

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
MAY 21, 2021**

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT AGENDA
MAY 21, 2021 AT 10:00 a.m.
CARLTON LAKES CLUBHOUSE
LOCATED AT 11404 CARLTON FIELDS DRIVE, RIVERVIEW, FL 33579**

| | | |
|--------------------------------------|---|--|
| District Board of Supervisors | Chairman Vice Chairman Supervisor Supervisor Supervisor | Gill Hammond Timothy Wersinger Robin Lush Michelle LeBeau-Elrod John Bentley |
| District Managers | Meritus | Gene Roberts |
| District Attorney | Straley Robin Vericker | Dana Crosby-Collier |
| District Engineer | Johnson Engineering | Phil Chang, P.E. |

All cellular phones and pagers must be turned off while in the meeting room

The meeting will begin at **10:00 a.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

The Oaks at Shady Creek CDD

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Oaks at Shady Creek Community Development District will be held on **Friday, May 21, 2021 at 10:00 a.m. Carlton Lakes Clubhouse located at 11404 Carlton Fields Drive, Riverview, FL 33579.** Please let us know 24 hours before the meeting if you wish to call in for the meeting:

Conference Call In Number – 1-866-906-9330 Participant Access Code – 7979718

REGULAR BOARD OF SUPERVISOR MEETING

1. CALL TO ORDER/ROLL CALL

2. AUDIENCE QUESTIONS & COMMENTS ON AGENDA ITEMS

3. BUSINESS ITEMS

- A. Consideration of Resolution 2021-03; Approving Proposed FY 2022 Budget & Setting Pubic Hearing..... Tab 01
- B. Discussion on Landscape Enhancement Proposal..... Tab 02
- C. Discussion on Landscape Maintenance Service Proposals Tab 03
 - i. Mainscape
 - ii. Down to Earth
- D. Announcement of Annual Notice of Qualified Electors Tab 04
- E. General Matters of the District

4. CONSENT AGENDA

- A. Consideration of Board of Supervisors Regular Meeting Minutes April 16, 2021 Tab 05
- B. Consideration of Operations and Maintenance Expenditures April 2021 Tab 06
- C. Review of Financial Statements Month Ending April 30, 2021 Tab 07

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

6. SUPERVISOR REQUESTS

7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Gene Roberts
District Manager

RESOLUTION 2021-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2021/2022; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of The Oaks at Shady Creek Community Development District (“**District**”) prior to June 15, 2021 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 20, 2021
HOUR: 10:00 a.m.
LOCATION: Carlton Lakes Clubhouse
11404 Carlton Fields Drive
Riverview, Florida 33579

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON MAY 21, 2021.

Attest:

**The Oaks at Shady Creek
Community Development District**

Print Name: _____
Secretary / Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2021/2022

2022



THE OAKS AT SHADY CREEK

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022
PROPOSED ANNUAL OPERATING BUDGET

MAY 21, 2021

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2022 PROPOSED ANNUAL OPERATING BUDGET

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MAY 21, 2021

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Oaks at Shady Creek Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2022, which begins on October 1, 2021. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

| <u>Fund Number</u> | <u>Fund Name</u> | <u>Services Provided</u> |
|---------------------------|-------------------------|---|
| 001 | General Fund | Operations and Maintenance of Community Facilities Financed by Non-Ad Valorem Assessments |
| 200 | Debt Service Fund | Collection of Special Assessments for Debt Service on the Series 2015 Capital Improvement Revenue Bonds |

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

| | Fiscal Year 2021 Final Operating Budget | Current Period Actuals 10/1/20 - 3/31/21 | Projected Revenues & Expenditures 4/1/21 to 9/30/21 | Total Actuals and Projections Through 9/30/21 | Over/(Under) Budget Through 9/30/21 |
|---|--|---|---|---|--|
| REVENUES | | | | | |
| SPECIAL ASSESSMENTS | | | | | |
| Operations & Maintenance Assmts-Tax Roll | 253,110.32 | 252,560.23 | 550.09 | 253,110.32 | 0.00 |
| TOTAL SPECIAL ASSESSMENTS | 253,110.32 | 252,560.23 | 550.09 | 253,110.32 | 0.00 |
| INTEREST EARNINGS | | | | | |
| Interest Earnings | 0.00 | 251.81 | (251.81) | 0.00 | 0.00 |
| TOTAL INTEREST EARNINGS | 0.00 | 251.81 | (251.81) | 0.00 | 0.00 |
| TOTAL REVENUES | \$253,110.32 | \$252,812.04 | \$298.28 | \$253,110.32 | \$0.00 |
| EXPENDITURES | | | | | |
| LEGISLATIVE | | | | | |
| Supervisor Fees | 12,000.00 | 5,800.00 | 6,200.00 | 12,000.00 | 0.00 |
| TOTAL LEGISLATIVE | 12,000.00 | 5,800.00 | 6,200.00 | 12,000.00 | 0.00 |
| FINANCIAL & ADMINISTRATIVE | | | | | |
| District Manager | 33,750.00 | 16,875.00 | 16,875.00 | 33,750.00 | 0.00 |
| District Engineer | 4,000.00 | 590.00 | 3,410.00 | 4,000.00 | 0.00 |
| Disclosure Report | 4,200.00 | 4,200.00 | 0.00 | 4,200.00 | 0.00 |
| Trustees Fees | 5,000.00 | 2,500.04 | 2,499.96 | 5,000.00 | 0.00 |
| Auditing Services | 4,500.00 | 0.00 | 4,100.00 | 4,100.00 | (400.00) |
| Arbitrage Rebate Calculation | 0.00 | 3,900.00 | 0.00 | 3,900.00 | 3,900.00 |
| Postage, Phone, Faxes, Copies | 2,000.00 | 248.50 | 248.50 | 497.00 | (1,503.00) |
| Public Officials Insurance | 2,200.00 | 2,153.00 | 0.00 | 2,153.00 | (47.00) |
| Legal Advertising | 2,500.00 | 1,113.88 | 1,386.12 | 2,500.00 | 0.00 |
| Bank Fees | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 |
| Dues, Licenses & Fees | 200.00 | 175.00 | 25.00 | 200.00 | 0.00 |
| Miscellaneous Fees | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 |
| Office Supplies | 250.00 | 104.48 | 145.52 | 250.00 | 0.00 |
| Website Administration | 1,500.00 | 1,999.98 | (499.98) | 1,500.00 | 0.00 |
| ADA Website Compliance | 1,800.00 | 1,100.00 | 700.00 | 1,800.00 | 0.00 |
| TOTAL FINANCIAL & ADMINISTRATIVE | 62,250.00 | 34,959.88 | 29,240.12 | 64,200.00 | 1,950.00 |
| LEGAL COUNSEL | | | | | |
| District Counsel | 5,000.00 | 3,634.25 | 1,365.75 | 5,000.00 | 0.00 |
| TOTAL LEGAL COUNSEL | 5,000.00 | 3,634.25 | 1,365.75 | 5,000.00 | 0.00 |
| ELECTRIC UTILITY SERVICES | | | | | |
| Electric Utility Services | 62,000.00 | 24,709.05 | 35,290.95 | 60,000.00 | (2,000.00) |
| TOTAL ELECTRIC UTILITY SERVICES | 62,000.00 | 24,709.05 | 35,290.95 | 60,000.00 | (2,000.00) |
| WATER-SEWER COMBINATION SERVICES | | | | | |
| Water Utility Services | 5,000.00 | 1,886.00 | 3,114.00 | 5,000.00 | 0.00 |
| TOTAL WATER-SEWER COMBINATION SERVICES | 5,000.00 | 1,886.00 | 3,114.00 | 5,000.00 | 0.00 |
| OTHER PHYSICAL ENVIRONMENT | | | | | |
| Waterway Management Program | 4,625.00 | 3,048.88 | 2,639.12 | 5,688.00 | 1,063.00 |
| Property & Casualty Insurance | 5,000.00 | 5,190.00 | 0.00 | 5,190.00 | 190.00 |
| Entry & Walls Maintenance | 5,000.00 | 2,002.00 | 2,998.00 | 5,000.00 | 0.00 |
| Landscape Maintenance - Contract | 55,200.00 | 23,000.00 | 32,200.00 | 55,200.00 | 0.00 |
| Landscape Maintenance - Other | 7,000.00 | 2,108.50 | 4,891.50 | 7,000.00 | 0.00 |
| Plant Replacement Program | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| Irrigation Maintenance | 5,000.00 | 3,760.00 | 1,240.00 | 5,000.00 | 0.00 |
| Holiday Lighting | 1,300.00 | 0.00 | 1,300.00 | 1,300.00 | 0.00 |
| Capital Reserve | 13,735.32 | 2,500.00 | 10,032.32 | 12,532.32 | (1,203.00) |
| TOTAL OTHER PHYSICAL ENVIRONMENT | 106,860.32 | 41,609.38 | 65,300.94 | 106,910.32 | 50.00 |
| TOTAL EXPENDITURES | \$253,110.32 | \$112,598.56 | \$140,511.76 | \$253,110.32 | \$0.00 |
| EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES | \$0.00 | \$140,213.48 | (\$140,213.48) | \$0.00 | \$0.00 |

FISCAL YEAR 2021 BUDGET ANALYSIS

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

| | Fiscal Year 2021 Final Operating Budget | Total Actuals and Projections Through 9/30/21 | Over/(Under) Budget Through 9/30/21 | Fiscal Year 2022 Proposed Operating Budget | Increase / (Decrease) from FY 2021 to FY 2022 |
|---|--|---|--|--|---|
| REVENUES | | | | | |
| SPECIAL ASSESSMENTS | | | | | |
| Operations & Maintenance Assmts-Tax Roll | 253,110.32 | 253,110.32 | 0.00 | 253,110.32 | 0.00 |
| TOTAL SPECIAL ASSESSMENTS | 253,110.32 | 253,110.32 | 0.00 | 253,110.32 | 0.00 |
| INTEREST EARNINGS | | | | | |
| Interest Earnings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTEREST EARNINGS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | \$253,110.32 | \$253,110.32 | \$0.00 | \$253,110.32 | \$0.00 |
| EXPENDITURES | | | | | |
| LEGISLATIVE | | | | | |
| Supervisor Fees | 12,000.00 | 12,000.00 | 0.00 | 12,000.00 | 0.00 |
| TOTAL LEGISLATIVE | 12,000.00 | 12,000.00 | 0.00 | 12,000.00 | 0.00 |
| FINANCIAL & ADMINISTRATIVE | | | | | |
| District Manager | 33,750.00 | 33,750.00 | 0.00 | 33,750.00 | 0.00 |
| District Engineer | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 0.00 |
| Disclosure Report | 4,200.00 | 4,200.00 | 0.00 | 4,200.00 | 0.00 |
| Trustees Fees | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| Auditing Services | 4,500.00 | 4,100.00 | (400.00) | 4,300.00 | (200.00) |
| Arbitrage Rebate Calculation | 0.00 | 3,900.00 | 3,900.00 | 700.00 | 700.00 |
| Postage, Phone, Faxes, Copies | 2,000.00 | 497.00 | (1,503.00) | 1,000.00 | (1,000.00) |
| Public Officials Insurance | 2,200.00 | 2,153.00 | (47.00) | 2,363.00 | 163.00 |
| Legal Advertising | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| Bank Fees | 250.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| Dues, Licenses & Fees | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 |
| Miscellaneous Fees | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| Office Supplies | 250.00 | 250.00 | 0.00 | 250.00 | 0.00 |
| Website Administration | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| ADA Website Compliance | 1,800.00 | 1,800.00 | 0.00 | 1,800.00 | 0.00 |
| TOTAL FINANCIAL & ADMINISTRATIVE | 62,250.00 | 64,200.00 | 1,950.00 | 61,913.00 | (337.00) |
| LEGAL COUNSEL | | | | | |
| District Counsel | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| TOTAL LEGAL COUNSEL | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| ELECTRIC UTILITY SERVICES | | | | | |
| Electric Utility Services | 62,000.00 | 60,000.00 | (2,000.00) | 60,000.00 | (2,000.00) |
| TOTAL ELECTRIC UTILITY SERVICES | 62,000.00 | 60,000.00 | (2,000.00) | 60,000.00 | (2,000.00) |
| WATER-SEWER COMBINATION SERVICES | | | | | |
| Water Utility Services | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| TOTAL WATER-SEWER COMBINATION SERVICES | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| OTHER PHYSICAL ENVIRONMENT | | | | | |
| Waterway Management Program | 4,625.00 | 5,688.00 | 1,063.00 | 5,280.00 | 655.00 |
| Property & Casualty Insurance | 5,000.00 | 5,190.00 | 190.00 | 5,709.00 | 709.00 |
| Entry & Walls Maintenance | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| Landscape Maintenance - Contract | 55,200.00 | 55,200.00 | 0.00 | 55,800.00 | 600.00 |
| Landscape Maintenance - Other | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 0.00 |
| Plant Replacement Program | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| Irrigation Maintenance | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| Holiday Lighting | 1,300.00 | 1,300.00 | 0.00 | 5,000.00 | 3,700.00 |
| Capital Reserve | 13,735.32 | 12,532.32 | (1,203.00) | 10,408.32 | (3,327.00) |
| TOTAL OTHER PHYSICAL ENVIRONMENT | 106,860.32 | 106,910.32 | 50.00 | 109,197.32 | 2,337.00 |
| TOTAL EXPENDITURES | \$253,110.32 | \$253,110.32 | \$0.00 | \$253,110.32 | \$0.00 |
| EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

FISCAL YEAR 2022 PROPOSED ANNUAL OPERATING BUDGET

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity needs.

Garbage/Solid Waste Control Services

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

Water-Sewer Combination Services

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Pool Maintenance

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

Clubhouse Maintenance

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

THE OAKS AT SHADY CREEK

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

REVENUES

| | | |
|------------------------------|-----------|----------------|
| CDD Debt Service Assessments | \$ | 419,694 |
| TOTAL REVENUES | \$ | 419,694 |

EXPENDITURES

| | | |
|---|-----------|----------------|
| Series 2015 May Bond Interest Payment | \$ | 139,847 |
| Series 2015 November Bond Principal Payment | \$ | 140,000 |
| Series 2015 November Bond Interest Payment | \$ | 139,847 |
| TOTAL EXPENDITURES | \$ | 419,694 |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ | - |

ANALYSIS OF BONDS OUTSTANDING

| | | |
|--|-----------|------------------|
| Bonds Outstanding - Period Ending 11/1/2021 | \$ | 5,865,000 |
| Principal Payment Applied Toward Series 2015 Bonds | \$ | 140,000 |
| Bonds Outstanding - Period Ending 11/1/2022 | \$ | 5,725,000 |

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS⁽¹⁾

| | | | Fiscal Year 2021 | | | Fiscal Year 2022 | | | |
|--------------------------|-----------|------------|-----------------------|--------------|--------------------------|-----------------------|--------------|--------------------------|---|
| Lot Size | EBU Value | Unit Count | Debt Service Per Unit | O&M Per Unit | FY 2020 Total Assessment | Debt Service Per Unit | O&M Per Unit | FY 2021 Total Assessment | Total Increase / (Decrease) in Annual Assmt |
| SERIES 2015 BONDS | | | | | | | | | |
| Single Family 50' | 1.00 | 365 | \$1,250.00 | \$737.72 | \$1,987.72 | \$1,250.00 | \$737.72 | \$1,987.72 | \$0.00 |

Notations:

⁽¹⁾ Annual assessments are adjusted for discounts associated with early payment and County collection costs.

FISCAL YEAR 2022 PROPOSED ANNUAL OPERATING BUDGET

CARSON'S LAWN & LANDSCAPING SERVICES LLC

Mailing Address
 PO Box 3203
 Riverview, FL 33568
 813-526-3739
 F-813-280-2476
carsonwd@yahoo.com

| | |
|--------------|--------------------------|
| Page one of | <input type="checkbox"/> |
| Tree Service | <input type="checkbox"/> |
| Landscaping | <input type="checkbox"/> |
| Extra Work | <input type="checkbox"/> |
| Irrigation | <input type="checkbox"/> |

Property The Oaks at Shady Creek
 Attention Gene Roberts
 Customer C/O Meritus
 Address 2005 Pan Am Circle Suite 300
 Tampa, FL 33607
 Phone
 E-Mail

| | |
|--------------|-------------------------------------|
| Proposal | <input checked="" type="checkbox"/> |
| Bill | <input type="checkbox"/> |
| See Attached | <input type="checkbox"/> |

| LOCATION | DESCRIPTION | LINE TOTAL |
|--|---|--------------------|
| Purple Martin from Great Comorant to Vinyl Fence | Remove 1,080 sq ft of old turf. Deliver and Install 1,080 sq ft of Bahia turf at \$1.20 per sq ft | \$ 1,296.00 |
| Purple Martin from Vinyl fence to Sage Thrasher | Remove 800 sq ft of old turf. Deliver and Install 800 sq ft of Bahia turf at \$1.20 per sq ft | \$ 960.00 |
| Purple Martin Along Sage Thrasher Ln to first home | Remove 400 sq ft of old turf. Deliver and Install 400 sq ft of Bahia turf at \$1.20 per sq ft | \$ 480.00 |
| Purple Martin From Sage Thrasher Ln to Roseat Tern | Remove 1,600 sq ft of old turf. Deliver and Install 1,600 sq ft of Bahia turf at \$1.20 per sq ft | \$ 1,920.00 |
| Purple Martin from Roseat Tern Ln to First Home | Remove 800 sq ft of old turf. Deliver and Install 800 sq ft of Bahia turf at \$1.20 per sq ft | \$ 960.00 |
| Purple Martin from Roseat Tern Ln to Snowy Plover Ln | Remove 2,400 sq ft of old turf. Deliver and Install 2,400 sq ft of Bahia turf at \$1.20 per sq ft | \$ 2,880.00 |
| Purple Martin from Snowy Plover Ln to first home | Remove 900 sq ft of old turf. Deliver and Install 900 sq ft of Bahia turf at \$1.20 per sq ft | \$ 1,080.00 |
| | Includes removal of old turf | |
| | Haul all debris away to dump | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | \$ 9,576.00 |

Authorized By _____ Date _____



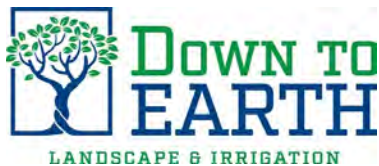
DOWN TO EARTH

LANDSCAPE & IRRIGATION

The Oaks at Shady Creek Community Development District



INSTALL | IMPROVE | IMPRESS



May 13th, 2021

**The Oaks at Shady Creek
Community Development District**

c/o Meritus Corp
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607
Attn: Gene Roberts

RE: The Oaks at Shady Creek Community Development District - 2021 Landscape Maintenance Proposal

Dear Gene Roberts,

Thank you for the opportunity to bid on landscape services for The Oaks at Shady Creek Community Development District. Down To Earth Landscape & Irrigation has been in business for more than 30 years and we pride ourselves on providing our clients superior service that enhances the beauty of their landscape. We understand the standards required for a property of this magnitude and will deliver uncompromising quality that will exceed your expectations.

There are many reasons Down To Earth should be your first choice for landscape management services. Our high standard and attention to detail will ensure you are receiving the best service available. Our communication process is truly second to none and will provide you with a soundly recorded report of all services rendered in your community. Our proactive/preventative approach and warranty after inception of the property will provide peace of mind that your needs are being managed properly. Our expansive experience and resources ensure smooth and efficient property turnover – without compromise. We will worry about your landscaping, so you don't have to!

In taking great care to ensure that your property will be maintained at the highest possible level, we have proposed a plan specifically tailored to your current needs. Please see below for a few innovative processes that we feel will help make the transition and quality control at your organization seamless.

1. **DTE Service** - Dedicated onsite crew(s) for 51 weeks a year, including the following scheduled services: mowing, shrub maintenance, fertilization/pest control, mulch, and tree trimming.
2. **Reports** - Customized schedule of services for all 51 weeks of the year (sample attached) as well as detailed reports included in each month's bill. Please call any of our references to discuss our "take the initiative" attitude.
3. **Communication** – One-day turn-around time for all correspondence. Should an issue arise on your property, you can call or email any of our key personnel and we will respond before the end of the day. All our managers and technicians have email access via phone or vehicle laptop.
4. **MaxPanda Customer Service System** - Homeowners will have the ability to communicate directly with DTE staff via our *Customer Care* tab on our website and our work order system called MaxPanda. Homeowners can report issues, ask questions, and provide direct service feedback. Responses on all inquiries will be made within two business days (48 hours) or less (see submitted example).
5. **Work Orders** - Any work orders that are issued to us will be addressed within one (1) business day (24 hours) or less.

Down To Earth's proven reputation for success and client commitment makes us your premier landscaping choice. We invite you to contact any references listed in the proceeding descriptions so that they can explain the type of positive impact we will have for your organization. Thank you for your consideration and we look forward to working with you!

Respectfully,

Tom Lazzaro
Chief Executive Officer
(321) 263.2700
tom.lazzaro@down2earthinc.com
www.dtelandscape.com



Proposal Overview



- Company Credentials
- Equipment List



- Leading Full-Service Landscape Partner
- Maintenance Service Outline



- Customer Service & Communication
- Service Technology



- Safety Plan
- Licenses & Certifications



- Maintenance Projects & References
- Custom Maintenance Proposal

Experience the Down To Earth Difference

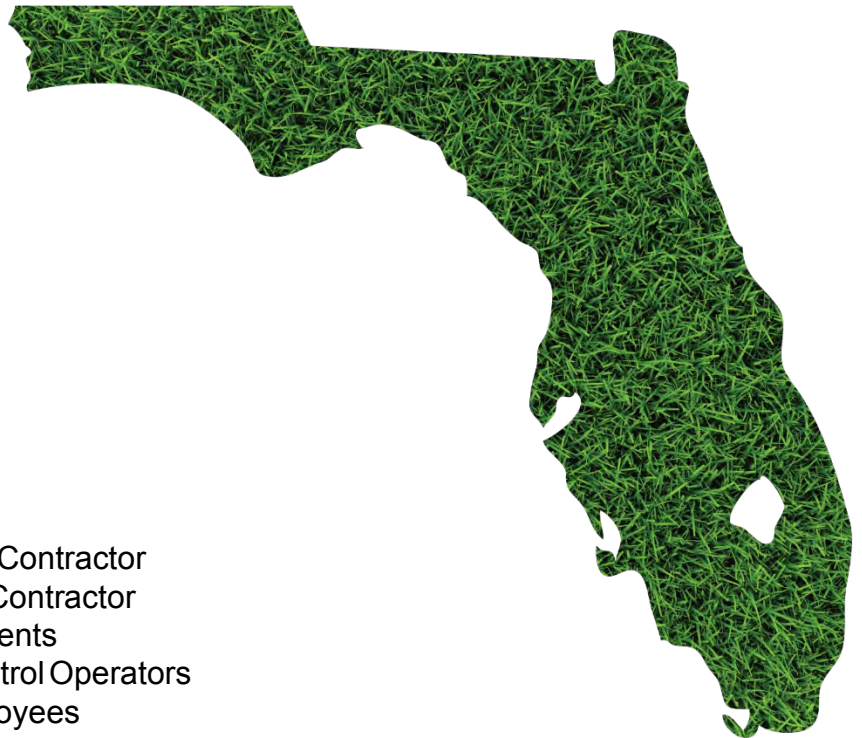


Proven Success/Continued Growth

Company Credentials

- **12 Branches Throughout Florida**

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



- **1400+ Employees**

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

- **450+ Employee Vehicles**

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

Company Equipment List

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



From Seed to Scenic

Your Full-Service Landscape Partner

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

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

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

Design/Development



Custom design/development plans including:

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

Maintenance



Professional recurring service regimens tailored to your needs:

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

Enhancements



Choose from a variety of features that will fit your vision/budget:

- Hardscapes & Pavers
- Outdoor Lighting
- Water Feature

Healthy Landscapes By Hand

Maintenance Service Outline



Mowing

Down To Earth uses size specific mowers for each turf variety and area based on site conditions. For small residential areas, we will use commercial 21" – 36" mowers to eliminate ruts and improve aesthetics. For larger, more open areas, we will use 48" – 72" mowers. We also utilize alternating mow patterns to ensure the finest quality of turf with minimal wear from the mowers.

NOTE: We train personnel to take special care not to damage plant material or property while mowing and prevent clippings from discharging into bodies of water or landscaping mulch beds and tree rings.

- **Frequency:** Approximately 42 cuts annually
- St. Augustine and Bahia turf to be maintained at 3 ½" to 4 ½" height, with no more than ½ of a leaf blade removed
- Zoysia turf to be maintained at 1" to 2" in height, with no more than 1/2 of leaf blade removed. The initial cut in the beginning of the season can be shorter to remove dead leaf tissue and increase the rate of green up.
- Bermuda Sod to be maintained at height of 1"



Trimming/Edging

Trimming

Mechanical string trimmers will be used during all mow cycles around all obstacles the mowers cannot service. We also string trim around the edge of all waterways during each mow cycle if weather and site conditions allow for safe completion.

- **Frequency:** Trimming to correspond with turf maintenance, with exception of lake banks, roadside drainage ditches and Bahia turf areas

Edging

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

In addition, all walks will be blown or vacuumed after edging to maintain a clean, well-groomed appearance. Also, all grass runners will be removed after edging to maintain mulch areas free of weeds or encroaching grass.

- **Frequency:** Edging to correspond with turf mowing

Debris Blowing

Mechanical blowers will be used after each mow/detail cycle to clean serviced areas. All personnel have been trained to carefully blow clippings away from residential lanais and garage door openings to avoid debris. We also take special care not to blow debris into parked vehicles, moving traffic, personal property, landscape beds or other hardscape surfaces.



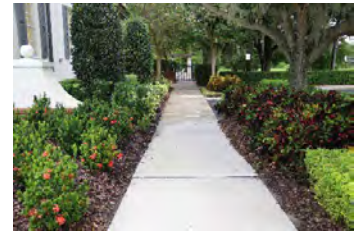


Fertilization

Down To Earth mandates the use of proper fertilization techniques by state-licensed expert professionals in every community that we service. All fertilizers applied will be based on the contract specifications for each turf, shrub, or palm variety after confirming soil conditions and associated test results. We also will confirm irrigation systems are functioning properly before any applications are made.

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

- **Rate:** Turf fertilized four times per year using premium materials with minor elements
- Each application to consist of 1.0 lb. nitrogen per 1,000 sq. ft. of turf
- Weed and feed applied in spring/fall



Mulching

When installed properly, mulch can enhance the beauty of a landscape quickly and efficiently. Down To Earth will employ proper mulching techniques to provide a thick and consistent 2" layer of mulch throughout your property. We also will make sure that the grade of all landscape beds remain smooth and does not contain areas with visible bare ground. To ensure this, installation areas will be prepared by removing all foreign debris and excess mulch material. Additionally, a defined uniform edge running to all bed lines and tree rings will be established.

- Plants, hedges, shrubbery, and trees obstructing pedestrian or automobile traffic (as well as damaged plants) pruned as needed
- All areas will be free of clippings following service



Pest/Weed Control

Insects and pests can play a detrimental role in ruining a community's landscape. Down To Earth takes pride in performing proactive measures to make sure that trees, plants, and turf are not compromised by a preventable disease or infestation. Our team will conduct inspections of the entire landscape and search for any presence of insect and disease activity. If related activity is found, we then will perform all associated treatments, report issues and conduct follow up treatments, as necessary.

- **Protocol:** Pest Management Program implemented to minimize excessive use of pesticide/continually monitor insect levels
- All products applied as directed by manufacturer
- Strict compliance with state/federal regulations
- Down To Earth maintains active certified pest control license through Florida Department of Agriculture and Consumer Services

Weed Control

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





Annual Flowers

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

In addition, 8-10" triangular spacing is utilized between annuals (pending the variety selected) to ensure proper growth while creating a full, continuous bed. It is our policy to annually excavate and replace all existing bed soil before spring installation. This is vital as it provides a nutrient-rich environment for flowers to thrive. As soil begins to settle over time, it can become difficult for the flower root system to penetrate and find nutrients. To solve this issue, we will till the entire bed during every annual rotation and install granular slow-release fertilizer as well as granular systemic fungicide. Once installed, additional fertilizer, fungicide, and insecticide is applied as needed.

Program Overview

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

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

Proper Annual Spacing:

- Annual Bedding Plants 8-10"
- Perennial Color 12-14"



Constant Color Maintenance

- Down To Earth is responsible for complete care of all Seasonal Color plantings (watering, mulching, spraying, fertilization, pruning, etc.)



Irrigation

Irrigation is the most vital procedure to ensure a healthy-looking landscape year-round. This is precisely why Down To Earth takes meticulous measures to employ the most knowledgeable and experienced managers and technicians possible. Our certified personnel will manage watering schedules by utilizing local weather stations that report evapotranspiration.

All findings are then included in detailed system reports for each POC, controller and property zones. Our team also is trained and certified to repair any irrigation system, from mainline to controller repairs. In addition, our technicians will conduct monthly inspections and repairs to ensure proper operation. All reports will be submitted monthly to our management staff.

- Down To Earth responsible for designated area irrigation system operation
- Operated to provide watering frequencies sufficient for soil moisture replacement below root zone of planted areas (including lawns)
- Rainfall amounts factored



Communication is Key

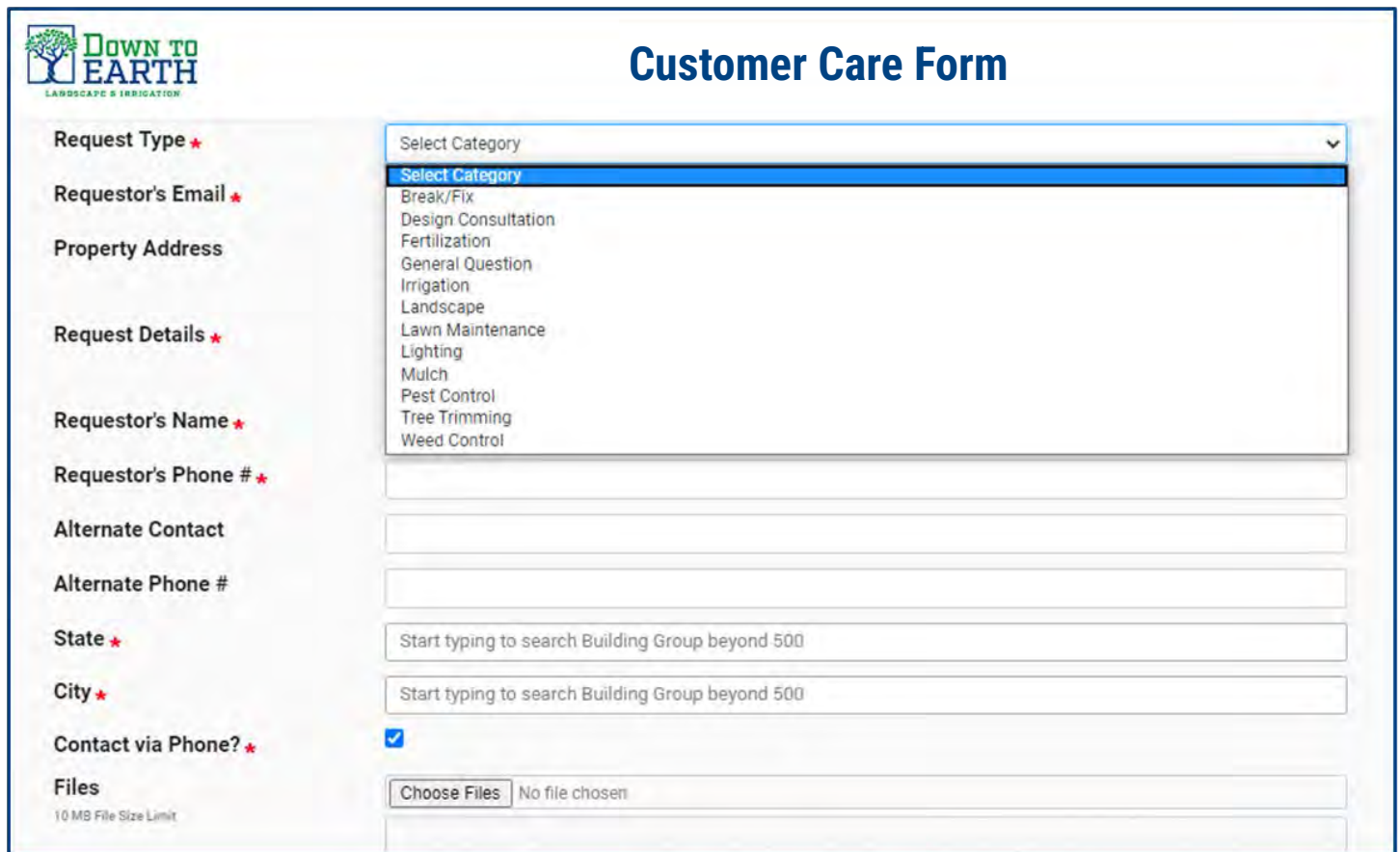
Customer Service & Communication

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

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

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

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



Customer Care Form

Request Type *

Requestor's Email *

Property Address

Request Details *

- Break/Fix
- Design Consultation
- Fertilization
- General Question
- Irrigation
- Landscape
- Lawn Maintenance
- Lighting
- Mulch
- Pest Control
- Tree Trimming
- Weed Control

Requestor's Name *

Requestor's Phone # *

Alternate Contact

Alternate Phone #

State *

City *

Contact via Phone? *

Files No file chosen

10 MB File Size Limit

Customer Service: MaxPanda Interface



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



The screenshot displays the MaxPanda interface for managing work orders. The top navigation bar includes a search bar and filters for 'Pending', 'Approved: 5', 'On Hold', 'In Progress', 'Completed: 75', 'Overdue: 2', and 'Closed: 95'. The main table lists work orders with the following columns: ID, WO Title, Type, Priority, Category Group, Category, Status, Due Date/Range, Staff/Vendor, Building Group, Building, Asset/Location, and Task Management. The table contains three rows of work orders, all with a status of 'Approved'.

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

Service Reports

Monthly Lawn & Ornamental

| Contractor: _____ | | Property: _____ | | Date: ____/____/____ | |
|--|---|---|--|---|--|
| Applicator Information: Turf Application <input type="checkbox"/> Scheduled Application <input type="checkbox"/> | | | | | |
| Name - _____ | | | | | |
| I.D. Card # - _____ Ornamental Application <input type="checkbox"/> Service Call <input type="checkbox"/> | | | | | |
| Turf Application Information | | | Ornamental Application Information | | |
| Fertilization | Weed Control | Disease & Insect | Fertilization | Disease & Insect | |
| Liquid: <input type="checkbox"/> Granular: <input type="checkbox"/> 1) Analysis: _____ Application Rate: _____ <i>(lbs. N / 1000 Sq. Ft.)</i> Area(s) Treated: _____ 2) Analysis: _____ Application Rate: _____ <i>(lbs. N / 1000 Sq. Ft.)</i> Area(s) Treated: _____ Report Item #(s) : _____ | Liquid: <input type="checkbox"/> Herbicide(s) Used: _____ 1) _____ Area(s) Treated: _____ 2) _____ Granular: <input type="checkbox"/> Herbicide Used: _____ 1) _____ Area(s) Treated: _____ Report Item #(s) : _____ | Fungicide / Insecticide Used: _____ 1) _____ Target Pest: _____ Area(s) Treated: _____ 2) _____ Target Pest: _____ Area(s) Treated: _____ Report Item #(s) : _____ | Liquid: <input type="checkbox"/> Granular: <input type="checkbox"/> 1) Analysis: _____ Palms: <input type="checkbox"/> Annuals: <input type="checkbox"/> Plants: All <input type="checkbox"/> Selected <input type="checkbox"/> 2) Analysis: _____ Palms: <input type="checkbox"/> Annuals: <input type="checkbox"/> Plants: All <input type="checkbox"/> Selected <input type="checkbox"/> Report Item #(s) : _____ | Fungicide / Insecticide Used: _____ 1) _____ Target Pest: _____ Plants(s) Treated: _____ 2) _____ Target Pest: _____ Plants(s) Treated: _____ 3) _____ Target Pest: _____ Plants(s) Treated: _____ Report Item #(s) : _____ | |
| Comments & Observations: _____ | | | | | |
| Technician's Signature: _____ | | | Manager's Signature: _____ | | |

Monthly Irrigation

Date: _____ Start Times: Program "A" _____ Program "B" _____
 Inspected By: _____ Program "A" Run Days (Circle): M T W T F S S
 Clock: _____ Program "B" Run Days (Circle): M T W T F S S

| Zone | Spray or Rotor | Run Time | Program | Straightened | Cleared | Adjusted | Comments |
|------|----------------|----------|---------|--------------|---------|----------|----------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
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| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |

Additional Comments or Problems Noted: _____

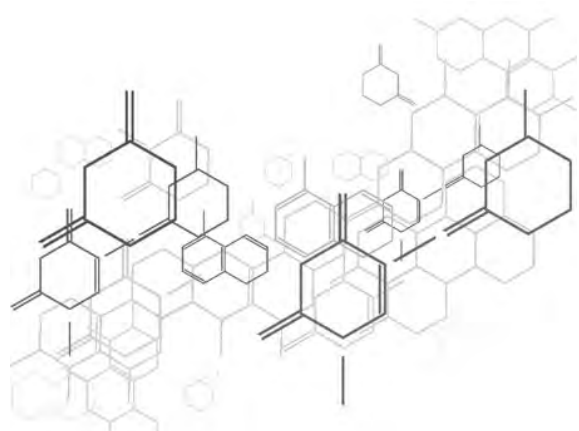
| | |
|-----------------------|------------------|
| Repairs Needed: _____ | Labor: _____ |
| _____ | Materials: _____ |
| _____ | Total: _____ |

Manager's Signature: _____ Repairs Approved (Initial): _____

Yearly Services Schedule Guideline

| DOWN TO EARTH LANDSCAPE & IRRIGATION | Property Specific Example | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|---|---|---|---|----------|---|---|---|----|-------|----|----|----|----|-------|----|----|----|----|-----|----|----|----|----|------|----|----|----|----|------|----|----|----|----|--------|----|----|----|----|-----------|----|----|----|----|---------|----|----|----|----|----------|----|--|--|--|----------|--|--|--|
| | JANUARY | | | | | FEBRUARY | | | | | MARCH | | | | | APRIL | | | | | MAY | | | | | JUNE | | | | | JULY | | | | | AUGUST | | | | | SEPTEMBER | | | | | OCTOBER | | | | | NOVEMBER | | | | | DECEMBER | | | |
| ACTION/TASK | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | | | | | | | |
| TURF MOW SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TURF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STRING TRIM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SHRUB MAINTENANCE SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HEDGE TRIM MONTHLY WITHIN SECTIONAL ROTATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DETAIL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FERT AND PEST SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FERTILIZE TURF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FERTILIZE SHRUBS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSECT CONTROL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WEED CONTROL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INTEGRATED PEST MANAGEMENT WEEDS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INTEGRATED PEST MANAGEMENT INSECTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSECT AND DISEASE CONTROL PLANT MATERIAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INTEGRATED PEST MGMT. PLANT MATERIAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRE EMERGENT/LARGE BEDS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IRRIGATION INSPECTION MONTHLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIALTY PALM/ FERT. & INSECT CONTROL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MISCELLANEOUS ITEMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRIM ORNAMENTAL GRASSES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RAISE OAKS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRIM CHAPE MYRTLES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MULCH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SELECTIVE POSE PRUNING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |





Merging Tradition and Technology

State-Of-The-Art Service

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

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

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

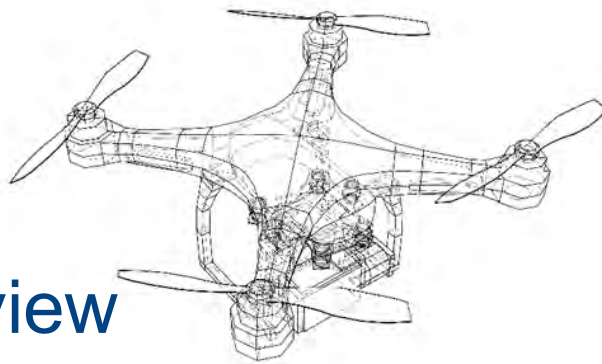
Our approach to pest control goes far beyond just spraying bug killer all over your community as we actively practice world-class [Integrated Pest Management \(IPM\)](#). IPM is a sustainable, science-based process that combines biological, physical, and chemical tools to identify, manage and reduce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

IPM Benefits

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



Crop Scouting



Unmanned Aerial Vehicles (UAV) Service Technology Overview

Over the last several years, Down To Earth has adopted the use of **Unmanned Aerial Vehicles (UAV)** for a variety of business practices while adhering to established federal and local regulations. Although occasionally utilized for promotional purposes, we primarily employ vehicles to document irrigation systems as well as to monitor turf and plant conditions.

Often, the view provided from a UAV will alert us to issues before they are noticeable on the ground. Our professionals apply data layers over aerial images to visualize *otherwise invisible threats* such as **dehydrated or overwatered turf, invasive pests (such as chinch bugs or water larvae) and fungus, disease, and stress**. Early detection dramatically reduces the long-term negative impact on turf and allows for lower application rates of fertilizers or pesticides.



[CLICK FOR VIDEO 1](#)



[CLICK FOR VIDEO 2](#)

Company Safety Plan

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

- Reflective, high visibility safety vests
- Protective eye wear or face shields
- Respiratory protection (as necessary)
- Gloves
- Protective clothing

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

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

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

Furthermore, Down To Earth will include basic and intermediate level FDOT/MOT certified staff on each maintenance crew. All landscaping will be maintained in a manner that allows clear passage of vehicles and pedestrians, which will in turn provide open visibility where necessary for safety and not obstruct lighting.



**Long-sleeve Enhanced
Visibility Shirt**



**Class 2
High-Visibility Vest**



**Flat-Front Industrial
Work Pant**

Safety Training Program & Traffic Control

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

Furthermore, we realize that the safety of our employees and our clients are of the utmost importance. As a safeguard, we administer a thorough training program and strictly enforce proper traffic control items to ensure that our employees are working in a safe environment.

- **Hiring Program**

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

- **Safety Training Program**

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

- **Preventative Maintenance Program**

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

- **Traffic Control Program**

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

- **Required Safety Items List for Each Crew**

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



Employee General Safety Rules

- Report an injury to your employer/supervisor immediately.
- Report any observed unsafe condition to your employer/supervisor.
- Horseplay is prohibited at all times.
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
- If you do not have current first aid training, do not move, or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- Appropriate Down To Earth uniforms must be worn on the job at all times.
- Where there exists the hazard of falling objects, an approved hard hat must be worn.
- You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
- You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition and worn when required.
- Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- The riding of a hoist hook, or on other equipment not designed for such purposes, is prohibited at all times.
- Never remove or by-pass safety devices.
- Do not approach operating machinery from the blind side; let the operator see you.
- Learn where fire extinguishers and first aid kits are located.
- Maintain a general condition of good housekeeping in all work areas at all times.
- Obey all traffic regulations when operating vehicles on public highways.
- Seatbelts shall be worn when operating or riding in company vehicles or using your personal vehicle for business purposes.
- Be alert to hazards that could affect you and your co-employees.
- Obey safety signs and tags.
- Always perform your assigned task in a safe and proper manner and do not take shortcuts. Taking shortcuts and ignoring established safety rules are leading causes of employee injury.



Licenses & Certifications

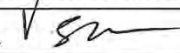
| | | | | | | | | | | | | | |
|--|--|--------------------------|--------------|---------------------------|---------------------|---------------------|---|------|----------|---------|---------------------|-----------------|---------------------|
| <p style="text-align: center;">STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION</p> <p style="text-align: center;"><u>CERTIFIED GENERAL CONTRACTOR</u></p> <p style="text-align: center;">CGC1523147 ISSUED: 04/14/2015</p> <p style="text-align: center;">NOWOTNY, JOHN CHARLES DOWN TO EARTH LANDSCAPE, LLC</p> <p style="text-align: center;">IS CERTIFIED under the provisions of Ch.489 FS. <small>L1504140000467</small></p> | <p style="text-align: center;">STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION</p> <p style="text-align: center;"><u>CERTIFIED IRRIGATION CONTRACTOR</u></p> <p style="text-align: center;">SCC131151493 ISSUED: 06/18/2014</p> <p style="text-align: center;">NOWOTNY, JOHN CHARLES DOWN TO EARTH LANDSCAPE, LLC</p> <p style="text-align: center;">IS CERTIFIED under the provisions of Ch.489 FS. <small>L1405180001551</small></p> | | | | | | | | | | | | |
| <p style="text-align: center;">STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES BUREAU OF LICENSING AND ENFORCEMENT</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Date</td> <td style="width: 33%;">File No.</td> <td style="width: 33%;">Expires</td> </tr> <tr> <td>September 12, 1998</td> <td>JF9270</td> <td>June 1, 2021</td> </tr> </table> <p>THE CERTIFIED PEST CONTROL OPERATOR NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: June 1, 2021</p> <p>Lawn and Ornamental BRUCE WARSAW</p> | Date | File No. | Expires | September 12, 1998 | JF9270 | June 1, 2021 | <p style="text-align: center;">STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES BUREAU OF LICENSING AND ENFORCEMENT</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Date</td> <td style="width: 33%;">File No.</td> <td style="width: 33%;">Expires</td> </tr> <tr> <td>MAY 11, 2012</td> <td>LF194454</td> <td>MAY 11, 2021</td> </tr> </table> <p>THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: May 11, 2021</p> <p style="text-align: right;">MARK TRAVIS SINGLETON</p> | Date | File No. | Expires | MAY 11, 2012 | LF194454 | MAY 11, 2021 |
| Date | File No. | Expires | | | | | | | | | | | |
| September 12, 1998 | JF9270 | June 1, 2021 | | | | | | | | | | | |
| Date | File No. | Expires | | | | | | | | | | | |
| MAY 11, 2012 | LF194454 | MAY 11, 2021 | | | | | | | | | | | |
| <p style="text-align: center;">STATE OF GEORGIA ABRAHAM BALDWIN AGRICULTURAL COLLEGE ASSOCIATE OF APPLIED SCIENCE IN ENVIRONMENTAL HORTICULTURE TECHNOLOGY</p> <p style="text-align: center;">TRAVIS CHRISTOPHER ANDERSON DOWN TO EARTH LAWN CARE II, INC.</p> <p style="text-align: center;">Completion Date July 28, 2005</p> | <p style="text-align: center;">INTERNATIONAL SOCIETY OF ARBORCULTURE CERTIFIED ARBORIST</p> <p style="text-align: center;">RONALD H. HUGHES DOWN TO EARTH LAWN CARE II, INC.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Date</td> <td style="width: 33%;">Cert. Number</td> <td style="width: 33%;">Expires</td> </tr> <tr> <td>Aug 18, 2015</td> <td>FL-6761A</td> <td>December 31, 2021</td> </tr> </table> <p>HAVING SUCCESSFULLY COMPLETED THE REQUIREMENTS SET BY THE ARBORIST CERTIFICATION BOARD OF THE INTERNATIONAL SOCIETY OF ARBORCULTURE, THE ABOVE NAME IS HEREBY RECOGNIZED AS AN ISA CERTIFIED ARBORIST</p> | Date | Cert. Number | Expires | Aug 18, 2015 | FL-6761A | December 31, 2021 | | | | | | |
| Date | Cert. Number | Expires | | | | | | | | | | | |
| Aug 18, 2015 | FL-6761A | December 31, 2021 | | | | | | | | | | | |

W-9 Certificate

| | | |
|---|---|---|
| Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service | Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information. | Give Form to the requester. Do not send to the IRS. |
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. SSS Down to Earth OPCO II LLC | | |
| 2 Business name/disregarded entity name, if different from above Down to Earth II | | |
| Print or type. See Specific Instructions on page 3. | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | |
| | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| 5 Address (number, street, and apt. or suite no.) See instructions. 2701 Maitland Center Parkway Ste 200 | | Requester's name and address (optional) |
| 6 City, state, and ZIP code Maitland, FL 32751 | | |
| 7 List account number(s) here (optional) | | |

| Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------------------|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--------------------------------|--|--|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|---|
| | <table border="1" style="width: 100%;"> <tr> <th colspan="10">Social security number</th> </tr> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> <p>or</p> <table border="1" style="width: 100%;"> <tr> <th colspan="10">Employer identification number</th> </tr> <tr> <td style="width: 20px;">3</td><td style="width: 20px;">7</td><td style="width: 20px;">-</td><td style="width: 20px;">1</td><td style="width: 20px;">8</td><td style="width: 20px;">3</td><td style="width: 20px;">4</td><td style="width: 20px;">6</td><td style="width: 20px;">0</td><td style="width: 20px;">7</td> </tr> </table> | Social security number | | | | | | | | | | | | | | | | | | | | Employer identification number | | | | | | | | | | 3 | 7 | - | 1 | 8 | 3 | 4 | 6 | 0 | 7 |
| Social security number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 7 | - | 1 | 8 | 3 | 4 | 6 | 0 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|
| Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later. |
|---|

| | | |
|------------------|--|----------------|
| Sign Here | Signature of U.S. person ▶  | Date ▶ 8/20/19 |
|------------------|--|----------------|

General Instructions

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

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

Purpose of Form

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

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

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

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



COI Certificate

Client#: 75192 SCGPA

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

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

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

| | |
|---|--|
| PRODUCER Acisure dba Gulfshore Ins SWF 4100 Goodlette Road N Naples, FL 34103 239 261-3646 | CONTACT NAME: Michelle Kalicharan PHONE (A/C No. Ext): 239 435-7143 FAX (A/C No.): 239 213-2803 E-MAIL ADDRESS: mkalicharan@gulfshoreinsurance.com |
| INSURER(S) AFFORDING COVERAGE | |
| INSURER A: Pennsylvania Manufacturers Assn Ins Com | NAIC # 12262 |
| INSURER B: Evanston Insurance Company | NAIC # S1123 |
| INSURER C: | |
| INSURER D: | |
| INSURER E: | |
| INSURER F: | |

INSURED
 SSS Down to Earth Opco II, LLC
 dba Down to Earth II
 P.O. Box 738
 Tangerine, FL 32777

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

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

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

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

| | |
|---------------------------|---|
| 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 <i>Kim L. Ovaite</i> |

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Workers' Compensation Certificate

|  | | CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) 12/15/2020 | | |
|---|---|---|--|---------------------------------|-------------------------|--|
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. | | | | | | |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). | | | | | | |
| PRODUCER Bouchard Insurance for WBS - TG PO Box 6090 Clearwater, FL 33758-6090 | | CONTACT NAME: Todd George PHONE (A/C No, Ext): (866) 293-9600 ext. 623 E-MAIL: ADDRESS: | | FAX (A/C No): | | |
| INSURED Workforce Business Services, Inc. All Emp. SSS Down to Earth OPCO III LLC dba: Down to Earth II 1401 Manatee Ave. West Ste 600 Bradenton, FL 34205-6708 | | INSURER(S) AFFORDING COVERAGE INSURER A : Zurich-American Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : | | NAIC # 16535 | | |
| COVERAGES | | CERTIFICATE NUMBER: 20FL079994500 | | REVISION NUMBER: | | |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADOL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> JOC <input type="checkbox"/> OTHER: | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ex. occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOD A&G \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY | | | | | COMBINED SINGLE LIMIT (Auto/Other) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEC <input type="checkbox"/> RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below SCG Partners- inactive | Y/N Y N/A X | WC 60-00-818-10 | 12/31/2020 | 12/31/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| | | | Location Coverage Period: | 12/31/2020 | 12/31/2021 | Client# 054897 |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Coverage is provided for only those co-employees of, but not subcontractors to: SSS Down to Earth OPCO II LLC dba: Down to Earth II 2701 Maitland Center Parkway #200 Maitland, FL 32751 Endorsements: Waiver of Subrogation | | | | | | |
| CERTIFICATE HOLDER | | | CANCELLATION | | | |
| For Information Purposes Only | | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. | | | |
| | | | AUTHORIZED REPRESENTATIVE  | | | |

Maintenance Projects & References

Estancia at Wiregrass CDD

29242 Picana Lane, Wesley Chapel, FL 33543
C/O Inframark, Inc.

David Wenck: (813) 991-1116

David.Wenck@inframark.com

Time: 2016 - Present

Value: \$466,849

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the common area throughout the community.

Cordoba Ranch CDD

2516 Cordoba Ranch Blvd., Lutz, FL 33559
C/O Inframark, Inc.

Andy Mendenhall: (813) 991-4014

Andy.Mendenhall@inframark.com

Time: 2016 - Present

Value: \$114,994

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

Heritage Lake Park CDD

25635 Heritage Lake Blvd., Punta Gorda, FL 33983
C/O Inframark, Inc.

Justin Faircloth: (941) 624-4319

Justin.Faircloth@inframark.com

Time: 2020 - Present

Value: \$69,912

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the common area throughout the community.

Pine Ridge CDD

4200 Pine Ridge Parkway, Middleburg, FL 32068
C/O Governmental Management Services LLC

Pat Szozda: (904) 288-7667

PSzozda@rmsnf.com

Time: 2014 - Present

Value: \$89,875

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the common area throughout the community.

Lakewood Ranch Community Development Districts 1, 2, 4, 5, 6

8175 Lakewood Ranch Blvd., Lakewood Ranch, FL 34202

Steve Lakey: (941) 907-4106

Steve.Lakey@lwrtownhall.com

Time: 2012 - Present

Value: \$2,300,000

We offer full-service landscape maintenance, irrigation, fertilization and pest control services for districts 1,2,4,5,6. We highly recommend you call to hear about the instant impact we can have on your community as well as our smooth transition process.

Seven Oaks CDD

2910 Sports Core Circle, Wesley Chapel, Florida 33544
C/O Rizzetta & Company

Taylor Nielsen: (813) 533-2950

TNielsen@rizzetta.com

Time: 2015 - Present

Value: \$693,710

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the common area throughout the community.

TSR CDD - Starkey Ranch

2500 Heart Pine Ave, Odessa, FL 33556
C/O Governmental Management Services LLC
– Central Florida

Matt Call: (813) 785-7959

matt.call@mylandteam.com

Time: 2019 - Present

Value: \$1,000,000.00+

We offer full-service landscape maintenance, irrigation, fertilization & pest control for all common areas Village parks, roadways, ponds, and athletic fields.

Osceola Chain of Lakes CDD

3325 Hickory Tree Road, St. Cloud, FL 34772
C/O Osceola Chain of Lakes CDD

Brenda Burges: (407) 566-1935

Brenda@moyer-group.com

Time: 2019 - Present

Value: \$38,361

We offer full-service landscape maintenance, irrigation, fertilization & pest control of the common area throughout the community.





Landscape Maintenance Proposal

Attn: **The Oaks at Shady Creek
Community Development District**
c/o Meritus Corp
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607
Attn: Gene Roberts

Submitted By: **Down To Earth**

The Oaks at Shady Creek Community Development District

Landscape Maintenance Summary

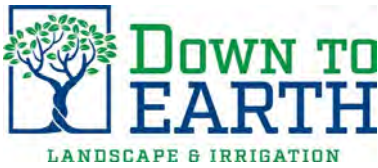
| | | |
|--------------------------------|--------------|----------|
| Basic Maintenance | \$ 63,611.00 | Annually |
| Irrigation Inspection | Included | Annually |
| Fertilization/Pest Control | Included | Annually |
| Annuals (300ea - 4 x per year) | \$ 2,400.00 | Annually |
| Mulch (250cy – 1 x per year) | \$ 11,250.00 | Annually |

| | |
|-----------------------------|---------------------|
| Grand Total Annually | \$ 77,261.00 |
| Grand Total Monthly | \$ 6,438.42 |

Additional Items
Mulch
Palm Trimming

Priced Upon Request
Up to 12' Included
Over 12' Priced Upon Request





Landscape Maintenance Agreement

THIS LANDSCAPE MAINTENANCE AGREEMENT ("Agreement") dated this _____ day of _____ 2021, and between, **The Oaks at Shady Creek Community Development District** hereinafter referred to as, "Customer"), and **Down To Earth** (hereinafter referred to as "Contractor").

Property address: Purple Martin Boulevard, Riverview, Florida 33579

- 1. Scope of Work:** Contractor shall furnish all labor, materials, and necessary equipment to maintain the grounds at **The Oaks at Shady Creek Community Development District** for a three (3) year period commencing, _____ and ending _____. The contract shall automatically renew for two (2) additional one (1) year periods. At the end of the five (5) year period, the contract should then continue to renew annually until either party terminates the contract. The contract amount shall increase by 3% for each year of the contract. In fulfillment of its obligation, Contractor shall use its best efforts to perform the Grounds Maintenance specifications attached as Exhibit "A" and specifically incorporated herein. In the event that the performance by Contractor shall be interrupted or delayed by any occurrences not occasioned by Contractor, such as acts of God, the Contractor shall be excused from such performance for such a period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
- 2. Indemnification:** Contractor shall indemnify and hold harmless Customer from any and all injuries, damages, causes of action or claims to the extent they are caused by acts, omissions, or negligence on the part of Contractor, its agents, subcontractor, employees, or others acting on behalf of Contractor, in the performance of its obligations under this Agreement.
- 3. Liability Insurance:** Contractor, for itself, its subcontractors, agents, and employees, shall carry liability and personal insurance with a responsible insurance company qualified to do business in the state of Florida. The limits of such insurance coverage shall be at least two million dollars (\$2,000,000) per occurrence for liability due to injury to or death of a person or persons and at least five million dollars (\$5,000,000) for public liability due to property damage and at least two million dollars (\$2,000,000) per occurrence in Contractor pollution liability. Contractor shall additionally provide Workers' Compensation Insurance on behalf of each of its employees or laborers working on the property in accordance with all applicable laws. Such insurance shall remain in effect during the entire term of this Agreement. Contractor shall deliver to Customer an insurance certificate evidencing such insurance prior to the signing of this contract.
- 4. Standard of Performance:** Contractor shall use due care, skill, and diligence in the performance of its obligations under this Agreement and shall perform all its obligations in its best workmanlike manner and in accordance with the accepted standards for professional landscape contractors in the state of Florida. All materials used in performing any obligation under this Agreement shall be of first quality and shall be used strictly in accordance with manufacturer's specifications.
- 5. Time:** Time is of the essence in performing the obligations under this Agreement.
- 6. Independent Contractor Relationship:** All work performed by Contractor under this Agreement shall be as an independent contractor, and in no way shall Contractor be considered an employee of the Customer.



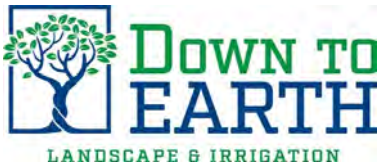
7. **Price and Payment Terms:** Contractor shall be paid on a monthly basis. On the first (1st) day of each month, the Contractor shall tender to Customer a bill or invoice for those services rendered during the current month, which shall be paid by Customer within 30 days of the date of the invoice (Net 30 Terms). If we do not receive payment in full on any invoice within terms, late charges at 1.5% interest per month (18% per year) will be imposed on your unpaid balance after 30 days. Your unpaid balance is determined by taking the beginning balance of your account for each month, adding any new charges and subtracting any payments made to your account. Customer shall remit Contractor a monthly fee of **\$ 6,438.42**
8. **Termination:** Given the nature of the work contemplated by this Agreement, the parties acknowledge that conditions change due to the natural growing cycle, weather patterns, wear and tear of the grounds, and other causes, both foreseen and unforeseen. As a result, should Customer believe that conditions exist that would give it cause to terminate this Agreement, Customer shall promptly (within 24 hours) notify Contractor and give Contractor an opportunity to inspect such condition. Customer acknowledges that it shall have an affirmative obligation to photograph any condition that it believes would give it cause to terminate this Agreement within 24 hours of discovery of that condition and that the failure to do so shall constitute spoliation of evidence. Customer shall provide written notice of the alleged defective performance and shall provide Contractor no less than seven (7) days to acknowledge and verify such defects. Contractor will then be given 30 days to cure the defect. If Contractor fails to commence cure of the alleged defects within the prescribed time, and continue to cure in a diligent fashion, Customer may terminate the agreement with no further liability; providing Contractor is given ninety (90) day notice of termination. Contractor will not accept any deduction or offset unless such written notice is provided. Contractor must adhere to all requirements outlined in this contract. Customer and Contractor agree to this service agreement.
9. **Notices:** Any notice required to be sent to Customer or Contractor under this Agreement shall be sent to the parties at the following address unless otherwise specified:

Customer:
The Oaks at Shady Creek
Community Development District
 c/o Meritus Corp
 2005 Pan Am Circle, Suite 300
 Tampa, Florida 33607
 Attn: Gene Roberts

Contractor:
Down to Earth
 2701 Maitland Center Parkway
 Suite 200
 Maitland, Florida 32751
 Phone: 321-263-2700
 Fax: 352-385-7229
www.dtlandscape.com

10. **Governing Law and Binding Effect; Venue.** This Agreement and the interpretation and enforcement of the same will be governed by and construed in accordance with the laws of the State of Florida and will be binding upon, inure to the benefit of, and be enforceable by the parties hereto as well as their respective heirs, personal representatives, successors and assigns. Venue for all actions arising from this agreement shall be located within the applicable Florida county of the property address.
11. **Integrated Agreement, Waiver and Modification.** This Agreement represents the complete and entire understanding and agreement between the parties hereto with regard to all matters involved in this transaction and supersedes any and all prior or contemporaneous agreements, whether written or oral. No agreements or provisions, unless incorporated herein, will be binding on either party hereto. This Agreement may not be modified or amended, nor may any covenant, agreement, condition, requirement, provision, warranty, or obligation contained herein be waived, except in writing signed by both parties or,





in the event that such modification, amendment or waiver is for the benefit of one of the parties hereto and to the detriment of the other, then the same must be in writing signed by the party to whose detriment the modification, amendment or waiver inures.

- 12. Litigation and Attorneys' Fees.** In the event that it is necessary for either party to this Agreement to bring suit to enforce any provision hereof or for damages on account of any breach of this Agreement or of any warranty, covenant, condition, requirement or obligation contained herein, the prevailing party in any such litigation, including appeals, will be entitled to recover from the other party, in addition to any damages or other relief granted as a result of such litigation, all costs and expenses of such litigation and reasonable attorneys' fees.
- 13. Late Payment Charges.** Any unpaid installment of Contractor's fee or any expense reimbursement to Contractor due and payable under this Agreement will bear interest at the rate of eighteen percent (18%) per annum from its due date until paid in full. So long as any payment remains past due for a period in excess of ten (10) days, Contractor's obligations under this Agreement will be suspended until paid in full.
- 14. Severability.** Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in full force and effect, but without giving effect to such provision.
- 15. No Third-Party Beneficiaries.** The parties hereto intend that this Agreement shall not benefit or create any right or cause of action in or on behalf of any person other than the parties hereto. No future or present employee or customer of either of the parties nor their affiliates, successors or assigns or other person shall be treated as a third-party beneficiary in or under this Agreement.

**The Oaks at Shady Creek
Community Development District**

Down To Earth

Name _____

Name _____

Title _____

Title _____

Signature Date

Signature Date



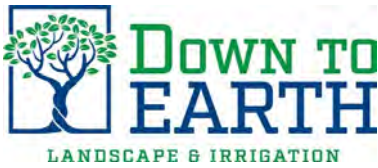


Exhibit "A"

Service Agreement Specifications

Between **Down To Earth** (herein "**Contractor**" or "**DTE**") and **The Oaks at Shady Creek Community Development District** the services to be performed hereunder for the Basic Monthly Fee are set forth below. Any work performed in addition to these services will be separately invoiced as provided in this Agreement.

LANDSCAPE MAINTENANCE PROGRAM

I. TURF GRASS SPECIFICATIONS

i. Mowing

Mowing shall be performed as frequently as is required to maintain a height level as outlined below with power lawn mowers of sufficient horsepower to leave a neat, clean appearance. (Approximately 42 cuts annually.)

Mower blades will be kept sharp to prevent the tearing of grass blades.

Various mowing patterns will be employed to ensure the even distribution of clippings and to prevent ruts in the turf caused by mowers.

St. Augustine and Bahia turf should be maintained at a mowing height of 3 1/2" to 4 1/2" in height, with no more than 1/2 of leaf blade removed during mowing.

Zoysia turf should be maintained at a mowing height of 1" to 2" in height, with no more than 1/2 of leaf blade removed during mowing. The initial cut in the beginning of the season can be shorter to remove dead leaf tissue and increase the rate of green up.

All Bermuda Sod shall be maintained at a mow height of 1".

ii. Edging

Edging will be completed as needed around plant beds, curbs, streets, trees, and buildings. The shape and configuration of plant beds will be maintained.

Hard surfaces will be blown to support a clean, well-groomed appearance.

Frequency of edging shall correspond to frequency of turf mowing.

iii. Trimming

Areas agreed to be inaccessible to mowing machinery will be maintained with string trimmers, or as environmental conditions permit.

Frequency of string trimming will correspond to frequency of turf maintenance except for lake banks, roadside drainage ditches, and Bahia turf areas.



iv. Debris Removal

Removal of all landscape debris generated on the Property during landscape maintenance is the responsibility of Contractor.

v. Fertilization

Irrigated Turf shall be fertilized up to four (4) times per year as to maintain good appearance and color. The method of application of fertilizer shall be the responsibility of Contractor.

At times, environmental conditions may require additional applications of nutrients augmenting the above fertilization programs to ensure that turf areas in top condition. Contractor can provide service upon customer request at an additional cost.

All fertilizer applications will adhere to UF recommended Nitrogen application rates for the turf varieties present, using GI-BMP guidelines to help reduce the need for chemical intervention and protect the ground water.

vi. Insect & Disease Control

Contractor will implement an integrated Pest Management Program to minimize excessive use of pesticide and will rely heavily on continual monitoring of insect levels.

All products will be applied as directed by the manufacturer. Contractor will strictly comply with all state and federal regulations.

Contractor employs an active certified Pest Control License issued through the Florida Department of Agriculture and Consumer Services.

II. IRRIGATION

Contractor shall be responsible for the operation of the irrigation systems within the designated areas. The irrigation systems shall be operated to provide watering frequencies sufficient to replace soil moisture below the root zone of all planted areas, including lawns, and taking into account the amount of rainfall that has occurred. Contractor will be responsible for controlling the amount of water used for irrigation and any damage that results from over watering and insufficient watering.

Contractor will fully inspect and operate all the irrigation zones on a monthly basis.

Irrigation components damaged by other than Contractor due to construction, vandalism, or other causes shall be reported to the Customer. Contractor, if authorized by the Customer, shall repair the damage at a Time and Material rate.

Contractor is approved to make repairs up to \$250 per wet check or work order without approval of Customer.

III. PLANTING BEDS, SHRUBS, WOODY ORNAMENTAL, GROUNDCOVERS, ALL PALM TREES AND ALL OTHER TREE CARE SPECIFICATION

i. Pruning

Customer will be on a selective, continuous prune cycle as needed to avoid the loss of landscape integrity and aesthetic structure.

Individual plant service will be pruned using guidelines of the UF/IFAS.

All pruning and thinning will have the distinct objective of retaining the plant's natural shape and the original design specifications unless Customer requests otherwise.

Plants, hedges, shrubbery, and trees obstructing pedestrian or automobile traffic and damaged plants, shall be pruned as needed. All areas are to be left free of clippings following pruning.

ii. Tree Pruning

Trees shall be maintained with clear trunks with lower branch elevations to 10 feet.

Tree interior sucker branches and dead wood shall be removed up to a height not exceeding 12' from ground. Moss removal and tree spraying may be performed at an additional charge.

iii. Palm Pruning

All palms up to a maximum height of 12' overall shall be pruned and shaped as required removing dead fronds and spent seed pods. Palms up to a maximum of height 12' overall are to be thoroughly detailed with all fronds trimmed to lateral position annually.

Contractor can provide service for Palms over a maximum height of 12' upon customer request at an additional cost.

iv. Crape Myrtle Pruning

Crape Myrtles up to a maximum height of 12' overall must be pruned and shaped each February to promote vigorous blooming and maintain desired size. All sucker branching, seedpods, and ball moss must also be removed.

Contractor can provide service for Crape Myrtles over a maximum height of 12' upon customer request at an additional cost.

v. Edging and Trimming

Groundcovers will be confined to plant bed areas by manual or chemical means, as environmental condition permits. "Weed eating" type edging will not be used around trees.



vi. Insect and Disease control

Plants will be treated chemically as required to effectively control insect infestation and disease as environmental, horticultural, and weather conditions permit.

vii. Weed Control

Open ground between plants shall be maintained in a condition of acceptable weed density by manual or chemical means, as environmental, horticultural, and weather conditions permit.

All mulch areas or plant beds shall be maintained in a condition of acceptable weed density.

viii. Fertilization

Plant beds, shrubs, woody ornamental, and ground covers shall be fertilized up to two (2) times per year as to maintain good appearance and color. The method of application of fertilizer shall be the responsibility of Contractor.

All ornamentals will be fertilized utilizing a product with a balanced analysis and good minor nutrient content. Nitrogen source should consist of a minimum of 50% slow-release product.

ix. Mulching

All beds or otherwise bare ground areas and tree rings should be maintained with a layer of mulch sufficient to cover the bare ground.

Mulch is not provided under this Agreement. Contractor can provide service for mulching upon customer request at an additional cost.

IV. ANNUAL FLOWERS MAINTENANCE PROGRAM

Annual Flowers are provided under this Agreement. Contractor can provide service for additional Annual Flowers upon customer request at an additional cost.

Contractor will not be held responsible for any acts of God (i.e., wind damage, freeze damage). The practice of covering plant material during a freeze to prevent damage is an extra charge to this contract and does not guarantee plant survival.

V. ADDITIONAL SERVICES

Contractor is a full-service Landscape, Irrigation, and Pest Control Company. We offer many solutions to all horticultural-related needs such as Annuals, Mulch, Irrigation, Landscape Lighting, and many other landscape improvements. We offer Free Estimates & Designs.

Contractor shall provide services over and above the contract specifications with written authorization from Customer. Rates for labor shall be provided upon request.



Thank you for an opportunity to partner with you!



THE OAKS
at
SHADY CREEK
CDD





Our Mission

Building Relationships and Empowering People

Our Values

- Build Partnerships**- Create mutually beneficial partnerships with ideal customers and employees
- Empower People**- Recruit and then develop the unique talents of our team members
- Embrace Growth**- Continuously improving personally, organizationally and numerically
- Promote Stewardship**- Conduct business in a responsible and profitable manner focused on the future

ABOUT US

Our mission, vision and values move us forward



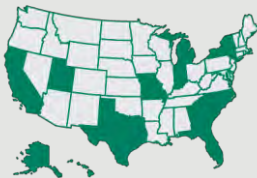
WHO WE ARE

Mainscape is one of the United States' largest privately owned landscaping companies with 1,100 dedicated employees. We maintain corporate campuses and commercial real estate, as well as more than 50,000 homes in HOAs and on the nation's largest military bases.



WHAT WE DO

We provide outstanding delivery of landscape management, snow and ice management, property enhancements, irrigation and agronomy services. Successfully managing large, complex projects with unique challenges and needs is our specialty. By creating customized site-based programs, we're able to address each customer's specific concerns.



WHERE YOU'LL FIND US

From coast to coast and beyond, you'll find us in every growing zone and weather condition. Mainscape's rapid national growth has been driven by a unique Single-Site Mobilization Plan, which enables us to meet your portfolio needs.



HOW WE STARTED

Mainscape started out as a humble campus ministry project in the 1980s when a couple of Ball State University students in Muncie, Indiana, got together to mow lawns over summer break. Today, after 40 years of hard work and tremendous growth, Mainscape records \$75 million in annual revenue.



WHY WE'VE BEEN SO SUCCESSFUL

It's because we follow these four core values. **Empowering People.** Recruit and then develop the unique talents of our team members. **Building Partnerships.** Create mutually beneficial partnerships with ideal customers and employees. **Embracing Growth.** Continuously improving personally, organizationally and numerically. **Promoting Stewardship.** Conduct business in a responsible and profitable manner focused on the future.

MAINSCAPE SERVICES

We have a solution for every challenge: landscape management, snow and ice management, property enhancements, irrigation and agronomy.

SERVICES OVERVIEW

A service for every season and reason



LANDSCAPE MANAGEMENT

Most of the property owners and managers we partner with require some level of landscape management, including everything from cutting grass to pruning, weeding, treating the turf and other basic needs.



IRRIGATION

Mainscape's professional irrigation management services consist of routine inspections and repairs of a system's efficiency and uniformity along with long-range planning. Research has shown that our water management program can reduce irrigation consumption by up to 60%.



AGRONOMY

Mainscape agronomy experts use sustainable practices that protect streams, lakes and ground water by customizing pesticide and fertilizer usage based on your property's unique needs. We can provide your property with the leading edge in scientific and environmental research.



SNOW AND ICE MANAGEMENT

Not all of our customers need snow and ice management, but those who do rely on this service. Whether your snow accumulation is in inches or feet, we have the teams and equipment to clear your property and make it safer.



PROPERTY ENHANCEMENTS

Sometimes property owners and managers need to enhance their property with services that go beyond basic landscape management. From light arbor care to flower bed maintenance, and redesigning and refreshing entryways, we offer many solutions for property improvement. In addition, our team is able to provide special services for your community's unique needs, such as maintenance for bocce courts, rooftop gardens and even butterfly gardens.

LANDSCAPE MANAGEMENT

Year-round planning for perennial beauty

You'll find our clients nationwide. From residential HOAs to commercial properties, military facilities and more, we work hard every day to meet their unique needs and budgets. Whether it's turf care, seasonal plantings, or property detailing, we develop customized programs to exceed your expectations.

First impressions are everything. And visitors form theirs when they see your landscape. That's why the highest quality of care is so vital to making your lawn and plants beautiful and soil healthy. Our experts use the latest in lawn care science and technology to keep your landscaping looking its best all year round. But we're not just about great-looking properties.

At Mainscape we believe it is our responsibility to reduce our carbon footprint by exploring and focusing on different equipment, technologies and energy sources. We are working to reduce our carbon footprint by converting to alternative fuel sources, including U.S. produced propane. It's just one more way Mainscape continues to be a leader in environmental stewardship.



IRRIGATION

A deep dive into conservation and savings

Mainscape's professional irrigation management services consist of routine inspections, repairs and long-range planning. Our highly trained irrigation technicians can analyze and increase the efficiency and uniformity of your system's water distribution to save resources and money as well as reduce hot spots.

Long-range planning is imperative in irrigation management. Our irrigation team can provide you with a cost-benefit analysis to determine if and when the time is right to replace your system.

An aggressive water management program is vital to water conservation and savings. Our program has the capability to analyze weather data from the past 30 years to determine a landscape's average monthly irrigation needs. To ensure current conditions are in line with historical averages, our Director of Agronomy monitors environmental conditions weekly. Technicians can then be dispatched to adjust distribution levels and run times based on current conditions and your landscape's requirements.

Research has shown that Mainscape's water management program can reduce irrigation consumption by up to 60%.



AGRONOMY

Where beauty and healthy come together

Mainscape is on the leading edge in scientific and environmental research, working closely with universities nationwide.

Pesticides and fertilizers can have a high environmental impact on streams, lakes and ground water. At Mainscape we take our responsibility seriously, following Best Management Practices maintaining your landscape.

Upon request, Mainscape can provide you with a customized fertilization program based on your landscape's soil samples. The soil data is analyzed to tailor the amount of pesticides, fertilizers and water applied to your landscape. With a customized program, your soil receives the right amount of treatment it needs to minimize unneeded chemicals. Testing may be continued periodically to make any necessary adjustments.

Due to the nature of Mainscape's services, an environmental commitment is standard. Mainscape strives to conserve, promote and enhance the present and future availability of the property's resources. We recognize the importance of sustainable practices for the environment through water conservation, water quality and resource conservation. To align expectations with a sustainable landscape, Mainscape embraces employee education and training for sound fundamental principles.



PROPERTY ENHANCEMENTS

Special services, from unique to every day

Customers often partner with Mainscape for our core services — landscape management, snow and ice management, irrigation and agronomy — and the solutions they provide. Often, though, they also need something more — something special. That's where the special services of Property Enhancements come in to play.

Property Enhancement is a catch-all term we use for anything outside our core services, but is still within the framework of keeping your property beautiful, healthy and safe. Typically, property enhancement involves light arbor care, flower bed maintenance, as well as paver installations walks, patios and walls. But, occasionally, property enhancement includes unique solutions.

For example, our specialists currently care for bocce courts, butterfly gardens, rooftop gardens, lawn bowling lanes, corporate gardens and more. You name it and we are probably mowing, tilling, watering and feeding it. For us, providing special services is a way for our enthusiastic teams to flex their skills and capabilities in unique situations. And help property managers meet and exceed the unique needs of their residents.



MAINSCAPE APPROACH

In our experience, customers have experienced challenges such as communication issues, safety, planning and more. They are frustrated that issues are not proactively addressed.

So, we took a proactive approach and created solutions to **address these challenges, which you'll find on the following pages. With our proactive solutions and procedures in hand, we're** ready to help you make your property the best it can be.

SOLUTIONS

A proactive partner makes your life easier



SOLUTION PROVIDER

Being proactive and not reactive is one of our strengths as a company. With a dedicated management team **we're** able to provide quicker response times and not miss issues when they arise.

- Weekly Service Reports and Monthly Site Quality Inspections
- Flexible Contracting
- Ongoing Education/Consultation



EXPERIENCE

To provide you and your stakeholders with the proper solutions and excellent outcomes you deserve, we rely on outstanding leaders. So we extensively train our crews, promote senior staff from within and recruit industry leaders. Nationwide we have dozens of certified specialists contributing to a network of shared knowledge and experience. That means you have the full expertise of Mainscape behind you, offering the best long-term solutions available.



COMMUNICATIONS

We believe in open communication. An informed partner is a happy partner and just makes your job easier. **That's** why we provide:

- Dedicated Management Team
- Constant Connectivity through web and phone
- Regular Reporting
- Customer Service Request (CSR) system online



TRANSPARENCY

Knowing and understanding what you are paying for is not only important to you, but your stakeholders as well. Which is why we build our estimates utilizing:

- Fact Based Estimating
- Historical Data and Real-Time Product/Labor Costs
- A Collaborative Approach to Reach Agreement

SOLUTIONS

(Continued from previous page)



TEAM BUILDING

Great employees lead to great teams and environments. **That's** why as a People **First™** company we recruit and retain the best talent possible. To insure you get the best possible service team, we implement the following:

- E-Verify (legal status verification)
- Initial and Ongoing Background and Drug Screening
- Initial and Ongoing Safety Training
- Initial and Ongoing Education
- Engaged Leadership on every level



SAFETY

Safety is foremost in every property **manager's** mind — **you'll** be glad to know it is in ours. We begin with the initial screening to determine compatibility with our culture, but continually monitor employee behaviors, trends in incident reporting, and implement an exceptional safety program to keep all of us safe. *A more detailed look follows in this section.*



PLANNING

Every long-lasting partnership starts early with proper upfront planning when **it's** important for us to understand your needs, goals and expectations. After developing a customized program, we kick off our **"Start It Right"** Transition Plan. This begins a countdown clock with a checklist of specific milestones for appropriate personnel. Then after work starts, we begin an intensive client site review process with planned check-ins and corrections every 30, 60 and 90 days. Our goal is that after 90 days, everything is moving forward smoothly.



PARTNERSHIPS

Ultimately, The Mainscape Way is about forming long-lasting partnerships built on aligned values, such as loyalty, honesty and trust. Why?

- We bring the right people to your site
- We are transparent with you so you can trust us
- We strive to improve, always
- We value nature, and **that's** why we work so hard to take care of it

ENVIRONMENTAL SUSTAINABILITY

Alternative solutions to daily challenges

In 2014, according to the EPA, U.S. carbon dioxide emissions from fossil fuels topped more than 5.5 million metric tons or 1.2 trillion pounds. At Mainscape, we believe that it is our responsibility to reduce our carbon footprint and contribute to a better environment.

That's why we are working to convert to alternative fuel sources, including U.S.-produced propane, as well as continuing to explore new and improved equipment, technologies and energy sources. Another way to reduce our carbon footprint is by simply mowing fewer acres. In some cases, our sustainability plans might recommend that a property implement "nature areas." These areas enhance the appearance of the property, conserve fuel, and reduce noise, hydrocarbon emissions, and annual maintenance expenses.

Did you know that the average mowing crew powered by gasoline will consume an average of 35 gallons per work day and emit 833 pounds of CO₂? But the same Mainscape mowing crew powered by propane and other alternative fuels consuming the same number of gallons will emit 300 fewer pounds of CO₂.

We strive daily to keep your property and the environment healthy and beautiful at the same time. It's just one more way Mainscape continues to be a leader in environmental stewardship.



CUSTOMER SERVICE

It's what sets us apart



We value your time. Keeping the customer informed during the service process helps set Mainscape apart from the competition. The communication process may include emails, text messages, phone calls, property inspection reports, site meetings, and photo documentation. Mainscape's efficient customer service process provides industry-leading service:

CUSTOMER SERVICE REQUESTS (CSR)

Our customer service staff is available to process all your service requests. Whether it's an online request or a phone call, a CSR is entered into the system to begin the process.

PROMPT ACTION

Within a few minutes of the CSR being entered, an alert is sent to the appropriate Mainscape representative. The Mainscape representative will resolve the issue in a timely fashion. High-priority requests will be handled within 1-2 business days. General requests will be handled within 3-5 business days, unless other arrangements are made with you.

SWIFT RESOLUTION

Once the request has been completed, you'll be notified of the resolution. All service records are then stored electronically, allowing for accurate tracking and documentation of your service requests. Providing you with the most up-to-date information about the status of your property is paramount.

KEEPING YOU UPDATED

At Mainscape, we like to keep our customers, potential customers, family and friends informed about what's going on here. Through our Mainscape social media networks, we work hard to provide you with relevant information.

- Join us on Facebook to see what's happening at Mainscape
- Connect with the Mainscape team via our company LinkedIn Page

CUSTOMER SERVICE

It's what sets us apart

Detailed CSR Report

Our proprietary platform tracks every request made and Mainscape can set up an automatic weekly, bi-weekly, or monthly report sent directly to your relevant staff member.

| SUN RIVER - ST. GEORGE COMMUNITY ASSOCIATION, INC | | | | | | | | |
|---|--------------|--------------------|--------------------|----------|-------------|-----------|------------------------------------|-------------------|
| Ops Mgr: | | KNIGHT, TREY | | | Acct Mgr: | | KNIGHT, TREY | |
| Account Executive: | | DELLINGER, PRESTON | | | Start Date: | | End Date: 8/22/2017 | |
| | | | | | 8/22/2017 | | | |
| CSR ID | Created Date | Caller Name | Status | Category | Priority | Due Date | Reason Code | Accountable |
| New | | | | | | | | |
| 316841 | 8/22/2017 | Gordon Ortelli | New | None | Medium | 8/24/2017 | Flag - green (no trim) | KNIGHT, TREY |
| Description: 4900 Woodruff Circle - Lot 1912 - Special instructions please dont Prune | | | | | | | | |
| 316844 | 8/22/2017 | Kellie Crouch | New | None | Medium | 8/24/2017 | Agronomy - Turf Weeds | KNIGHT, TREY |
| Description: 1703 Heatherglen, Lot 1299 - She Has weeds in her grass and Weeds in the gravel down the side of her house | | | | | | | | |
| 316851 | 8/22/2017 | Gerald Gorsegner | New | None | Medium | 8/24/2017 | Sod Issues | KNIGHT, TREY |
| Description: 1629 Wonderstone Drive - Please call. Fixing a timer is not the answer. I need new sod (grass) | | | | | | | | |
| CSR ID | Created Date | Caller Name | Status | Category | Priority | Due Date | Reason Code | Accountable |
| Closed | | | | | | | | |
| 316839 | 8/22/2017 | Kellie Crouch | Closed (8/22/2017) | None | Medium | 8/24/2017 | Irrigation - Other | KING, NATHAN DALE |
| Description: 1682 Warm River, Lot 214 - Requesting usage to 3 times a week for 30 Min | | | | | | | | |
| Action: Clock set correctly. | | | | | | | | |
| 316916 | 8/22/2017 | Elise Tuttle | Closed (8/22/2017) | None | Medium | 8/24/2017 | Irrigation - Broken Sprinkler Head | KING, NATHAN DALE |
| Description: 2059 Sunstar - Broken Sprinkler Head in the front yard. | | | | | | | | |
| Action: Replaced broken head. | | | | | | | | |

CSR Stats by Reason & by Status

You'll know exactly what is happening on your property and we share transparently how we are responding to every question, concern or seasonal challenge.

| Accountable/Cust. ID | CSR ID | Short Description | Created Date | Count | % |
|------------------------------------|--------|-------------------|--------------|--------------|------------|
| | | | | 152 | |
| Agronomy - T/S Disease | | | | 3 | 1.97 % |
| Agronomy - T/S Fert | | | | 1 | 0.66 % |
| Agronomy - T/S Pest | | | | 3 | 1.97 % |
| Agronomy - Turf Disease | | | | 2 | 1.32 % |
| Agronomy - Turf Fert | | | | 2 | 1.32 % |
| Agronomy - Turf Pest | | | | 4 | 2.63 % |
| Agronomy - Turf Weeds | | | | 3 | 1.97 % |
| Cleanup Clippings | | | | 2 | 1.32 % |
| Dead Tree | | | | 1 | 0.66 % |
| Holes | | | | 1 | 0.66 % |
| Irrigation - Broken Sprinkler Head | | | | 9 | 5.92 % |
| Irrigation - Emergency Line | | | | 1 | 0.66 % |
| Irrigation - Leak | | | | 6 | 3.95 % |
| Irrigation - Other | | | | 18 | 11.84 % |
| Irrigation - Proposal/Enhancement | | | | 2 | 1.32 % |
| Irrigation - Repair | | | | 5 | 3.29 % |
| Landscape Maintenance | | | | 1 | 0.66 % |
| Mowing - Turf Damage | | | | 1 | 0.66 % |
| Mulching | | | | 3 | 1.97 % |
| Plant Replacement | | | | 6 | 3.95 % |
| Proposal for Extra Services | | | | 2 | 1.32 % |
| Repairs/Damage | | | | 7 | 4.61 % |
| Sod Issues | | | | 2 | 1.32 % |
| Stake Tree | | | | 7 | 4.61 % |
| Trimming - missed/unfinished | | | | 4 | 2.63 % |
| Trimming Requests | | | | 45 | 29.61 % |
| Weed Issues - Beds | | | | 9 | 5.92 % |
| Weed Issues - Pavers/Driveway | | | | 2 | 1.32 % |
| | | | | Total | 152 |
| | | | | Total | 148 |
| Overdue | | | | 4 | 2.68 % |
| New | | | | 158 | 105.4 % |
| In-Process | | | | 1 | 0.66 % |
| Closed | | | | 10 | 10.1 % |
| | | | | 148 | |
| Accountable/Cust. ID | CSR ID | Short Description | Created Date | Count | % |

E-VERIFY & BACKGROUND CHECKS

Never worry about who's on your property again

We understand that your primary concern is the safety and security of your organization and the people you represent. To settle for anything less is out of the question. That's why we put every potential employee through a rigorous background check and E-verify certification process.

BACKGROUND CHECKS

We perform drug screening and criminal background checks on all prospective employees. Only after they clear our in-depth process do they join the Mainscape team and gain permission to enter your property. We also continually monitor employee behavior making sure issues such as substance abuse don't arise. If we can help an employee, we do. If we can't, they are no longer employed with us.



WHAT IS E-VERIFY?

E-Verify is an internet-based service provided by the Department of Homeland Security. This service allows businesses to log on and electronically verify if a potential employee is eligible to legally work in the United States. This service is the fastest and best way a company can check eligibility.



WHAT ARE THE RESULTS?

Your property is safe and secure! Mainscape expects the best from their employees and knows that by adopting this set of strict hiring practices, we've separated ourselves from the competition. Mainscape has these strict standards in place so that each property is safe and secure. And you can rest assured we have your best interests at heart.

QUALITY ASSURANCE

Best Practices for the Best Care Possible

Creating and nourishing the health and beauty of your property is only half the battle. Taking a proactive approach to maintaining and managing its quality is the other half. That's why we've created stringent Quality Assurance procedures. When we focus on quality, you can turn your attention to long-term plans and goals with peace of mind, knowing that your stakeholders can expect a high level of satisfaction and security.

The following four steps below illustrate our approach to QA. This top-down process begins with your Branch Manager, followed by the Team Leader. Each has a specific set of responsibilities and action steps they must complete weekly and monthly to provide you with the highest quality care possible.

1. Each Team Leader is trained to conduct daily inspections of his/her Team's work.
3. The Branch Manager will inspect the entire property multiple times per week for overall quality as well as look for opportunities to improve or enhance areas, then provide feedback to the client and operations team.



2018 NATIONAL & REGIONAL RANKINGS

Each summer, **Landscape Management** — a leading landscaping publication — releases its annual “LM150” listing of the industry’s Top 150 revenue-generating companies. We’re excited to share a few of these rankings below.

Of course, our rankings only paint part of the picture. The other part includes the customers we serve. Without their long-standing loyalty and trust, the rankings below would not have been possible.

NATIONAL RANKINGS

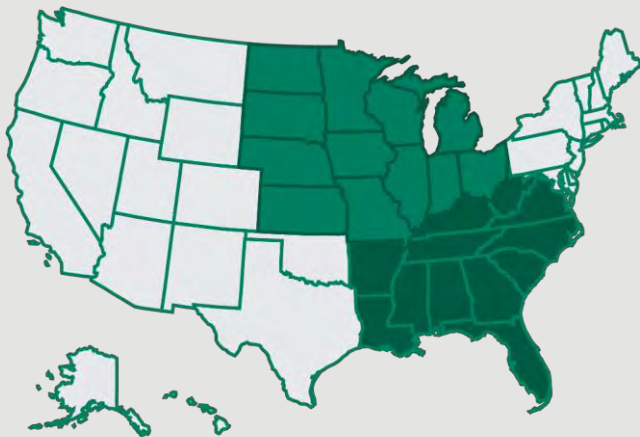
7 MOWING & LANDSCAPE MAINTENANCE
commercial, military and residential lawns

12 COMMERCIAL **landscape management for businesses across the country**

10 IRRIGATION & WATER MANAGEMENT
professional irrigation and water management services

16 TURF & ORNAMENTAL CARE
Turf installation and maintenance for businesses of all sizes

REGIONAL RANKINGS



9
IN THE
SOUTHEAST

22
IN THE
MIDWEST

LICENSES AND CERTIFICATIONS

| | |
|-------------------------------------|-----------------|
| Florida Agriculture License | 115132 |
| Florida Nursery Stock License | 48001388-124031 |
| Certified Pest Control Operators | JF166051 |
| County Business Licenses | |
| Charlotte | 15846 |
| Sarasota | 990010088298 |
| State of Florida Irrigation License | SCC131152140 |
| County Irrigation Licenses | |
| Charlotte | AA-18-00057 |
| Sarasota | SIS-92 |

Certifications

| | |
|---|--|
| Board of Certified Safety Professionals Construction Health & Safety Technician | Kris Nasser |
| Irrigation Association Certifications | |
| Certified Irrigation Contractors | Jeff Snyder Zane Stoneman |
| Certified Landscape Irrigation Auditors | Jeff Snyder Zane Stoneman |
| Certified Irrigation Technicians | Zane Stoneman Claude Corriveau |
| Florida Certified Horticultural Professionals | Jay Arthurs Matt Bosnoian Andres Quijano Jessica Shannon John Schell Jeff Snyder Zane Stoneman |
| Florida Certified Maintenance Technicians | Jay Arthurs |
| Florida Water Start Accredited Professionals | Jeff Snyder Zane Stoneman Jay Arthurs |
| EPA Water Sense Partners | Jeff Snyder Zane Stoneman Claude Corriveau |
| National Association of Landscape Professional Certifications Landscape Industry Certified Lawn Care Manager | Jay Arthurs |



CERTIFICATE OF LIABILITY INSURANCE

Date Issued/Revised:
09/25/2019

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

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

| | |
|--|---|
| PRODUCER McGowan Insurance Group Inc 155 Indiana Avenue Suite 200 Indianapolis IN 46204 | CONTACT NAME: Kathy Hoyer Phone: (317) 464-8000 FAX: (317) 464-8001 E-Mail: k.hoyer@mcgowaninc.com Address: kathy.hoyer@mcgowaninc.com |
| INSURER(S) AFFORDED COVERAGE: | |
| INSURED MainScope, Inc.; MainScope Fishers, LLC 13410 Britton Park Road Fishers IN 46038 | INSURER A: The Florida Mutual Insurance Co RMC # 13875 INSURER B: Philadelphia Insurance Co. 18258 INSURER C: INSURER D: INSURER E: INSURER F: |

COVERAGES **CERTIFICATE NUMBER:** 2019-201N Master **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.

| TYPE | TYPE OF INSURANCE | ADDITIONAL | INSURED | POLICY NUMBER | POLICY EFF. DATE | POLICY EXP. DATE | LIMITS |
|------|---|------------|---------|-----------------------|------------------|------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Landscape Design E & O Incl Pesticide Included (SEE AGGREGATE LIMIT APP. IN RPL) <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER <input type="checkbox"/> LOC OTHER: | | | BP12715 | 10/01/2018 | 10/31/2020 | Each Occurrence \$ 1,000,000 Limits to be Applied Per Occurrence \$ 100,000 MED SUP (Per acc. period) \$ 5,000 PERSONAL & ADJ INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOUND \$ 2,000,000 Employee Benefits \$ 1,000,000 |
| | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> RENTED AUTOS ONLY <input checked="" type="checkbox"/> BIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | FMA0000633 | 10/01/2018 | 10/31/2020 | COMBINED SINGLE OCCUR LIABILITY \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000 (Limit not to be applied to any one person in each occurrence) \$ 10,000,000 AGGREGATE \$ 10,000,000 |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLASS-MADE SED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | EX66712 | 10/01/2019 | 10/31/2020 | AGGREGATE \$ PER OCCURRENCE \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROFESSIONAL/NEEDMEDICATIVE PROFESSIONAL EXCLUSION (Mandatory in NY) 3 yr. 360-day DESCRIPTION OF OPERATIONS: | N/A | | WCM3074518 | 10/01/2019 | 10/31/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> PER POLICY ALL EMPLOYMENT \$ 1,000,000 ALL EMPLOYMENT - PER EMPLOYEE \$ 1,000,000 ALL EMPLOYMENT - POLICY LIMIT \$ 1,000,000 Limit (\$1,000 Ded) \$150,000 Limit \$1,000,000 |
| A | Leased or Rented Equip B Employee Dishonesty | | | BP13716 PHSD1844826 | 10/01/2019 | 10/31/2020 | Limit \$1,000,000 Limit \$1,000,000 |

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

The following apply when required by written contract, subject to policy terms and conditions: General Liability Additional Insured on a primary and non-contributory basis (including Completed Ops) and Waiver of Subrogation in favor of additional insured per form L2001 (07/12); Automobile Liability Additional Insured and Waiver of Subrogation per form SBPAE (02/18) and primary, non-contributory per form CAS448 (11/18); Workers' Compensation Waiver of Subrogation per form WCO20310 (04/04)

| | |
|---|--|
| CERTIFICATE HOLDER <p style="text-align: center;">*FOR INFORMATION PURPOSES ONLY*</p> | 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 |
|---|--|

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MEET THE TEAM



Loren Garner
Account Executive, Florida

Experience: Over 30 years with Mainscape. Loren started as a fertilization tech, later earning a Certified Pest Control Operator license. Currently, he oversees all aspects of the delivery team from safety, staffing, execution of work, quality control and profitability.

Skills: Over the years, Loren has been instrumental in opening new offices in new markets, giving him insight into a client's daily and long-term operational needs.

Motivation: Helping employees craft a career path to reach their goals and along the way provide our clients exceptional service that reflects our core values. **Interests:** "I've been married for over 25 years and have three wonderful children. I enjoy being involved in their sporting activities."



Jeffrey Snyder
Vice President

Experience: Jeff has over 30 years of experience in the landscaping industry with ten of those at Mainscape. An Ohio State University graduate, Jeff owned his own landscape company for 15 years. **Skills:** Under Jeff's leadership, Mainscape has adopted the Irrigation Association's Best Management Practices assuring that Mainscape's clients benefit from a researched, science-based approach to irrigation maintenance.

Certifications: Certified Irrigation Contractor, Certified Landscape Irrigation Auditor, EPA Water Sense Partner, Florida Water Star Accredited Professional, Florida Certified Horticultural Professional. **Motivation:** Striving to be the best company possible and mentoring team leaders to also be their best for our clients. **Interests:** "I'm blessed to be married to my best friend, have two grown children, one grandchild and two playful golden retrievers."



Andres Quijano
Regional Manager, Tampa

Experience: Joined Mainscape as a crew member in 2010 with 5 years of previous experience in the landscape industry. While working his way up to his current Regional Manager role, Andres has become proficient in customer relationships, hiring & training talented supervisors, & keeping high quality standards for his teams. **Skills:** People-focused leadership and attention to detail in both quality of work & team safety measures.

Certifications: Florida Certified Horticulture Professional (FCHP), OSHA30 (Occupational Safety & Health Administration), Best Management Practice (BMP) **Motivation:** Leading a team, creating development plans, and celebrating individual and team successes as we grow together. **Interests:** Andres is married to his high school sweetheart, and he is happiest when he is spending time with her and their three young children. He also enjoys watching soccer.

MEET THE BRANCH TEAM

(Continued from previous page)



Jay Arthurs
Regional Agronomy Manager

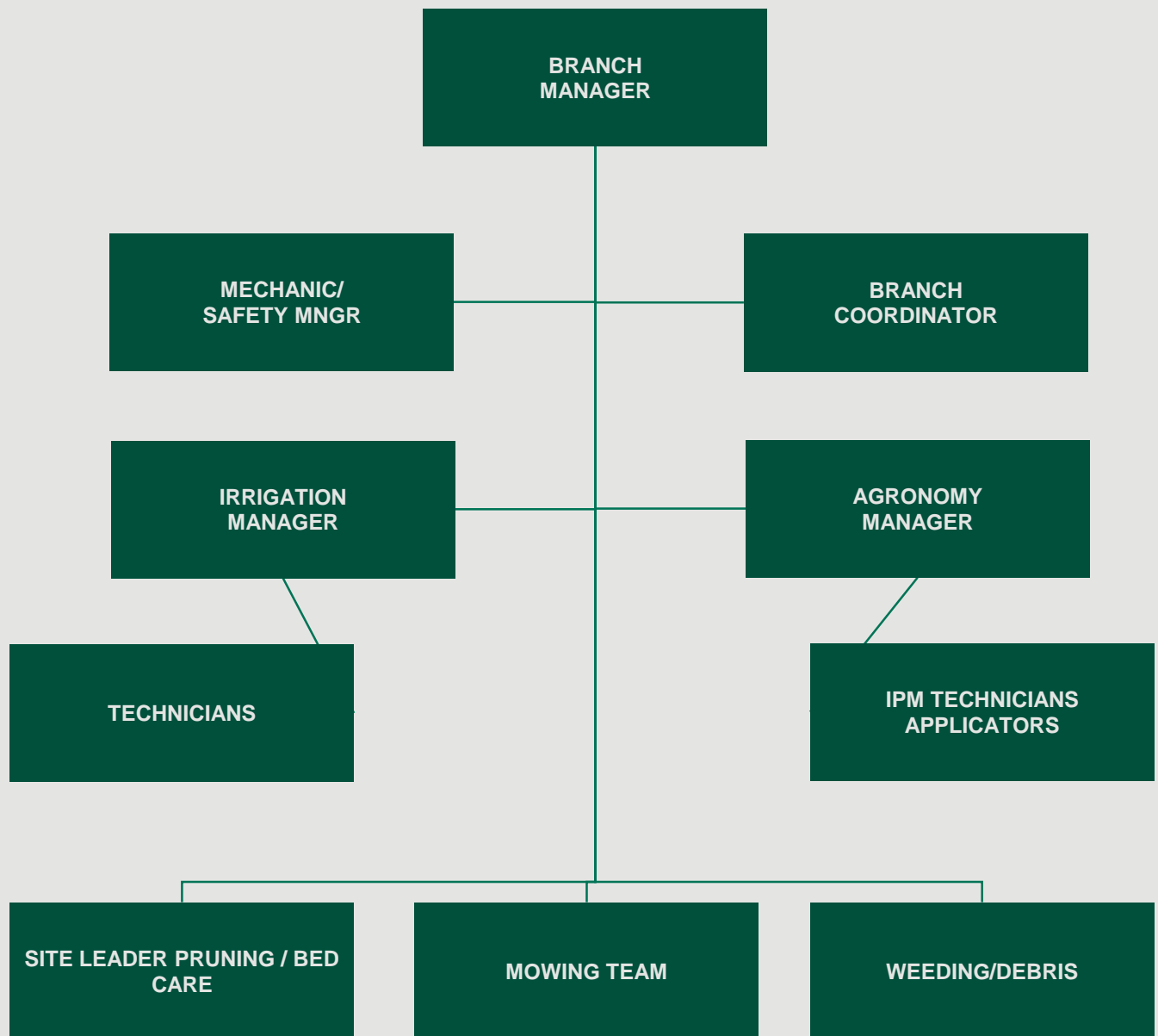
Experience: 12 years of industry experience with 10 of those at Mainscape. Jay is responsible for training and holding personnel accountable for safe handling of equipment and application of fertilizers and pesticides. **Certifications:** Certified Pest Control Operator, FNGLA Certified Horticultural Professional, FNGLA Certified Landscape Maintenance Technician, NALP Landscape Industry Certified Lawn Care Manager, Florida Water Star Accredited Professional, BMP Certified **Motivation:** Creating opportunities for team members to grow and further their education. **Skills:** Jay's ability to effectively lead, problem solve and focus on the details helps his teams improve and maintain the health and performance of the landscape throughout the State of Florida. **Interests:** "In my spare time I enjoy playing golf and fishing as well as spending quality time with my wife and three daughters."



Zane Stoneman
Regional Irrigation Manager

Experience: Zane has 25 years of experience in the irrigation industry, with six of those coming at Mainscape. He is currently responsible for all aspects of Mainscape's Irrigation Department in Florida. Zane was instrumental in promoting the Irrigation Association program to bring the most certified irrigation professionals under one company in Florida. **Certifications:** Certified Irrigation Contractor, Certified Irrigation Technician, EPA WaterSense Partner, Florida Water StarSM Accredited Professional, Florida Certified Horticultural Professional, Certified Backflow Tester and Repair. **Motivations:** Providing the best possible solutions with the most talented technicians possible. To make that happen, Zane believes in training people and giving them the skills to succeed. **Interests:** "We're busy with an infant and a young son. But we like to go to the beach and spend time with friends and family when we can."

ORGANIZATIONAL CHART



CUSTOMER REPORTS

An informed partner is a happy partner

To keep you up to date on everything happening at your property, the local operations team sends out a weekly overview of services performed. Mainscape is also able to provide a monthly Quality Inspection with Mainscape and Property representatives creating the report together.



| | |
|---|---|
| MAINSCAPE, INC WEEKLY SERVICE REPORT | David Wellman |
| WEEK OF: 5/21/2018 | PROPERTY: Toroweap |
| PRE-EMERGENT: Spring application complete. Fall application planned to begin in September. | |
| LAWN CUTTING: (MOWING/ EDGING) Mow without edging completed last week. Mow with edging scheduled this week. | |
| FERTILIZATION/ PEST: 2 nd fertilization complete. Insecticide application complete. 3 rd fertilization scheduled for June. | |
| BED CARE: (PRUNING/ WEEDS/ BLOWING): Late spring pruning completed. Early summer pruning scheduled mid-June. | |
| Post emergent scheduled to pull and spray weeds every Friday. We will send workers more or less frequently as needed. | |
| Blow/clean-up crew will begin in November. | |
| IRRIGATION: Late spring programming is complete. | |
| Settings = | Turf irrigation is being set to 4 days per week.* Run times will have 3 start times anywhere between 4 to 7 minutes. |
| | Drip will be 3 day a week.* Run times will have 1 start time and run anywhere between 30 to 45 mins. |
| *Each home and even specific home areas are unique. No climate is the same! | |
| IRRIGATION CUSTOMER SERVICE REQUESTS: Week of 5/14/18 – 5/18/18 | |
| Closed- 1 | In-process- 0 New- 0 Overdue- 0 |
| MAINTENANCE CUSTOMER SERVICE REQUESTS: Week of 5/14/18 – 5/18/18 | |
| Closed: 2 | In-process: 0 New: 0 Overdue: 0 |
| Please, if you have any other concerns feel free to contact me. | |
| Have a great day, David Wellman! | |

CUSTOMER REPORTS

(Continued from previous page)



Property Inspection

Location: South Florida Fertilization
Address: 13279 Treeline Ave Fort Myers, FL 33913
Completed By: STEPHANIE PARKER
Started On: 4/23/2018 4:43:12 PM
Completed On: 4/23/2018 6:44:15 PM

Points: 188 / 255 **Score:** 77%

| Property Inspection | Answer | Points | Possible Points |
|---------------------|--------|--------|-----------------|
|---------------------|--------|--------|-----------------|

| | | | |
|---------------|-------------------------|--|--|
| Property Name | Vanderbilt Country club | | |
|---------------|-------------------------|--|--|

| Turf | Answer | Points | Possible Points |
|------|--------|--------|-----------------|
|------|--------|--------|-----------------|

| | | | |
|--------------------------------------|-----------------|-----|-----|
| Mowing lines are straight & present. | 5 - Predominate | 5.0 | 5.0 |
|--------------------------------------|-----------------|-----|-----|



Appendix 1 - 4/23/2018 9:40:00 PM

| | | | |
|---|-------------|-----|-----|
| The grass is cut at the appropriate height | 4 | 4.0 | 5.0 |
| The sidewalks and borders are properly edged. | 4 | 4.0 | 5.0 |
| The grass exemplifies good color. | 3 | 3.0 | 5.0 |
| Color of turf is uniform with no fertilizer striping. | 5 - Uniform | 5.0 | 5.0 |
| The grass is thick with no bare areas. | 3 | 3.0 | 5.0 |

Comments: Some bear area turf backside tennis backside of Glenn eagle




Appendix 9 - 4/23/2018 9:40:00 PM

| | | | |
|---|------------------|-----|-----|
| Excess leaves are removed from the lawn | 5 - No Leaves | 5.0 | 5.0 |
| Are there any insects or disease present? | 3 - Some Present | 3.0 | 5.0 |

Comments: Some take all root rot but not as bad as in the past

| | | | |
|-------------------------------------|---|-----|-----|
| Are there nutritional deficiencies? | 4 | 4.0 | 5.0 |
|-------------------------------------|---|-----|-----|



Appendix 2 - 4/23/2018 9:40:00 PM

| | | | |
|--|---|-----|-----|
| Are there insect pests or disease present? | 3 | 3.0 | 5.0 |
|--|---|-----|-----|

Comments: Many palms still recovering from hurricane and may have bud rot

| | | | |
|-------------------------------------|---|-----|-----|
| Are there nutritional deficiencies? | 4 | 4.0 | 5.0 |
|-------------------------------------|---|-----|-----|

Comments: Most look pretty good but there are some queen palms following a little



Appendix 3 - 4/23/2018 9:40:00 PM


| | | |
|--|-----|-----|
| | 4.0 | 5.0 |
| | 2.0 | 5.0 |
| | 5.0 | 5.0 |
| | 3.0 | 5.0 |
| | 5.0 | 5.0 |
| | 1.0 | 5.0 |
| | 3.0 | 5.0 |
| | 1.0 | 5.0 |
| | 5.0 | 5.0 |
| | 3.0 | 5.0 |
| | 4.0 | 5.0 |
| | 5.0 | 5.0 |
| | 0.0 | 0.0 |
| | 5.0 | 5.0 |
| | 0.0 | 0.0 |
| | 0.0 | 0.0 |
| | 4.0 | 5.0 |

| | | | |
|--|---|-----|-----|
| Are there insect pests or disease present? | 3 | 3.0 | 5.0 |
|--|---|-----|-----|

Comments: Many palms still recovering from hurricane and may have bud rot

| | | | |
|-------------------------------------|---|-----|-----|
| Are there nutritional deficiencies? | 4 | 4.0 | 5.0 |
|-------------------------------------|---|-----|-----|

Comments: Most look pretty good but there are some queen palms following a little



Appendix 7 - 4/23/2018 9:40:00 PM

| | | | |
|----------------------------------|---|-----|-----|
| Soft bed edges are even & crisp. | 2 | 2.0 | 5.0 |
|----------------------------------|---|-----|-----|



Appendix 8 - 4/23/2018 9:40:00 PM

| | | | |
|--|---|-----|-----|
| There is a proper amount of mulch in the beds and it looks fresh | 2 | 2.0 | 5.0 |
|--|---|-----|-----|

Comments: Spurge and chamberbitter germinating


| | | | |
|---|---|-----|-----|
| Are there any insects or disease present? | 4 | 4.0 | 5.0 |
|---|---|-----|-----|

| | | | |
|--|-----|-----|-----|
| Faded flowers are removed where applicable | N/A | 0.0 | 0.0 |
| Beds are full & look complete. | 4 | 4.0 | 5.0 |

Comments: Over all beds look full and complete

| | | | |
|---|---|-----|-----|
| Are there any insects or disease present? | 4 | 4.0 | 5.0 |
|---|---|-----|-----|

Comments: A few cases of insect and disease but overall pretty good. Whiteflies in viburnum and downy mildew



Appendix 10 - 4/23/2018 9:40:00 PM

| | | | |
|---|-------------------|-----|-----|
| Are all plants receiving the proper amount and frequency of irrigation? | 5 = Proper Amount | 5.0 | 5.0 |
|---|-------------------|-----|-----|

Monthly or Quarterly Quality Inspection

| | | |
|--|-----|-----|
| | 0.0 | 0.0 |
| | 5.0 | 5.0 |
| | 3.0 | 5.0 |



Appendix 6 - 4/23/2018 9:40:00 PM

| | | |
|--|-----|-----|
| | 5.0 | 5.0 |
| | 3.0 | 5.0 |
| | 4.0 | 5.0 |
| | 5.0 | 5.0 |
| | 4.0 | 5.0 |
| | 5.0 | 5.0 |
| | 3.0 | 5.0 |

inveilla and jatropa



Appendix 5 - 4/23/2018 9:40:00 PM

| | | |
|--|-----|-----|
| | 4.0 | 5.0 |
| | 4.0 | 5.0 |

some k and P deficiency left over

CUSTOMER REPORTS

(Continued from previous page)

Kings Point Weekly Irrigation Report Week of September 18th, 2017

Monthly Inspection / Minor Repairs

| Week | Date | Section A | Section B | Section C |
|------|-----------------|------------|------------|------------|
| 1 | September 4-8 | Completed | Completed | Completed |
| 2 | September 11-15 | Completed | Completed | Completed |
| 3 | September 18-22 | In Process | In Process | Completed |
| 4 | September 25-29 | In Process | In Process | In Process |

Here is a set weekly inspection schedule to better keep everyone informed of when and where irrigation inspections are being performed. Areas are as follows:

Section A

- Week 1 - Andover, Cambridge, Knolls I, II, III, Bedford, Fairfield and Dorchester.
- Week 2 - Idlewood, Gloucester and Quail Pass.
- Week 3 - Highgate I, Lancaster I, II, III.
- Week 4 - Highgate II, III, IV, Lancaster IV.

Section B

- Week 1 - Nantucket I, II, III, IV, V.
- Week 2 - Worthington, Oxford I, II, Radison I, II, Yorkshire.
- Week 3 - Princeton, Tremont I, II, Southampton I, II, Villeroy.
- Week 4 - Manchester I, II, III, IV, Somerset.

Section C

- Week 1 - Brookfield, Acadia I, Edinburgh, Huntington, Fairbourne.
- Week 2 - Jameson, Maplewood, Acadia II, Lyndhurst.
- Week 3 - Grantham, Kensington, Devonshire, Inverness.
- Week 4 - Richmond, Oakley Green, Corinth, Portsmouth.

Weekly Irrigation Report

all irrigation inspection

run it back on.

in zones operating with

performing a monthly
irrigate with the

Previous Reported items

None to report at this time.

Additional Repairs Outside Of Contract

None for last week

Irrigation Lanai Upgrades

Completed MP work at Andover F to help with spray and run off, spoke to POC, all good. (Completed 9/21/17)

Enhancement

Associations that have not had their enhancement done, will have it resent to them for approval.

Associations that have approve their enhancement and are on the schedule are:

For the latest update on current restorations and assessment project scheduling, this may be viewed on Restoration and Evaluation Requests attachment.

ts attachment.

ed when a person
he waist and long
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omoting unsafe

ry form occur-ing

a area heading to

Irrigation Lanai Upgrades

2213 Oakley Greens Dr. completed adding drip to plant bed, requested by homeowner. (Completed 9/21/17)

Enhancements

Association that have not had their enhancement done, will have it resent to them for approval.

Associations that have approved their enhancement and are on the schedule are:

For the latest update on current restoration and assessment project scheduling, this may be viewed on Restoration and Evaluation Requests attachment.

ld be counter-
me if it helps to



CUSTOMER REPORTS

(Continued from previous page)

Service Schedules & Scope of Work



2017 Overview Schedule for:

Kings Point

| Service Description | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Mowing Weekly | | | | 4 | 5 | 4 | 4 | 5 | 4 | 4 | | | 30 |
| Bi weekly mow | 2 | 2 | 2 | | | | | | | | 2 | 2 | 10 |
| Monofilament Trim | 2 | 2 | 2 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 2 | 2 | 40 |
| Hardline Edging | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 1 | 1 | 20 |
| Bed Edging | 1 | 1 | 1 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 20 |
| Shrub Pruning | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 |
| Weeding | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 |
| Irrigation Inspection | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 |
| Palm Pruning | | | | | 1 | | | | | | | | 1 |
| Palm Pruning | | | | | | | | | | 1 | | | 1 |
| Canopy Lifting | | | | 1 | | | | | 1 | | | | 2 |
| Lawn Nutrient App | | 1 | | | 1 | | | 1 | | 1 | | | 4 |
| Palm Nutrient App | | | 1 | | | 1 | | | 1 | | | | 2 |
| Shrub Nutrient App | | | 1 | | | 1 | | | 1 | | | | 3 |
| Palm, Shrub & Turf Pest Control App | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 10 |
| *Approximate Schedules* | | | | | | | | | | | | | |

PROPOSED SOLUTIONS

We know that we can meet any requirements necessary to meet your needs, and are prepared to go to work with the following **“Start it Right”** transition plan

THE MAINSCAPE TRANSITION PLAN

With “Start it Right” we do it right

The Mainscape “**Start it Right**” Transition Plan is a proven and time-tested system. **We’ve** successfully launched projects in the most challenging and remote environments in America, including *Alaska and Hawaii*, the desert conditions in *California, Utah and Las Vegas*, snow regions in upstate *New York and Michigan*, and several large, site-based projects in sub-tropical *Florida*.

Our Transition Plan works like this: As soon as the contract is signed, we kick off our 60-day countdown with a checklist of action items. Your dedicated management team begins formulating plans for operational success. Once we hit 30 days, we begin ramping up our operation by giving employees specific checklists to accomplish, making sure personnel have the proper expectations and understanding of the site, and matching up specialized employee skills with your **property’s** needs.

On the official start date, we start a new clock. This begins our 30, 60 and 90-day intensive client reviews. These mandatory check-ins are used to determine if **we’re** meeting your expectations and that everything is proceeding as planned. This allows us to make changes as needed. The Mainscape goal is that after 90 days, everything is moving forward smoothly and **you’re** happy with the results.



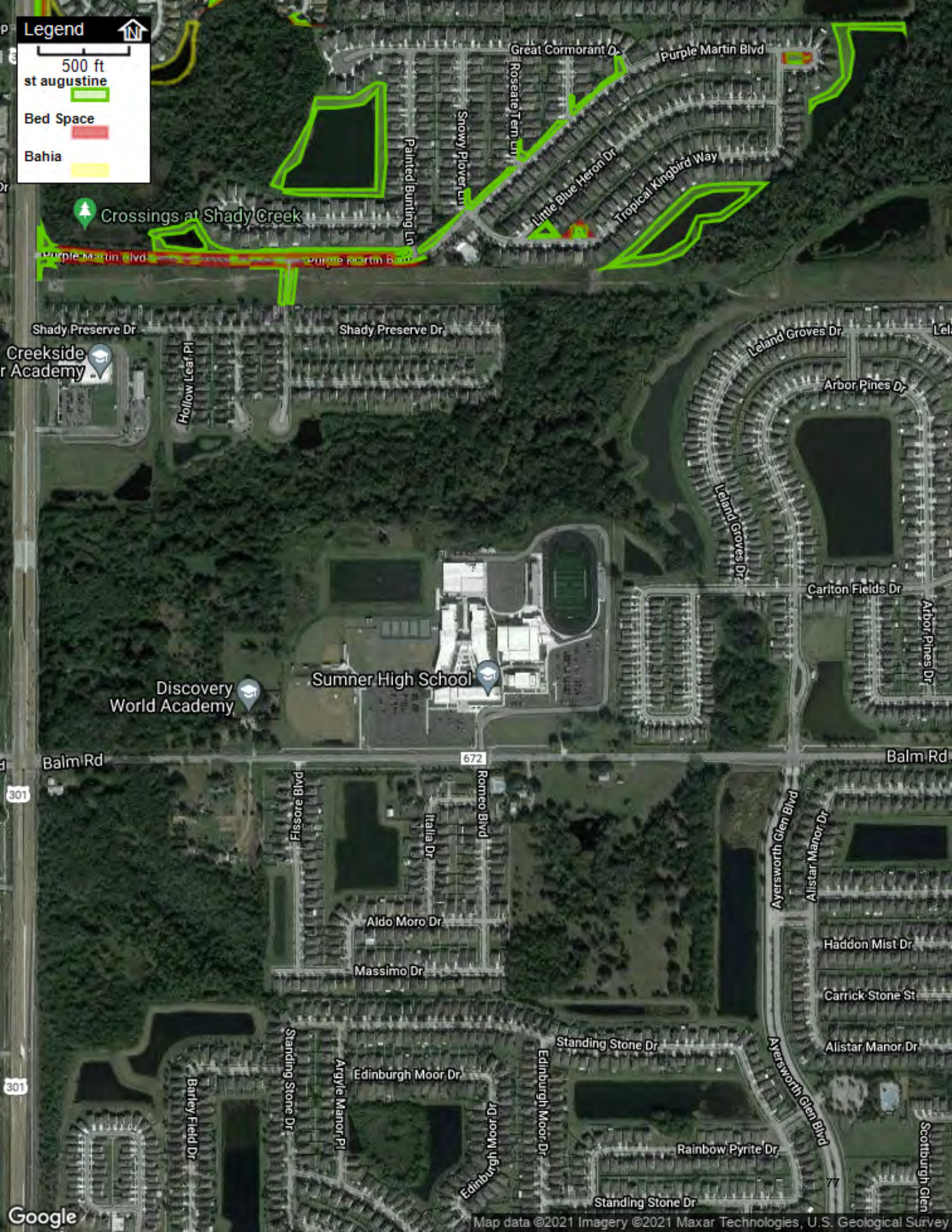
Legend

500 ft

st augustine

Bed Space

Bahia



PROPOSAL DIFFERENTIATORS

AGRONOMY

- Blanket Chinch Bug application with the Late Spring Lawn application to give you 3 months residual control vs chasing chinch bug outbreaks
- Monthly IPM visits to target pests on specific plants at specific times addressing insects and disease on plants and turf
- 3 palm fertilizations to address nutrient deficiencies

PRUNING OF SHRUBS

- Pruning will be completed in 1 week starting at front of property and continuing until completed. Maps will be provided so property manager knows the schedule. This keeps property looking consistent instead of only doing 1/4 of the property per week.

WATER MANAGEMENT

- In addition to the monthly irrigation inspections we will be adjusting the irrigation run times based on the ET (evapotranspiration) needed to replace the amount of water lost. This varies at different times of the year.

COMMUNICATION

- Weekly Service Reports will be provided showing schedules, services completed, upcoming services, issues, CSRs and proactive suggestions for projects.





E: 45390

LANDSCAPE MAINTENANCE SERVICES

GARNER, LOREN L.

2021-2022 LANDSCAPE MAINTENANCE SERVICE AGREEMENT

CUSTOMER NAME

THE OAKS AT SHADY CREEK CDD
10805 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579
Comments: CDD

BILLING CUSTOMER

THE OAKS AT SHADY CREEK CDD
10805 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579

| | Price | Qty | Subtotal | Tax | Total |
|---|-----------|-------|-----------|------|-----------|
| LAWN CUTTING AND EDGING | | | | | |
| MOWING -- WEEKLY | 176.05 | 32.00 | 5,633.60 | 0.00 | 5,633.60 |
| BAHIA MOWING | 264.08 | 32.00 | 8,450.56 | 0.00 | 8,450.56 |
| MOWING -- BI-WEEKLY | 176.05 | 10.00 | 1,760.50 | 0.00 | 1,760.50 |
| LAWN TREATMENT PROGRAM | | | | | |
| CUSTOMIZED LAWN TREATMENT + PREVENTATIVE CHINCH BUG - ST. AUG - LATE SPRING | 884.25 | 1.00 | 884.25 | 0.00 | 884.25 |
| CUSTOMIZED LAWN TREATMENT - BAHIA - EARLY SPRING | 869.87 | 1.00 | 869.87 | 0.00 | 869.87 |
| CUSTOMIZED LAWN TREATMENT - ST. AUG - EARLY SPRING | 513.76 | 1.00 | 513.76 | 0.00 | 513.76 |
| CUSTOMIZED LAWN TREATMENT - ST. AUG - FALL | 497.58 | 1.00 | 497.58 | 0.00 | 497.58 |
| CUSTOMIZED LAWN TREATMENT - BAHIA - FALL | 831.50 | 1.00 | 831.50 | 0.00 | 831.50 |
| CUSTOMIZED LAWN TREATMENT - ST. AUG - WINTER | 497.58 | 1.00 | 497.58 | 0.00 | 497.58 |
| SMALL TREE/SHRUB CARE | | | | | |
| CUSTOMIZED ORNAMENTALS & NON-NATIVE PALM FERTILIZER | 636.52 | 3.00 | 1,909.56 | 0.00 | 1,909.56 |
| CUSTOMIZED T/S PEST CONTROL | 166.55 | 6.00 | 999.30 | 0.00 | 999.30 |
| BED CARE | | | | | |
| MULCH INSTALLATION -- HARDWOOD | 11,459.21 | 1.00 | 11,459.21 | 0.00 | 11,459.21 |
| PREMIUM WEED CONTROL | 470.94 | 12.00 | 5,651.28 | 0.00 | 5,651.28 |
| PRUNING | 985.91 | 10.00 | 9,859.10 | 0.00 | 9,859.10 |
| FLORAL PROGRAM | | | | | |
| ANNUAL FLOWERS | 312.50 | 4.00 | 1,250.00 | 0.00 | 1,250.00 |
| IRRIGATION SYSTEM MAINTENANCE | | | | | |
| IRRIGATION CHECK - MONTHLY | 394.34 | 12.00 | 4,732.08 | 0.00 | 4,732.08 |

Please refer to last page for service specifications.

| | |
|------------------------|---------------------|
| Total Sales | 55,799.73 |
| Tax Amount | 0.00 |
| Contract Amount | \$ 55,799.73 |



E: 45390

LANDSCAPE MAINTENANCE SERVICES

GARNER, LOREN L.

2021-2022 LANDSCAPE MAINTENANCE SERVICE AGREEMENT

CUSTOMER NAME

THE OAKS AT SHADY CREEK CDD
10805 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579

Comments: CDD

12 payments of \$4,649.98

NOTES: CDD

Conditions: All material is assured to be as specified. All work is to be completed in a professional manner according to standard practices. All agreements are contingent upon strikes, accidents, Acts of God, force majeure, or other delays beyond Mainscape's control. The scope of this contract does not include any installations, maintenance, or other products or services, the need for which is caused by an Act of God or force majeure. Purchaser agrees not to employ any Mainscape employees for the duration of this agreement and for a period of twelve (12) months after agreement expiration, unless otherwise specified in writing by Mainscape. Purchaser is to carry all risk property coverage. Mainscape, Inc. is insured for workman's compensation, general liability, and automobile liability. Certificates of insurance are available upon request.

Terms: Net 30 Days. Any costs incurred in collection of this agreement, including reasonable attorney's fees, will be paid by the Customer.

Acceptance of Proposal: The above prices, specifications, method of payment, conditions and terms of payment are satisfactory and hereby accepted. Mainscape, Inc. is authorized to do the work as specified. This agreement is valid 12 months from 6/1/2021 unless otherwise specified. And will thereafter renew annually unless a written notification is sent by either party to the other 30-days prior to the aforementioned expiration date. If Purchaser cancels this agreement at any time other than the aforementioned date, Purchaser agrees to pay the balance due for the work completed. Mainscape or Purchaser may cancel this agreement at any time by giving a 60 day notice, or Mainscape may cancel immediately if Purchaser defaults on agreed upon payment terms.

Purchaser's Signature _____ Title _____ Date _____

Printed Name _____ As Agent For: _____

Contractor's Signature _____ Title _____ Date _____

Printed Name _____ Company _____

Note: Proposal may be withdrawn if not accepted within 45 days of _____. Signed _____

Please check the following information and make any necessary corrections. Thank You!

Service Location

THE OAKS AT SHADY CREEK CDD
10805 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579

Billing Address

THE OAKS AT SHADY CREEK CDD
10805 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579

References

Joey Cope

Vanderbilt Country Club

Serviced for 10+ years

Full Scope of Maintenance and Irrigation Services

Commons, Single Family Homes, Condos

239-384-5070

joeyc@vccnaples.com

Ken Bloom

Palmira

Serviced for over 7 years

Full Scope of Maintenance and Irrigation Services

Common Area Landscaping and several sub divisions within

239-580- 8844

bloomk@kebmgmt.com

Lori Shelquist-Hardin

Workspace Property Trust

Serviced for 8years

Full Scope of Maintenance and Irrigation Services Common

Common Comercial Grounds

813-889-3713

LShelquistHardin@workspaceproperty.com

Jonathan Harrell

JLL Properties

Serviced for 5years

Full scope of Maintenance and Irrigation Services

813-802-8177

jonathan.Harrell@am.jll.com



THANK YOU

We look forward to hearing from you

With Mainscape, you get more than landscaping services. You get a company that truly cares about building a strong professional partnership that provides you with unparalleled services.

For nearly 40 years, we've been a trusted advisor to our clients nationwide. Our steadfast mission of empowering people, building partnerships, embracing growth and promoting stewardship has guided us.

We would like to apply these same principles and dedication, which our clients have relied on rely for years, to your property requirements as stated in this proposal. We look forward to working with you and hope to hear from you soon.

Thank you for your consideration.

Sincerely,

Loren Garner/Account Executive
Mainscape Inc.
239-229-9940
lgarner@Mainscape.com



ADDENDUM I FLORIDA LANDSCAPE SPECIFICATIONS

I. LAWN CUTTING, EDGING AND STRING TRIMMING

Mowing shall be performed to provide uniform turf texture and appearance. Where possible, mowing patterns may be rotated to minimize scalping, rutting by mower wheels and soil compaction.

- A. **Frequency:** Mowing of all St. Augustine areas will be performed weekly during the growing season. Mowing will occur on a bi-weekly basis during the slow growing season. (See Contract for Frequency). Should the Customer request additional cuts, a separate proposal will be provided at the time service is requested.
- B. **Height of cut (HOC):** Mowing height will be dictated by turf variety, season and environmental conditions. A HOC of 4 to 4.5 inches is recommended for St. Augustine.
- C. **Hard Surface Edging:** All hard surfaces shall be edged at every mowing to provide a sharp appearance where turf meets paved areas.
- D. **Bed Edging:** Edging of soft bed edges will occur every other mowing or depending on growing conditions and seasonality to avoid expanding bed edges. Planting beds with rock mulch or a structural edging material (ie: pavers, curbing, blocks, vinyl edging, etc.) will not be edged due to safety concerns and/or potential for damage to personal property.
- E. **Line Trimming:** Line trimming around mailboxes, trees and other structures will occur during each mowing to ensure property is well groomed. Lake banks edges are subject to an alternative schedule based on lake levels, safety, accessibility and best management practices and/or at frequencies specified in the contract.
- F. **Access:** In order to gain access to an area with a riding mower Mainscape requires a minimum of a 42" opening and a slope of no greater than 4:1. All other areas will be string trimmed by hand unless noted otherwise. No push mowing is included unless specifically identified.



- G. **Damage:** Damage caused by maintenance activities where turf abuts an appurtenance or structure such as mailbox posts, landscape lighting fixtures, pots, garden hoses, fences, screening, or other objects outside mulched beds may be unavoidable and will not be Mainscape's responsibility.
- H. **Blowing:** All sidewalks, driveways and roadways will be blown off on the date of each service visit, weather permitting.
- I. **Trash Removal:** Litter will be removed from lawn areas each mowing visit to ensure trash is not shredded by equipment blades. All litter removed will be disposed of offsite.
- J. **Debris Removal:** Horticultural debris not related to a billable storm event will be removed from turf areas during mowing services. Debris in planting beds will be removed during scheduled pruning.

II. BED CARE

- A. **Trimming and Pruning:** Trimming and pruning shall be performed to contracted frequency to promote plant health, proper growth and an overall neat appearance.
 - 1. Shrubs:
 - a. Maintained height and shape of plant species will be determined based on functional purpose (i.e. erosion control, privacy, screening, noise abatement, etc.), aspect to structures and homes, and relation to other species in the landscape design as they vary throughout the property. All shrub species may not be trimmed every pruning rotation.
 - b. Pruning includes, but is not limited to the removal of dead, damaged or diseased vegetation except as caused by epidemic outbreaks of diseases or plant disorders. When diseased vegetation is removed, the pruning cuts shall be made several inches into the healthy plant tissue to promote new growth. All trimming and pruning shall be subject to applicable State and Federal regulations and American National Standards Institute (ANSI) standards.
 - c. Pruning practices will be consistent throughout the community. Custom pruning requests by individual homeowners are not part of this



scope as they are too difficult to manage in a production landscape service.

2. Trees:

Pruning includes maintenance of tree canopies for clearance up to 7 feet on sidewalks and up to 10 feet on driveways and roadways. Proposals will be provided for services above and beyond these specifications upon request.

3. Palms:

a. Dead palm fronds (based on University of Florida's recommendation of 100% browning) shall be removed during regular pruning rotations up to an approximate height of 12 feet. This is not to take the place of recommend routine annual or semi-annual palm pruning by an arborist.

b. Fronds removed before they are completely brown may induce nutritional deficiencies, diminish the health of palms over time and increase susceptibility to disease and/or insect infestation. Palms that decline as a result of removing live fronds are not Mainscape's responsibility.

c. Mainscape will make every effort to avoid pruning of palms with symptoms of TPPD or Fusarium wilt to prevent transmission of these un-curable diseases.

4. Hedges:

Hedges up to eight 8 feet are included in routine maintenance services at contracted frequencies. Proposals will be provided for trimming hedges above 8 feet tall upon request.

B. Weed Management in Planting Beds and on Impervious Surfaces:

1. Large weeds in planting beds will removed by hand in addition to treating small weeds at contracted frequencies to maintain a neat appearance.

2. Driveways, sidewalks, curbs and other hard surface areas will be treated as needed vegetation in cracks and crevices to provide a neat appearance.



C. Exclusions:

1. Excessive weeds due to improper mulching (mulch base less than two inches in depth) will not be Mainscape’s responsibility.
2. Trimming of hedges above 8-foot height without separate proposal approved by the Customer.
3. Palms that are perceived to have become diseased through transmission on pruning tools.

III. LAWN TREATMENT PROGRAM

The lawn treatment program will consist of nutrient applications with spot treatment of weeds at contracted frequencies.

A. Nutrient Applications

1. Nutrients utilized in this program are custom blended with essential plant nutrients in formulations designed specifically for the needs of the turf and the unique soil texture and chemistry inherent to the property.
2. Lawn nutrient programs shall comply with the single application and maximum annual rates of nitrogen and phosphorus specified in the Urban Turf Rule 5E-1.003 of the Florida Administrative Code.
3. In municipalities with fertilizer ordinances, the most restrictive regulations shall prevail and serve as a guide for nutrient selection, application rates and timing.
4. Mainscape employs methodologies consistent with “Florida Friendly Best Management Practices for the Protection of Water Resources by the Green Industries” (BMPs) and ensures that each lawn technician is BMP certified and licensed through the Florida Department of Agriculture & Consumer Services (FDACS).

B. Turf Weed Management

Spot treatment of broadleaf weeds and sedges will occur concomitantly with each turf nutrient application and as part of the Integrated Pest Management (IPM) program outlined below to keep turf weed populations to a minimum.



C. Turf Pest Management

1. A blanket treatment to prevent chinch bugs and grubs will be included in the Late Spring nutrient application.
2. Scouting and spot treatment of insect pests and turf diseases will be performed under the IPM program outlined below.

D. Exclusions:

1. Due to the unavailability or restricted use of products labeled for grassy weeds in St. Augustine turf (ex: crabgrass, bermudagrass, torpedograss) the control of grassy weed species in St. Augustine is excluded from this contract. The only remedy for removing encroaching grassy weeds in St. Augustine turf is to eradicate them with non-selective herbicide, remove and re-sod. This service is not included in the contract. Proposal(s) will be provided upon request.
2. Eradication of weeds where there is no uniform stand of desirable turf and treating weeds would result in bare areas prone to erosion.
3. The encroachment of uncontrollable weeds into desirable turf is common and inevitable to some degree, and if not addressed will spread. Replacement of turf where this occurs is not Mainscape's responsibility. Not responsible for the spread of these invasive turf weeds.
4. Nutrient deficiencies that require additional treatment beyond the contracted service to achieve acceptable turf quality will be proposed separately.

IV. ORNAMENTAL & NON-NATIVE PALM NUTRIENT PROGRAM

Nutrient applications to ornamental trees, shrubs and non-native palms will be performed to contract frequencies with custom blends of essential plant nutrients. Formulations are designed to meet nutritional needs based on the landscape plant palette and the unique soil texture and chemistry inherent to the property.

- A. Ornamental Trees and Shrubs:** A complete nutrient package including magnesium and micronutrients are included in each application throughout the year. Transplanted trees less than 3 years old will be included in the standard program.



Mature trees typically do not need additional fertilization and are not included in this program.

- B. **Non-native palms:** Palms need nutrients in specific ratios and will be fertilized with an 8-0-12 customized nutrient blend with micronutrients specially formulated for palms by University of Florida researchers. Palm nutrient applications will occur concomitantly with ornamental shrubs and small trees as specified in the contract.
- C. Deviation from the standard nutrient programs will be based on symptoms of nutrient deficiencies and/or soil and plant tissue analysis, and as recommended by Mainscape's Agronomy team.
- D. Mainscape employs methodologies consistent with "Florida Friendly Best Management Practices for the Protection of Water Resources by the Green Industries" (BMPs) and ensures that each technician is BMP certified and licensed through the Florida Department of Agriculture & Consumer Services (FDACS).
- E. In counties and municipalities with fertilizer ordinances, the most restrictive regulations shall prevail and serve as a guide for nutrient selection, application rates and timing.
- F. **Exclusions:**
 - 1. Treatment of nutrient deficiencies that occur on a widespread basis that require significant additional time and product above and beyond what is required to complete the contracted number of nutrient applications.
 - 2. Palm trunk injection for correction of extreme nutrient deficiencies.

V. INTEGRATED PEST MANAGEMENT (IPM)

Mainscape utilizes an IPM approach in the management of plant diseases, insect pests and weeds. The IPM program includes treatment of plant pests, diseases and turf weeds for which there are known effective products available and labeled for the specific site and intended target pests, diseases or weeds.

Mainscape will scout the entire property and spot treat insect pests and diseases in turf and ornamental plantings when they exceed treatment thresholds (treatment is needed to prevent negative impact to plant health and/or aesthetics) on a quarterly basis through multiple site visits. IPM personnel are onsite on a regular basis to address CSRs

Customer Initials _____

Date _____



Preventive applications may be performed on certain plant species when outbreaks are forecasted based on weather conditions and historical pest data. Mainscape’s environmentally sensitive IPM program is based on the following key elements:

A. Principles of IPM:

1. Prevention: Alleviating conditions that are conducive to pest, disease and weed outbreaks and spread inasmuch as possible.
2. Cultural: Employment of sound horticultural practices and agronomic programs to optimize plant health and tolerance of stress from adverse environmental conditions and plant maladies.
3. Scouting: Inspecting the property for signs of disease, insect infestation and nutritional disorders.
4. Identification: IPM personnel are trained in the diagnosis of plant problems so the appropriate remedial measures can be taken.
5. Program Implementation: Mainscape carefully selects products and application techniques to manage plant problems that are effective and have the least risk to humans and the environment.
6. Follow up: IPM personnel follow up on the progress of treatment plans and perform repeat applications when necessary.

B. Fire Ants: Treatment of occasional fire ant mounds is included in the standard IPM program. If fire ants become prevalent throughout the designated service area, a separate proposal for a blanket preventive treatment(s) will be provided. These applications typically provide suppression of fire ants for up to 3 months.

C. IPM Exclusions:

1. Palm bud and root drenching and trunk injections for specific insect, disease and nutritional problems.



2. Treatment of widespread and uncommon insect pests and/or diseases occurring throughout property above and beyond what would be considered typical for the standard program described above. Proposals for these services will be provided if and when the need is identified.
3. Invasive exotic or other insect pests and/or diseases that have a sudden and unexpected increase in occurrence, expand their host range, virulence or fecundity due to irregular weather patterns, environmental conditions or other unknown causes. Proposals for these services will be provided if and when the need is identified.
4. Pests, diseases or weeds for which there are no known remedies or for which there are no effective products labeled for the specific site and intended target pests, diseases or weeds.
5. Treatment of widespread fire ant outbreaks above and beyond what would be considered typical for the standard program described above.
6. Millipedes, roaches, white-footed ants, mold and other structural or nuisance pests that are not under the Lawn & Ornamental pest control license.

VI. IRRIGATION MANAGEMENT

A. Irrigation Monthly Maintenance: Mainscape shall perform a monthly maintenance inspection of the irrigation system consisting of the following service specifications:

1. Activate and inspect irrigation zones of the existing system. During drier times of year or periods of drought, routine inspections may be performed visually instead of activating irrigation zones in order to quickly identify high priority areas where turf and shrubs may be exhibiting signs of drought stress due to irrigation system deficiencies.
2. Visually inspect irrigated areas for obvious underground leaks.
3. Adjust sprinkler head nozzles where needed.
4. Inspect for sprinklers that may be damaged or in need of repair.



5. Adjust controller to the watering needs as dictated by environmental conditions on a monthly basis at the time of inspection. Any further adjustments would be considered additional work.
6. Rain sensors less than 6' off the ground will be inspected monthly. Rain Sensors between 6' and 10' off the ground will be inspected annually. Mainscape shall not be responsible for the verification or performance of rain sensors 10' off the ground or taller.
7. Report recommendations to improve/enhance the effectiveness of the irrigation system to the Customer.

B. Emergency Service Calls: Emergency service calls are defined as irrigation issues that cause water to run constantly outside of our regular business hours (Monday thru Friday; 8:00am-4:00pm), weekends and Mainscape recognized holidays. In this instance a technician will be dispatched to shut water off or isolate the issue. Unless completely unavoidable troubleshooting and repair will be performed during regular business hours. The emergency service call shall be billed to the Customer at \$175 for the first hour. Additional time if necessary will be billed at a rate of \$120 per hour plus materials.

C. Irrigation Services - Repair:

1. Repairs and adjustments to irrigation components located on the discharge side of the electric valve to the sprinkler that become necessary to insure proper water coverage of the turf and landscape areas shall be performed at the time of inspection at a time and material rate unless otherwise specified. These repairs may include, but are not limited to installation and repair of risers, nozzles, sprinklers, rain sensors, etc.
2. Repairs from the point of connection through the electric valve will be proposed and performed upon acceptance unless otherwise directed by the Customer.
3. Damages that result due to Mainscape's negligence, (e.g., heads broken by mowers, pruners etc.) will be replaced at the expense of Mainscape.

D. Irrigation Services – Parts (Optional – IF included in Contract Scope for the Lump Sum Fee):

Mainscape Landscape Specs – 12/20/17

9 of 22

Customer Initials _____

Date _____



1. Routine repairs and adjustments shall be performed at the time of inspection as part of a lump sum fee. These repairs may include, but are not limited to installation and repair of nozzles, sprinklers, rain sensors (if applicable), etc.
2. After Hours Emergency Calls, in addition to repairs and or replacements of Controllers, Faceplates, Valves, Rain Sensors, and Modules will be tracked on a monthly basis. A report will be provided quarterly to the customer of labor and material costs related to these types of repairs. Any unused portion of the contract line item costs may be applied to the next year's contract line item.
3. Damages that result because of Mainscape's negligence, (e.g., heads broken by mowers, pruners etc.) will be replaced at the expense of Mainscape.

E. Exclusions:

1. Mainline and mainline component repairs (such as isolation valves), pumps, backflows, filtration, controllers repairs and replacements, rain sensors, soil moisture sensors, electric valves, decoders, wire, electrical troubleshooting, construction event damages and Acts of God are not included as part of the irrigation services – parts service and are therefore excluded. These items will be brought to the attention of the client and proposed as additional services.
2. Mainscape shall not be responsible for the verification or performance of rain sensors 10' off the ground or more.
3. Mainscape shall not be held responsible for damage due to the improper installation or previous management of irrigation system by others.
4. Mainscape shall not be responsible for the maintenance and performance of pump stations, main line filters and back flow preventers without specific costs being included in the contract.
5. It is further understood that Mainscape is not liable for any damage of any kind whatsoever caused by the failure of the main irrigation water supply,

Customer Initials _____

Date _____



VII. CUSTOMER SERVICE

Landscape requests and inquiries may be submitted to the Customer Care Center 24 hours a day by telephone (1-800-481-0096), email (customerservice@mainscape.com) or through our web-based portal (www.mainscape.com).

A. **Processing of Requests:** Once a request is received, a CUSTOMER SERVICE REQUEST (CSR) will be created and dispatched to the appropriate person accountable. All non-emergency requests will be addressed within 3 to 5 business days Monday – Friday from 9:00 am to 5:00 pm.

B. During or after the resolution of a request one or all of the following may occur:

1. A Mainscape representative will personally speak to the original caller.
2. A door tag will be left at the residence or location of the issue with the date, time, explanation of the problem and the action that was taken to correct it.
3. An email copy of the CSR and resolution will be sent to the original caller if the email address has been provided.

C. **Emergency Requests:** The emergency line can be accessed as a prompt at the number provided above and is to be used by the Management Company/Homeowner as issues arise that need *immediate* attention. After hours callers will be directed to an on-call representative who will assess the emergency status of the call and work towards getting the issue resolved.

VIII. WARRANTY OF LANDSCAPE PLANT MATERIAL

Turf, shrubs or small trees that die from negligence to treat insect pests or diseases while under Mainscape’s nutrient, IPM and irrigation management programs outlined above it will be replaced with reasonably available like plant material.

A. Warranty of plant material is contingent upon Mainscape’s exclusive management of the lawn nutrient program, ornamental & non-native palm program, IPM program, and irrigation management programs as outlined above. Recommendations pertaining to these programs must be adhered to in order for this warranty to remain valid.



B. Annual Flowers: Annual plantings installed by Mainscape are under warranty for 1 month. If less than 50% of plants in a particular bed are in decline, declining plants will be replaced to replenish the planting bed to showcase appearance. If more than 50% of the plants are in decline in a particular bed, all plants within the planting bed will be removed and replaced.

C. Exclusions:

1. Pre-existing conditions – Plant problems that were present before Mainscape began landscape management services on the property.
2. Decline and/or death of plant material from pests or diseases for which there are no known curative remedies including, but not limited to stem cankers, vascular wilts, root rots, palm diseases, palm weevils and stem galls.
3. Decline and/or death of plant material from pests or diseases for which there are no products labeled for the specific site use, plant species and/or causal pest or disease. This includes replacement of St. Augustine turf in areas of grassy weed encroachment.
4. Decline and/or death of ornamental plants, trees and palms caused by deep planting or accumulation of mulch around plant bases prior to Mainscape's start of management services on property.
5. Decline and/or Death of palms from bud rots, ganoderma, vascular wilts, phytoplasma diseases, or lightning strikes.
6. Plant decline and/or death due to age of plants beyond their expected life span depending on species, maintenance practices and site conditions.
7. Decline and/or death of turf and/or plants caused by “widespread and uncommon infestations” as described in item V(D)(2) of this specification for which recommended treatment proposals were submitted by Mainscape and declined by the Customer or not accepted in time to mitigate the problem effectively.
8. Plant decline and/or death from adverse site or environmental conditions including, but not limited to soil contamination, poor site drainage, heavy



pedestrian, equipment or vehicular traffic, severe slope, soil compaction and acts of God.

9. Plant decline and/or death from wildlife feeding, digging, rooting and/or trampling.
10. It is further understood that Mainscape is not liable for any damage of any kind whatsoever caused by the failure of the main irrigation water supply, water pressure or to water restrictions imposed by a statutory or similar authority, or parts of the irrigation system not maintained by Mainscape including, but not limited to pumps, backflow preventers, valves, controllers, central control, etc.
11. Plant decline and/or death resulting from irrigation deficiencies not covered in the contract, or for which proposals were submitted by Mainscape and declined by the Customer or not accepted in time to mitigate the problem effectively.
12. Plant decline caused by adverse growing conditions resulting from State, County, municipal or Water Management District watering restrictions.
13. Plant decline and/or death caused by improper installation or previous management of irrigation system by others.
14. Plant decline and/or death caused by any condition beyond the control of Mainscape or outside of the contracted scope of services.

IX. DAMAGES

It shall be Mainscape's responsibility to repair or replace any landscaping or property that is damaged due to the lack of proper maintenance or negligence by Mainscape. The materials and labor will be supplied at Mainscape's expense.

A. Exclusions

1. Damage caused by line trimming where turf abuts an appurtenance or structure such as mailbox posts, landscape lighting fixtures, pots, garden hoses, fences, screening, holiday or yard decorations and gutter downspouts other objects outside mulched beds may be unavoidable and will not be Mainscape's responsibility. Additionally Mainscape reserves the right to



withhold service in areas of the property where aforementioned items may interfere with maintenance services.

2. Damage to landscape bed curbing, edging and barriers may be unavoidable and will not be Mainscape's responsibility.
3. Damage caused by acts of God, unusual weather conditions, vandalism, other contractors, or municipal worker damage will not be Mainscape's responsibility. Proposals for repair or replacement of such damages will be provided upon request.

X. PAYMENT TERMS

Invoices will be sent to the Customer on the 1st day of each month for that month's services. Payment terms are net 10 days, a 2% per month penalty fee on past due accounts. Any costs incurred in collection of this agreement, including reasonable attorney's fees will be paid by the Customer.

XI. CONTRACT TERMINATION

Mainscape or Customer may cancel this agreement at any time by giving a 60-day notice, or Mainscape may cancel immediately if the Customer defaults on agreed upon payment terms. Should this annualized contract be cancelled before the contract expiration, a reconciliation audit of services rendered vs. payments invoiced shall be performed. The Customer shall be credited or charged for actual services performed as of the cancellation date.

XII. SAFETY

- A. Mainscape shall comply with applicable Federal, State and Local Laws, Ordinances and Codes regarding safety.

XIII. COMMUNICATION

- A. A Mainscape Supervisor shall be designated as the point of contact to engage in ongoing communication with and keep the customer informed of all activities on property. A secondary contact person shall be made available whom the customer may contact in the event the designated Mainscape Supervisor cannot be reached.
- B. The Customer shall designate a single contact person and/or agent responsible for all communications of any kind with Mainscape.



- C. Mainscape shall be available for a site walk-through with the Customer on at least a monthly basis to discuss any maintenance concerns.
- D. Mainscape Supervisor can provide the Customer with approximate schedules of all routine maintenance services rendered.

XIV. GENERAL TERMS

- A. **Uniforms:** Mainscape’s employees shall wear company uniforms so they are easily identified as landscape professionals.
- B. **Vehicles:** All Mainscape trucks and trailers shall be identified by a company logo. Vehicles and trailers are to be parked in designated parking area(s) as directed by the Customer. These area(s) are recommended to alleviate any congestion and to assure a normal flow of traffic on roadways.
- C. **Supervision:** Qualified on-site supervision shall be provided at all times by crew leaders to ensure a high level of work quality and safety.
- D. **Work Hours:** Generally, work shall not begin on property before 7:00 am except in extenuating circumstances.

XV. SIGNATURES

The individuals executing this contract represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this contract on the following date.

DATED: _____, 20____

Customer Signature

Mainscape Representative

Mainscape Landscape Specs – 12/20/17

15 of 22

Customer Initials _____

Date _____



Print Name

Print Name

Title

Title

ADDENDUM II

FROST/FREEZE PROTECTION

I. ANNUAL FLOWERS

Frost/freeze protection of annual flowers will be provided at an extra cost above the base landscape maintenance contract price and will be addressed under a separate Frost/freeze Protection contract.

- A. **Frost Cloth:** In the event of a frost or freeze advisory Mainscape will cover annual flower beds with frost cloth in attempt to protect plants against cold injury. Frost

Mainscape Landscape Specs – 12/20/17

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Customer Initials _____

Date _____



cloth will remain throughout the duration of the forecasted period of frost/freeze threat.

- B. **Pricing:** The charge for covering annual flowers with frost cloth is \$45 per man hour plus materials.

II. IRRIGATION SYSTEM

- A. Irrigation will be suspended when temperatures are forecasted to be 38 degrees Fahrenheit or colder.
- B. Where possible the suspension is done at the controller and point of connection as an additional safeguard.
- C. **Pricing:** The charge for preparing the irrigation system for cold temperatures is \$65 per man hour plus materials.

III. WARRANTY

- A. Cold injury to annual flowers (or any other plantings) may be unavoidable even with proper coverage with frost cloth. This is considered an “Act of God” therefore replacement of any plant material that does not survive cold conditions will not be Mainscape’s responsibility.
- B. Mainscape shall not be responsible for busted pipes, backflow damage, damage to heads, nozzles, pumps, etc. in the event of a hard freeze.

IV. SIGNATURES

The Customer hereby agrees to the terms outlined above for Landscape Freeze/Frost Protection, understanding that these services are not included in the scope of the original base landscape maintenance contract and will be billed separately if and when these services are performed.

The individuals executing this contract represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

Mainscape Landscape Specs – 12/20/17

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Customer Initials _____

Date _____



IN WITNESS WHEREOF, the parties have executed this contract on the following date.

DATED: _____, 20____

Customer Signature Date

Mainscape Representative Date

Print Name

Print Name

Title

Title

ADDENDUM III STORM RECOVERY

I. DEFINITION

For the purpose of this contract, “Storm” is defined as a weather event or act of God with sustained wind speed above 38 miles per hour or that has been designated a tropical storm or hurricane by the National Oceanic and Atmosphere Administration’s National Weather Service (NOAA).

Mainscape Landscape Specs – 12/20/17

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Customer Initials _____

Date _____



Debris caused by such storms will be removed at an extra cost above the base landscape maintenance contract price and will be addressed under a separate Storm Recovery Landscape Services Contract.

II. SCOPE

- A. The scope of services for storm recovery shall apply to the following areas within the community:
 - 1. Common areas
 - 2. Amenity Center(s) and Clubhouse
 - 3. Homes, condos, villas
- B. Individual homeowner requests and proposals will be prioritized after initial storm recovery phases have been completed.
- C. Response to customer service requests may be delayed or suspended during storm recovery effort.
- D. The Customer shall indemnify, defend and hold Mainscape, its employees, officers, directors and affiliates harmless from and against any and all claims, damages, loss and expenses for property damage and/or bodily injury, including death, in connection with the storm recovery contract or project described herein.

III. PHASING RESPONSE

- A. **Preparation:** In the event of a forecasted hurricane, Mainscape will suspend all operation of irrigation equipment, pump stations, and secure controllers to avoid power surges and any catastrophic events should a mainline be broken by uprooted trees. These services are above and beyond the scope of the maintenance contract and will be billed on a time and materials basis.
- B. **Break Out:** Clearing of obstructive storm debris such as fallen trees and large limbs for the sole purpose of allowing access by emergency personnel. Areas will be cleared in the following order:

Mainscape Landscape Specs – 12/20/17

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Customer Initials _____

Date _____



1. Main roadways
2. Secondary roadways
3. Driveways

C. **Debris Clean up and Removal:** Mainscape management will coordinate with the Customer to determine how storm debris will be addressed. The following options are available:

1. Pick up and deposit at curbside within the community
2. Pick up and deposit in a designated central location within the community
3. Pick up and remove to an offsite location
4. Small debris such as leaves will be mulched during mowing.

IV. FALLEN, LEANING OR DAMAGED TREES

A. **Tree Damage Assessment:** An evaluation will be performed to determine whether trees affected by storms such as fallen, leaning or those with canopy damage may be potentially salvaged.

B. **Tree Uprighting and Staking:** Within its capabilities, Mainscape will stand up and stake trees that are deemed potentially salvageable. The client is encouraged to have a tree company on hand to upright and stake large trees that are beyond Mainscape's capability due to size.

C. **Agronomic Treatments:** Proposals for agronomic treatment programs will be presented for consideration to aid in the recovery of uprighted trees.

D. **Tree Removal:** Within its capabilities, Mainscape will remove trees that cannot be recovered. The client is encouraged to have a tree company on hand to remove large trees that are beyond Mainscape's capability due to size.

E. **Stump Grinding:** Proposals for stump grinding/removal will be provided upon request.



V. SHRUBS AND ORNAMENTAL TREES

Proposals for staking and/or replanting shrubs and ornamental trees not addressed in previous phases will be provided upon request.

VI. WARRANTY

Mainscape is unable to warranty or guarantee the success or survival of any trees or plants affected by the storm regardless of rendered assessment or treatment program performed to promote recovery.

VII. PRICING

- A. Labor - \$45 per hour
- B. Irrigation technician - \$65 per hour
- C. Additional labor such as out of market or subcontractor may be provided at increased labor rates with prior approval.
- D. Skid-steer/loader (including operator) - \$145 per hour
- E. Debris Disposal
 - 1. Grapple Truck from central location on site \$10 per cubic yard
 - 2. Mainscape Truck \$18.50 per cubic yard
- F. Tree Staking (including materials such as but not limited to lodge poles, lumber, banding kit, strapping) - Labor based on rates outlined above plus materials.
- G. Mainscape reserves the right to incur fuel/gasoline surcharge if prices rise following execution of this agreement.

VIII. SIGNATURES

Mainscape Landscape Specs – 12/20/17

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Customer Initials _____

Date_____



The Customer hereby agrees to the terms outlined above for Landscape Storm Recovery, understanding that these services are not included in the scope of the original base landscape maintenance contract and will be billed separately if and when these services are performed.

The individuals executing this contract represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this contract on the following date.

DATED: _____, 20____

Customer Signature

Mainscape Representative

Print Name

Print Name

Title

Title



MAINSCAPE®

THE LEADER IN LANDSCAPE SOLUTIONS



Craig Latimer
Supervisor of Elections

Our Vision: To be the best place in America to vote

GOVERNOR'S
STERLING
AWARD
RECIPIENT

April 20, 2021

To Whom It May Concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2021, listed below.

| Community Development District | Number of Registered Electors |
|--------------------------------|-------------------------------|
| Oaks at Shady Creek | 618 |

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@hcsoe.org.

Respectfully,

Enjoli White
Candidate Services Liaison

VoteHillsborough.gov



(813) 744 - 5900

Fred B. Karl County Center

601 E. Kennedy Blvd., 16th Floor, Tampa, FL 33602

Robert L. Gilder Elections Service Center

2514 N. Falkenburg Rd., Tampa, FL 33619

See website for regional office locations.

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT**

April 16, 2021 Minutes of Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of The Oaks at Shady Creek Community Development District was held on **Friday, April 16, 2021 at 10:00 a.m.** at the Carlton Lakes Clubhouse located at 11404 Carlton Lake Fields Dr., Riverview, FL 33579.

1. CALL TO ORDER/ROLL CALL

Gene Roberts called the Regular Meeting of The Oaks at Shady Creek Community Development District to order on **Friday, April 16, 2021 at 10:00 a.m.**

Board Members Present and Constituting a Quorum at the onset of the meeting:

| | |
|-----------------------|------------|
| Gill Hammond | Chair |
| Timothy Wersinger | Vice-Chair |
| Michelle LeBeau-Elrod | Supervisor |
| Robin Lush | Supervisor |
| John Bentley | Supervisor |

Staff Members Present:

| | |
|---------------------|--|
| Gene Roberts | District Manager, Meritus |
| Brian Howell | District Manager, Meritus |
| Dana Crosby-Collier | District Counsel, Straley Robin Vericker <i>via teleconference</i> |

There no audience members in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no audience comments on agenda items.

3. BUSINESS ITEMS

A. Discussion on Sod Installation

Mr. Roberts stated that the proposal from Carson's in the meeting book was for the wrong area and he will be submitting a new proposal.

B. Discussion on Landscape Installation

Mr. Roberts went over that they are still waiting on a proposal from Millennium. Supervisor Hammond told the Board that Millennium is increasing the maintenance fees for the HOA despite having a two-year contract, so the HOA Board is looking for a new vendor. Mr. Roberts will provide a scope of work to the bidding vendors to also obtain a price to maintain the District's common areas for consistency.

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C. General Matters of the District

There were no additional general matters to discuss.

4. CONSENT AGENDA

A. Consideration of the Board of Supervisors Regular Meeting Minutes March 19, 2021

The Board reviewed the minutes.

| | |
|--------------|--|
| MOTION TO: | Approve the March 19, 2021 minutes. |
| MADE BY: | Supervisor Wersinger |
| SECONDED BY: | Supervisor LeBeau-Elrod |
| DISCUSSION: | None Further |
| RESULT: | Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously |

B. Consideration of Operations and Maintenance Expenditures March 2021

The Board reviewed the O&Ms. Mr. Roberts told the Board that Meritus mistakenly overcharged for website administration and will be giving the District a credit.

| | |
|--------------|--|
| MOTION TO: | Approve the March 19, 2021 minutes. |
| MADE BY: | Supervisor Hammond |
| SECONDED BY: | Supervisor Lush |
| DISCUSSION: | None Further |
| RESULT: | Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously |

C. Review of Financial Statements Month Ending March 31, 2021

The financials were reviewed and accepted. Mr. Roberts noted that six months into the fiscal year budget, the District is 6% under budget. He also said he is working on the budget for fiscal year 2022. Supervisor Hammond stated he does not want assessments to increase.

Mr. Howell went over that with interest rates being low, it would be a good time to explore re-financing the debt service bond. District Counsel will review the bond to see if it is eligible for re-financing, and if so, loan terms will be prepared for the Board to review for the May meeting. Mr. Howell discussed different options for the Board to consider regarding using the money saved.

91 **5. STAFF REPORTS**

92 **A. District Counsel**

93 **B. District Engineer**

94

95 There were no updates from Counsel or the Engineer.

96

97 **C. District Manager**

98

99 Mr. Roberts went over the management reports with the Board. He noted that residents have been
100 complaining about vehicles speeding in the community. The County was approached about adding
101 additional speed signs but declined. Mr. Roberts would like to place a sign on District property just
102 before the clubhouse.

103

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105 **6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

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107 There were no supervisor requests or audience comments.

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DRAFT

110 **7. ADJOURNMENT**

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| MOTION TO: | Adjourn. |
| MADE BY: | Supervisor Lush |
| SECONDED BY: | Supervisor LeBeau-Elrod |
| DISCUSSION: | None Further |
| RESULT: | Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously |

**Please note the entire meeting is available on disc.*

**These minutes were done in a summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title:

- Chair
- Vice-Chair

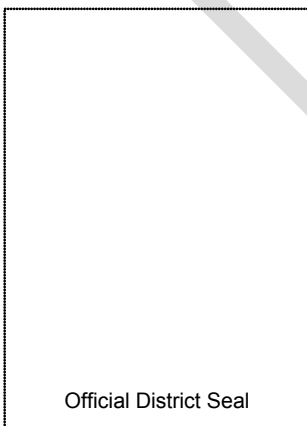
Title:

- Secretary
- Assistant Secretary

Recorded by Records Administrator

Signature

Date



**Oaks at Shady Creek Community Development District
Summary of Operations and Maintenance Invoices**

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|-----------------------------------|------------------------|--------------------|--------------|---|
| Monthly Contract | | | | |
| Meritus Districts | 10505 | \$ 3,152.26 | | District Management Services - April 2021 |
| Monthly Contract Sub-Total | | \$ 3,152.26 | | |

| | | | | |
|------------------------------------|-------|------------------|--|---------------------------------------|
| Variable Contract | | | | |
| Straley Robin Vericker | 19682 | \$ 321.50 | | Professional Services thru 04/27/2021 |
| Variable Contract Sub-Total | | \$ 321.50 | | |

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|----------------------------|---------------------|--------------------|--------------------|----------------------------------|
| Utilities | | | | |
| BOCC | 7015729919 042021 | \$ 69.01 | | Water Service thru 04/14/2021 |
| Tampa Electric | 211005987436 042121 | 20.91 | | Electric Service thru 04/15/21 |
| Tampa Electric | 211005987634 042121 | 4,315.22 | | Electric Service thru 04/15/21 |
| Tampa Electric | 211020235159 042121 | 167.49 | \$ 4,503.62 | Electric Service thru 04/15/2021 |
| Utilities Sub-Total | | \$ 4,572.63 | | |

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|------------------------------------|----------|--------------------|--------------------|--|
| Regular Services | | | | |
| Carson`s Lawn & Landscaping | 6632 | \$ 425.00 | | French Drain/Pea Gravel Installment - 04/12/2021 |
| Millennium Lawn & Landscaping Inc. | 18894 | 4,600.00 | | Lawn Maintenance - 03/26/2021 |
| Steadfast | 537 | 290.00 | | Routine Aquatic Maintenance - 04/01/2021 |
| Supervisor: Gill Hammond | GH041621 | 200.00 | | Supervisor Fee - 04/16/2021 |
| Supervisor: John Bently | JB041621 | 200.00 | | Supervisor Fee - 04/16/2021 |
| Supervisor: Michelle LeBeaue-Elrod | ME041621 | 200.00 | | Supervisor Fee - 04/16/2021 |
| Supervisor: Robin Lush | RL041621 | 200.00 | | Supervisor Fee - 04/16/2021 |
| Supervisor: Timothy Wersinger | TW041621 | 200.00 | \$ 1,000.00 | Supervisor Fee - 04/16/2021 |
| Regular Services Sub-Total | | \$ 6,315.00 | | |

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| Additional Services | | | | |
|----------------------------|--|--|--|--|

Oaks at Shady Creek Community Development District
Summary of Operations and Maintenance Invoices

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|--------------------------------------|------------------------|---------------------|---------------------|-------------------------------|
| Meritus Districts | TOASC CM12 31 20 | \$ -624.99 | | Bill Discrepancy - 04/15/2021 |
| Meritus Districts | TOASC CM4 15 21 | -833.32 | \$ -1,458.31 | Bill Discrepancy - 04/15/2021 |
| Additional Services Sub-Total | | \$ -1,458.31 | | |
| TOTAL: | | \$ 12,903.08 | | |

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

Chairman Vice Chairman Assistant Secretary

Meritus Districts

2005 Pan Am Circle
 Suite 300
 Tampa, FL 33607

Voice: 813-397-5121
 Fax: 813-873-7070

INVOICE

Invoice Number: 10505
 Invoice Date: Apr 1, 2021
 Page: 1

| Bill To: |
|---|
| Oaks at Shady Creek CDD 2005 Pan Am Circle Suite 300 Tampa, FL 33607 |

| Ship to: |
|----------|
| |

| Customer ID | Customer PO | Payment Terms | |
|---------------------|-----------------|---------------|----------|
| Oaks at Shady Creek | | Net Due | |
| | Shipping Method | Ship Date | Due Date |
| | Best Way | | 4/1/21 |

| Quantity | Item | Description | Unit Price | Amount |
|----------|------|--------------------------------------|------------|----------|
| | | District Management Services - April | | 2,812.50 |
| | | Postage - February | | 6.43 |
| | | Website Administration | | 333.33 |
| | | <i>Handwritten mark</i> | | |

| | |
|------------------------|-----------------|
| Subtotal | 3,152.26 |
| Sales Tax | |
| Total Invoice Amount | 3,152.26 |
| Payment/Credit Applied | |
| TOTAL | 3,152.26 |

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

The Oaks at Shady Creek CDD
c/o Meritus Districts
2005 PAN AM CIRCLE, SUITE 300
Tampa, FL 33607

April 27, 2021
Client: 001450
Matter: 000001
Invoice #: 19682

Page: 1

RE: General

For Professional Services Rendered Through April 15, 2021

SERVICES

| Date | Person | Description of Services | Hours | |
|-----------------------------|--------|--|-------|----------|
| 3/24/2021 | DCC | RECEIVE AND REVIEW COMMUNICATION FROM G. ROBERTS REGARDING COST SHARE AGREEMENT; REVIEW CURRENT AGREEMENT. | 0.3 | |
| 3/25/2021 | DCC | REVISE AND TRANSMIT TO G. ROBERTS UPDATED IRRIGATION CONTRACT. | 0.3 | |
| 3/30/2021 | DCC | PREPARE AND TRANSMIT QUARTERLY REPORT TO DISSEMINATION AGENT. | 0.1 | |
| 4/7/2021 | JMV | REVIEW EMAIL FROM G. HAMMOND RE: TRAFFIC SIGNS; DRAFT EMAIL TO G. HAMMOND RE: TRAFFIC SIGNS. | 0.2 | |
| 4/15/2021 | DCC | REVIEW AGENDA; PREPARE FOR MEETING. | 0.2 | |
| Total Professional Services | | | 1.1 | \$321.50 |

PERSON RECAP

| Person | Hours | Amount |
|----------------------|-------|----------|
| JMV John M. Vericker | 0.2 | \$65.00 |
| DCC Dana C. Collier | 0.9 | \$256.50 |

*54us. 3107
Cul*

April 27, 2021
Client: 001450
Matter: 000001
Invoice #: 19682

Page: 2

| | | |
|-----------------------|----------|----------|
| Total Services | \$321.50 | |
| Total Disbursements | \$0.00 | |
| Total Current Charges | | \$321.50 |

| | | |
|------------------------|--|-----------------|
| PAY THIS AMOUNT | | \$321.50 |
|------------------------|--|-----------------|

Please Include Invoice Number on all Correspondence



| CUSTOMER NAME | ACCOUNT NUMBER | BILL DATE | DUE DATE |
|-----------------------------|----------------|------------|------------|
| THE OAKS AT SHADY CREEK CDD | 7015729919 | 04/20/2021 | 05/11/2021 |



Service Address: 14099 TROPICAL KINGBIRD WAY

S:Page 1 of 1

| METER NUMBER | PREVIOUS DATE | PREVIOUS READ | PRESENT DATE | PRESENT READ | CONSUMPTION | READ TYPE | METER DESCRIPTION |
|--------------|---------------|---------------|--------------|--------------|-------------|-----------|-------------------|
| 53984411 | 03/16/2021 | 15339 | 04/14/2021 | 15339 | 0 GAL | ACTUAL | WATER |

Service Address Charges

| | |
|--------------------------------------|----------------|
| Water Base Charge | \$64.32 |
| Customer Service Charge | \$4.69 |
| Total Service Address Charges | \$69.01 |

Summary of Account Charges

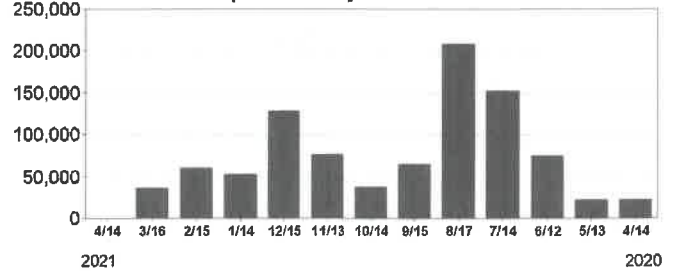
| | |
|------------------------------|----------------|
| Previous Balance | \$210.86 |
| Net Payments - Thank You | \$-210.86 |
| Total Account Charges | \$69.01 |

| | |
|-------------------|----------------|
| AMOUNT DUE | \$69.01 |
|-------------------|----------------|

Important Message

Do you know your allowed irrigation days and hours? Recent ordinance changes have impacted schedules for some customers. Check yours by using the address lookup tool at HCFLGov.net/WaterRestrictions or call (813) 275-7094 for a recorded summary.

Consumption History x 1000 Gallons



Make checks payable to: **BOCC**
ACCOUNT NUMBER: 7015729919

Hillsborough County Florida

ELECTRONIC PAYMENTS BY CHECK OR

Automated Payment Line: (813) 276 8526
Internet Payments: HCFLGov.net/WaterBill
Additional Information: HCFLGov.net/Water



THANK YOU!



THE OAKS AT SHADY CREEK CDD
2005 PAN AM CIR STE 300
TAMPA FL 33607-6008

3,958 8

| | |
|--------------------|------------|
| DUE DATE | 05/11/2021 |
| AMOUNT DUE | \$69.01 |
| AMOUNT PAID | |

Statement Date: 04/21/2021
Account: 211005987436

OAKS AT SHADY CREEK COMM
10508 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579-0000

| | |
|--------------------------|------------|
| Current month's charges: | \$20.91 |
| Total amount due: | \$20.91 |
| Payment Due By: | 05/12/2021 |

Your Account Summary

| | |
|--|----------------|
| Previous Amount Due | \$20.91 |
| Payment(s) Received Since Last Statement | -\$20.91 |
| Current Month's Charges | \$20.91 |
| Total Amount Due | \$20.91 |



Smooooth out
your energy costs this year.

Plan more and stress less!
Free Budget Billing evens out your bill so you pay about the same amount every month - it's that simple!

tampaelectric.com/budgetforhome

tampaelectric.com/budgetforbusiness

00004956-0009103-Page 8 of 12

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

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CALL
811



WAIT two business days



Start **DIGGING!**

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211005987436

| | |
|--------------------------|------------|
| Current month's charges: | \$20.91 |
| Total amount due: | \$20.91 |
| Payment Due By: | 05/12/2021 |
| Amount Enclosed | \$ |

652618070428



OAKS AT SHADY CREEK COMM
2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Account: 211005987436
Statement Date: 04/21/2021
Current month's charges due 05/12/2021

Details of Charges – Service from 03/17/2021 to 04/15/2021

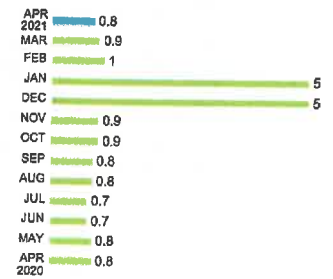
Service for: 10508 PURPLE MARTIN BLVD, RIVERVIEW, FL 33579-0000

Rate Schedule: General Service - Non Demand

| Meter Number | Read Date | Current Reading | Previous Reading | Total Used | Multiplier | Billing Period |
|--------------|------------|-----------------|------------------|------------|------------|----------------|
| 1000497017 | 04/15/2021 | 536 | 511 | 25 kWh | 1 | 30 Days |

Tampa Electric Usage History

Kilowatt-Hours Per Day (Average)



| | | |
|------------------------------|------------------------|----------------|
| Basic Service Charge | | \$18.06 |
| Energy Charge | 25 kWh @ \$0.05928/kWh | \$1.48 |
| Fuel Charge | 25 kWh @ \$0.03167/kWh | \$0.79 |
| Storm Protection Charge | 25 kWh @ \$0.00251/kWh | \$0.06 |
| Florida Gross Receipt Tax | | \$0.52 |
| Electric Service Cost | | \$20.91 |

Total Current Month's Charges

\$20.91

00004096-0009104-Page 11 of 12

Important Messages

Adjust for Summer Pricing

Energy Planner summer pricing rates will become effective May 1 and continue through Oct. 31. During summer months, the "High Level" will become active from 1 p.m. to 6 p.m. on weekdays. To maximize savings during the summer months, we recommend that you program your Web portal to control your appliances based on the summer rates. Visit TampaElectric.com/EP to view the current rates and the summer schedule.



OAKS AT SHADY CREEK COMM
301 US HIGHWAY 301 S
TAMPA, FL 33619

Statement Date: 04/21/2021
Account: 211005987634

| | |
|--------------------------|------------|
| Current month's charges: | \$4,315.22 |
| Total amount due: | \$4,315.22 |
| Payment Due By: | 05/12/2021 |

Your Account Summary

| | |
|--|-------------------|
| Previous Amount Due | \$4,315.20 |
| Payment(s) Received Since Last Statement | -\$4,315.20 |
| Current Month's Charges | \$4,315.22 |
| Total Amount Due | \$4,315.22 |

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tampaelectric.com/budgetforbusiness

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Yard project? Avoid damage and fines

Learn more at tampaelectric.com/811



To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211005987634

| | |
|--------------------------|------------|
| Current month's charges: | \$4,315.22 |
| Total amount due: | \$4,315.22 |
| Payment Due By: | 05/12/2021 |
| Amount Enclosed | \$ |

652618070429

OAKS AT SHADY CREEK COMM
2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318



Account: 211005987634
Statement Date: 04/21/2021
Current month's charges due 05/12/2021

Details of Charges – Service from 03/17/2021 to 04/15/2021

Service for: 301 US HIGHWAY 301 S, TAMPA, FL 33619

Rate Schedule: Lighting Service

Lighting Service Items LS-1 (Bright Choices) for 30 days

| | | |
|------------------------------|--------------------------|-------------------|
| Lighting Energy Charge | 3336 kWh @ \$0.02712/kWh | \$90.47 |
| Fixture & Maintenance Charge | 84 Fixtures | \$1176.84 |
| Lighting Pole / Wire | 117 Poles | \$2926.17 |
| Lighting Fuel Charge | 3336 kWh @ \$0.03136/kWh | \$104.62 |
| Storm Protection Charge | 3336 kWh @ \$0.00354/kWh | \$11.81 |
| Florida Gross Receipt Tax | | \$5.31 |
| Lighting Charges | | \$4,315.22 |

Total Current Month's Charges

\$4,315.22

00004986-0008102-Page 7 of 12

Important Messages

Adjust for Summer Pricing

Energy Planner summer pricing rates will become effective May 1 and continue through Oct. 31. During summer months, the "High Level" will become active from 1 p.m. to 6 p.m. on weekdays. To maximize savings during the summer months, we recommend that you program your Web portal to control your appliances based on the summer rates. Visit TampaElectric.com/EP to view the current rates and the summer schedule.



Statement Date: 04/21/2021
Account: 211020235159

OAKS AT SHADY CREEK COMM
10707 PURPLE MARTIN BLVD
RIVERVIEW, FL 33579-0000

| | |
|--------------------------|------------|
| Current month's charges: | \$167.49 |
| Total amount due: | \$167.49 |
| Payment Due By: | 05/12/2021 |

Your Account Summary

| | |
|--|-----------------|
| Previous Amount Due | \$163.94 |
| Payment(s) Received Since Last Statement | -\$163.94 |
| Current Month's Charges | \$167.49 |
| Total Amount Due | \$167.49 |

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00004096-00000095-Page 1 of 12

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Yard project?

Avoid damage and fines

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WAIT two
business days

Start
DIGGING!

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211020235159

| | |
|--------------------------|------------|
| Current month's charges: | \$167.49 |
| Total amount due: | \$167.49 |
| Payment Due By: | 05/12/2021 |
| Amount Enclosed | \$ |

640272432535

00004096 02 AV 0.39 33607 FTECO104212122573110 00000 02 01000000 008 02 10330 006



OAKS AT SHADY CREEK COMM
2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607-6008



MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

Account: 211020235159
Statement Date: 04/21/2021
Current month's charges due 05/12/2021

Details of Charges – Service from 03/17/2021 to 04/15/2021

Service for: 10707 PURPLE MARTIN BLVD, RIVERVIEW, FL 33579-0000

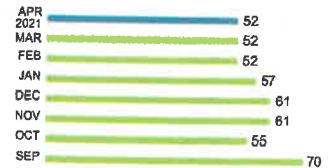
Rate Schedule: General Service - Non Demand

| Meter Number | Read Date | Current Reading | Previous Reading | = | Total Used | Multiplier | Billing Period |
|--------------|------------|-----------------|------------------|---|------------|------------|----------------|
| 1000497018 | 04/15/2021 | 18,298 | 16,744 | | 1,554 kWh | 1 | 30 Days |

| | | | | | | | |
|------------------------------|--|---------------------------|--|--|-----------------|--|--|
| Basic Service Charge | | | | | \$18.06 | | |
| Energy Charge | | 1,554 kWh @ \$0.05928/kWh | | | \$92.12 | | |
| Fuel Charge | | 1,554 kWh @ \$0.03167/kWh | | | \$49.22 | | |
| Storm Protection Charge | | 1,554 kWh @ \$0.00251/kWh | | | \$3.90 | | |
| Florida Gross Receipt Tax | | | | | \$4.19 | | |
| Electric Service Cost | | | | | \$167.49 | | |

Tampa Electric Usage History

Kilowatt-Hours Per Day (Average)



Total Current Month's Charges

\$167.49

00004096-0009100-Page 3 of 12

Important Messages

Adjust for Summer Pricing

Energy Planner summer pricing rates will become effective May 1 and continue through Oct. 31. During summer months, the "High Level" will become active from 1 p.m. to 6 p.m. on weekdays. To maximize savings during the summer months, we recommend that you program your Web portal to control your appliances based on the summer rates. Visit TampaElectric.com/EP to view the current rates and the summer schedule.



Millennium Lawn and Landscape Inc.

3471 Rackley Rd
Brooksville, FL 34604

Invoice

| | |
|-----------|-----------|
| Date | Invoice # |
| 3/26/2021 | 18894 |

| |
|---|
| Bill To |
| The Oaks at Shady Creek CDD 2005 Pan Am Circle Suite300 Tampa, Fl. 33607 |

| |
|--|
| Ship To |
| The Oaks at Shady Creek CDD 2005 Pan Am Circle Suite300 Tampa, FL 33607 |

Ninety (90) day warranty of installed trees, plants, palms and sod.

| P.O. Number | Terms | Rep | Ship | Via | F.O.B. | Project |
|-------------|--------|-----|------|-----|--------|---------|
| | Net 30 | | | | | |

| Quantity | Description | Price Each | Amount |
|----------|------------------|------------|----------|
| | Lawn Maintenance | 4,600.00 | 4,600.00 |
| | Sales Tax | 0.00% | 0.00 |
| | | | |

| | | |
|--|-------------------------|------------|
| April Maintenance | Total | \$4,600.00 |
| <i>Payments will be applied to outstanding balance prior to current invoices</i> | | |
| | Payments/Credits | \$0.00 |
| | Balance Due | \$4,600.00 |

Customer is responsible for the cost of repairs to irrigation or other unforeseen costs that may occur during the installation, transplanting or removal of plant material or sod.



Steadfast Environmental, LLC
AKA Flatwoods Environmental

30435 Commerce Drive, Suite 102 | San Antonio, FL 33576
 813-836-7940 | office@steadfastenv.com

Invoice

| Date | Invoice # |
|----------|-----------|
| 4/1/2021 | 537 |

| Bill To |
|--|
| The Oaks at Shady Creek CDD Meritus 2005 Pan Am Circle Drive Suite 300 Tampa, FL 33607 |

Please make all Checks payable to:
Steadfast Environmental


| Ship To |
|---------|
| |

| P.O. No. | W.O. No. | Account # | Cost Code | Terms | Project |
|--|--|-----------|-----------|---------------|------------------------------------|
| | | | | Net 30 | SE1027 The Oaks at Shady Creek CDD |
| Quantity | Description | U/M | Rate | Serviced Date | Amount |
| | Routine Aquatic Maintenance (Pond Spraying) April 2021 | | 290.00 | 4/15/2021 | 290.00 |
| <p><i>\$3900 4307</i> <i>402</i></p> | | | | | |

Accounts over 60 days past due will be subject to credit hold and services may be suspended. All past due amounts are subject to interest at 1.5% per month plus costs of collection including attorney fees if incurred.


Project Total Balance \$290.00 **Customer Total Balance** \$3,775.44

| | |
|--------------------|-----------------|
| Total | \$290.00 |
| Payments/Credits | \$0.00 |
| Balance Due | \$290.00 |

The Oaks at Shady Creek CDD
MEETING DATE: April 16, 2021
DMS Staff Signature 

| SUPERVISORS | CHECK IF IN ATTENDANCE | STATUS | PAYMENT AMOUNT |
|-----------------------|-------------------------------------|-----------------|-----------------------|
| Michelle LeBeau-Elrod | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Robin Lush | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Timothy Wersinger | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| John Bentley | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Gill Hammond | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |

GH 041621

The Oaks at Shady Creek CDD
MEETING DATE: April 16, 2021
DMS Staff Signature 

| SUPERVISORS | CHECK IF IN ATTENDANCE | STATUS | PAYMENT AMOUNT |
|-----------------------|-------------------------------------|-----------------|-----------------------|
| Michelle LeBeau-Elrod | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Robin Lush | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Timothy Wersinger | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| John Bentley | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Gill Hammond | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |

JB04/16/21

The Oaks at Shady Creek CDD

MEETING DATE: April 16, 2021

DMS Staff Signature



| SUPERVISORS | CHECK IF IN ATTENDANCE | STATUS | PAYMENT AMOUNT |
|-----------------------|-------------------------------------|-----------------|----------------|
| Michelle LeBeau-Elrod | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Robin Lush | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Timothy Wersinger | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| John Bentley | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Gill Hammond | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |

ME 04/16/21

The Oaks at Shady Creek CDD
 MEETING DATE: April 16, 2021
 DMS Staff Signature 

| SUPERVISORS | CHECK IF IN ATTENDANCE | STATUS | PAYMENT AMOUNT |
|-----------------------|-------------------------------------|-----------------|----------------|
| Michelle LeBeau-Elrod | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Robin Lush | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Timothy Wersinger | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| John Bentley | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Gill Hammond | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |

RL041621

The Oaks at Shady Creek CDD
MEETING DATE: April 16, 2021
DMS Staff Signature 

| SUPERVISORS | CHECK IF IN ATTENDANCE | STATUS | PAYMENT AMOUNT |
|-----------------------|-------------------------------------|-----------------|-----------------------|
| Michelle LeBeau-Elrod | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Robin Lush | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Timothy Wersinger | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| John Bentley | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |
| Gill Hammond | <input checked="" type="checkbox"/> | Salary Accepted | \$200.00 |

TW041621

Meritus Districts

2005 Pan Am Circle
 Suite 300
 Tampa, FL 33607

CREDIT MEMO

Credit Memo Number: TOASCCM12/31/20

Credit Date: Apr 15, 2021

Page: 1

Voice: 813-397-5121

Fax: 813-873-7070

Credit To:

Oaks at Shady Creek CDD
 2005 Pan Am Circle
 Suite 300
 Tampa, FL 33607

| Customer ID | Customer PO | Sales Rep ID |
|---------------------|-------------|--------------|
| Oaks at Shady Creek | | |

| Quantity | Item | Description | Unit Price | Amount |
|--------------|---------------|---|------------|----------------|
| | Website Admin | Difference between what should have been billed and what was billed for website administration for the period Oct - Dec 2020 (\$125/mo - \$333.33/mo * 3 mos) | | -624.99 |
| Subtotal | | | | -624.99 |
| Sales Tax | | | | |
| Freight | | | | |
| TOTAL | | | | -624.99 |

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

CREDIT MEMO

Credit Memo Number: TOASCCM4/15/21

Credit Date: Apr 15, 2021

Page: 1

Voice: 813-397-5121

Fax: 813-873-7070

| |
|---|
| Credit To: |
| Oaks at Shady Creek CDD 2005 Pan Am Circle Suite 300 Tampa, FL 33607 |

| Customer ID | Customer PO | Sales Rep ID |
|---------------------|-------------|--------------|
| Oaks at Shady Creek | | |

| Quantity | Item | Description | Unit Price | Amount |
|--------------|---------------|--|------------|----------------|
| | Website Admin | Difference between what should have been billed and what was billed for website administration for the period Jan - April (\$125/mo - \$333.33/mo * 4 mos) | | -833.32 |
| Subtotal | | | | -833.32 |
| Sales Tax | | | | |
| Freight | | | | |
| TOTAL | | | | -833.32 |

The Oaks at Shady Creek Community Development District

Financial Statements
(Unaudited)

Period Ending
April 30, 2021



Meritus Districts
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

The Oaks at Shady Creek CDD

Balance Sheet

As of 4/30/2021

(In Whole Numbers)

| | General Fund | Debt Service - Series 2015 | Capital Project - Series 2015 | General Fixed Assets Account Group | General Long-Term Debt | Total |
|---|----------------|-------------------------------|-------------------------------------|---|------------------------------|-------------------|
| Assets | | | | | | |
| Cash-Operating Account | 284,442 | 0 | 0 | 0 | 0 | 284,442 |
| Cash - Revenue - Series 2015 #7000 | 0 | 333,815 | 0 | 0 | 0 | 333,815 |
| Cash - Reserve - Series 2015 #7004 | 0 | 110,513 | 0 | 0 | 0 | 110,513 |
| Cash - Interest - Series 2015 #7002 | 0 | 142,798 | 0 | 0 | 0 | 142,798 |
| Cash - Principal - Series 2015 #7001 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cash - Sinking Fund - Series 2015 #7005 | 0 | 13 | 0 | 0 | 0 | 13 |
| Cash - Acq/Construction Gen Fund - Series 2015 #7010 | 0 | 0 | 498 | 0 | 0 | 498 |
| Accounts Receivable - Other | 0 | 0 | 0 | 0 | 0 | 0 |
| Due From Developer | 0 | 0 | 0 | 0 | 0 | 0 |
| Assessments Receivable - Tax Roll | 0 | 0 | 0 | 0 | 0 | 0 |
| Due From General Fund | 0 | 0 | 0 | 0 | 0 | 0 |
| Prepaid Expense | 0 | 0 | 0 | 0 | 0 | 0 |
| Prepaid General Liability Insurance | 0 | 0 | 0 | 0 | 0 | 0 |
| Prepaid Public Officials Insurance | 0 | 0 | 0 | 0 | 0 | 0 |
| Prepaid Trustee Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| Prepaid Property Insurance | 0 | 0 | 0 | 0 | 0 | 0 |
| Deposits | 6,865 | 0 | 0 | 0 | 0 | 6,865 |
| Construction Work In Progress | 0 | 0 | 0 | 5,823,191 | 0 | 5,823,191 |
| Amount Available-Debt Service | 0 | 0 | 0 | 0 | 415,384 | 415,384 |
| Amount To Be Provided-Debt Service | 0 | 0 | 0 | 0 | 5,584,616 | 5,584,616 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Assets | 291,307 | 587,139 | 498 | 5,823,191 | 6,000,000 | 12,702,134 |
| Liabilities | | | | | | |
| Accounts Payable | 3,114 | 0 | 0 | 0 | 0 | 3,114 |
| Due To Debt Service Fund | 0 | 0 | 0 | 0 | 0 | 0 |
| Accrued Expenses Payable | 0 | 0 | 0 | 0 | 0 | 0 |
| Due to Developer | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue Bond Payable - Series 2015 | 0 | 0 | 0 | 0 | 6,000,000 | 6,000,000 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Liabilities | 3,114 | 0 | 0 | 0 | 6,000,000 | 6,003,114 |

The Oaks at Shady Creek CDD

Balance Sheet

As of 4/30/2021

(In Whole Numbers)

| | General Fund | Debt Service - Series 2015 | Capital Project - Series 2015 | General Fixed Assets Account Group | General Long-Term Debt | Total |
|------------------------------------|--------------|-------------------------------|-------------------------------------|---|------------------------------|------------|
| | | | | | | |
| Fund Equity & Other Credits | | | | | | |
| Fund Balance-All Other Reserves | 0 | 431,422 | 498 | 0 | 0 | 431,920 |
| Fund Balance-Unreserved | 158,707 | 0 | 0 | 0 | 0 | 158,707 |
| Retained Earnings-Unreserved | 0 | 0 | 0 | 0 | 0 | 0 |
| Investment In General Fixed Assets | 0 | 0 | 0 | 5,823,191 | 0 | 5,823,191 |
| Other | 129,485 | 155,717 | 0 | 0 | 0 | 285,203 |
| Total Fund Equity & Other Credits | 288,192 | 587,139 | 498 | 5,823,191 | 0 | 6,699,020 |
| Total Liabilities & Fund Equity | 291,307 | 587,139 | 498 | 5,823,191 | 6,000,000 | 12,702,134 |

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

001 - General Fund
From 10/1/2020 Through 4/30/2021
(In Whole Numbers)

| | Total Budget - Original | Current Period Actual | Total Budget Variance - Original | Percent Total Budget Remaining - Original |
|--|----------------------------|--------------------------|--|--|
| Revenues | | | | |
| Special Assessments - Service Charges | | | | |
| Operations & Maintenance Assmts-Tax Roll | 253,110 | 254,179 | 1,069 | 0 % |
| Interest Earnings | | | | |
| Interest Earnings | <u>0</u> | <u>254</u> | <u>254</u> | <u>0 %</u> |
| Total Revenues | <u>253,110</u> | <u>254,433</u> | <u>1,323</u> | <u>1 %</u> |
| Expenditures | | | | |
| Legislative | | | | |
| Supervisor Fees | 12,000 | 6,800 | 5,200 | 43 % |
| Financial & Administrative | | | | |
| District Manager | 33,750 | 19,688 | 14,063 | 42 % |
| District Engineer | 4,000 | 590 | 3,410 | 85 % |
| Disclosure Report | 4,200 | 4,200 | 0 | 0 % |
| Trustees Fees | 5,000 | 2,500 | 2,500 | 51 % |
| Auditing Services | 4,500 | 0 | 4,500 | 100 % |
| Arbitrage Rebate Calculation | 0 | 3,900 | (3,900) | 0 % |
| Postage, Phone, Faxes, Copies | 2,000 | 255 | 1,745 | 87 % |
| Public Officials Insurance | 2,200 | 2,153 | 47 | 2 % |
| Legal Advertising | 2,500 | 1,114 | 1,386 | 55 % |
| Bank Fees | 250 | 0 | 250 | 100 % |
| Dues, Licenses & Fees | 200 | 175 | 25 | 13 % |
| Miscellaneous Fees | 100 | 0 | 100 | 100 % |
| Office Supplies | 250 | 104 | 146 | 58 % |
| Website Administration | 1,500 | 875 | 625 | 42 % |
| ADA Website Compliance | 1,800 | 1,100 | 700 | 39 % |
| Legal Counsel | | | | |
| District Counsel | 5,000 | 3,634 | 1,366 | 27 % |
| Electric Utility Services | | | | |
| Electric Utility Services | 62,000 | 28,981 | 33,019 | 53 % |
| Water-Sewer Combination Services | | | | |
| Water Utility Services | 5,000 | 1,955 | 3,045 | 61 % |
| Other Physical Environment | | | | |
| Waterway Management Program | 4,625 | 3,339 | 1,286 | 28 % |
| Property & Casualty Insurance | 5,000 | 5,190 | (190) | (4)% |
| Entry & Walls Maintenance | 5,000 | 2,002 | 2,998 | 60 % |
| Landscape Maintenance - Contract | 55,200 | 27,600 | 27,600 | 50 % |
| Landscape Maintenance - Other | 7,000 | 2,534 | 4,467 | 64 % |
| Plant Replacement Program | 10,000 | 0 | 10,000 | 100 % |
| Irrigation Maintenance | 5,000 | 3,760 | 1,240 | 25 % |
| Community Events | 1,300 | 0 | 1,300 | 100 % |
| Capital Reserve | <u>13,735</u> | <u>2,500</u> | <u>11,235</u> | <u>82 %</u> |
| Total Expenditures | <u>253,110</u> | <u>124,948</u> | <u>128,162</u> | <u>51 %</u> |
| Excess Revenues Over (Under) Expenses | <u>0</u> | <u>129,485</u> | <u>129,485</u> | <u>0 %</u> |
| Fund Balance, Beginning of Period | | | | |
| Fund Balance-Unreserved | <u>0</u> | <u>158,707</u> | <u>158,707</u> | <u>0 %</u> |
| Total Fund Balance, Beginning of Period | <u>0</u> | <u>158,707</u> | <u>158,707</u> | <u>0 %</u> |
| Fund Balance, End of Period | <u>0</u> | <u>288,192</u> | <u>288,192</u> | <u>0 %</u> |

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

203 - Debt Service - Series 2015
 From 10/1/2020 Through 4/30/2021
 (In Whole Numbers)

| | Total Budget - Original | Current Period Actual | Total Budget Variance - Original | Percent Total Budget Remaining - Original |
|--|----------------------------|--------------------------|--|--|
| Revenues | | | | |
| Special Assessments - Capital Improvements | | | | |
| Debt Service Assmts - Tax Roll | 420,431 | 430,684 | 10,253 | 2 % |
| Interest Earnings | | | | |
| Interest Earnings | <u>0</u> | <u>24</u> | <u>24</u> | <u>0 %</u> |
| Total Revenues | <u>420,431</u> | <u>430,708</u> | <u>10,277</u> | <u>2 %</u> |
| Expenditures | | | | |
| Debt Service Payments | | | | |
| Interest-Series 2015 | 285,431 | 144,991 | 140,440 | 49 % |
| Principal-Series 2015 | <u>135,000</u> | <u>130,000</u> | <u>5,000</u> | <u>4 %</u> |
| Total Expenditures | <u>420,431</u> | <u>274,991</u> | <u>145,440</u> | <u>35 %</u> |
| Excess Revenues Over (Under) Expenses | <u>0</u> | <u>155,717</u> | <u>155,717</u> | <u>0 %</u> |
| Fund Balance, Beginning of Period | | | | |
| Fund Balance-All Other Reserves | <u>0</u> | <u>431,422</u> | <u>431,422</u> | <u>0 %</u> |
| Total Fund Balance, Beginning of Period | <u>0</u> | <u>431,422</u> | <u>431,422</u> | <u>0 %</u> |
| Fund Balance, End of Period | <u><u>0</u></u> | <u><u>587,139</u></u> | <u><u>587,139</u></u> | <u><u>0 %</u></u> |

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

303 - Capital Project - Series 2015
 From 10/1/2020 Through 4/30/2021
 (In Whole Numbers)

| | Total Budget - Original | Current Period Actual | Total Budget Variance - Original | Percent Total Budget Remaining - Original |
|---|----------------------------|--------------------------|--|--|
| Revenues | | | | |
| Interest Earnings | | | | |
| Interest Earnings | 0 | 0 | 0 | 0 % |
| Total Revenues | 0 | 0 | 0 | 0 % |
| Excess Revenues Over (Under) Expenses | 0 | 0 | 0 | 0 % |
| Fund Balance, Beginning of Period | | | | |
| Fund Balance-All Other Reserves | 0 | 498 | 498 | 0 % |
| Total Fund Balance, Beginning of Period | 0 | 498 | 498 | 0 % |
| Fund Balance, End of Period | 0 | 498 | 498 | 0 % |

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 04/30/2021
Reconciliation Date: 4/30/2021
Status: Locked

| | |
|----------------------------------|--------------------|
| Bank Balance | 284,641.51 |
| Less Outstanding Checks/Vouchers | 200.00 |
| Plus Deposits in Transit | 0.00 |
| Plus or Minus Other Cash Items | 0.00 |
| Plus or Minus Suspense Items | <u>0.00</u> |
| Reconciled Bank Balance | 284,441.51 |
| Balance Per Books | <u>284,441.51</u> |
| Unreconciled Difference | <u><u>0.00</u></u> |

Click the Next Page toolbar button to view details.

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 04/30/2021
Reconciliation Date: 4/30/2021
Status: Locked

Outstanding Checks/Vouchers

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Document Amount</u> | <u>Payee</u> |
|-----------------------------|----------------------|-----------------------------------|------------------------|-------------------|
| 1783 | 4/22/2021 | System Generated Check/Voucher | 200.00 | Timothy Wersinger |
| Outstanding Checks/Vouchers | | | 200.00 | |

**The Oaks at Shady Creek CDD
Reconcile Cash Accounts**

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 04/30/2021

Reconciliation Date: 4/30/2021

Status: Locked

Cleared Checks/Vouchers

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Document Amount</u> | <u>Payee</u> |
|-------------------------|----------------------|----------------------------------|------------------------|--------------------------------------|
| 1760 | 3/4/2021 | Series 2015 FY21 Tax Dist ID 519 | 1,836.41 | The Oaks at Shady Creek CDD |
| 1764 | 3/25/2021 | System Generated Check/Voucher | 200.00 | Gill W. Hammond |
| 1766 | 3/25/2021 | System Generated Check/Voucher | 200.00 | Michelle J. LeBeau-Elrod |
| 1768 | 3/25/2021 | System Generated Check/Voucher | 200.00 | Robin M. Lush |
| 1770 | 3/25/2021 | System Generated Check/Voucher | 200.00 | Timothy Wersinger |
| 1771 | 4/1/2021 | System Generated Check/Voucher | 210.86 | BOCC |
| 1772 | 4/1/2021 | System Generated Check/Voucher | 3,152.26 | Meritus Districts |
| 1773 | 4/1/2021 | System Generated Check/Voucher | 172.25 | POOP 911 |
| 1774 | 4/1/2021 | System Generated Check/Voucher | 4,500.05 | TECO |
| 1775 | 4/6/2021 | Series 2015 FY21 Tax Dist ID 522 | 2,743.31 | The Oaks at Shady Creek CDD |
| 1776 | 4/22/2021 | System Generated Check/Voucher | 425.00 | Carson's Lawn & Landscaping Services |
| 1777 | 4/22/2021 | System Generated Check/Voucher | 200.00 | Gill W. Hammond |
| 1778 | 4/22/2021 | System Generated Check/Voucher | 200.00 | John Frank Bentley |
| 1779 | 4/22/2021 | System Generated Check/Voucher | 200.00 | Michelle J. LeBeau-Elrod |
| 1780 | 4/22/2021 | System Generated Check/Voucher | 4,600.00 | Millenium Lawn and Landscape Inc. |
| 1781 | 4/22/2021 | System Generated Check/Voucher | 200.00 | Robin M. Lush |
| 1782 | 4/22/2021 | System Generated Check/Voucher | 290.00 | Steadfast Environmental, LLC |
| Cleared Checks/Vouchers | | | 19,530.14 | |

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 04/30/2021

Reconciliation Date: 4/30/2021

Status: Locked

Cleared Deposits

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Document Amount</u> | <u>Deposit Number</u> |
|------------------------|----------------------|---------------------------------------|------------------------|-----------------------|
| 1758 | 4/6/2021 | Reimbursement from TECO - 04.06.21 | 232.01 | |
| CR250 | 4/6/2021 | Tax Distribution - 04.06.21 | 4,362.34 | |
| CR252 | 4/30/2021 | April Bank Interest | <u>2.40</u> | |
| Cleared Deposits | | | <u>4,596.75</u> | |