FL 32801

Jeremy LeBrun
jlebrun@gmscfl.com
407-613-2944

Terms of Contract

Method of Billing: Contract Amount: Based on Approved Services

12 Equal payments of \$ - beginning _____

A prorated amount of \$ - will be invoiced for the first month to coincide with services rendered.

Paradise Lawns & Landscaping, Inc. agrees to maintain; **Montecito CDD** and will perform the services as specified on the proposal price page. The length of this agreement is (1) year from the executed date and will automatically renew on the same date the following year. This contract includes a "30 Day Right to Correct" should either party feel the contract is not being followed. This means "Written" documentation from the date of incident will be sent to both parties outlining what the problem is and how it should be resolved. If not corrected in that time frame, a 30 day "Written Notice of Cancellation" shall be issued and executed at such time. All open balances are considered due should either party terminate the contract. All amortized amounts are subject to balances should the contractual cycle end before all direct expenses are recovered by Paradise Lawns. Any litigation costs are at the expense of each party. Paradise is insured for workman's compensation, general liability and automobile liability. Certificates of insurance are available upon request.

Payment must be received by the 1st, following the previous months service. If payment is more than 15 days past due services will be postponed until payment is made. Any delinquencies over 30 days are subject to a 2% penalty per month.

Paradise Lawns & Landscaping, Inc. assumes no responsibility for damages beyond our control or acts of God.

Paradise Lawns & Landscape, Inc. is thankful for your consideration of our proposal. Should any changes be needed please contact us at (877) 282-6611. The attached prices are not subject to change unless both parties agree upon the set amount. Fuel surcharges are enforced should Paradise incur such costs. Paradise uses www.fuelgaugereport.aaa.com to calculate the cost and the invoice will indicate the percentage billed. Landscape Enhancements are not included in this agreements unless otherwise stated in a written addendum.

Bobby Shaw Date
Vice President
(321) 848-8998
bshaw@paradiselawnsfl.com

Authorized Approver (Print) Date

Authorized Approver (Signature) Date

Authorizing Agent (Title) Date

the 1990s, the number of people in the UK who are aged 65 and over has increased by 1.5 million (1990–1999).

There is a growing awareness of the need to develop strategies to meet the needs of the ageing population. The Department of Health (1999) has published a strategy for the ageing population, which sets out the government's commitment to improve the health and quality of life of older people. The strategy is based on the following principles: (1) to ensure that older people have access to the services they need; (2) to ensure that older people are able to live independently; (3) to ensure that older people are able to participate in the community; and (4) to ensure that older people are able to live in the place of their choice.

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A Florida Company Serving Florida



ProGreen Services, LLC

Landscaping & Grounds Maintenance Contract

Submitted to - Montceito - CDD

Property Prepared For

Montceito - CDD

Jeremy LeBrun

C : (407) 613-2944

E : Jlebrun@gmscfl.com

Prepared By

Rusty Kahoe

Business Developer

ProGreen Services, LLC

C : 404-644-4270

E : rustyk@progreenservices.net

Web: www.progreenservices.net

Issued Date

11/07/2022

Valid Until

12/31/2022

Property Address:

208 Montecito Drive
Satellite Beach, Florida
32937

Billing Address:

219 East Livingston Street
Orlando, FL 32801

Contact Name: Jeremy LeBrun

Contact #: (407) 613-2944

Contact Email: Jlebrun@gmscfl.com

CONTRACT INFORMATION

Contract is for a period of 12 months and will automatically renew with a 5% increase due to inflation at the end of this term unless written notice is provided to contractor 30 days prior to the contract end date.

Contract Start Date:

01/01/2023

All labor needed to accomplish the work outlined in this agreement shall be provided for the sum of **\$78,000.00** per calendar year.

Payable in 12 Monthly installments of **\$6,500.00**

Please note any specific payment instructions to the ProGreen staff at the execution of this contract. Additional Services Provided all within ProGreen Services – to be noted as additional Exhibits attached.

SERVICE SUMMARY & PRICING

Services

Service	# Of Services Per Year
Mowing Service	42
Description Of Service	
Mowing, Edging, String Trimming, and blowing	
See Description item 3 within this contract.	

Services

Service	# Of Services Per Year
Irrigation Service	12
Description Of Service	
Irrigation wet checks will be performed each month.	
See Description item 9 within this contract.	

Detail Service

Prune, Trim, Weed, Detail all beds & plant material.

See Description item 5 within this contract.

Of Services

12

Agronomic Program (note areas treated)

	# Of Services
Pre and Post Emergent / Fertilization	4
Ornamental Shrub, Tree Fertilization	2
Palm Fertilization	2

Leaf and Debris Clean-Up

Leaf and Debris clean ups will be within regular services visits unless stated otherwise.

Integrated Pest Management

Common Areas
Spot treatments

Of Services

12

Property Start Up

Please note

We will perform a general property clean up at job start of all beds and tree rings to ensure plant separation and relatively clean/detailed beds.

Annuals Flowers and Mulch

Noted here or see attached Exhibits

Installation of annual flowers and mulch will be coordinated with the property manager prior to service.

Annual flowers and mulch are not included in the annual pricing.

Please see Exhibits A and B for details.

Acknowledgements

Montceito - CDD

Client Name

Jeremy LeBrun

Printed Name Of Client

Signature

Date

ProGreen Service, LLC

Service Company Name

Rusty Kahoe

Printed Name Of Manager

Signature

Date



ProGreen Services, LLC

Date: 11/07/2022

Pricing will be honored for 60 days.

This contract is an agreement between **ProGreen Services, LLC** herein after referred to as the "contractor" and **Montceito - CDD** project located at **208 Montecito Drive Satellite Beach, Florida 32937** herein after referred to as the "client". The Contractor agrees to provide the services detailed in the following specifications. The client agrees to the entirety of this contract both financial obligations and the terms and conditions here in.

1. Landscape Contractor and Personnel

- a. Contractor will designate a qualified responsible Account Manager and foreman, knowledgeable in Florida Horticulture that will be responsible for schedule and performance of contract duties.
- b. Contractor will have trained personnel on site to ensure that all operation is performed safely and effectively.
- c. All company personnel shall wear an approved uniform to identify the company's presence.
- d. Account Manager or Operations Manager on-site shall be available to walk through the property with the property manager or designated property representative through appointment or predetermined set meetings.
- e. Property will be inspected by Account Manager to ensure all expectation and standards are met. Work orders or special requests will be handled through approved process at signing of contract.

2. Scope of Work

Contractor shall provide all necessary labor, materials, equipment in association with the task of

this contract – personnel to maintain all developed landscaped areas within the contract limits and in agreement with established horticultural practices for ground maintenance to ensure the continual goals and objectives of the client are met. Natural preserves and easements outside this contract need to be noted in special notes if relevant to this contract.

3. Turf Management

- a. Turf shall be cut at a height of 3 inch minimum unless otherwise stated.
- b. Rotation / Patterns of mows within this contract as noted in mow schedule.
- c. Clippings will be directed to the best of staff's ability away from bed areas and hardscape areas – staff is trained to minimize conditions of mowing on overall landscape aesthetic –
- d. Trimming around trees, shrubs, signs, HVAC systems and foundations shall be performed at the discretion of the Account Manager. (due to possible hazards or site conditions)

4. Edging

- a. All accessible curbing shall be edged using mechanical methods at Foreman / Account Managers discretion. (to lessen receding bed / turf lines)
- b. All accessible concrete walks shall be edged using mechanical methods unless noted differently here in.
- c. All dirt and debris resulting from edging operations will be addressed at each service – or at the Account Managers discretion.

5. Detail Service

- a. Pruning / Detailing
 - i. All shrubs shall be detailed one time per month or at account manager's discretion.
 - ii. Care shall be taken with bloom cycles.

- iii. Pruning will focus on removal of dead, diseased or insect-infected wood. Sucker shoots and irregular growth will be trimmed at the discretion of the Account Manager.

- iv. Weed Control

Treating problem weed areas that appear in bed areas and tree rings. Care shall be taken to prevent damage to plant material and turf areas. Herbicides will be applied solely at Account Managers discretion – based on weather and horticultural conditions. All paved areas to be addressed as needed

- b. Leaf cleanups will be within regular services visits unless stated otherwise.
- c. Due to OSHA regulations ladder pruning is in addition to this contract.

6. Palm /Tree Management

- a. Pruning of Palms and Hardwood trees
 - i. All dead palm fronds up to 12 feet will be removed as needed during site prune schedules, before or during service, depending on site conditions.
 - ii. Sabals, Canary, Medjools, and other specialty palms are omitted from proposal unless stated otherwise within this contract. All palms should be trimmed in compliance with county specifications
 - iii. Hardwood canopy raising less than 1" diameter branches.

7. Agronomics / Fertilization

- a. Tree/ Shrub Agronomics
 - i. The fertilization program for trees and established shrub beds shall provide a blend of micro-nutrients based on seasonal need.
 - ii. Fertilizer shall be commercial grade, Mixed granules of palletized fertilizer, with a rate of nitrogen directed by Account Manager.
 - iii. Liquid drench fertilization is not part of this contract.
- b. Palm Agronomics - Palms will be monitored for nutrient deficiencies and spot fertilized as needed. The fertilizer blend applied shall include Manganese and micro- nutrients for long term growth and health.

8. Insecticides

- a. Shall be added to the fertilization schedule as needed to assist in reduction of turf damaging insects. Spot treatments for fire ants will be applied as seen on site.
- b. Insecticide application on shrubs as needed, coordinated with efforts of Account Manager, and assigned client representative.
 - i. White Fly treatments are outside this contract.

9. Irrigation

Irrigation wet checks will be performed each month (12 times per year) or at Foreman discretion.

- a. All repairs will be billed separately from contract.
- b. Larger Repairs – such as but not limited to pipe breaks or pump/ supply issues will be charged at a rate of \$95.00 per man hour plus cost of materials.
- c. Electrical repairs to be billed at \$125.00 per man hour.
- d. All irrigation repair work must be cleared and approved by client property manager – Repairs under \$150.00 per month will be billed without approval unless noted here.
- e. Monthly wet check reports – will be managed by the Account Manager and distributed as needed.

Emergency repairs are billed at \$150.00 per hour
emergency repair rates – main line ruptures that only ProGreen is qualified to handle are the only deemed emergency to be handle on holidays, weekends, or outside office hours

General Terms & Conditions

Contract shall recognize and perform in accordance with the written terms and specifications contained or referred to herein.

- a. All materials shall conform with agricultural and licensing and reporting requirements.
- b. Contractor will comply with all licensing and permit requirements by City, State, and Federal governments as well as all other requirements by law.
- c. Contractor must maintain proper general liability insurance, automotive liability insurance, worker compensation insurance and any other insurance required by law and provide proof of coverage to client (if requested).
- d. Contractor will submit service notice for amount set forth under the prices and terms shown in this Agreement. Services rendered, that are in addition to or beyond the scope of work required by this agreement shall be proposed and billed separately.

Additional charges may apply due to excessive cost of materials
- e. All Payments for services rendered by this Agreement must be remitted within 30 days from date of invoice. A finance charge will be assessed at a rate of 1.5% per month (18% annually) until ProGreen is paid in full on any past due invoices.
- f. Client will give contractor at least 10 business days, with written notice, to correct any problem or deficiency discovered in the performance of the work required under this agreement.
- g. This agreement may be terminated by either party with documented due cause, upon thirty (30) days written notice to the other party. Parties agree that, should a legal dispute arise in relation to this agreement, the prevailing party will have all legal expenses paid by non-prevailing party.
- h. Should contract be terminated outside the terms of this contract by client, the entire amount of unpaid contract total amounts will be due at time of termination.
- i. Sealed contingency – Client/ Contractor acknowledge some conditions on site may be outside the scope of this contract- additional proposals may be needed to address these concerns.
- j. Waiver any right to inspect or approval of finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.
- k. In the event of any arbitration, the prevailing party shall be entitled to recover all fees and expenses incurred.

Exhibit "A"

Property Address

208 Montecito Drive Satellite Beach, Florida
32937

Contact Name

Jeremy LeBrun

Contact Phone

(407) 613-2944

Contact Email

Billing Address

219 East Livingston Street
Orlando, FL 32801

Billing Email

ANNUAL COLOR DISPLAYS / ANNUAL INSTALLATION AND MANAGEMENT

Installation Schedule: (Note Frequency)

Description Of Area

Designated annual flower beds.

Pricing

Not included in the maintenance proposal. Quarterly install of four inch plants at \$2.95 per plant.

Annual Management: (Note Frequency)

Fertilization & Bed Defining

Designated annual flower beds.

Pricing

Included in the \$2.95 per plant pricing.

Annuals are installed with no warranty for survival of installation – Irrigation is highly encouraged if not mandatory for a successful display – bed amendments and other bed prep processes will be noted above if included.

Montceito - CDD

Client Name

Jeremy LeBrun

Printed Name Of Client

Signature

Date

ProGreen Service, LLC

Service Company Name

Rusty Kahoe

Printed Name Of ProGreen Representative

Signature

Date

Exhibit "B"

Property Address

208 Montecito Drive Satellite Beach, Florida
32937

Contact Name

Jeremy LeBrun

Contact Phone

(407) 613-2944

Contact Email

Billing Address

219 East Livingston Street
Orlando, FL 32801

Billing Email

Installation Schedule: (Note Frequency)

MULCH INSTALLATIONS

Please note estimated areas to be mulched will be specified in materials used and Square yardage / bags - additional mulching for specified areas may be additionally billed based on rate of installation thickness and current conditions of beds.

Description Of Area

Designated bedding areas.

Pricing

\$65.00 per cubic yard installed.

Not included in the maintenance pricing.

Type of mulch/color specified to install.

Montceito - CDD

Client Name

Jeremy LeBrun

Printed Name Of Client

Signature

Date

ProGreen Service, LLC

Service Company Name

Rusty Kahoe

Printed Name Of ProGreen Representative

Signature

Date

Exhibit "C"

Property Address

208 Montecito Drive Satellite Beach,
 Florida 32937

Contact Name

Jeremy LeBrun

Contact Phone

(407) 613-2944

Contact Email

Billing Address

219 East Livingston Street
 Orlando, FL 32801

Billing Email

Tree Trimming Schedule:
 (Note Frequency)

TREE MANAGEMENT

Description Of Area

Throughout the HOA Common Areas.

Pricing

Palm Tree Trimming: 1x per year /9&3 or 10&2
 cuts. Not to exceed \$14,000 per year.

Oak Tree Trimming: 1x per year / Not to exceed
 \$6,500 per year.

- Maintaining a healthy canopy and wind tolerant tree is mandatory per city, county, and state regulations. Frequency of trimming is recommended to be no less than once per year calendar year.
- All permit fees required to begin trimming or removal of any tree on property will be the responsibility of the client.

Montceito - CDD

Client Name

Jeremy LeBrun

Printed Name Of Client

Signature

Date

ProGreen Service, LLC

Service Company Name

Rusty Kahoe

Printed Name Of ProGreen Representative

Signature

Date

Exhibit "D"

Property Address

208 Montecito Drive Satellite Beach, Florida
32937

Contact Name

Jeremy LeBrun

Contact Phone

(407) 613-2944

Contact Email

Billing Email

Jlebrun@gmscfl.com

Billing Address

219 East Livingston Street
Orlando, FL 32801

SEVERE STORM PREPAREDNESS AND EXPECTATIONS

ProGreen understands the value of being proactive.

Timeline Of Events:

As soon as local officials' clear access for safety of region – your Account Manager or assigned staff to your property will review and address concerns as they arise. Property Manager to make sure to approve all proposals for work in a timely manner – no service can be executed without signed documentation- billing will be immediately following work executed and payment is expected within 30 days.

1. Peril and conditions considered dangerous will take priority throughout our marketplace.
2. Accesses being blocked / will be cleared and set to one side.
3. Removal of large limbs and debris – if needed outside public means
4. Clearing of leaves and minor debris will be executed once all other challenging issues are addressed.
5. Stump removals as time allows.

General Rates Below Apply

Laborers	65.00 Per Hour
Chainsaws / Power Tools	75.00 Per Hour
Truck (includes 3 men)	175.00 Per Hour
Stump Grinder	155.00 Per Hour
Dump Fees Per Tons	75.00 Per Hour
After Hours Emergency	125.00 Per Hour
Chipper With Truck	175.00 Per Hour
Skid Steer With Operator	175.00 Per Hour
Bucket Truck With Operator	200.00 Per Hour
Dump Fees	75.00 Per Ton

Montceito - CDD

Client Name

Jeremy LeBrun

Printed Name Of Client

Signature

Date

ProGreen Service, LLC

Service Company Name

Rusty Kahoe

Printed Name Of ProGreen Representative

Signature

Date

SECTION VI

SECTION i

Montecito

Community Development District

Summary of Invoices

October 1, 2022 to October 31, 2022

Fund	Date	Check No.'s	Amount
General Fund	10/5/22	1490 - 1502	\$ 28,238.83
	10/12/22	1503	\$ 340.00
	10/21/22	1504 - 1509	\$ 12,658.61
	10/26/22	1510 - 1521	\$ 10,608.99
			\$ 51,846.43
ACH	Spectrum	0050292532-02	\$ 285.94
	Spectrum	0050720129-01	\$ 94.99
	Spectrum	0050720131-01	\$ 94.99
	City of Melbourne	181592-219109	\$ 131.26
	FPL	15698-02240	\$ 409.94
	FPL	17845-06444	\$ 45.45
	FPL	26747-37206	\$ 46.04
	FPL	27312-55499	\$ 886.30
	FPL	39851-84518	\$ 248.56
	FPL	70612-92491	\$ 971.85
	FPL	70612-92491	\$ 1,043.29
	FPL	81038-69205	\$ 775.45
	FPL	81750-88205	\$ 344.18
			\$ 5,378.24
Payroll	<u>October 2022</u>		
	10/28/22	ADP Fees October 2022	\$ 66.17
			\$ 66.17
			\$ 57,290.84

CHECK DATE	VEND#	INVOICE DATE	INVOICE INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/05/22	00078	10/01/22	1620	202210 320-53800-47310	IRRIGATION MONITOR OCT 22	*	499.00		
		10/01/22	1638	202210 320-53800-47300	IRRIGATION REPAIRS	*	1,705.00		
					INSIGHT IRRIGATION LLC			2,204.00	001499
10/05/22	00140	9/26/22	JN092620	202209 310-51300-11000	BOS MEETING 9/26/22	*	200.00		
					JOLINE P. NIVERT			200.00	001500
10/05/22	00095	10/01/22	222498	202210 320-53800-46200	LANDSCAPE MAINT OCT 22	*	6,283.72		
		10/01/22	222498	202210 320-53800-46200	FUEL SURCHARGE OCT 22	*	150.77		
					PARADISE LAWN & LANDSCAPING			6,434.49	001501
10/05/22	00044	9/25/22	453074	202210 320-53800-34400	FIRE ALARM OCT 22	*	36.37		
		9/25/22	453074	202210 320-53800-34500	ACCESS CONTROL OCT 22	*	214.42		
		9/25/22	453074	202210 320-53800-34400	FIRE SERVICES OCT 22	*	142.34		
		9/25/22	453074	202210 320-53800-34600	INTRUSION SVCS OCT 22	*	130.86		
					SONITROL OF TALLAHASSEE, INC			523.99	001502
10/12/22	00142	10/11/22	216775	202210 330-53800-50000	INSPECT LIFT STATION	*	340.00		
					COMMERCIAL ENERGY SPECIALISTS			340.00	001503
10/21/22	00006	10/06/22	684373	202210 330-53800-53000	PEST CONTROL OCT 22	*	80.00		
					APEX PEST CONTROL, INC			80.00	001504
10/21/22	00010	7/31/22	176235	202207 310-51300-31500	GENERAL COUNSEL JULY 22	*	1,587.00		
					BILLING, COCHRAN, LYLES, MAURO,			1,587.00	001505
10/21/22	00003	10/01/22	15800332	202210 330-53800-48300	CLEANING OCT 22	*	450.00		
					COVERALL CENTRAL FLORIDA			450.00	001506
10/21/22	00060	10/01/22	194	202210 310-51300-34000	MANAGEMENT FEES OCT 22	*	4,583.33		
		10/01/22	194	202210 310-51300-35200	WEBSITE ADMIN OCT 22	*	100.00		

MONT MONTECITO CDD MBYINGTON

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/26/22	00029	10/21/22	09-14465	202210 320-53800-47600	REPLACE LAMP FIXTURES	*	512.00		
					GAULT ELECTRIC, LLC			512.00	001516
10/26/22	00034	10/24/22	GH102420	202210 310-51300-11000	BOS MEETING 10/24/22	*	200.00		
					GEORGE E. HENSON			200.00	001517
10/26/22	00143	10/12/22	10122022	202210 330-53800-46000	FLOOR INSTALLATION	*	1,131.00		
					JFG19 SERVICES LLC			1,131.00	001518
10/26/22	00140	10/24/22	JN102420	202210 310-51300-11000	BOS MEETING 10/24/22	*	200.00		
					JOLINE P. NIVERT			200.00	001519
10/26/22	00095	10/24/22	222678	202210 320-53800-49000	HURRICANE IVAN CLEAN UP	*	700.00		
					PARADISE LAWN & LANDSCAPING			700.00	001520
10/26/22	00044	10/25/22	457310	202210 300-15500-10000	FIRE ALARM NOV 22	*	36.37		
		10/25/22	457310	202210 300-15500-10000	ACCESS CONTROL NOV 22	*	214.42		
		10/25/22	457310	202210 300-15500-10000	FIRE SERVICES NOV 22	*	142.34		
		10/25/22	457310	202210 300-15500-10000	INTRUSION SERVICES NOV 22	*	130.86		
					SONITROL OF TALLAHASSEE, INC			523.99	001521
TOTAL FOR BANK A							51,846.43		
TOTAL FOR REGISTER							51,846.43		

SECTION ii

Montecito
Community Development District

Unaudited Financial Reporting
October 31, 2022



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5	<u>Roadway Reserve Fund</u>
6	<u>Debt Service Fund Series 2006/2022</u>
7	<u>Capital Projects Fund Series 2006/2022</u>
8-9	<u>Month to Month</u>
10	<u>Long Term Debt Report</u>
11	<u>Appendix A: Utility Chart</u>
12	<u>Appendix B: Maintenance Chart</u>

Montecito
Community Development District
Combined Balance Sheet
October 31, 2022

	General Fund	Debt Service Fund	Capital Funds	Totals Governmental Funds
Assets:				
Cash:				
Operating Account	\$ 62,220	\$ -	\$ -	\$ 62,220
Capital Reserve Account	\$ -	\$ -	\$ 134,654	\$ 134,654
Roadway Reserve Account	\$ -	\$ -	\$ 99,786	\$ 99,786
Investments:				
Money Market - Suntrust	\$ 29,361	\$ -	\$ -	\$ 29,361
Series 2006A				
Reserve	\$ -	\$ 4	\$ -	\$ 4
Revenue	\$ -	\$ 3	\$ -	\$ 3
Construction	\$ -	\$ -	\$ 14,152	\$ 14,152
Series 2022				
Reserve	\$ -	\$ 31,729	\$ -	\$ 31,729
Revenue	\$ -	\$ 6,149	\$ -	\$ 6,149
Interest	\$ -	\$ 57,562	\$ -	\$ 57,562
Cost of Issuance	\$ -	\$ 10,077	\$ -	\$ 10,077
Due from General Fund	\$ -	\$ 27	\$ -	\$ 27
Prepaid Expenses	\$ 524	\$ -	\$ -	\$ 524
Deposits	\$ 4,541	\$ -	\$ 2,000	\$ 6,541
Liabilities:				
Accounts Payable	\$ 16,217	\$ -	\$ -	\$ 16,217
Due to Debt Service	\$ 27	\$ -	\$ -	\$ 27
Fund Balance:				
Assigned for:				
Capital Reserves	\$ -	\$ -	\$ 234,440	\$ 234,440
Nonspendable:				
Deposits and Prepaid Items	\$ 5,065	\$ -	\$ 2,000	\$ 7,065
Restricted for:				
Debt Service 2006/2022	\$ -	\$ 105,552	\$ -	\$ 105,552
Capital Projects - Series 2006/2022	\$ -	\$ -	\$ 14,152	\$ 14,152
Unassigned	\$ 75,337	\$ -	\$ -	\$ 75,337
Total Liabilities & Fund Balance	\$ 96,646	\$ 105,552	\$ 250,593	\$ 452,791

Montecito
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/22	Thru 10/31/22	Variance
Revenues:				
Maintenance Assessments	\$ 863,748	\$ 60,000	\$ 60,000	\$ -
Interest Income	\$ -	\$ -	\$ 0	\$ 0
Gate & Amenity Access Income	\$ -	\$ -	\$ 365	\$ 365
Miscellaneous Income	\$ -	\$ -	\$ 300	\$ 300
Total Revenues	\$ 863,748	\$ 60,000	\$ 60,665	\$ 665
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 7,800	\$ 800	\$ 800	\$ -
District Management	\$ 55,000	\$ 4,583	\$ 4,583	\$ 0
District Engineer	\$ 30,000	\$ 2,500	\$ -	\$ 2,500
District Counsel	\$ 30,000	\$ 2,500	\$ -	\$ 2,500
Disclosure Report	\$ 1,500	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,500	\$ -	\$ -	\$ -
Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Auditing Services	\$ 5,000	\$ -	\$ -	\$ -
Arbitrage Rebate Calculation	\$ 500	\$ -	\$ -	\$ -
Public Officials/General Liability Insurance	\$ 19,102	\$ 19,102	\$ 16,555	\$ 2,547
Legal Advertising	\$ 2,000	\$ 167	\$ 203	\$ (36)
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Information Technology	\$ 1,800	\$ 150	\$ 150	\$ -
Website Maintenance	\$ 1,200	\$ 100	\$ 100	\$ -
Property Appraiser	\$ 250	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 1,200	\$ 100	\$ 696	\$ (596)
Contingency	\$ 2,400	\$ 200	\$ 177	\$ 23
Subtotal General & Administrative	\$ 166,427	\$ 35,377	\$ 28,439	\$ 6,938
Operations & Maintenance:				
Field Management				
Field Manager	\$ -	\$ -	\$ 2,500	\$ (2,500)
ADP Fees	\$ -	\$ -	\$ 66	\$ (66)
Amenity Management	\$ 92,480	\$ 7,707	\$ -	\$ 7,707
Property Insurance	\$ 36,419	\$ 36,419	\$ 34,078	\$ 2,341
Subtotal Field Management	\$ 128,899	\$ 44,126	\$ 36,644	\$ 7,481
Amenity Center Operations				
Repairs & Maintenance (Non-HVAC)	\$ 12,000	\$ 1,000	\$ 798	\$ 202
HVAC Repairs & Maintenance	\$ 2,000	\$ 167	\$ -	\$ 167
Office Supplies	\$ 1,500	\$ 125	\$ -	\$ 125
Janitorial Supplies	\$ 1,850	\$ 154	\$ -	\$ 154
Janitorial Services	\$ 8,241	\$ 687	\$ 450	\$ 237
Pest Control & Termite Bond	\$ 1,203	\$ 100	\$ 80	\$ 20
Fitness Equipment Repairs & Maintenance	\$ 3,000	\$ 250	\$ -	\$ 250
Playground Repairs & Maintenance	\$ 1,000	\$ 83	\$ -	\$ 83
Pool Service Repairs & Maintenance	\$ 15,000	\$ 1,250	\$ 1,620	\$ (370)
Subtotal Amenity Center Operations	\$ 45,794	\$ 3,816	\$ 2,947	\$ 869

Montecito
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

Irrigation					
Irrigation Repairs & Maintenance	\$	25,000	\$	2,083	\$ 3,055 \$ (971)
Irrigation Monitoring	\$	6,287	\$	524	\$ 998 \$ (474)
Hoover Pumps Repairs & Maintenance	\$	17,500	\$	1,458	\$ 365 \$ 1,093
Lakes & Fountains					
Aquatic Maintenance	\$	5,733	\$	478	\$ 480 \$ (2)
Fountain Service Repairs & Maintenance	\$	9,000	\$	750	\$ - \$ 750
Landscaping					
Landscaping Contracted Services	\$	80,375	\$	6,698	\$ 6,434 \$ 263
Additional Landscaping Repairs & Maintenance	\$	15,000	\$	1,250	\$ - \$ 1,250
Entrance Pot Plant Replacement	\$	2,400	\$	200	\$ - \$ 200
Mulch	\$	12,334	\$	1,028	\$ - \$ 1,028
Palm Tree Maintenance	\$	14,000	\$	1,167	\$ - \$ 1,167
Oak Tree Maintenance	\$	6,500	\$	542	\$ - \$ 542
Common Areas, Right of Ways & Perimeter Walls					
Street Light Repairs & Maintenance	\$	9,000	\$	750	\$ 512 \$ 238
Entrance Vehicular Gates Repairs & Maintenance	\$	5,500	\$	458	\$ - \$ 458
Pedestrian Entry Gates & Walls Maintenance	\$	8,000	\$	667	\$ - \$ 667
Common Area Repairs & Maintenance	\$	12,000	\$	1,000	\$ 387 \$ 613
Sidewalk Cleaning	\$	8,000	\$	-	\$ - \$ -
Security Monitoring Services					
Fire Detection Services	\$	2,252	\$	188	\$ 179 \$ 9
Access Control Services	\$	2,702	\$	225	\$ 214 \$ 11
Intrusion Services	\$	1,649	\$	137	\$ 131 \$ 7
Security Monitoring Repairs & Maintenance	\$	2,500	\$	208	\$ - \$ 208
Utilities					
Electric Services	\$	47,300	\$	3,942	\$ 4,771 \$ (829)
Telephone, Fax & Internet	\$	3,300	\$	275	\$ 286 \$ (11)
Water & Sewer Services	\$	4,000	\$	333	\$ 131 \$ 202
Gate Kiosk Internet Services	\$	2,850	\$	238	\$ 190 \$ 48
Other					
Contingency/Miscellaneous Expense	\$	7,500	\$	625	\$ 760 \$ (135)
Excess (Deficiency) of Revenues over Expenditures	\$	211,947	\$	(26,259)	
<u>Other Financing Sources/(Uses):</u>					
Disaster Reserve Transfer Out	\$	(25,000)	\$	-	\$ - \$ -
Capital Reserve Transfer Out	\$	(136,947)	\$	-	\$ - \$ -
Roadway Reserve Transfer Out	\$	(50,000)	\$	-	\$ - \$ -
Total Other Financing Sources/(Uses)	\$	(211,947)	\$	-	\$ - \$ -
Net Change in Fund Balance	\$	-	\$	(26,259)	
Fund Balance - Beginning	\$	-	\$	106,662	
Fund Balance - Ending	\$	-	\$	80,402	

Montecito
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

Revenues

Interest	\$	-	\$	-	\$	-	\$	-
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Expenditures:

Contingency	\$	456	\$	38	\$	38	\$	-
Capital Outlay - Landscaping	\$	11,000	\$	-	\$	-	\$	-
Capital Outlay - Amenity Center	\$	59,300	\$	-	\$	-	\$	-
Capital Outlay - Streets, Sidewalks, Walls & Gates	\$	32,285	\$	-	\$	-	\$	-

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Excess (Deficiency) of Revenues over Expenditures	\$	(103,041)	\$	(38)				
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Other Financing Sources/(Uses)

Transfer In/(Out) - Disaster Reserve	\$	25,000	\$	-	\$	-	\$	-
Transfer In/(Out) - Capital Reserve	\$	136,947	\$	-	\$	-	\$	-

Total Other Financing Sources (Uses)	\$	161,947	\$	-	\$	-	\$	-
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Net Change in Fund Balance	\$	58,906	\$	(38)				
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Fund Balance - Beginning	\$	128,977	\$	134,692				
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Fund Balance - Ending	\$	187,883	\$	134,654				
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Fund Balances

Disaster Reserves	\$	125,000
Capital Reserves		9,654
Total Fund Balances	\$	134,654

Montecito
Community Development District
Roadway Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

<u>Revenues</u>							
Interest	\$	-	\$	-	\$	-	\$ -
<u>Expenditures:</u>							
Bank Fees	\$	300	\$	25	\$	9	\$ 16
Excess (Deficiency) of Revenues over Expenditures	\$	(300)	\$		\$	(9)	
<u>Other Financing Sources/(Uses)</u>							
Transfer In/(Out)	\$	50,000	\$	-	\$	-	\$ -
Total Other Financing Sources (Uses)	\$	50,000	\$	-	\$	-	\$ -
Net Change in Fund Balance	\$	49,700	\$		\$	(9)	
Fund Balance - Beginning	\$	99,760	\$		\$	99,795	
Fund Balance - Ending	\$	149,460	\$		\$	99,786	

Montecito
Community Development District
Debt Service Fund Series 2006/2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

Revenues:

Special Assessments - Tax Roll	\$	315,934	\$	-	\$	-	\$	-
Interest	\$	-	\$	-	\$	134	\$	134

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Expenditures:

Series 2022

Interest - 11/1	\$	57,316	\$	-	\$	-	\$	-
Principal - 5/1	\$	200,000	\$	-	\$	-	\$	-
Interest - 5/1	\$	58,954	\$	-	\$	-	\$	-

Total Expenditures	\$	316,269	\$	-	\$	-	\$	-
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Excess (Deficiency) of Revenues over Expenditures	\$	(335)	\$	134
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Fund Balance - Beginning	\$	57,335	\$	105,418
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Fund Balance - Ending	\$	57,000	\$	105,552
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Montecito
Community Development District
Capital Projects Fund - Series 2006/2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2022

Revenues									
Interest	\$	-	\$	-	\$	-	\$	-	
Expenditures:									
Capital Outlay	\$	-	\$	-	\$	-	\$	-	
Excess (Deficiency) of Revenues over Expenditures	\$				\$				
Fund Balance - Beginning	\$	-			\$	16,152			
Fund Balance - Ending	\$	-			\$	16,152			

Montecito
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Maintenance Assessments	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	60,000
Interest Income	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Gate & Amenity Access Income	\$ 365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	365
Miscellaneous Income	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	300
Total Revenues	\$ 60,665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	60,665
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	800
District Management	\$ 4,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,583
District Engineer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
District Counsel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Disclosure Report	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Auditing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Arbitrage Rebate Calculation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Public Officials/General Liability Insurance	\$ 16,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16,555
Legal Advertising	\$ 203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	203
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Information Technology	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Website Maintenance	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Reimbursable Expenses	\$ 696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	696
Contingency	\$ 177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	177
Subtotal General & Administrative	\$ 28,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	28,439
Operations & Maintenance													
Field Management													
Field Manager	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,500
ADP Fees	\$ 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	66
Amenity Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Property Insurance	\$ 34,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	34,078
Subtotal Field Management	\$ 36,644	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	36,644
Amenity Center Operations													
Repairs & Maintenance (Non-HVAC)	\$ 798	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	798
HVAC Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Janitorial Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Janitorial Services	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	450
Pest Control & Termite Bond	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	80
Fitness Equipment Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Playground Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pool Service Repairs & Maintenance	\$ 1,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,620
Subtotal Amenity Center Operations	\$ 2,947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,947

Montecito
Community Development District
Month to Month

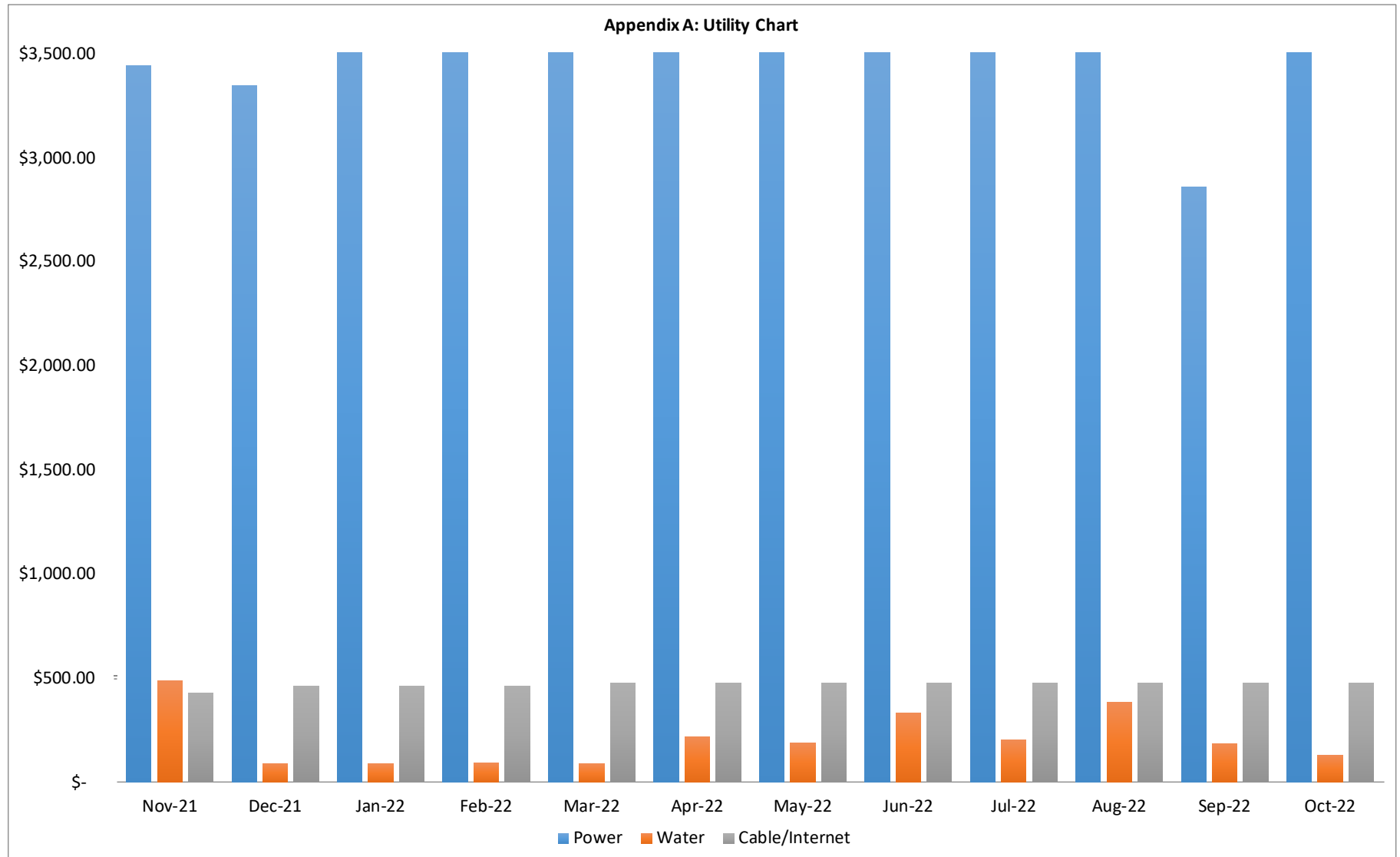
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Irrigation													
Irrigation Repairs & Maintenance	\$ 3,055	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,055
Irrigation Monitoring	\$ 998	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	998
Hoover Pumps Repairs & Maintenance	\$ 365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	365
Lakes & Fountains													
Aquatic Maintenance	\$ 480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	480
Fountain Service Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Landscaping													
Landscaping Contracted Services	\$ 6,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,434
Additional Landscaping Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Entrance Pot Plant Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Palm Tree Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Oak Tree Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Common Areas, Right of Ways & Perimeter Walls													
Street Light Repairs & Maintenance	\$ 512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	512
Entrance Vehicular Gates Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pedestrian Entry Gates & Walls Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Common Area Repairs & Maintenance	\$ 387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	387
Sidewalk Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Security Monitoring Services													
Fire Detection Services	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	179
Access Control Services	\$ 214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	214
Intrusion Services	\$ 131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	131
Security Monitoring Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Utilities													
Electric Services	\$ 4,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,771
Telephone, Fax & Internet	\$ 286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	286
Water & Sewer Services	\$ 131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	131
Gate Kiosk Internet Services	\$ 190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	190
Other													
Contingency/Miscellaneous Expense	\$ 760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	760
Excess Revenues (Expenditures)	\$ (26,259)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (26,259)
Other Financing Sources/Uses:													
Disaster Reserve Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Capital Reserve Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Roadway Reserve Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (26,259)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (26,259)

Montecito

Community Development District

Long Term Debt Summary

SERIES 2022, SPECIAL ASSESSMENT REFUNDING BONDS		
INTEREST RATES:	3.140%	
MATURITY DATE:	5/1/2037	
RESERVE DEFINITION:	10% MAXIMUM ANNUAL DEBT SERVICE	
RESERVE REQUIREMENT:	\$31,593	
RESERVE BALANCE:	\$31,729	
BONDS OUTSTANDING - 05/06/2022		\$3,755,000
CURRENT BONDS OUTSTANDING		\$3,755,000



Appendix B: Maintenance Chart

