



Rizzetta & Company

Grand Hampton Community Development District

Board of Supervisors' Meeting October 4, 2018

**District Office:
12750 Citrus Park Lane, Suite 115
Tampa, Florida 3625
813.933.5571**

www.grandhamptoncdd.org

**GRAND HAMPTON
COMMUNITY DEVELOPMENT DISTRICT AGENDA
OCTOBER 4, 2018 at 3:00 p.m.**

at the Grand Hampton Clubhouse, located at 8301 Dunham Station Drive, Tampa, FL
33647

District Board of Supervisors	Mercedes Tutich Donna Kempinski Larry Wasserberger Joe Farrell Shawn Cartwright	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Greg Cox	Rizzetta & Company, Inc.
District Attorney	John Vericker	Straley & Robin
Interim District Engineer	Rick Schappacher	Schappacher Engineering

All cellular phones and pagers must be turned off during the meeting.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at 813-933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 12750 CITRUS PARK LANE SUITE #115 • TAMPA, FL 33625
www.grandhamptoncdd.org

September 26, 2018

Board of Supervisors
Grand Hampton Community
Development District

AGENDA

Dear Board Members:

The Grand Hampton Community Development District regular meeting of the Board of Supervisors will be held on **Thursday, October 4, 2018 at 3:00 p.m.** at the Grand Hampton Clubhouse, located at 8301 Dunham Station Drive, Tampa, FL 33647. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on August 2, 2018 Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures July & August 2018 Tab 2
- 4. BUSINESS ITEMS**
 - A.** Discussion of Pond Inspection Report – Allen Zacchino ... Tab 3
 - B.** Presentation of Aquatics Report – Aquatic Systems Tab 4
 - C.** Ratification of Fiscal Year 2018-2019 Insurance Proposal Tab 5
 - D.** Consideration of District Management Contract..... Tab 6
- 5. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - C.** District Manager
 1. Financial Status Update
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I 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) 933-5571.

Sincerely,

Greg Cox

Greg Cox
District Manager

cc: Mercedes Tutich, Chairman
John Vericker, District Counsel

Tab 1

MINUTES OF MEETING

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

**GRAND HAMPTON
COMMUNITY DEVELOPMENT DISTRICT**

The Grand Hampton Community Development District regular meeting of the Board of Supervisors was held on **Thursday, August 2, 2018 at 3:01 p.m.** at the Grand Hampton Clubhouse located at 8301 Dunham Station Drive, Tampa, Florida 33647.

Present and constituting a quorum:

Mercedes Tutich	Board Supervisor, Chairman
Donna Kempinski	Board Supervisor, Vice Chairman
Joe Farrell	Board Supervisor, Assistant Secretary
Shawn Cartwright	Board Supervisor, Assistant Secretary
Larry Wasserberger	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley & Robin (via conf. call)
Jimmy Taylor	Representative, Aquatic Systems
Morgan Melatti	Representative, Aquatic Systems
Greg Woodcock	Representative, Cardno
Rick Schappacher	Representative, Schappacher Engineering

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

No audience members were present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Meeting held
on June 7, 2018**

Mr. Cox presented the meeting minutes for the Board's consideration. There were no changes.

On a Motion by Ms. Kempinski, seconded by Mr. Farrell, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on June 7, 2018 as presented for the Grand Hampton Community Development District.
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FOURTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for May &
June 2018**

Mr. Cox presented the May and June 2018 Operation and Maintenance expenditures for the Board's consideration.

On a Motion by Ms. Kempinski, seconded by Ms. Tutich, with all in favor, the Board of Supervisors ratified the May 2018 Operations and Maintenance Expenditures payments in the amount of \$20,432.80 and June 2018 in the amount of \$12,803.76 for the Grand Hampton Community Development District.

FIFTH ORDER OF BUSINESS

Pond Inspection Report

Mr. Cox presented the pond inspection report from Allen Zacchino.

SIXTH ORDER OF BUSINESS

Presentation of Aquatics Report

Morgan Melatti and Jimmy Taylor, with Aquatic Systems, presented their report to the Board. The Board requested staff discuss with the Melrose Property Management staff, the issue of the landscape contractor blowing significant amounts of grass clippings into pond #19.

SEVENTH ORDER OF BUSINESS

**Consideration of Request for
Qualifications for District Engineer**

The Board received proposals from Cardno and Schappacher Engineering to perform services as District Engineer. The Board ranked the proposals as Schappacher #1 and Cardno #2 and directed staff to proceed with negotiations with Schappacher Engineering to finalize rates and a contract for the services.

On a Motion by Mr. Cartwright, seconded by Mr. Wasserberger, with all in favor, the Board of Supervisors ranked the proposals as Schappacher #1 and Cardno #2 and directed staff to proceed with negotiations with Schappacher Engineering to finalize rates and a contract for the services, for the Grand Hampton Community Development District.

EIGHTH ORDER OF BUSINESS

Staff Reports

District Engineer

Mr. Rick Schappacher, as Interim District Engineer, presented a report of his inspection of the ponds and bank repair sites to the Board and addressed their questions. Rick indicated he will be working with CrossCreek Environmental to have warranty repair work done on areas needed from the bank rebuilding.

NINTH ORDER OF BUSINESS

**Ratification of September 30, 2017
Audit**

On a Motion by Mr. Cartwright, seconded by Ms. Tutich, with all in favor, the Board of Supervisors ratified the September 30, 2017 Audit as approved by the Chairman for the Grand Hampton Community Development District.

TENTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2018-
2019 Final Budget**

Mr. Cox explained the budgeting process in place to finalize the approval of the final budget for the next fiscal year and requested a motion from the Board to open the duly noticed public hearing for the Proposed Budget for Fiscal Year 2018-2019.

On a Motion by Mr. Cartwright, seconded by Mr. Wasserberger, with all in favor, the Board opened the Public Hearing, for the Grand Hampton Community Development District.

There were no audience member comments.

Mr. Cox asked for a motion to close the public hearing.

On a Motion by Mr. Cartwright, seconded by Mr. Wasserberger, with all in favor, the Board closed the Public Hearing, for the Grand Hampton Community Development District.

ELEVENTH ORDER OF BUSINESS

**Presentation of Fiscal Year Final
Budget 2018-2019**

Mr. Cox presented the Fiscal Year 2018-2019 Proposed Budget to the Board. Mr. Cox asked if there were any changes requested to amend the proposed budget before considering the Resolution to adopt the budget. There were no changes requested.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2018-04;
Approving Fiscal Year 2018-2019 Final
Budget**

On a Motion by Ms. Tutich, seconded by Mr. Cartwright, with all in favor, the Board unanimously adopted Resolution 2018-04; Approving Fiscal Year 2018-2019 Final Budget, for the Grand Hampton Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-05;
Imposing Special Assessments**

Mr. Cox presented Resolution 2018-05 and explained the purpose and contents of the resolution.

On a Motion by Mr. Cartwright, seconded by Mr. Wasserberger, with all in favor, the Board unanimously adopted Resolution 2018-05; Imposing Special Assessments, for the Grand Hampton Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-06;
Setting Fiscal Year 2018-2019 Meeting
Schedule**

On a Motion by Mr. Cartwright, seconded by Mr. Wasserberger, with all in favor, the Board unanimously adopted Resolution 2018-06; Setting Fiscal Year 2018-2019 Meeting Schedule, for the Grand Hampton Community Development District.

FIFTEENTH ORDER OF BUSINESS

Staff Reports (Continued)

District Manager

Mr. Cox informed the Board that the July meeting would be cancelled (July 5, 2018) and the next Board meeting would take place on September 6, 2018 at 3:00 pm.

SIXTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

Mr. Cox stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Ms. Kempinski, seconded by Mr. Cartwright, with all in favor, the Board of Supervisors adjourned the meeting at 4:15 pm for the Grand Hampton Community Development District

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures July 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2018 through July 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,354.47**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Grand Hampton Community Development District
Paid Operation & Maintenance Expenditures
 July 1, 2018 Through July 31, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc.	001564	0000414682	Monthly Lake and Wetland Services 07/18	\$ 3,310.00
Rizzetta & Company, Inc.	001557	INV0000033352	District Management Fees 06/18	\$ 3,828.25
Rizzetta Amenity Services, Inc	001561	INV0000000005131	Actual Bi-Weekly Payroll 06/18	\$ 347.21
Rizzetta Amenity Services, Inc	001562	INV0000000005161	Auto Mileage/Office Supplies 06/18	\$ 178.30
Rizzetta Amenity Services, Inc	001562	INV0000000005191	Actual Bi-Weekly Payroll 07/18	\$ 747.21
Rizzetta Technology Services, LLC	001558	INV000003521	Website Hosting Services 07/18	\$ 100.00
Straley Robin Vericker	001559	15842	Legal Services 06/18	\$ 839.00
Times Publishing Company	001560	651773 06/22/18	Legal Advertising 06/18	\$ 284.50
Times Publishing Company	001565	652355 07/13/18	Legal Advertising 07/18	\$ 208.00
Times Publishing Company	001563	653422 07/06/18	Legal Advertising 07/18	<u>\$ 512.00</u>
Report Total				<u>\$ 10,354.47</u>

2100 NW 33rd Street Pompano Beach, FL 33069
1-800-432-4302 - Fax (954) 977-7877

Invoice

INVOICE DATE: 7/1/2018
INVOICE NUMBER: 0000414682
CUSTOMER NUMBER: 0065291
PO NUMBER:
PAYMENT TERMS: Net 30

Grand Hampton CDD
C/O Rizzetta & Company
12750 Citrus Oak Lane #115
Tampa, FL 33625

QTY ORD	ITEM DESCRIPTION	U/M	UNIT PRICE	EXT PRICE
1	Monthly Lake and Wetland Services - July		3,310.00	3,310.00

[illegible]

SALES TAX: (0.0%)	\$0.00
LESS PAYMENT:	\$0.00
TOTAL DUE:	\$3,310.00

A 1.5% FINANCE CHARGE IS ADDED TO BALANCES 31 OR MORE DAYS PAST DUE

PLEASE RETURN THIS PORTION WITH PAYMENT.
MAKE CHECKS PAYABLE TO: **Aquatic Systems, Inc.**

☐ Address Changes (Note on Back of this Slip)
Please include contact name and phone number

DATE:	7/1/2018
INVOICE NUMBER:	0000414682
CUSTOMER NUMBER:	0065291
TOTAL AMOUNT DUE:	\$3,310.00

Aquatic Systems, Inc.
2100 NW 33rd Street
Pompano Beach, FL 33069

AMOUNT PAID:

\$3,310.00

THANK YOU FOR YOUR BUSINESS!

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

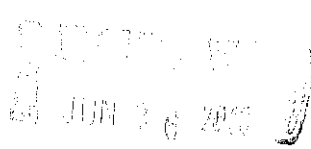
Invoice

Date	Invoice #
7/1/2018	INV0000033352

Bill To:

GRAND HAMPTON CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
July	Upon Receipt	00770

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,828.25	\$1,828.25
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,208.33	\$1,208.33
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<p>  BY: Approved: <u>gc</u> 7/2/18 Date entered: JUN 26 2018 001 51300 See above </p>			
Subtotal			\$3,828.25
Total			\$3,828.25

Rizzetta Amenity Services, Inc
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
6/29/2018	INV00000000005131

Bill To:

Grand Hampton CDD
3434 Colwell Ave.
Suite 200
Tampa FL 33614

Services for the month of		Terms	Client Number
June		Due on receipt	00024
Description	Qty	Rate	Amount
Actual Bi-Weekly Payroll	1.00	\$347.21	\$347.21
Subtotal			\$347.21
Total			\$347.21

Rizzetta Amenity Services, Inc
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
6/30/2018	INV00000000005161

Bill To:

Grand Hampton CDD
3434 Colwell Ave.
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
June	Due on receipt	00024

Description	Qty	Rate	Amount
Auto Mileage & Travel	160.65	\$1.00	\$160.65
Office Supplies	17.65	\$1.00	\$17.65
<p>RECEIVED JUL 12 2018</p> <p>Date rec'd <u>BY Rizzetta & Co., Inc.....</u> V/M approval <u>gc</u> Date <u>7/13/18</u> Date entered <u>JUL 13 2018</u> Fund <u>001</u> GL <u>57200</u> OC <u>3306</u> Check # _____</p>			
Subtotal			\$178.30
Total			\$178.30

Rizzetta Amenity Services, Inc
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/13/2018	INV00000000005191

Bill To:

Grand Hampton CDD
 3434 Colwell Ave.
 Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
July	Due on receipt	00024

Description	Qty	Rate	Amount
Amenity Management Services	1.00	\$400.00	\$400.00
Actual Bi-Weekly Payroll	1.00	\$347.21	\$347.21
<p>RECEIVED JUL 12 2018</p> <p>BY:</p> <p>Date rec'd Rizzetta & Co., Inc.</p> <p>Mgr approval <u>gr</u> Date <u>7/16/18</u></p> <p>Date entered <u>JUL 13 2018</u></p> <p>Fund <u>001</u> GL <u>572600C</u> <u>3306</u></p> <p>Check #</p>			
Subtotal			\$747.21
Total			\$747.21

Rizzetta Technology Services

3434 Colwell Avenue

Suite 200

Tampa FL 33614

Invoice

Date	Invoice #
7/1/2018	INV0000003521

Bill To:

GRAND HAMPTON CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of		Terms	Client Number
July			00770
Description	Qty	Rate	Amount
Email Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00
Subtotal			\$100.00
Total			\$100.00

RECEIVED
JUN 26 2018

BY:

gr 7/2/18

JUN 26 2018

001 51300 5103

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

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

Federal Tax Id. - 20-1778458

RECEIVED
JUN 28 2018

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT

C/O RIZZETTA & COMPANY, INC.

12750 Citrus Park Lane, Suite 115

Tampa, FL 33625

BY:

June 26, 2018

Client: 001015

Matter: 000001

Invoice #: 15842

Page: 1

6-2018
30-900000
101 51400 3107
JUN 28 2018
7/2/18

RE: General Matters

For Professional Services Rendered Through June 15, 2018

SERVICES

Date	Person	Description of Services	Hours
5/18/2018	JMV	REVIEW EMAIL FROM S. BRIZENDINE; REVIEW CDD FINANCIAL STATEMENTS.	0.3
5/24/2018	JMV	REVIEW EMAIL FROM D. KRONICK; REVIEW LEGAL NOTICE.	0.2
5/30/2018	JMV	REVIEW EMAIL FROM CDD AUDITOR; PREPARE DISTRICT COUNSEL UPDATE.	0.3
6/1/2018	JMV	REVIEW EMAIL FROM L. SPOCK; REVIEW DRAFT AUDIT REPORT; DRAFT EMAIL TO L. SPOCK.	0.8
6/6/2018	JMV	REVIEW AGENDA AND PREPARE FOR CDD BOARD MEETING.	0.3
6/7/2018	VKB	PREPARE FOR AND ATTEND BOARD MEETING VIA TELEPHONE.	0.4
6/8/2018	JMV	REVIEW EMAIL FROM G. COX.	0.1
6/14/2018	LB	REVIEW AND REVISE PUBLICATION FOR FY 2018/2019 BUDGET.	0.3
6/15/2018	TJR	REVIEW AND FINALIZE PUBLICATION NOTICES FOR BUDGET ADOPTION HEARING.	0.3
6/15/2018	LB	EMAIL TO AND FROM D. KRONICK RE NEWSPAPER FOR PUBLICATION OF BUDGET AD AND SHORT FORM PUBLICATION FOR SECOND RUN DATE; PREPARE PUBLICATION FOR SECOND RUN DATE.	0.3
Total Professional Services			3.3
			\$839.00

June 26, 2018
Client: 001015
Matter: 000001
Invoice #: 15842

Page: 2

PERSON RECAP

Person	Hours	Amount
TJR Tracy J. Robin	0.3	\$99.00
JMV John M. Vericker	2.0	\$550.00
VKB Vivek K. Babbar	0.4	\$100.00
LB Lynn Butler	0.6	\$90.00

Total Services	\$839.00
Total Disbursements	\$0.00
Total Current Charges	\$839.00

PAY THIS AMOUNT

\$839.00

Please Include Invoice Number on all Correspondence



Times Publishing Company
P.O. Box 175
St. Petersburg, FL 33731-0175
Toll Free Phone: 1 (877) 321-7355
Fed Tax ID 59-0482470

AD SALES HOURS

M - TH 7:30 - 6:30

FRI 7:30-5:30

CUSTOMER SERVICE HOURS

M-F 8:00 - 5:00

ADVERTISING INVOICE

Advertising Run Dates	Advertiser/Client Name
06/22/18 - 06/22/18	GRAND HAMPTON CDD
Billing Date	Customer Account
06/22/18	117449
Total Amount Due	Ad Number
\$284.50	651773

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Class	Description PO Number	Insertions	Size	Net Amount
06/22/18	06/22/18	651773	405	Grand Hampton CDD	2	12.2IN	284.50

BY:

1. The number of children in the family is 10.

1. *Adaptation*

Life Interact

000000

JUN 27 2018 4801



Times Publishing Company
P.O. Box 175
St. Petersburg, FL 33731-0175
Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business

GRAND HAMPTON CDD
ATTN: RIZZETTA -AP
12750 CITRUS PARK LANE STE 115
TAMPA, FL 33725

Advertising Run Dates		Advertiser/Client Name	
06/22/18 - 06/22/18		GRAND HAMPTON CDD	
Billing Date	Sales Rep	Customer Account	
06/22/18	Jill Harrison	117449	
Total Amount Due	Customer Type	Ad Number	
\$284.50	AO	651773	

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

**TAMPA BAY TIMES
DEPT 3396
P.O. BOX 123396
DALLAS, TX 75312-3396**

10011744900000000651773220600002845000

Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss
 COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Grand Hampton CDD** was published in **Tampa Bay Times: 6/22/18**. in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper


 Signature of Affiant

Sworn to and subscribed before me this 06/22/2018.


 Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced _____

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
 GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT**

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT, located in Hillsborough County, Florida announces that professional engineering services will be required on a continuing basis. Services to include planning, preparing reports, and preparing plans, designs and specifications and construction supervision services for:

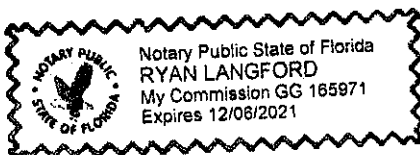
1. Water management system and facilities.
2. Water and sewer system and facilities.
3. Other community infrastructure provided by the District as authorized in Chapter 190, Florida Statutes.
4. Affiliated projects to include engineering contract management and inspection services during construction.

The engineering firm selected will act in the general capacity of District Engineer and will provide the above engineering services as required. Any firm or individual desiring to provide professional services to the District must furnish a resume of its qualifications and past experience on Standard Form No. 330 with pertinent supporting data. The Standard Form No. 330 can be obtained from the District Manager at Rizzetta & Company, Inc., 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

All applicants interested must submit seven (7) each Standard Form No. 330 and letter of interest by 12:00 p.m. on July 13, 2018 to the attention of Greg Cox, District Manager, Grand Hampton Community Development District, Rizzetta & Company, Inc., 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

Greg Cox
 District Manager

(651773) 06/22/2018



Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Grand Hampton CDD** was published in **Tampa Bay Times: 6/22/18**. in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper


Signature of Affiant

Sworn to and subscribed before me this 06/22/2018.


Signature of Notary Public

Personally known Y or produced identification

Type of identification produced _____

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT, located in Hillsborough County, Florida announces that professional engineering services will be required on a continuing basis. Services to include planning, preparing reports, and preparing plans, designs and specifications and construction supervision services for:

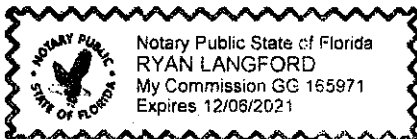
1. Water management system and facilities.
2. Water and sewer system and facilities.
3. Other community infrastructure provided by the District as authorized in Chapter 190, Florida Statutes.
4. Affiliated projects to include engineering contract management and inspection services during construction.

The engineering firm selected will act in the general capacity of District Engineer and will provide the above engineering services as required. Any firm or individual desiring to provide professional services to the District must furnish a resume of its qualifications and past experience on Standard Form No. 330 with pertinent supporting data. The Standard Form No. 330 can be obtained from the District Manager at Rizzetta & Company, Inc., 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

All applicants interested must submit seven (7) each Standard Form No. 330 and letter of interest by 12:00 p.m. on July 13, 2018 to the attention of Greg Cox, District Manager, Grand Hampton Community Development District, Rizzetta & Company, Inc., 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

Greg Cox
District Manager

(651773) 06/22/2018



100117449000000006523551307000020800

Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County

Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Public Hearing** was published in **Tampa Bay Times: 7/13/18**. in said newspaper in the issues of **Tampa Tribune North**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper

Signature of Affiant

Sworn to and subscribed before me this 07/13/2018.

Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced _____

LEGAL NOTICE

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2018/2019 BUDGET; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors for the Grand Hampton Community Development District (the "District") will hold a public hearing and a regular meeting on **August 2, 2018 at 3:00 p.m. at the Grand Hampton Clubhouse, located at 8301 Dunham Station Drive, Tampa, Florida 33647** for the purpose of hearing comments and objections on the adoption of the budget of the District for Fiscal Year 2018/2019.

A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and budgets may be obtained at the offices of the District Manager, Rizzetta & Company, Inc., 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625, (813) 933-5571, during normal business hours or from the District Website: <http://grandhamptoncdd.org>.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (813) 933-5571 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for aid in contacting the District Office.

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

Greg Cox
District Manager

7/13/2018

652355-1



10011744900000000653422060700005120004

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GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures August 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2018 through August 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,567.89**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Grand Hampton Community Development District
Paid Operation & Maintenance Expenditures
August 1, 2018 Through August 31, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc.	1573	417874	Monthly Lake and Wetland Services 08/18	\$ 3,310.00
Donna Kempinski	1576	DK080218	Board of Supervisors Meeting 08/02/18	\$ 200.00
Joseph Farrell	1575	JF080218	Board of Supervisors Meeting 08/02/18	\$ 200.00
Larry S. Wasserberger	1577	LW080218	Board of Supervisors Meeting 08/02/18	\$ 200.00
Mercedes Tutich	1579	MT080218	Board of Supervisors Meeting 08/02/18	\$ 200.00
Rizzetta & Company, Inc.	1566	INV0000034151	District Management Fees 08/18	\$ 3,828.25
Rizzetta Amenity Services, Inc	1568	INV00000000005222	Actual Bi-Weekly Payroll 07/18	\$ 347.21
Rizzetta Amenity Services, Inc	1571	INV00000000005251	Auto Mileage/Cell 07/18	\$ 160.65
Rizzetta Amenity Services, Inc	1572	INV00000000005278	Actual Bi-Weekly Payroll 08/18	\$ 747.21
Rizzetta Amenity Services, Inc	1578	INV00000000005308	Actual Bi-Weekly Payroll 08/18	\$ 368.32
Rizzetta Technology Services	1567	INV0000003609	Website Hosting Services 08/18	\$ 100.00
Schappacher Engineering, LLC	1569	1145	Lake/Pond Maintenance	\$ 1,691.25
Shawn Cartwright	1574	SC080218	Board of Supervisors Meeting 08/02/18	\$ 200.00
Straley Robin Vericker	1570	15956	Legal Services 06/18	<u>\$ 15.00</u>
Report Total				<u>\$ 11,567.89</u>



Aquatic Systems, Inc.

LAKE & WETLAND MANAGEMENT SERVICES

2100 NW 33rd Street Pompano Beach, FL 33069

1-800-432-4302 - Fax (954) 977-7877

Invoice

INVOICE DATE: 8/1/2018

INVOICE NUMBER: 0000417874

CUSTOMER NUMBER: 0065291

PO NUMBER:

PAYMENT TERMS: Net 30

Grand Hampton CDD
C/O Rizzetta & Company
12750 Citrus Oak Lane #115
Tampa, FL 33625

QTY ORD	ITEM DESCRIPTION	U/M	UNIT PRICE	EXT PRICE
1	Monthly Lake and Wetland Services - August		3,310.00	3,310.00

Date rec'd Rizzetta & Co., Inc.
J/M approval RL Date 8/10/18
Date entered AUG 08 2018
Fund 001 GL 53800 OC 4503
Check # _____

SALES TAX: (0.0%) \$0.00

LESS PAYMENT: \$0.00

TOTAL DUE: \$3,310.00

A 1.5% FINANCE CHARGE IS ADDED TO BALANCES 31 OR MORE DAYS PAST DUE

PLEASE RETURN THIS PORTION WITH PAYMENT.
MAKE CHECKS PAYABLE TO: **Aquatic Systems, Inc.**

- ☐ Address Changes (Note on Back of this Slip)
Please include contact name and phone number

DATE: 8/1/2018

INVOICE NUMBER: 0000417874

CUSTOMER NUMBER: 0065291

TOTAL AMOUNT DUE: \$3,310.00

Aquatic Systems, Inc.
2100 NW 33rd Street
Pompano Beach, FL 33069

AMOUNT PAID:

THANK YOU FOR YOUR BUSINESS!

Grand Hampton CDD
Meeting Date: August 2, 2018

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if present	Check if paid
✓ Mercedes Tutich	✓	✓
✓ Donna Kempinski	✓	✓
✓ Larry Wasserberger	✓	✓
✓ Joe Farrell	✓	✓
✓ Shawn Cartwright	✓	✓

(*) Does not get paid

EXTENDED MEETING TIMECARD

Meeting Start Time:	3:01
Meeting End Time:	4:15
Total Meeting Time:	1:14

Time Over 2 () Hours:	0
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Total at \$175 per Hour:	0
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DM Signature: _____

[Handwritten Signature]

**Please forward copy to Marcia Eannetta for
Extended Meeting Hours**

RECEIVED
AUG 24 2018

BY:
Date 8/27/18
Date entered AUG 24 2018
Fund 001 GL 51100 OC 1101
Check #

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
8/1/2018	INV0000034151

Bill To:

GRAND HAMPTON CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00770

Description	Qty	Rate	Amount
District Management Services	1.00	\$1,828.25	\$1,828.25
Administrative Services	1.00	\$375.00	\$375.00
Accounting Services	1.00	\$1,208.33	\$1,208.33
Financial & Revenue Collections	1.00	\$416.67	\$416.67
<div>RECEIVED JUL 25 2018</div> <div>BY: _____ Date rec'd Rizzetta & Co., Inc. _____ O/M approval <u>ge</u> Date <u>7/30/18</u> Date entered <u>JUL 25 2018</u> Fund <u>001</u> GL <u>51300</u> OC <u>*various</u> Check # _____</div>			
Subtotal			\$3,828.25
Total			\$3,828.25

Rizzetta Amenity Services, Inc
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
7/27/2018	INV00000000005222

Bill To:

Grand Hampton CDD
3434 Colwell Ave.
Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
July	Due on receipt	00024

Description	Qty	Rate	Amount
Actual Bi-Weekly Payroll	1.00	\$347.21	\$347.21
Subtotal			\$347.21
Total			\$347.21

Date received Rizzetta Amenity Services, Inc.
I/M approval gl Date 8/8/17
date entered AUG 02 2018
und 001 GL 57200 DC 3306
thank *

Rizzetta Amenity Services, Inc
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
7/31/2018	INV00000000005251

Bill To:

Grand Hampton CDD
 3434 Colwell Ave.
 Suite 200
 Tampa FL 33614

Services for the month of		Terms	Client Number
July		Due on receipt	00024
Description	Qty	Rate	Amount
Auto Mileage & Travel	160.65	\$1.00	\$160.65
<p style="text-align: center;">RECEIVED AUG 09 2018</p> <p>BY:</p> <p>Date rec'd Rizzetta CDD, Inc. <u>8/10/18</u></p> <p>1/M approval <u>gc</u> Date <u>AUG 09 2018</u></p> <p>Date entered</p> <p>Fund <u>001</u> GL <u>57200OC</u> <u>3306</u></p> <p>Check #</p>			
Subtotal			\$160.65
Total			\$160.65

Rizzetta Amenity Services, Inc
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/10/2018	INV00000000005278

Bill To:

Grand Hampton CDD
 3434 Colwell Ave.
 Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Due on receipt	00024

Description	Qty	Rate	Amount
Amenity Management Services	1.00	\$400.00	\$400.00
Actual Bi-Weekly Payroll	1.00	\$347.21	\$347.21
<p>RECEIVED AUG 17 2018</p> <p>DATE NOTED BY: <u> </u></p> <p>BY: <u> </u> Date <u>8/21/18</u></p> <p>DATE ENTERED <u> </u> AUG 17 2018</p> <p>DATE ENTERED <u> </u></p> <p>UND <u>001</u> GL <u>57200</u> OC <u>3306</u></p> <p>CHECK # <u> </u></p>			
Subtotal			\$747.21
Total			\$747.21

Rizzetta Amenity Services, Inc
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/24/2018	INV00000000005308

Bill To:

Grand Hampton CDD
 3434 Colwell Ave.
 Suite 200
 Tampa FL 33614

		Services for the month of	Terms	Client Number
		August	Due on receipt	00024
Description	Qty	Rate	Amount	
Actual Bi-Weekly Payroll	1.00	\$368.32	\$368.32	
<div>RECEIVED AUG 24 2018</div> <div>BY: _____ Date 8/27/18 AUG 24 2018</div> <div>Date entered _____ Fund 001 GL 57200 OC 3306 Check # _____</div>				
Subtotal			\$368.32	
Total			\$368.32	

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
8/1/2018	INV0000003609

Bill To:

GRAND HAMPTON CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
August		00770

Description	Qty	Rate	Amount
Email Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00
<p style="text-align: center;">RECEIVED JUL 26 2018</p> <p>DATE REC'D RIZZETTA TECHNOLOGY BY: <u> </u></p> <p>J/M approval <u>ge</u> Date <u>7/30/18</u></p> <p>Date entered <u>JUL 26 2018</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>5103</u></p> <p>Check # <u> </u></p>			
Subtotal			\$100.00
Total			\$100.00

Schappacher Engineering LLC

PO Box 21256
 Bradenton, FL 34204
 941-251-7613

Invoice

Date	Invoice #
7/5/2018	1145

Bill To
Grand Hampton CDD 12750 Citrus Park Lane Suite 115 Tampa, FL 33625

Terms	Project
	CDD Engineering Services

Serviced	Description	Quantity	Rate	Amount
6/1/2018	Site review with Greg Cox for condition of lake banks to determine upcoming bank restoration efforts, download photos and begin summary report.	8	165.00	1,320.00
6/4/2018	Begin report and photo summary of site review.	0.75	165.00	123.75
6/5/2018	Complete photo summary report for lakes and ponds, send to Greg.	1.5	165.00	247.50
<p style="text-align: center;">RECEIVED JUL 30 2018</p> <p>BY: Date rec'd: 8/9/17 O/M approval <u>GL</u> Date <u>8/9/17</u> Date entered <u>AUG 02 2018</u> Fund <u>001</u> GL <u>538000C</u> <u>4602</u> Check # _____</p>				
Due upon request. Please make checks payable to Schappacher Engineering			Total	\$1,691.25

Straley Robin Vericker
1510 W. Cleveland Street
Tampa, FL 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT
C/O RIZZETTA & COMPANY, INC.
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

July 20, 2018
Client: 001015
Matter: 000001
Invoice #: 15956

Page: 1

RE: General Matters

For Professional Services Rendered Through July 15, 2018

SERVICES

Date	Person	Description of Services	Hours	
6/16/2018	LB	PREPARE EMAIL TO D. KRONICK TRANSMITTING FINALIZED PUBLICATIONS FOR FY 2018/2019 BUDGET HEARINGS.	0.1	
Total Professional Services			0.1	\$15.00

PERSON REGAP

Person	Hours	Amount
LB Lynn Butler	0.1	\$15.00

RECEIVED
JUL 30 2018

BY:

Date not a RIZZETTA & CO., INC.
D/M approval EL Date 8/9/17
AUG 02 2018
Date entered _____
Fund 001 GL 51400 OC 3107
Check # _____

July 20, 2018

Client: 001015

Matter: 000001

Invoice #: 15956

Page: 2

Total Services	\$15.00	
Total Disbursements	\$0.00	
Total Current Charges		\$15.00

PAY THIS AMOUNT

\$15.00

Please Include Invoice Number on all Correspondence

Tab 3

District Name : Grand Hampton CDD

<u>Lake #</u>	<u>Issue</u>
Lake 1	Major algae throughout pond.
Lake 2	Minor algae throughout pond.
Lake 3	x
Lake 4	x
Lake 5	x
Lake 6	x
Lake 7	Minor algae throughout pond.
Lake 8	x
Lake 9	Algae covering pond.
Lake 10	Erosion near miter. Algae covering south side of pond.
Lake 11	Minor algae throughout pond.
Lake 12	Cracked / broken miter. Major algae throughout pond.
Lake 13	x
Lake 14	x
Lake 15	Major algae throughout pond.
Lake 16	Major algae throughout pond.
Lake 17	Major algae throughout pond.
Lake 18	x
Lake 19	Ground eroding causing major dip and erosion near bank. Major algae throughout pond.
Lake 20	Major algae throughout pond.
Lake 21	x
Lake 22	x
Lake 23	Minor algae throughout pond.
Lake 24	x
Lake 25	Minor algae throughout pond.
Lake 26	x
Lake 27	x
Lake 28	x
Lake 29	Major algae throughout pond.
Lake 30	x
Lake 31	x
Lake 32	Major algae throughout pond.
Lake 33	Minor algae throughout pond.
Lake 34	Debris in water (both sides of dock). Minor algae throughout pond.
Lake 35	x
Lake 36	x
Lake 37	Major algae throughout pond.
Lake 38	x
Lake 39	x
Lake 40	x
Lake 41	x
Lake 42	x
Lake 43	x
Lake 44	x
Lake 45	x
Lake 46	x
Lake 47	x
Lake 48	x
Lake 49	x

x = no problem / clear

Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 1 (07/28) – Major algae around banks.



- Pond # 7 (07/14) – Minor algae around banks.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 9 (07/28) – Algae covering pond.



- Pond # 10 (07/28) – Algae covering south side of pond.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 11 (07/21) – Minor algae around banks.



- Pond # 12A (07/28) – Major algae around banks.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 12B (07/28) – Major algae around banks.



- Pond # 15A (07/28) – Major algae throughout pond.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 16 (07/21) – Major algae around banks.



- Pond # 17 (07/21) – Major algae throughout pond.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 23 (07/28) – Minor algae around banks.



- Pond # 29 (07/14) – Major algae around banks.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 32A (07/14) – Major algae around banks.



- Pond # 32B (07/14) – Major algae around banks.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 33 (07/28) – Minor algae cover around banks.



- Pond # 34 (07/14) – Minor algae around banks and debris in water.



Grand Hampton CDD Field Inspection Report July, 2018

- Pond # 37 (07/28) – Major algae throughout pond.



Grand Hampton CDD Field Inspection Report July, 2018

- Ponds that do have algae issues are bright green or dark green color and thick texture as seen below. A few ponds have an odor as well.



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District Name : Grand Hampton CDD

<u>Lake #</u>	<u>Issue</u>
Lake 1	x
Lake 2	Major algae throughout pond.
Lake 3	x
Lake 4	x
Lake 5	x
Lake 6	x
Lake 7	x
Lake 8	Major algae throughout pond.
Lake 9	x
Lake 10	Major algae throughout pond.
Lake 11	x
Lake 12	Cracked / broken miter.
Lake 13	x
Lake 14	x
Lake 15	Major algae throughout pond.
Lake 16	Major algae throughout pond.
Lake 17	Major algae throughout pond.
Lake 18	x
Lake 19	Ground eroding causing major dip and erosion near bank.
Lake 20	x
Lake 21	x
Lake 22	x
Lake 23	x
Lake 24	x
Lake 25	Major algae throughout pond.
Lake 26	x
Lake 27	x
Lake 28	x
Lake 29	Major algae throughout pond.
Lake 30	x
Lake 31	x
Lake 32	Major algae throughout pond.
Lake 33	x
Lake 34	Major algae throughout pond and debris near banks.
Lake 35	x
Lake 36	x
Lake 37	x
Lake 38	x
Lake 39	x
Lake 40	x
Lake 41	x
Lake 42	x
Lake 43	Minor algae throughout pond.
Lake 44	x
Lake 45	x
Lake 46	x
Lake 47	x
Lake 48	x
Lake 49	x

x = no problem / clear

Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 2A (08/05) – Major algae around banks.



- Pond # 2B (08/26) – Major algae around banks.



Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 8 (08/26) – Major algae around banks.



- Pond # 10A (08/05) –Major algae covering pond.



Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 10B (08/26) –Major algae covering pond.



- Pond # 15 (08/26) – Major algae around banks.



Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 16 (08/26) – Major algae around banks.



- Pond # 17 (08/26) – Major algae around banks.



Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 25 (08/26) – Major algae around banks.



- Pond # 29 (08/26) – Major algae around banks.



Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 32A (08/05) – Major algae around banks.



- Pond # 32B (08/26) – Major algae around banks.



Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 34A (08/26) – Major algae throughout pond and debris near banks.



- Pond # 34B (08/26) – Major algae throughout pond and debris near banks.



Grand Hampton CDD Field Inspection Report August, 2018

- Pond # 43 (08/26) – Minor algae throughout pond.



Grand Hampton CDD Field Inspection Report August, 2018

- Ponds that do have algae issues are brown or brownish/white in color. Beginning of month started with over active algae but rains and treatment have subdued the growth and is starting to kill of algae.



Tab 4



Grand Hampton CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled

Inspection Date: 9/21/2018

Prepared for:

Mr. Greg Cox, District Manager

Rizzetta & Company

3434 Colwell Avenue, Suite #200

Tampa, Florida 33614

Prepared by:

Morgan Melatti, Account Representative/Biologist

Aquatic Systems, Inc. – Wesley Chapel Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

**Site #: 1****Site #: 2****Site #: 3****Comments:** Normal growth observed

Site #1 (above) was seen with a moderate amount of Torpedograss around the perimeter. Site #2 (top right) had a moderate amount of filamentous algae on the southern half of the site which will be treated. Installed Pickerelweed were in excellent condition. Site #3 (bottom right) was seen with a minor amount of planktonic algae. All three sites were last treated for grasses on 8/31/18.

**Site #: 4****Comments:** Site looks good

Site #4 (above) is in good condition and was seen with decomposing Torpedograss. Site #5 (top right) was seen with normal growth of Southern Watergrass and Torpedograss around the stands of healthy Gulf Spikerush. Site #6 (bottom right) was seen in good condition and minimal amounts of nuisance vegetation. Grasses seen around the perimeter are part of the pond bank.

**Site #: 5****Site #: 6**

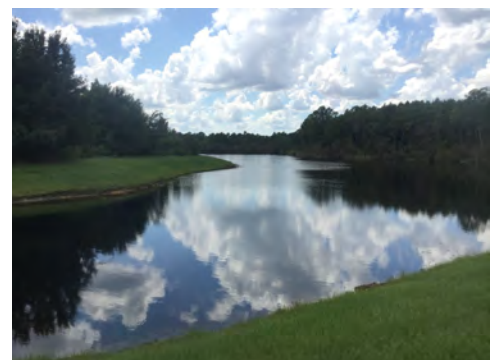
**Site #: 7****Comments:** Normal growth observed

Site #7 (Above) was seen with a normal amount of Southern Watergrass which will be targeted at an upcoming maintenance visit. Site #8 (Top right) had Alligator Weed, Torpedograss and filamentous algae around the perimeter, which requires treatment. Site #9 (Bottom right) is in good condition. No obvious issues were seen during the site visit.

**Site #: 8****Site #: 9****Site #: 10****Comments:** Site looks good

Normal growth of filamentous and planktonic algae was seen in site #10 (above) which will be targeted at an upcoming maintenance visit. Site #11 (top right) and #12 (bottom right) were seen in good condition. Minimal algae growth was seen in the open water, grasses were well kept and native plant stands were healthy and will continue to be promoted.

**Site #: 11****Site #: 12**

**Site #: 13****Site #: 14****Site #: 15****Site #: 16****Site #: 17****Site #: 18****Comments:** Requires attention

Site #14 (top right) is no longer accessible by the ingress easement due to a newly constructed homeowner fence. Site #13 (Above) was seen with healthy stands of Gulf Spikerush and submersed Baby's Tears between the Gulf Spikerush and the pond bank, which will be managed as needed. Site #15 was observed with a minor amount of filamentous algae (bottom right).

Comments: Treatment in progress

Site #16 was last treated for filamentous algae on 8/21/18, with additional treatments to be applied during the maintenance visit in the last week of September. Sites #17 (top right) and #18 (bottom right) also received algacide treatments during the same maintenance visit but did not experience the same regrowth as site #16. Site #16 will be monitored for further issues with reoccurring algae growth to determine the need for water quality testing.

**Site #: 19****Comments:** Site looks good

Site #19 (above) is in good condition. Site #20 (top right) can be seen with treated Torpedograss around the perimeter of the site due to the maintenance visit via boat on 8/23/18. A minor amount of filamentous algae was associated with the decomposing grasses and will require treatment. Site #21 (bottom right) was seen with treated Alligator Weed and a cracked miter.

**Site #: 20****Site #: 21****Site #: 22****Comments:** Normal growth observed

Site #22 (above) was seen with a minor amount of Alligator Weed and Southern Watergrass that will be targeted at an upcoming maintenance visit. Site #23 (top right) was seen in excellent condition following the treatment for shoreline vegetation on 8/31/18. Site #24 (bottom right) was observed with a minor amount of Torpedograss and a cracked miter.

**Site #: 23****Site #: 24**

**Site #: 25****Comments:** Treatment in progress

Site #25 (above) was seen with treated Torpedograss and filamentous algae as a result of the maintenance visit on 9/12/18. Cattails on the wild side of the pond will require treatment via boat. Site #26 was seen with an abundance of healthy Gulf Spikerush. Site #27 received treatment for algae and grasses on 9/12/18, with algae regrowth seen on the bare littoral shelf.

**Site #: 26****Site #: 27****Site #: 28****Comments:** Site looks good

Site #28 was seen with treated shoreline grasses and no algae growth as a result of the maintenance visit on 9/12/18. Site #29 had healthy Arrowhead and Thalia plants with a minor amount of Climbing Hemp Vines. Site #30 was seen with filamentous algae growth on the bare littoral shelf of the site, which received treatment on 9/12/18. A native plant installation is recommended for the littoral shelf of site #30.

**Site #: 29****Site #: 30**



Site #: 31

Comments: Treatment in progress

Site #31 and #32 were treated for shoreline vegetation such as Torpedograss and Alligator Weed on 9/21/18 and 9/12/18 respectively, with results visible 10-14 days after a treatment. Site #33 (bottom right) was seen with a moderate amount of Torpedograss and filamentous algae, which will require treatment at an upcoming maintenance visit.



Site #: 32



Site #: 33



Site #: 34

Comments: Normal growth observed

The last couple of months, Site #34 received total water body treatments to target the invasive plant, Hydrilla. Hydrilla treatments have brought the plant within manageable levels. Contact treatments applied via boat will target any regrowth of Hydrilla as well as some submersed Chara that has grown in the middle of the lake (above). Site #35 was seen with a minor amount of filamentous algae and a storm drain catcher that may have washed in from the street (top right).



Site #: 35



Site #:



Site #:37



Site #: 38



Site #:39

Comments:Site looks good

Site #37 and #38 are in good condition with minimal amounts of shoreline grasses and no new algae growth observed. Spatterdock within both sites will be reduced to keep the plant within acceptable levels. Site #39 was treated for filamentous algae, Slender Spikerush, Chara, and Torpedograss on 9/21/18, with results typically visible 10-14 days after a treatment.



Site #:40

Comments:Site looks good

Site #40 (above) was seen in good condition during the site visit. Sites #40 and #42 were both targeted for a moderate amount of submersed Chara on 8/23/18 and again on 9/21/18 in addition to shoreline grasses. Treatment results are visible in both sites and will continue to be monitored (pictured bottom right).



Site #: 41



Site #:42



Site #:43

Comments:

Site #43 was treated for bottom filamentous algae and shoreline grasses during the maintenance visit on 9/21/18. Site #44 has had a significant decrease in filamentous algae since the past site visit. Grasses seen around the perimeter are a part of the pond bank. Site #45 continues to receive treatment for perimeter Torpedograss by boat, most recently on 8/23/18.



Site #: 44



Site #:45



Site #: 46

Comments: Site looks good

Spot spraying for grasses and Cattails within site #46 (above) continue to keep the littoral area with a healthy abundance of Arrowhead plants. Site #47 was seen with a minor amount of planktonic algae growth, which will be targeted at an upcoming maintenance visit. Site #48 was seen with a surface film but was in good condition otherwise.



Site #:47



Site #:48



Site #:49

Comments: Site looks good

Site #49 looks good! Grasses were treated on 8/29/18, with positive results seen during the site visit.

Management Summary

The Waterway Inspection Report for Grand Hampton CDD was performed on September 21st, 2018 for all sites in the community. For the last official day of Summer in Florida, ponds within Grand Hampton CDD were in good condition, overall. Some sites were seen with filamentous algae growth that needs to be targeted, like sites #2 and 16, but the majority were observed with recently targeted and decomposing algae and shoreline grasses. Submersed vegetation within the ponds was more prevalent and some sites have already received consecutive treatments for several species of undesired, submersed growth.

Site #34 was the most extensive of submersed vegetation treatments within Grand Hampton CDD. The lake received three total-waterbody treatments for the invasive plant, Hydrilla. The treatments targeted the energy production system of the plant, and results were anticipated by the end of Summer. Treatments for Hydrilla were very successful and were able to bring the plant within acceptable levels. The open space within the lake has spurred the growth of Chara, a Charophytic green algae. Chara and regrowth of Hydrilla will be targeted through contact treatments applied via boat. For better control, site #34 will be receiving a stocking of Triploid Grass Carp this fall. Triploid Grass carp feed on submersed vegetation, with Hydrilla being a preferential part of their diet. This will be an essential control method for any Hydrilla regrowth within the natural lake, as total-waterbody treatments and contact treatments are less effective when water is flowing within the site or into it.

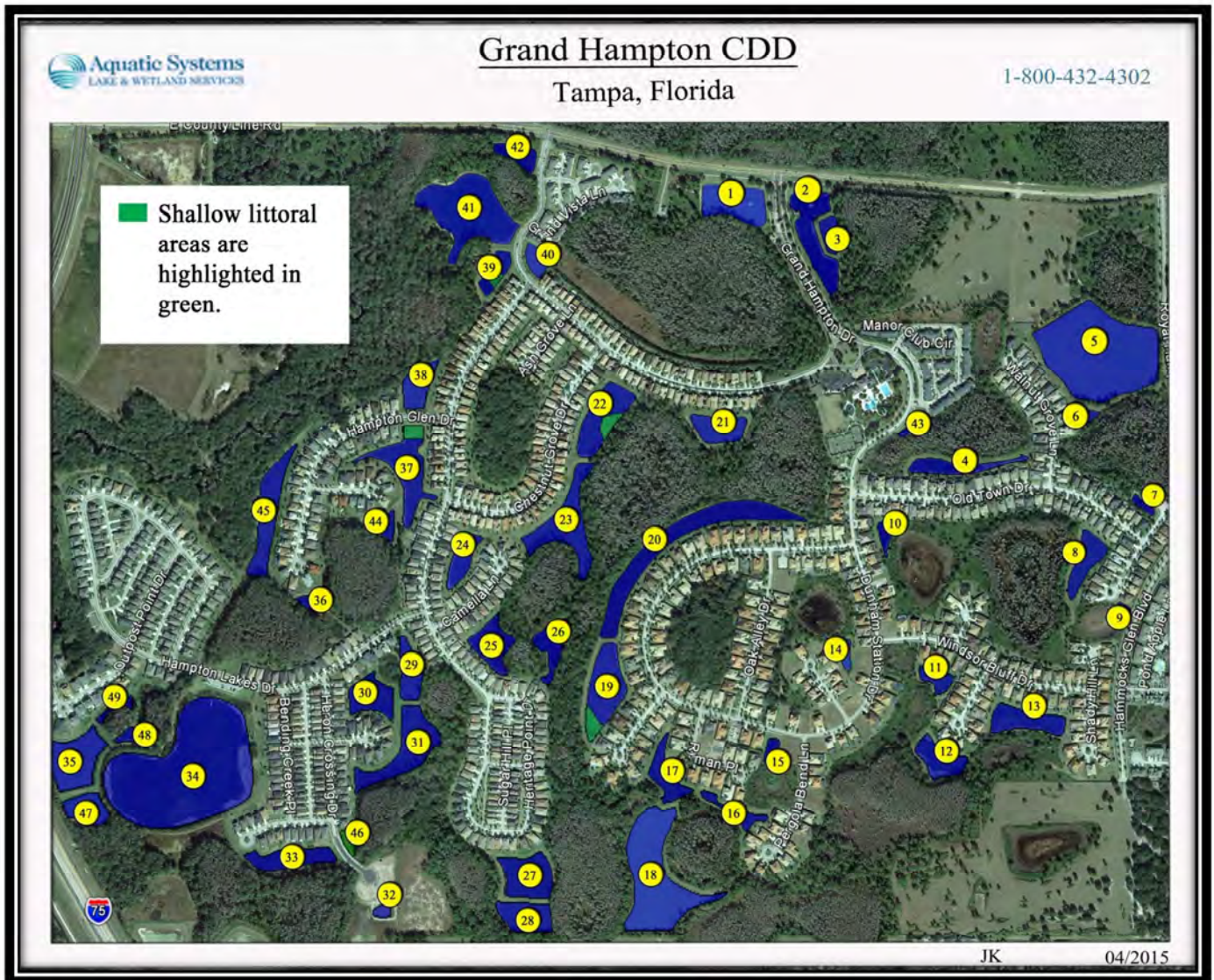
A native plant installation proposal is forthcoming for several sites within the community. Sites #15, 27, 30 and 39 compose the sites of the planting proposal. Sites #27, 30 and 39 have been recommended due to the littoral shelves within the sites that are not hosting native vegetation. Bare littoral shelves are typically seen with rapid filamentous algae growth due to the high sunlight penetration and warmer temperatures. Native vegetation within the community is in excellent condition and the most recent plant installation on the littoral shelf of site #2 has established very well. Pickerelweed plants within the shelf of site #2 are growing steadily and have already lessened the abundance of filamentous algae that was previously seen on the shelf.

Erosion around the community continues to be included in monthly reporting as it is noticed during site visits. Sites #21 and 24 were both noted with cracked concrete on the miter in the pond. Site #21 has been noted before with the same amount of cracking. Site #24 was noted with severe cracking at several points on the miter.

Recommendations/Action Items

- Continue Routine Maintenance.
- Target Filamentous Algae in Sites #2 and 16.
- Triploid Grass Carp Installation in Site #34.
- Native Plant Installation Proposal Forthcoming Sites #15, 27, 30 and 39.

Thank You For Choosing Aquatic Systems, Inc.!



Tab 5



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

Grand Hampton Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects more than 650 public entity members.

Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms. FIA members’ property claims resulting from Hurricane Irma in 2017 amounted to less than 4% of the per occurrence coverage available.

What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

**Grand Hampton Community Development District
c/o Rizzetta & Company
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625**

Term: October 1, 2018 to October 1, 2019

Quote Number: 100118226

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$35,000
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	Not Included

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	3 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery		Included
TRIA		Not Included

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

\$263

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile
X	Section II B1	Business Income	\$1,000,000 in any one occurrence
X	Section II B2	Additional Expenses	\$1,000,000 in any one occurrence
X	FIA 120	Active Assailant(s)	\$1,000,000 in any one occurrence

CRIME COVERAGE

Description	Limit	Deductible
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

AUTOMOBILE COVERAGE

COVERAGES	SYMBOL	LIMIT	DEDUCTIBLE
LIABILITY	N/A	Not Included	Not Included
HIRED NON OWNED LIABILITY	8,9	\$1,000,000	\$0
PERSONAL INJURY PROTECTION	5	STATUTORY	\$0
AUTO MEDICAL PAYMENTS	N/A	Not Included	Not Included
UNINSURED MOTORISTS/ UNDERINSURED MOTORISTS	N/A	Not Included	Not Included
AUTO PHYSICAL DAMAGE	N/A	Not Included	Not Included

Symbol 8, 9 Hired Non-Owned Autos only

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: \$100,000 each claim/annual aggregate



PREMIUM SUMMARY

Grand Hampton Community Development District
c/o Rizzetta & Company
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

Term: October 1, 2018 to October 1, 2019

Quote Number: 100118226

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$263
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,500
Public Officials and Employment Practices Liability	\$2,750
TOTAL PREMIUM DUE	\$5,513

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



PROPERTY VALUATION AUTHORIZATION

Grand Hampton Community Development District
c/o Rizzetta & Company
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 100% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

- | | | | |
|-------------------------------------|---|--------------|--------------------------|
| <input checked="" type="checkbox"/> | Building and Content TIV | \$35,000 | As per schedule attached |
| <input type="checkbox"/> | Inland Marine | Not Included | |
| <input type="checkbox"/> | Auto Physical Damage | Not Included | |
| <input checked="" type="checkbox"/> | I reject TRIA (Terrorism Risk Insurance Act) coverage | | |

Signature: Mercedes Tutich Date: 9/20/18

Name: Mercedes Tutich

Title: Chairman

**Grand Hampton Community Development District**

Policy No.: 100118226

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch	Const Type	Roof Covering		Covering Replaced	Roof Yr Blt	
1	Wooden Pier		Frame	10/01/2018	\$35,000			
	Hampton Lakes-Bending Ck Tampa FL			10/01/2019			\$35,000	
			Total:	Building Value \$35,000		Contents Value \$0		Insured Value \$35,000

Sign: Mercedes TutichPrint Name: Mercedes TutichDate: 9/20/18

Tab 6

CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

DATE: October 1, 2018

BETWEEN: **RIZZETTA & COMPANY, INC.**
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

AND: **GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT**
12750 Citrus Park Lane
Suite 115
Tampa, Florida 33625

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

PURPOSE; SCOPE OF SERVICES:

- I. The purpose of this contract for professional district management services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district management services to the District pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below and a detailed description is provided in **Exhibit A** to this Contract.

A. STANDARD ON-GOING SERVICES. The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **Management** - services include the conducting of one (1) three (3) hour board meeting per month, one (1) budget workshop per year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
- ii. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda;

- iii. **Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
- iv. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

B. TIME FRAME. The Standard On-Going Services shall be provided on a monthly basis as detailed in this Contract.

II. ADDITIONAL SERVICES. In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond three (3) hours in length), continued meetings, special/additional meetings (not including annual budget workshop);
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis;
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts;
- Special requests;
- Amendment to District boundary;
- Grant Applications;
- Escrow Agent;
- Continuing Disclosure/Representative/Agent;
- Community Mailings, e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.;
- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.

- III. LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.
- IV. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as homeowners, realtors, investors or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.
- V. TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Contract are firm and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.
- VI. FEES AND EXPENSES; PAYMENT TERMS.**
- A. FEES AND EXPENSES.**
- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit B** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant's compensation for services provided pursuant to this Contract, the District shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within thirty (30) days of receipt of a correctly submitted invoice.
 - ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Contract terms.

- iii. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
- iv. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

B. PAYMENT TERMS.

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

- VII. SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70 Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.
- VIII. NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.

IX. AMENDMENT. Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.

X. RESPONSIBILITIES.

A. DISTRICT RESPONSIBILITIES. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. LIMITATIONS OF RESPONSIBILITIES. To the extent not referenced herein, and to the extent consistent with Chapter 190.006, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

XI. TERMINATION. This Contract may be terminated as follows:

- A.** By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by written notice to Consultant electronically at the address noted herein.
- B.** By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be effected by written notice to District electronically at the address noted herein.
- C.** By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.
- D.** Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off-sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

XII. GENERAL TERMS AND CONDITIONS.

- A.** All invoices are due and payable within thirty (30) days of a correctly submitted invoice, or as otherwise provided by the Florida Prompt Payment Act, Section 218.70, Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- B.** In the event either party is required to take any action to enforce this Contract, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.
- C.** This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida. Venue for all proceedings shall be in Hillsborough County, Florida.
- D.** In the event that any provision of this Contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- E.** The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- F.** The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Contract within twenty-four hours (24) hours.
- G.** Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

XIII. INDEMNIFICATION.

- A. DISTRICT INDEMNIFICATION.** To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), and except and to the extent caused by the negligence or reckless and/or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

CONSULTANT INDEMNIFICATION. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

XIV. INSURANCE.

- A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.
- B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:
 - i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
 - ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
 - iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
 - iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
 - v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
- C.** Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be

named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

- D. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

XV. ASSIGNMENT. Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

XVI. COMPLIANCE WITH PUBLIC RECORDS LAWS. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Contract may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes and the District's Rules of Procedure, and in accordance with **Exhibit A**, which Rules of Procedure shall control; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the Records Request Policy attached hereto as **Exhibit D**; and 5) upon completion of the Contract, transfer to the District, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT INFO@RIZZETTA.COM, OR BY REGULAR

**MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA,
FLORIDA 33614.**

- XVII. NOTICES.** All notices, requests, consents and other communications under this Contract (“**Notices**”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Grand Hampton Community
Development District
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625
Attn: District Manager

With a copy to: Straley Robin & Vericker
1510 West Cleveland Street
Tampa, FL 33606
Attn: District Counsel

If to the Consultant: Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Except as otherwise provided in this Contract, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Contract would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

- XVIII. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant, and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.
- XIX. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.
- XX. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B, C and D**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B, C, and D**, this instrument shall control.

- XXI. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party. Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.
- XXII. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.
- XXIII. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.
- XXIV. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
- XXV. COUNTERPARTS.** This Contract may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

WITNESS: _____
Signature

Print Name

GRAND HAMPTON COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST: _____
Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name

- Exhibit A** – Scope of Services
- Exhibit B** – Schedule of Fees
- Exhibit C** – Municipal Advisor Disclaimer
- Exhibit D** – Public Records Request Policy

EXHIBIT A
Scope of Services

STANDARD ON-GOING SERVICES: These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

MANAGEMENT:

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but are not limited to:
 - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
 - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
 - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
 - 4. Provide Form 1 Financial Disclosure documents for Board Members
 - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
 - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
 - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
 - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
 - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
 - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
 - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
 - a. Provide written notice to owners of public hearing on the budget and its related assessments.
 - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
 - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
 - 14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.

15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
 16. Provide for submitting the regular meeting schedule of the Board to County.
 17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
 18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
 19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
 20. Provide for public records announcement and file document of registered voter data each June.
 21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
 22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
 23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
 - a. Provide for the appropriate ad templates and language for each of the above.
 24. Provide for instruction to Landowners on the Election Process and forms, etc.
 25. Respond to Bond Holders Requests for Information.
 26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

ADMINISTRATIVE:

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.

- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
 - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

ACCOUNTING:

A. Financial Statements

- 1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
 - a) Chart of Accounts
 - b) Vendor and Customer Master File
 - c) Report creation and set-up.
- 2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - a) Cash Investment Account Reconciliations per fund
 - b) Balance Sheet Reconciliations per fund
 - c) Expense Variance Analysis
- 3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
- 4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
- 5. Manage banking relations with the District's Depository and Trustee.
- 6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
- 7. Account for assets constructed by or donated to the District for maintenance.
- 8. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
- 9. Provide Audit support to auditors for the required Annual Audit, as follows:
 - a) Review statutory and bond indenture requirements
 - b) Prepare Audit Confirmation Letters for independent verification of activities.

- c) Prepare all supporting accounting reports and documents as requested by the auditors
 - d) Respond to auditor questions
 - e) Review and edit draft report
 - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.

B. Budgeting

- 1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
- 2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
- 3. Prepare and cause to be published notices of all budget hearings and workshops.
- 4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

C. Accounts Payable/Receivable

- 1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
 - a) Manage Vendor Information per W-9 reports
- 2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
- 3. Maintain checking accounts with qualified public depository including:
 - a) Reconciliation to reported bank statements for all accounts and funds.
- 4. Prepare year-end 1099 Forms for Vendor payments as applicable.
 - a) File reports with IRS.

D. Capital Program Administration

- 1. Maintain proper capital fund and project fund accounting procedures and records.
- 2. Process Construction requisitions including:
 - a) Vendor Contract completion status
 - b) Verify Change Orders for materials
 - c) Check for duplicate submittals

d) Verify allowable expenses per Bond Indenture Agreements such as:

- (1) Contract Assignment
- (2) Acquisition Agreement
- (3) Project Construction and Completion Agreement

3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

E. Purchasing

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

F. Risk Management

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

FINANCIAL AND REVENUE COLLECTION:

A. Administer Prepayment Collection:

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.

3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

B. Administer Assessment Roll Process:

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

C. Administer Assessments for Off Tax Roll parcels/lots:

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

D. True-Up Analysis:

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

ADDITIONAL SERVICES:

A. Meetings

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);

B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
 - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
 - b) Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary;

C. Bond Issuance Services

1. Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments

2. Bond Validation;

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

3. Certifications and Closing Documents;

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

D. Electronic communications/e-blasts;

E. Special requests;

F. Amendment to District boundary;

G. Grant Applications;

H. Escrow Agent;

I. Continuing Disclosure/Representative/Agent;

J. Community Mailings e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.

K. Public Records Requests - Refer to **Exhibit D** of this Contract for responsibilities;

LITIGATION SUPPORT SERVICES:

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:

- A. Issue estoppel letters as needed for property transfers
 - 1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
 - 2. Issue lien releases for properties which prepay within in the District.
- B. Bond prepayment processing
 - 1. Collect bond pre-payments, both short term and long term bonds, verify amounts and remit to Trustee with deposit instructions.
 - 2. Maintain collection log showing all parcels that have pre-paid assessments.
 - 3. Prepare, execute and issue release of lien to be recorded in public records.

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	ANNUALLY
Management:	\$21,939.00
Administrative:	\$ 4,500.00
Accounting:	\$14,500.00
Financial & Revenue Collections:	\$ 5,000.00
Assessment Roll (1) :	\$ 5,000.00
Total Standard On-Going Services:	\$50,939.00

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.

ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

LITIGATION SUPPORT SERVICES:	Hourly	Upon Request
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ADDITIONAL THIRD PARTY SERVICES:

Pre-Payment Collections/Estoppel/Lien Releases:		
Lot/ Home owner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request

EXHIBIT C
Municipal Advisor Disclaimer

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

EXHIBIT D
Public Records Request Policy and Fees

Public Officer, Employee and Staff Policy for Processing Requests for Public Records

Policy Generally:

The District supports policies that facilitate the efficient and complete provision of requested public records in a timely manner. This policy only applies to the way District officers, employees and staff (District Manager, District Counsel, District Engineer) (altogether, "District Persons") respond to public records requests within the organization. Chapter 119, F.S., and the District's Rules of Procedure dictate the way in which the District must produce records to the records requester. This policy is established to provide District Persons with a clear understanding of the process that will be utilized in preparing responses to public record requests.

Requests for District Records:

1. The requesting party is not required to identify themselves or the reason for the request. The request may be made in writing (electronic or otherwise) or verbally.
2. Content on District social media sites is subject to the public records law. Communication made through a social networking medium may be subject to public disclosure.
3. There may be responsive records located on personal devices or personal accounts that are not maintained by the District. For this reason, District Persons will be asked to perform searches of personal devices and accounts for any responsive record whenever a request so warrants. District Persons are strongly encouraged to avoid using personal devices or personal accounts for District business.
4. When a request is received, the individual(s) receiving the request shall forward the request to the District Manager who shall then translate the request to the public records request form attached hereto. The form should then be forwarded to the District's Record Custodian (whom is Rizzetta & Company, Inc.). The Records Custodian shall then review the form with the requesting party to ensure that it accurately reflects his/her request so that full compliance can be achieved in a timely and efficient fashion. The Records Custodian will then notify the requesting party of the estimated time and cost to retrieve the records, in compliance with the District's Rules of Procedure, and confirm whether the requesting party agrees to pay the labor and copy charges, if applicable. Payment shall be made to the District prior to commencing the production process. The provisions of the Rules of Procedure and Florida law must be followed consistently and accurately.
5. To the extent applicable, the District, and not the District Manager or Records Custodian as an entity, shall charge the requesting party the special charge, which amount shall be consistent with Florida law. The District Manager may, consistent with and only pursuant to the terms of the Agreement between the District and the District Manager, charge the District the applicable public records response fees as set forth therein and established within the Agreement.

6. If not clear, the requesting party should be asked to identify whether they wish to simply inspect the records or obtain copies.
7. Florida's public records law does not require the District to answer questions regarding the records produced.

Processing Responsive Records:

1. After the above process is followed, for documents that are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requesting party will be charged according to the District's adopted fee schedule.
2. Records are only required to be produced in the format(s) in which they exist.
3. All electronic records must be sent by a file transfer method to the Records Custodian. Any record that can be produced for review by District staff electronically must be produced in that medium. Should District Persons elect to provide records that are capable of being produced electronically in hard format, such individual shall not be entitled to reimbursement for copy or printing charges. It is within the Record Custodian's discretion to determine whether a record is capable of being produced electronically. District Persons shall make their best efforts to produce records for review by District staff as economically and efficiently as possible.
4. District Persons shall use their best efforts to electronically store public record e-mail according to the conventions of their e-mail system and retain it electronically pursuant to the District's retention schedule.
5. The technical details and methods of storing, retrieving and printing e-mail depend on the e-mail system in use. Consult with the Records Custodian or District Manager for guidance should questions arise.
6. Public records retention is governed by the Florida Department of State, Division of Library and Information Services, general record schedules and the District's adopted Record Retention schedule. Should District Persons have any questions regarding retention or disposition of records, please contact the Records Custodian or District Counsel.