

***PINE RIDGE PLANTATION***  
*Community Development District*

*January 16, 2024*

# *AGENDA*

# **Pine Ridge Plantation Community Development District**

475 West Town Place

Suite 114

St. Augustine, Florida 32092

***District Website:*** [www.pineridgeplantationcdd.com](http://www.pineridgeplantationcdd.com)

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January 9, 2024

Board of Supervisors  
Pine Ridge Plantation Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Tuesday, January 16, 2024 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments *(Regarding Agenda Items Listed Below)*
- III. Series 2020 Project:
  - A. Warranty Repairs for Courts
- IV. Consideration of Proposals to Prepare a Capital Reserve Study
- V. Consideration of RFQ Responses for Engineer Services
- VI. Staff Reports
  - A. Attorney
  - B. District Manager
  - C. Engineer
  - D. Amenity & Operations Manager
    - 1. Landscape Quality Inspection Report
    - 2. Report
- VII. Public Comments / Supervisor's Requests

VIII. Approval of Consent Agenda

- A. Approval of the Minutes of the November 21, 2023 Meeting
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2023
- C. Assessment Receipts Schedule
- D. Approval of Check Register

IX. Next Scheduled Meeting – 03/19/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

X. Adjournment

## *FOURTH ORDER OF BUSINESS*



community  
advisors, LLC

Reserve Study Professionals





November 24, 2023

Ms. Marilee Giles  
District Manager  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Re: Level II Reserve Study Update for Pine Ridge Plantation CDD

Dear Ms. Giles:

Thank you for the opportunity to submit a Reserve Study Update with Site Visit proposal for your District. We only update Reserve Studies that we have initially performed to ensure accuracy and consistency in our work product. We store your project in our electronic database which provides quick access to begin your update therefore reducing time and cost.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*  
President & Reserve Analyst



## Scope of Work for The District

### What is Included in

- ❖ Limited to component inventory established in previous reserve study dated November 12, 2014, prepared by Community Advisors. Components added since our initial site visit may cause additional cost depending on the quantity. Photos only included for new components. Report will be updated for component remaining life, replacement cost and funding plan generated.
- ❖ One revision with limited adjustments is included for your report after your review within 90 days of issue. Additional revisions are invoiced at \$350.00 per issue. One site visit with meeting is included.

### **Terms of Service**

#### Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed ladder access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

#### Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal.

#### Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow with 30-year cash flow projection or Component Funding Projection year one only.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

#### Payment Agreement & Terms

- To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. Returned checks will be invoiced at \$25.00 each.

- ❖ Our financial analysis is based on information provided by this client which we assume is accurate. Your report is a guide to be used for future capital component replacement planning, not a complete property inspection analysis. This agreement for consulting services is accepted this date:

Professional Fee: \$2,800.00      Deposit Required: -0-  
Proposal is valid through 1<sup>st</sup> Quarter 2024.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Partial Client List

## Community Development Districts

Tolomato, (Nocatee)  
Amelia Concourse  
Tisons Landing  
Amelia Walk  
South Village  
Sampson Creek  
Middle Village  
Ridgewood Trails  
Glen St. Johns  
Bartram Springs  
Rivers Edge  
Aberdeen  
Durbin Crossing  
St. Johns Forrest  
Dunes Utility  
Double Branch  
Pine Ridge  
Brandy Creek  
Turnbull Creek  
Arlington Ridge  
Magnolia West  
Trails  
Southaven  
Madeira  
Beach  
Armstrong

## Communities

Hammock Dunes Communities  
Queens Harbour - Jacksonville, FL  
The Georgia Club - Statham, GA  
Corolla Light POA - Corolla, NC  
The Landings - Skidaway Island, GA  
Beresford Hall Assembly - North Charleston, SC  
Cumberland Harbour - St. Mary's, GA  
Villas of Nocatee - Jacksonville, FL  
Vizcaya HOA - Jacksonville, FL  
Cimarrone POA - St. Johns, FL  
Deercreek Country Club Owners Association - Jacksonville, FL  
Deerwood Country Club - Jacksonville, FL  
Coastal Oaks - Ponte Vedra, FL  
Preserve at Summer Beach - Fernandina Beach, FL  
Amelia Park Neighborhood - Fernandina Beach, FL  
Amelia Oaks - Fernandina Beach, FL  
Coastal Oaks Amelia - Fernandina Beach, FL  
Oyster Bay POA - Fernandina, FL  
Oyster Bay Yacht Club - Fernandina, FL  
Ocean Breeze HOA - Fernandina Beach, FL  
The Enclave at Summer Beach - Fernandina Beach, FL  
RiverPlace at Summer Beach - Fernandina Beach, FL  
Amelia National - Fernandina, FL

## **Condominiums**

Carlton Dunes - Amelia Island, FL  
Spyglass Villas - Amelia Island, FL  
Ocean Club Villas - Amelia Island, FL  
Sand Dollar Condominium - Amelia Island, FL  
Captain's Court - Amelia Island, FL  
Dunes Club Villas - Amelia Island, FL  
Villas at Summer Beach - Amelia Island, FL  
Beachwood Villas - Amelia Island, FL  
Coastal Cottages - Amelia Island, FL  
Harrison Cove - Amelia Island, FL  
Marina San Pablo - Jacksonville, FL  
Latterra at World Golf - St. Augustine, FL  
Cumberland On Church - Nashville, TN  
Surf Club III - Palm Coast, FL  
The Peninsula - Jacksonville, FL  
The Plaza at Berkman Plaza - Jacksonville, FL  
1661 Riverside - Jacksonville, FL  
Seascape - Jacksonville Beach, FL  
Southshore Condominium - Jacksonville Beach, FL  
Ocean Villas at Serenata Beach - St. Augustine, FL  
Watermark - Jacksonville Beach, FL  
Oceanic Condominium - Jacksonville Beach, FL  
Ocean 14 Condominium - Jacksonville Beach, FL  
Serena Point Condominium - Jacksonville Beach, FL  
Oceania Condominium - Jacksonville Beach, FL

## **Active Adult Communities**

Del Webb Ponte Vedra - Ponte Vedra, FL  
Stone Creek by Del Webb - Ocala, FL  
Villages of Seloy - St. Augustine, FL  
Cascades at World Golf Village - St. Augustine, FL  
The Haven at New Riverside – Bluffton, SC  
Artisan Lakes – Jacksonville, FL

## **Religious/Schools**

St. Mark's Episcopal Church - Brunswick, GA  
Memorial Presbyterian - St. Augustine, FL  
Grace Mem. Presbyterian - St. Augustine, FL  
Trinity Episcopal Church - St. Augustine, FL  
St. Mark's Towers - Brunswick, GA  
Isle of Faith Methodist - Jacksonville, FL  
Deermeadows Baptist - Jacksonville, FL  
Frederica Academy - St. Simons Island, GA  
Fishburne Military School - Waynesboro, VA  
The Greenwood School - Jacksonville, FL

## Reserve Analyst & Inspector's Credentials

### Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

**Education** - Virginia Polytechnic Institute & State University - BS

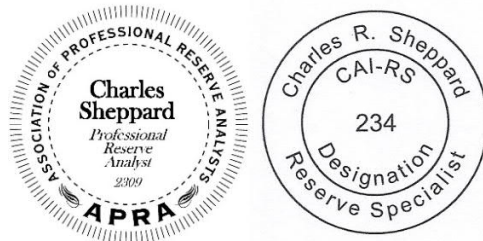
**License** - Certified General Contractor, Certified Home Inspector - Florida

### Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI





# **Property Wellness Reserve Study Program Proposal Level I Reserve Study**

**Pine Ridge Plantation Community Development  
District**  
Middleburg, FL

**Reserve Advisors, LLC**  
**201 E. Kennedy Boulevard, Suite 1150**  
**Tampa, FL 33602**  
**(800) 980-9881**  
[reserveadvisors.com](http://reserveadvisors.com)



## Reserve Advisors

### Your Property Wellness Consultants



### Our Property Wellness Reserve Study Program

Your home is the most expensive personal property you will ever own. The responsibility for preserving its value reaches beyond your home to include the spaces you share with your neighbors. Structures, systems, streets and amenities must be maintained to protect the value of your investment. But the required responsibility often stretches beyond individual knowledge and expertise. That's why associations turn to Reserve Advisors. As your property wellness consultants, our reserve study helps associations understand their assets, expected lifespans, and both the budgets and maintenance needed to keep them in great working order.



## A Proactive Property Wellness Program

Our engineers provide a thorough evaluation of your property and shared assets, and create a strong, informed plan to maximize your community's physical and financial wellness for the long haul. Because proactive care ensures that your shared property is cared for the way you would care for your home. We have been helping communities thrive for over 30 years. But the job we are obsessed with is making sure you and your neighbors have what you need to protect your property today, and prevent costly and avoidable repairs tomorrow. It is the best way to care for the place that makes you feel welcome, safe, secure and proud.



## Helping Communities Thrive for Over 30 Years

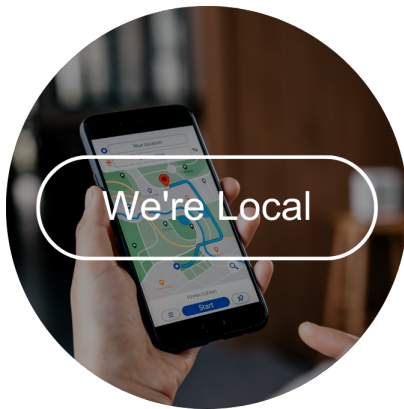
Reserve Advisors has prepared over 29,000 reserve studies for common interest realty associations nationwide. Our service area is one of the largest in the industry.

Through the leadership of our founders, John Poehlmann and Theodore Salgado, we helped pioneer the standards that all reserve study providers are measured by today. This success comes from our independence, extensive knowledge and experience. We pride ourselves on delivering unbiased recommendations that give community associations the plans they need to ensure the future well-being of their property.

**60+**  
ENGINEERS

**29,000**  
RESERVE STUDIES CONDUCTED

**300+**  
YEARS OF RESERVE STUDY EXPERIENCE



### Local Conditions

Drawing upon our broad national experience, we recognize the profound impact local conditions have on the wear and tear of common property and subsequent replacement needs.

### Local Costs

Our exclusive database of client project costs grants you real-time access to localized pricing, ensuring that your reserve study projections are not reliant on standardized costs.

## Level I Full Reserve Study



	LEVEL I	LEVEL II	LEVEL III
	FULL RESERVE STUDY	RESERVE STUDY UPDATE WITH SITE-VISIT	RESERVE STUDY WITHOUT SITE-VISIT
		RESERVE STUDY PROCESS	
ONSITE VISUAL INSPECTION	✓	✓	
PRE-INSPECTION MEETING	✓	✓	
COMPONENT INVENTORY PLUS COMPONENT QUANTITIES & MEASUREMENTS	Established	Re-Assessed/Evaluated	Reflects prior study
CONDITION ASSESSMENTS	Based on visual observation	Based on visual observation	As reported by association
USEFUL LIFE ESTIMATES	Based on engineer's condition assessment	Based on engineer's condition assessment	Based on client's reported condition
VALUATION/COST ESTIMATES VIA PROPRIETARY BID DATABASE	Established for each reserve component	Re-evaluated for each reserve component	Re-evaluated for each reserve component
		KEY DELIVERABLES	
MEETS AND EXCEEDS CAI'S NATIONAL RESERVE STUDY STANDARDS	✓	✓	✓
PRIORITIZED LIST OF CAPITAL EXPENDITURES	✓	✓	✓
CUSTOMIZED RECOMMENDED FUNDING PLAN(S)	✓	✓	✓
RECOMMENDED PREVENTATIVE MAINTENANCE ACTIVITIES	✓	✓	
INCLUSION OF LONG-LIVED ASSETS	✓	✓	✓
ELECTRONIC REPORT	Comprehensive report with component detail	Comprehensive report with component detail	Executive summary overview
EXCEL SPREADSHEETS	✓	✓	✓
SUPPORT WITH IMPLEMENTATION OF REPORT	✓	✓	✓
COMPLIMENTARY REPORT REVISION	✓	✓	
UNCONDITIONAL POST-STUDY SUPPORT AT NO ADDITIONAL COST INCLUDING REPORT PRESENTATION	✓	✓	✓
	★ RECOMMENDED SERVICE LEVEL		

We are proposing a Level I Full Reserve Study. This service involves developing a component list and quantification of each item - a crucial aspect often overlooked by unqualified providers. This service is suitable for communities that have never undergone a reserve study, as well as those contemplating a change in reserve study providers. Conducting a Level I Reserve Study allows us to not only verify the accuracy of the component inventory and related quantities/measurements with certainty - the foundation of any reserve study - but to also present capital planning recommendations with unwavering confidence.

# Property Wellness Reserve Study Program - Level I

**Reserve Advisors will perform a Level I Reserve Study** in accordance with Community Associations Institute (CAI) National Reserve Study Standards. Your reserve study is comprised of the following:

**Physical Analysis:** The reserve study consultant will develop a detailed list of reserve components, also known as a component inventory, and related quantities for each. We will complete a condition assessment or physical evaluation for each reserve component and the current condition of each will be documented with photographs. Life and cost estimates will be performed to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

**Financial Analysis:** The reserve study consultant will identify the current reserve fund status in terms of cash value and prepare a customized funding plan. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

## Property Description

Pine Ridge Plantation Community Development District comprises 737 units within 1 buildings. We've identified and will include the following reserve components:

Plumbing and Mechanical Systems, HVAC Systems, Electrical Systems, Fitness Room(s), Meeting Room(s), Clubhouse(s), Sport Court(s), Pond(s), Playground(s), Pool(s), Pool House(s), Streets and Curbs, Access Drives, Parking Areas and/or Driveways, Sidewalks, Fences, Gates, Monuments, Wood Pergolas, Dumpster Area, Pool Slide Tower, Wood Benches, Handicap Lift, Access Control System, Security Camera System, Trail, Shade Structures, CH: Rest Rooms, Locker Rooms, Childrens Activity Room, Office,, and other property specifically identified that you'd like us to include.

*Scope of work includes all property owned-in-common as defined in your association's declaration and other property specifically identified that you'd like us to include.*

# Key Elements of Your Level I Property Wellness Reserve Study Program

## Reserve Advisors' Exclusive Tools

Reserve Advisors' exclusive tools allow you to make informed decisions to maintain your association's long-term physical and financial health.



### Reserve Expenditures

View your community's entire schedule of prioritized expenditures for the next 30-years on one easy-to read spreadsheet.

[View Example](#)

### Funding Plan

Establishes the most stable and equitable recommended annual reserve contributions necessary to meet your future project needs.

[View Example](#)

### Reserve Funding Graph

Highlights your community's current financial health and provides visibility to your projected cash flow over the next 30 years.

[View Example](#)

### Component Specific Details

Including photographic documentation of conditions, project specific best practices outlining the scope of future projects, and preventative maintenance activities to maximize component useful lives.

[View Example](#)

### Excel Spreadsheets

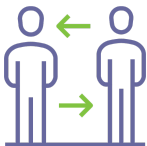
Empowering you to make more informed decisions by adjusting project schedules, future costs, and annual contributions in real time.

## Our 100% Assurance Guarantee

We're so confident of your satisfaction, we give you a 100% Assurance Guarantee. If you do not understand our findings and recommendations, just contact us. Our team will do whatever it takes to ensure you have complete confidence in interpreting the results and applying the recommendations outlined in your reserve study.



We understand your property is your biggest investment. Here's why our solution is the best solution for your community:



### Full Engagement

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your reserve study experience exceeds expectations.



### Detailed Understanding

We will do whatever it takes to ensure you have complete confidence in interpreting and putting into practice our findings and recommendations.



### Ongoing Support

Unlike other firms, we provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.

# The Time to Protect Your Property's Long-Term Health is Now

This proposal, dated 11 / 30 / 2023, for a **Level I Property Wellness Reserve Study**, is valid for 90 days.

## To Start Your Property Wellness Level I Reserve Study Program Today:

### 1. Select the service options below to confirm scope of engagement

Service	Price
<b>Reserve Study (Level I)</b> This service includes a pre-project meeting to discuss your unique needs and priorities with our engineer. You'll receive: 1) a PDF report with 30-year expenditure and funding plan tables, 2) Excel spreadsheet with formulas, and 3) Complimentary support with implementation of your study and ongoing guidance.	\$8,250.00
<b>Optional Items - Check to Authorize</b>	

**Total** **\$8,250.00**

### 2. E-sign below

Signature:

Title:

Name:

Date:

For: Pine Ridge Plantation Community

Development District

### 3. Pay \$4,125.00

**Retainer** via mail or ACH

#### Mailing Address

Reserve Advisors, LLC  
735 N. Water Street, Suite  
175  
Milwaukee, WI 53202

#### ACH

**Checking Account Number:** 151391168  
**Routing Number:** 075905787  
**Financial Institution:** First Business Bank  
17335 Golf Parkway, Suite 150 | Brookfield, WI 53045

*You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, dated 11 / 30 / 2023, is valid for 90 days, and may be executed and delivered by facsimile, portable document format (.pdf) or other electronic signature pages, and in any number of counterparts, which taken together shall be deemed one and the same instrument. One complimentary hard copy report is available upon request.*

## Professional Service Conditions

**Our Services** - Reserve Advisors, LLC ("RA" or "us" or "we") performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property's energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. The reserve report and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the "Report") are based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the property's conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide invasive testing on any mechanical systems that provide energy to the property, nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA's willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "RA Party") harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

## Professional Service Conditions - Continued

**Report** - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

**Your Obligations** - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

**Use of Our Report** - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part is not and cannot be used as a design specification for design engineering purposes or as an appraisal. You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited, to any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report to any party that conducts reserve studies or energy benchmarking services without the written consent of RA.

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

**Payment Terms, Due Dates and Interest Charges** - If reserve study and energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law.

**Miscellaneous** - Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.

Your property's future starts with  
**A Reserve Study Today.**

---

We prepare conservative reserve studies so you can make informed decisions on setting aside the financial resources to maintain your property the way you want over time.

**Reserve Study Proposal**  
**Pine Ridge Plantation Community Development District**  
**November 11, 2023**

**Proposal Number: 23.11.22.871**

---

***More than \$1,048,220,881 Funding Guidance Provided to Clients.***

***Condominiums, Townhomes, HOAs, CDDs, High-Rise Towers,  
Commercial, and Master Associations served.***

***Over a Decade of Combined Experience.***

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November 22, 2023

Pine Ridge Plantation Community Development District  
C/O Marilee Giles, District Manager  
GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear Ms. Giles:

We are pleased to submit this reserve study proposal for Pine Ridge Plantation Community Development District (the "Association") to you.

## **ABOUT THE FIRM**

Reserve Study Institute, LLC is a locally owned firm that provides reserve studies to condominium, homeowner, and townhome associations founded by Glenn Tyndall, CPA. Our goal is to conduct accurate and reliable physical and financial analyses for all our reserve studies. We also aim to be unique among reserve study companies in that we offer our clients detailed, customized reserve study reports with actionable items that can help reduce future construction project costs, improve maintenance programs to extend the useful life of assets, and suggest other solutions that will yield long-term cost savings for the Association. As a locally-owned company, we give back to the community – our philosophy is that we take care of our business and our families first, and after that we return a portion of our profit to the community in which we live and work. We work hard to try to identify charitable organizations and exceptional individuals who can use the funds we donate to them to have the most significant impact on North Florida community as well as on society in general. We provide reserve study services only; we are not licensed architects or engineers and we do not engage in design specification, design engineering services, or appraisal services.

## **FOUNDER AND SENIOR PERSONNEL**



**GLENN M. TYNDALL JR., CPA**  
*Founder & CEO*



**MICHAEL H. RUSS JR.**  
*Senior Reserve Study Analyst*

## **STAFF ASSIGNMENT**

If this bid for services is successful, the following individuals may be assigned to this engagement:

**Founder:** Glenn Tyndall Jr., CPA  
B.B.A, University of North Florida

**Bio:** Mr. Tyndall founded Reserve Study Institute after working in public accounting for more than 15 years, which included over a decade as the principal of a CPA firm in which he provided clients with audit, tax, and consulting services. He has worked with community associations, non-profits, labor unions, trade associations, property and casualty insurers, real estate companies, and high net worth individuals. Mr. Tyndall also had a relationship with Watson Realty Corp. in which he provided residential and commercial real estate services to customers, where he applied his unique analytical skills in the real estate sales process by conducting detailed due diligence, identifying unpermitted work, unresolved code violations, EPA actions on properties, evaluating traffic counts, potential wetland issues, and navigated a variety of transactions such as owner-financing and SBA-financed transactions.

**In Charge:** Michael H. Russ Jr.  
Economics, Florida State College

**Bio:** Mr. Russ began consulting with Reserve Study Institute, LLC after experience in construction and the financial services industry. Mr. Russ established the residential construction firm, Florida Construction Industries, Inc. Mr. Russ has also worked as a financial advisor National Financial Services Group, a leading global financial services firm, in which he conducted financial and investment analyses and prepared and reviewed complex financial models for corporate and high net worth clients.

**Analysts:** T. Christopher Tyndall, Reserve Study Analyst, Manager  
Daniel Coons, Reserve Study Analyst  
Gary Perkins, Reserve Study Analyst  
Russell Tees, Reserve Study Analyst

## **SCOPE OF SERVICES**

### **Our Responsibilities**

Reserve Study Institute, LLC will perform its services as an independent contractor in accordance with our professional practice standards. Our compensation is not contingent upon our conclusions.

### **Levels of Service**

We offer the following Reserve Study Levels of Service to Associations:

**Level 1** - Reserve Study Level 1 with an on-site visual inspection and assessment of property condition. This level of service is offered to clients undertaking their first reserve study, and to Associations in need of a comprehensive review and audit of a previous reserve study. The Association's asset component list and associated measurements are reviewed. *If this proposal is for the Association's initial reserve study, or a previous reserve study cannot be made available to us, then this level of service is required.*

**Level 2** - Reserve Study Level 2 update with an on-site visual inspection and property condition assessment. Level 2 reserve studies are for Associations that want to update a previous study. Most Associations will request a Level 2 report in the third year after the last site-visit based reserve study.

**Level 3** - Reserve Study Level 3 update with no on-site inspection or property condition assessment. This report is typically requested in the years immediately following a reserve study with an on-site review. A prior reserve study is required to establish the basis for the verification and quantification of the component inventory.

Our inspection and analysis of the subject property is limited to visual observations and is noninvasive when we conduct Level 1 and 2 studies as described above. Level 3 studies do not include a site visit for inspection. We will inspect sloped roofs from the ground. We will inspect flat roofs where safe access where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of our observations. Conditions can change between the time of inspection and the issuance of our report. Reserve Study Institute, LLC does not investigate, nor assume, any responsibility for any existence or impact of any hazardous materials, structural, or latent or hidden defects which may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee of the actual costs of replacement, a warranty of the common elements or other property elements, or a guarantee of remaining useful lives. We are not licensed architects or engineers.

#### **Structural Integrity Reserve Study Disclaimer**

We are **NOT** currently offering structural integrity reserve studies at this time. We do, however, have plans to offer this service in the near future. However, we are performing our own internal due diligence due to the potential legal liability quagmire performing that service presents. For now, we offer studies in line with the sample report provided. Many clients have indicated that they may engage an architect or engineering firm to perform that service and have us update our study with that information this or in future years. Some associations engaged other professionals for stormwater systems, roofs, etc. and have us incorporate that information into our reports as well. While I think it is a valuable service and good practice to do this, we warn you that we will make no representation or warranty that it complies with any federal, state, or local rule, regulation, or law.

**OUR REPORT IS NOT DESIGNED TO COMPLY WITH ANY FEDERAL, STATE, OR LOCAL RULE, REGULATION, OR LAW IN ANY JURISDICTION AND NO COMMUNICATION OR REPRESENTATION FROM RESERVE STUDY INSTITUTE, LLC, ITS EMPLOYEES, CONTRACTORS, AFFILIATES, CONSULTANTS, ET AL. MAY BE DEEMED TO WARRANT OR REPRESENT, EITHER EXPRESSED OR IMPLIED, ANY COMPLIANCE WITH ANY FEDERAL, STATE, OR LOCAL RULE, REGULATION, OR LAW.**

### **Reporting Detail**

We offer following reporting options for our reserve study reports:

**Standard Reporting** includes component inventory, life and valuation estimates, fund status, and funding plan. This reporting detail is for Level III studies.

**Comprehensive Reporting** includes a full detailed component inventory, photographs, observations and recommendations, life and valuation estimates, fund status, and funding plan. This reporting detail is for Level I and II studies.

### **Your Responsibility**

You agree to provide us with access to the subject property during our on-site visual inspection and tour. The Association, management, and/or the Board are responsible for assigning an appropriate individual as our primary point of contact to coordinate the reserve study and to provide to us to the best of their ability and if reasonably available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete our Study. You agree to pay our actual attorneys' fees and any other costs incurred in the event we have to initiate litigation to collect on any unpaid balance for our services. Management and the Board will be required to sign a representation letter that acknowledges review and approval of the report

### **Assumptions and Indemnification**

We assume, without independent verification, the accuracy of all data provided to us. You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expense, or liabilities, including reasonable attorney's fees, to which we may become subject in connection with this engagement, because of any false, misleading, or incomplete information which we have relied upon as supplied by you or others under your direction, or which may result from any improper use or reliance on the report by you or third parties under your control or direction. Your obligation for indemnification on the report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any controlling person of Reserve Study Institute, LLC, including any director, officer, employee, affiliate, or agent. Liability of Reserve Study Institute, LLC and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement. We are not licensed architects or engineers.

### **Report**

Reserve Study Institute, LLC will complete the services in accordance with this Proposal based on your selection of Service Level and Reporting Detail. We will consider any additional information made available to us in the interest of promptly issuing a Final Report. However, the Report represents a valid opinion of our findings and recommendations and is deemed complete after we receive the signed management representation letter. We retain the right to withhold the Draft Report or Final Report if payment for services is not rendered in a timely manner.

### **Retention and Propriety of Work Papers**

All files, work papers, or documents developed (the "work papers") by us during the course of the engagement is proprietary and remains our property. In all cases, we will retain our work papers for a period of three (3) years.

### **Restricted Use of Our Report**

The use of our Report is limited to only the purpose stated herein. Any use or reliance for any other purpose, by you or third parties, is invalid. Our Reserve Study Report, in whole or part, is not and cannot be used as a design specification, design engineering services, or an appraisal. You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property developed by Reserve Study Institute, LLC specific to this engagement and cannot be reproduced or distributed to those who conduct reserve studies without the expressed written consent of Reserve Study Institute, LLC.

### **Client Confidentiality**

We reserve the right to include our client's name in our client lists, but we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

## **PROPOSED TIMELINE**

We intend to have our Draft Report to you for review and approval on or around January 31, 2024. All documentation requested will need to be provided by the Association's representative to us at least forty-five (45) days prior to the date we anticipate having the Draft Report to you. If an onsite visit is necessary, then we require the onsite visit at least thirty (30) days before the date we anticipate having the Draft Report to you.

Our Final Report will be issued to you in electronic format only.

Our proposed timeline is based on the anticipated cooperation from your personnel. You agree to indemnify us if we are unable to meet the proposed timeline if you require rescheduling or rescheduling due to inclement weather, transportation issues (such as canceled or delayed flights), or any other issues that are reasonably beyond our control. We will attempt to reschedule any onsite visits, if necessary, and complete our services as soon as reasonably possible. However, you understand that if rescheduling is needed for any reason, we provide no assurance or guarantee of when we will be able to reschedule given that we may have other client commitments. This proposal is valid for thirty (30) days from the day it is prepared. Price, timeline, terms, and availability may be subject to change thereafter.

## **PARTIAL CLIENT LIST**

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**Cedar's Ocean Condominium Association, Inc.**

7101 Ridgewood Avenue, Cape Canaveral, FL 32920

Ms. Renae Foster, LCAM

TCB Property Management

321-536-3116

[rfoster.tcb@gmail.com](mailto:rfoster.tcb@gmail.com)

---

**London Tower Condominium, Inc.**

938 E Bay Harbor Drive, Miami Beach, 33514

Ms. Linda Johnson, CAM

LJ Services Group

786-712-9550

[ljohnson@ljservicesgroup.com](mailto:ljohnson@ljservicesgroup.com)

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**Estuary at St. Johns Homeowners Association, Inc.**

4548 Dulwik Place Sanford, 32771

Mr. Antonio Shaw, LCAM

Rizzeta & Company

407-472-2471

[swoodget@rizzetta.com](mailto:swoodget@rizzetta.com)

---

**Puerto De Soll of Kendall Association, Inc.**

9550 SW 88<sup>th</sup> St., Miami, FL 33176

Mr. Lazaro Torres, Manager

Choice Property Management

305-362-9827

[ltorres@choicepmg.com](mailto:ltorres@choicepmg.com)

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**Compass Point Community Association, Inc.**

707 Rochester Dr., West Melbourne, FL 32904

Ms. Karen Altman

Keystone Property Management

954-319-1242

[karen@keyirc.com](mailto:karen@keyirc.com)

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**Vineland Reserve Homeowners Association, Inc.**

327 Doyle Road, Osteen, FL 32764

Ms. Brittney Lopez, CAM

Artemis Lifestyle Services, Inc.

407-705-2190

[blopez@artemislifestyles.com](mailto:blopez@artemislifestyles.com)

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**Bridgewalk Homeowners Association, Inc.**

3012 Ella Way, St. Cloud, FL 34771

Ms. Virginia Ochoa, CAM

Artemis Lifestyle Services, Inc.

407-705-2190

[vochoa@artemislifestyles.com](mailto:vochoa@artemislifestyles.com)

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**Whisperwood II Condominium Association, Inc.**

7225-7356 Swallow Run, Winter Park, FL 32792

Ms. Renae Foster, LCAM

TCB Property Management

321-536-3116

[rfoster.tcb@gmail.com](mailto:rfoster.tcb@gmail.com)

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**Old Hickory Community Association, Inc.**

4451 Hickory Grove Rd., St. Cloud, FL 34772

Ms. Anais Serrano, CAM

Leland Management, Inc.

407-781-5763

[aserrano@lelandmanagement.com](mailto:aserrano@lelandmanagement.com)

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**Pinnacle Office Suites Condominium Association, Inc.**

1740 and 1750 Tree Blvd., St. Augustine, FL 32084

Ms. Stephanie Wyland, Director of Rental Services CAM

Coastal Realty and Property Management

904-471-6606 x113

[stephanie@coastalrealtyfl.com](mailto:stephanie@coastalrealtyfl.com)

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## **FEES AND BILLING**

### **Billing and Payment Terms and Conditions**

The retainer payment is due upon acceptance of the proposal for services, and no work will commence until the retainer payment has been received by Reserve Study Institute, LLC. The Association will be

progress billed as worked proceeds with payment due immediately upon request. The payment of all fees is due prior to receipt of the Report for review and approval. We will also bill the Association for actual out-of-pocket costs for travel, lodging, and meals while conducting on-site visits. Mileage will be reimbursed based on IRS-approved mileage rates at the time of travel for Association's if more than forty (40) miles of travel is required. We reserve the right to suspend all work if there is an outstanding balance of more than thirty (30) days from the date of the invoice. Any outstanding balance after 30 days from the date of the invoice will also be subject to an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Duval County of Florida. The Association will be responsible for payment of reasonable attorney fees to Reserve Study Institute, LLC in the event of litigation to collect any unpaid balances.

### Fee Schedule Summary

The following is a summary of our fees for your Association based on the Levels of Services and Reporting Detail previously described in this proposal:

<i><b>Fee Schedule for Service Level</b></i>			
	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Full Reserve Study	✓		
Update Reserve Study		✓	✓
Site Visit	✓	✓	
Establish Reserve Quantities	✓		
Establish Component List	✓		
Component Inventory	✓	✓	✓
Life & Value Estimates	✓	✓	✓
Reserve Funding Plan	✓	✓	✓
	<b>Standard Reporting</b>		
Retainer Prior to Start	N/A	N/A	N/A
Due Upon Draft Report	\$ 1,750	N/A	N/A
Total Fee for Service	\$ 1,750	N/A	N/A

A Level I/Initial Study may be required if no previous study is available.

### Multiple Reports Needed

As shown in the sample report provided, our report is designed to yield one (1) reserve contribution for all components included in that report. Unless otherwise noted, this proposal will have one (1) recommended contribution amount for one client. If there's multiple associations, multiple neighborhoods with separate budgets, or some components are not shared equally by all owners (ex., HOA/Townhome combined community), then separate reports will be needed to get separate reserve contributions. We may not be able to issue separate reports if we are not made aware of the fact that multiple reports may be needed, and the Association will be subject to additional fees for service for the additional work should we be made aware of after the fact. We will proceed with producing one (1) report as per this proposal unless we receive written authorization via email to proceed at an agreed upon fee for service for the additional work in the event multiple reports are needed.

## SUMMARY

We look forward to working with your Association on this effort, and should you have any questions regarding our proposal, please contact our office at (904) 568-2839.

Respectfully Submitted,



Reserve Study Institute, LLC  
Jacksonville, Florida

## Acceptance of Proposal

Please select one box below to indicate the Level of Service (1, 2, 3) and as previously described in this proposal:

Level of Service	Level 1	Level 2	Level 3
Select One:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retainer Prior to Start	N/A	N/A	N/A
Due Upon Draft Report	\$ 1,750	N/A	N/A
Total Fee for Service	\$ 1,750	N/A	N/A

**NOTE:** A Level 1 study may be required if no prior reserve study was performed or is available to take measurements and counts of physical assets.

I have read, understand, and accept the terms of the proposal based on my above selection of Service Level and Reporting detail above and acknowledge that I have authority to legally bind the Association to this agreement. I understand that Reserve Study Institute, LLC is not operating as licensed architects or engineers:

### ASSOCIATION REPRESENTATIVE:

---

Name

---

Date

---

Signature

---

Title



**Full Reserve Study  
For  
XYZ Condominium Association, Inc.  
City, Florida  
August 3, 2020**

**Report Number: 2022.08.03.654**

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## REPORT SUMMARY

As a member of the Association's Board of Directors, you are responsible for maintaining common areas of the Association's physical property. This report is intended to assist you in the development of the Association's capital budget for current and future reserve fund contributions. The goal of the study is to assist you in maintaining the Association's reserve above an adequate, but not excessive, threshold during one or more years of significant expenditures.

We present our findings and recommendations in the following report sections:

- **Executive Summary** – Provides a snapshot of the Association's reserve study, highlighting significant findings and conclusions.
- **Physical Analysis** – Includes list of the reserve components, useful life, remaining useful life, and a schedule of items excluded from the study.
- **Financial Analysis** – Includes the percent funded, 30-year reserve expense forecast, and the recommended funding plan.
- **Photographs** – Schedule of photographs of components taken during site visit.
- **Methodology** – Details the process of developing the Reserve Study, which includes descriptions of the methods, materials, and guidelines used preparation of physical and financial analysis of the study.
- **Statement of Limitations and Assumptions** – Describes the limitations and assumptions made when conducting this study and in preparation of this report.
- **Professional Experience** – Contains the professional experience of the individuals who prepared this study.
- **Glossary** – Contains definitions of terms used in the Reserve Study.

## Executive Summary

### General Information

---

**Association Name:** XYZ Condominium Association, Inc. (XYZ Condo)

**Location:** City, FL

**Project Description:** Condominium

**Type of Study:** Level 1 – Reserve Study

**Site Visit:** July 1, 2020

**Number of Units:** 431

### Project Summary

---

**Funding Strategy Recommended:** The Funding Goal of this Reserve Study is to maintain reserve above an adequate, not excessive threshold during years of significant expenditures.

<i>Inflation Rate</i> <sup>1</sup>	2.52%
<i>Interest Rate</i> <sup>2</sup>	0.19%
<i>Cash Status of the Reserve Fund Balance</i> <sup>3</sup>	\$1,555,510
<i>Full Funded Balance</i>	\$2,760,038
<i>Percent Funded</i>	56%
<i>Special Assessments</i>	None

<sup>1</sup> Inflation rate is based upon the average annual increase of the Consumer Price Index (CPI) over the last 30-years as published by the US Bureau of Labor Statistics ([www.labor.gov](http://www.labor.gov))

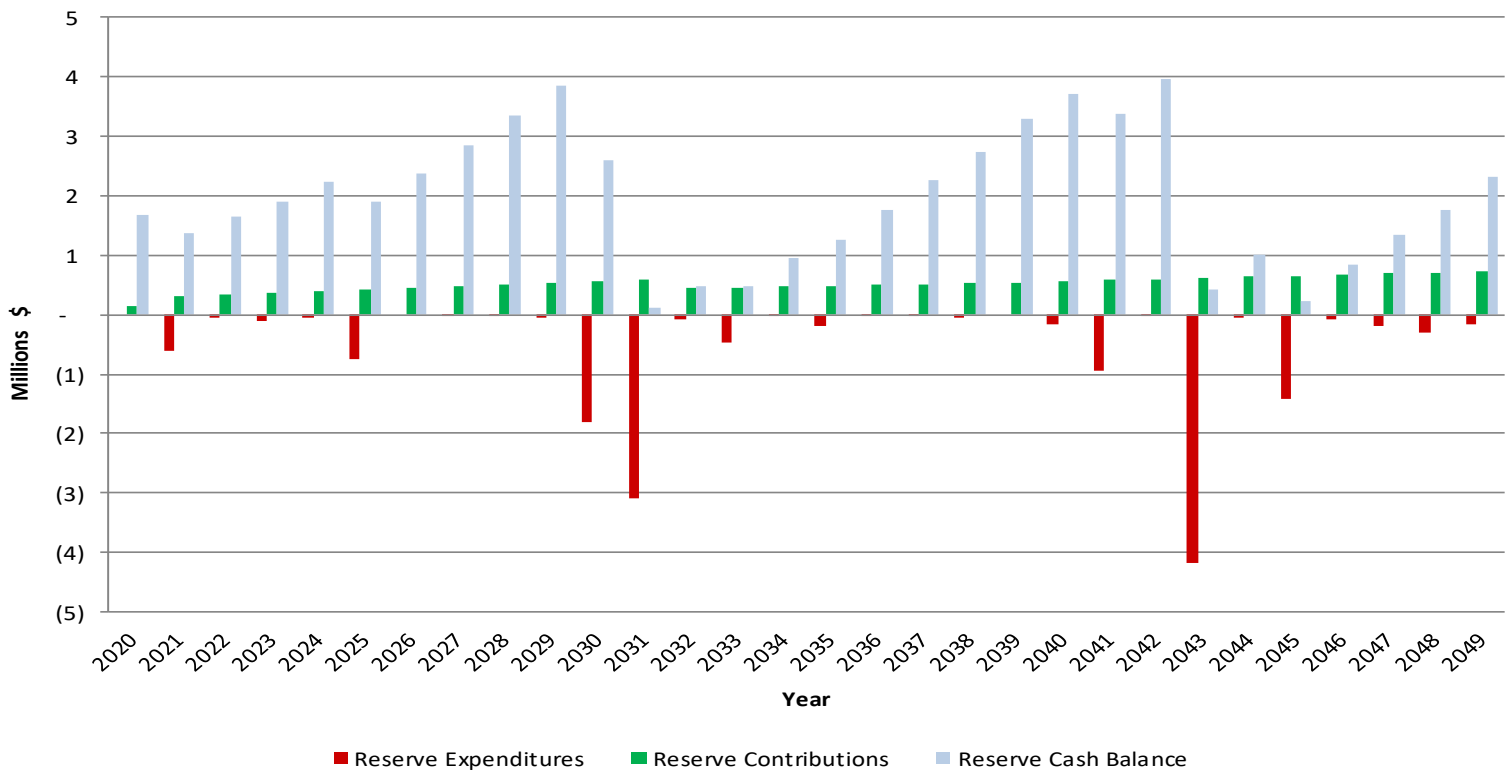
<sup>2</sup> Interest rate is based on 3-year Treasury Note as published by the U.S. Treasury ([www.treasury.gov](http://www.treasury.gov))

<sup>3</sup> Information in relation to the association's finances were supplied by the association's representative and is not audited. Balance as of July 8, 2020.

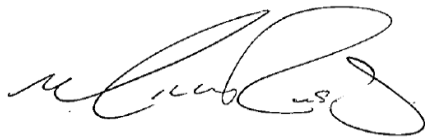
**Recommended Reserve Funding:** The Association budgeted \$262,500 for reserve contributions in 2020. We recommend that the Association adopt reserve contributions of \$300,000 in 2021 with steady annual increases of \$30,000 until 2031 to fund anticipated elevator and painting and waterproofing exterior stucco of buildings in 2030 and 2031, respectively. The Association can then reduce reserve contributions to \$445,500 and increase 3% annually thereafter. The Association will have funded the most significant anticipated expenditures related to painting and waterproofing exterior stucco of buildings. The goal of this particular reserve funding plan is to prevent the year end reserve balance from falling below \$416,000 during threshold funding years. The recommended year 2021 reserve contribution of \$300,000 is equivalent to an average monthly contribution of \$58.01 per owner.

Recommended Reserve Funding Table								
Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)	Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)	Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)
2022	131,250	1,689,840	2032	570,000	2,650,644	2042	564,346	3,867,332
2023	300,000	1,378,846	2033	600,000	240,817	2043	581,276	3,548,544
2024	330,000	1,659,589	2034	445,500	604,127	2044	598,715	4,146,275
2025	360,000	1,906,735	2035	458,865	614,048	2045	616,676	782,246
2026	390,000	2,247,237	2036	472,631	1,080,563	2046	635,176	1,367,402
2027	420,000	1,922,382	2037	486,810	1,397,301	2047	654,232	665,563
2028	450,000	2,373,182	2038	501,414	1,895,342	2048	673,859	1,271,307
2029	480,000	2,852,269	2039	516,457	2,402,136	2049	694,074	1,789,808
2030	510,000	3,350,230	2040	531,950	2,886,311	2050	714,897	2,215,702
2031	540,000	3,860,184	2041	547,909	3,440,225	2051	736,344	2,804,298

## Recommended Reserve Funding Graph



Respectfully submitted on August 3, 2020 by  
RESERVE STUDY INSTITUTE, LLC



Michael H. Russ Jr., Reserve Analyst  
Visual Inspection and Report by: Michael H. Russ, Jr.

## PHYSICAL ANALYSIS

The Physical Analysis section details the reserve components and also provides information about items excluded from the reason study. Our recommendation is but one scenario, and is not intended to represent the only means of achieving the association's goals. We recommend that the Board of Directors use the following information as a guide in planning for their future objectives.

### Identification of Reserve Components

We have segregated classes of property from our review of the information provided by the Association and through conversations with Management and the Board. These classes of property:

- Reserve Components
- Excluded Components
- Repairs and Replacements Funded from Operating Budget
- Property Maintained by Owners
- Property Maintained by Others

### Reserve Components

The following table identifies all Reserve Components that meet the criteria to be included in the study that we identified.

## RESERVE COMPONENT INVENTORY

Category	Component	Quantity	Unit of Measure	Useful Life	Remaining Useful Life	Unit Cost	Current Cost	Current Fully Funded Balance
Building Elements	Exterior Stucco, Paint and Waterproofing	360,000	Square Feet	10 to 12	11	\$6.50	\$2,340,000	\$195,000
Building Elements	Elevators	18	Each	20 to 30	10	\$75,000.00	\$1,350,000	\$900,000
Building Elements	Carpet	70,000	Square Feet	to 20	1	\$8.00	\$560,000	\$532,000
Building Elements	Roof, Flat	675	Squares	20 to 30	5	\$900.00	\$607,500	\$506,250
Building Elements	Air Conditioner, Roof	3	Each	15 to 20	3	\$1,500.00	\$4,500	\$3,825
Building Elements	Guard Rail, Aluminum	432	Each	30 to 40	13	\$750.00	\$324,000	\$218,700
Building Elements	Backflow Preventor	3	Each	to 25	2	\$8,000.00	\$24,000	\$22,080
Building Elements	Fire Safety Guillotine	9	Each	to 25	1	\$1,500.00	\$13,500	\$12,960
Building Elements	Entry Door, Steel	9	Each	25 to 35	2	\$1,000.00	\$9,000	\$8,486
Building Elements	Pump Station	9	Each	15 to 20	12	\$7,000.00	\$63,000	\$25,200
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	9,000	Square Feet	25 to 30	4	\$3.00	\$27,000	\$23,400
General Site Elements	Security House, Concrete and Stucco	300	Square Feet	50 to 100	25	\$100.00	\$30,000	\$22,500
General Site Elements	Air Conditioner, Security House	1	Each	15 to 20	7	\$5,000.00	\$5,000	\$3,250
General Site Elements	Playground Equipment	1	Each	to 30	18	\$15,000.00	\$15,000	\$6,000
General Site Elements	Floating Dock, Wood	320	Square Feet	to 15	2	\$15.00	\$4,800	\$4,160
General Site Elements	Floating Dock, Platform	1	Each	30 to 40	20	\$12,000.00	\$12,000	\$6,000
General Site Elements	Floating Dock, Ramp, Aluminum	1	Each	to 50	20	\$10,000.00	\$10,000	\$6,000
General Site Elements	Tennis Court, Hard Court	14,400	Square Feet	7 to 10	5	\$1.25	\$18,000	\$9,000
General Site Elements	Tennis Court, Lights	8	Each	15 to 20	3	\$1,250.00	\$10,000	\$8,500
General Site Elements	Fence, Chain Link and Windshield	750	Linear Feet	to 25	4	\$29.00	\$21,750	\$18,270
General Site Elements	Exterior Parking Lights and Light Poles	22	Each	15 to 20	10	\$1,800.00	\$39,600	\$19,800
General Site Elements	Concrete Curbs and Sidewalks, Partial	303	Square Feet	to 65	5	\$8.00	\$2,424	\$2,238
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	5,833	Square Yard	20 to 25	3	\$12.00	\$70,000	\$61,600
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	5,833	Square Yard	3 to 5	5	\$1.70	\$9,917	\$0
General Site Elements	Fire Sprinkler Station	1	Each	20 to 30	1	\$25,000.00	\$25,000	\$24,167
General Site Elements	Lift Station	2	Each	15 to 20	9	\$15,000.00	\$30,000	\$16,500
General Site Elements	Signage, Front	2	Each	30 to 50	15	\$7,000.00	\$14,000	\$9,800
General Site Elements	Security Automatic Gate, Aluminum	7	Each	30	20	\$6,000.00	\$42,000	\$14,000
General Site Elements	Security Automatic Gates Motor	3	Each	15 to 25	5	\$4,000.00	\$12,000	\$9,600
General Site Elements	Fencing, Aluminum	800	Linear Feet	30	15	\$45.00	\$36,000	\$18,000
Pool Elements	Pool and Hotub, Re-Marcite	800	Square Feet	15	14	\$7.00	\$5,600	\$373
Pool Elements	Pool Pump and Heater System	1	Each	15 to 20	10	\$25,000.00	\$25,000	\$12,500
Pool Elements	Pool Area, Pavers, Stone, Partial	225	Square Feet	50	5	\$10.00	\$2,250	\$2,025
Pool Elements	Gazebo, Wood	208	Square Feet	15 to 25	5	\$50.00	\$10,400	\$8,320
Pool Elements	Outdoor Kitchen and BBQ, Replacement	1	Each	30	2	\$12,000.00	\$12,000	\$11,200
Pool Elements	Bathrooms	2	Each	30	28	\$20,000.00	\$40,000	\$2,667
Fitness Center Elements	Fitness Equipment	10	Each	15 to 20	15	\$3,000.00	\$30,000	\$7,500
Fitness Center Elements	Air Conditioner	1	Each	15 to 20	8	\$5,000.00	\$5,000	\$3,667
Clubhouse Elements	Kitchen, Replacement	1	Each	30	26	\$15,000.00	\$15,000	\$2,000
Clubhouse Elements	Air Conditioner	1	Each	15 to 20	10	\$5,000.00	\$5,000	\$2,500
Other Elements	Reserve Study Update without Site Visit	1	Allowance	1	1	\$1,500.00	\$1,500	\$0

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**TOTALS**      \$5,881,741      \$2,760,038

## Excluded Components

Excluded Components do not have predictable Remaining Useful Lives within the scope of this study – i.e., within 30 years. The Board should budget for infrequent repairs for these items from the Operating Fund. We identify the following Excluded Elements as excluded from reserve funding at this time.

- **Concrete Sidewalks, Replacement** – Concrete sidewalks have a useful life expectancy of up to 65 years. Although the replacement costs are not included in this study, we have included periodic repairs and maintenance and made an adjustment for premature failure to be conservative since the costs are significant.
- **Pipes, Subsurface Utilities, Lateral** – Subsurface pipes and other elements have a useful life that is greater than 30 years and is generally unpredictable as to when repairs and replacement will be required.

## Repairs and Replacement Funded from Operating Budget

- General Maintenance to the Common Elements
- Expenditures less than \$10,000 (except for reserve study expense)
- Landscaping
- Light Fixtures, Interior
- Irrigation Repairs and Maintenance
- Fitness Equipment Repairs and Maintenance
- F.O.B. readers, Repairs and Replacement
- Gazebo Repairs, Partial
- Gazebo Maintenance
- Paint Finishes, Touch Up
- Pipes, Interior Building, Water and Sewer, Manifold
- Pipes, Subsurface Utilities, Laterals, Inspections
- Playground Maintenance
- Pool Maintenance
- Pool Repairs, Partial
- Pool Furniture
- Smoke Detectors and Alarms
- Tree Trimming
- Other Repairs Normally Funded Through the Operating Budget

## Property Maintained by Owners

- Windows and Entry Doors
- Interior of Unit
- Air Conditioning Units



**Property Maintained by Others**

- Boat Slips (Other)
- Water Ways, Lakes, and Canals (Miami-Dade County)

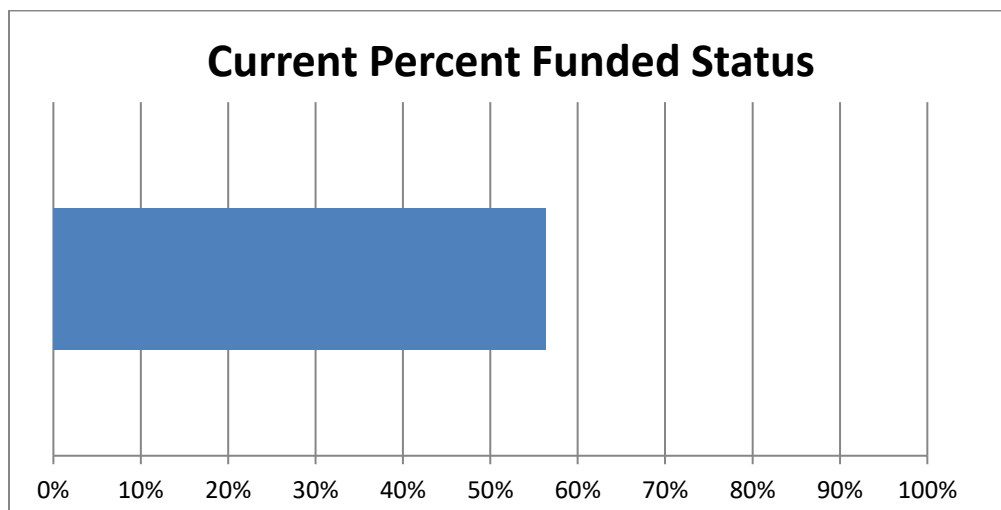
## FINANCIAL ANALYSIS

This section of the report is intended to provide the association with the awareness to adequately plan for the ongoing major maintenance, repair and replacement of their common property components. Our recommendation is but one scenario, and is not intended to represent the only means of achieving the association's goals. We recommend that the Board of Directors use the following information as a guide in planning for their future objectives.

### Percent Funded

Percent Funded measures the strength of the Reserve Fund at the beginning of each fiscal year. Percent Funded is the industry measure of how well prepared an association is to meet its current and future repair and replacement obligations and how likely the Association is to require a special assessment to fund major repairs and replacements. Percent funding ranges from weak to strong as follows:

- Less than 30% funded is considered weak
- Between 30% and 70% funded is considered fair
- Greater than 70% funded is considered strong
- 100% or more is considered ideal



The Association's Current Percent Funded Status is 56% funded, which indicates that the Association is starting with what is considered a fair level reserve funds. However, we recommend increased budgeted reserve assessments current percent funded is at least 100%.

## Reserve Expenditures

Category	Component	Years 1 - 10									
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$574,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$688,088	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$4,849	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$25,226	\$25,862	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Fire Safety Guillotine	\$0	\$13,841	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$9,460	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$29,829	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,953	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$5,045	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Platform	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$20,388	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$10,776	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$24,029	\$0	\$0	\$0	\$0	\$0
General Site Elements	Exterior Parking Lights and Light Poles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$0	\$0	\$0	\$0	\$0	\$2,746	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$75,432	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,104	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$25,631	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,540
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$0	\$0	\$0	\$0	\$0	\$13,592	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Pump and Heater System	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$0	\$0	\$0	\$0	\$0	\$2,548	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$0	\$0	\$0	\$0	\$0	\$11,780	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$12,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,103	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$16,990	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$615,098</b>	<b>\$52,344</b>	<b>\$116,919</b>	<b>\$53,858</b>	<b>\$756,132</b>	<b>\$0</b>	<b>\$5,953</b>	<b>\$18,207</b>	<b>\$37,540</b>

		Years 11 - 20									
Category	Component	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$3,077,731	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$1,731,925	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$0	\$0	\$6,539	\$6,704	\$6,873	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$447,918	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Fire Safety Guillotine	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$84,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,488	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,331	\$0	\$0
General Site Elements	Floating Dock, Platform	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$26,156	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,659	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Exterior Parking Lights and Light Poles	\$50,803	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$3,110	\$0	\$0	\$0	\$0	\$3,522	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	\$0	\$0	\$0	\$13,709	\$0	\$0	\$0	\$0	\$15,528	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$20,343	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$52,311	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$7,937	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Pump and Heater System	\$32,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$2,887	\$0	\$0	\$0	\$0	\$3,269	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$43,593	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$21,796	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$1,820,798</b>	<b>\$3,077,731</b>	<b>\$84,952</b>	<b>\$461,627</b>	<b>\$7,937</b>	<b>\$177,529</b>	<b>\$6,704</b>	<b>\$14,204</b>	<b>\$54,675</b>	<b>\$0</b>

		Years 12 - 30										
Category	Component	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$0	\$0	\$4,150,162	\$0	\$0	\$0	\$0	\$0	\$0	
Building Elements	Elevators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Building Elements	Carpet	\$0	\$944,927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$1,132,490	\$0	\$0	\$0	\$0	
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Building Elements	Backflow Preventor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,026	\$48,212	\$49,429	
Building Elements	Fire Safety Guillotine	\$0	\$0	\$0	\$0	\$0	\$0	\$25,801	\$0	\$0	\$0	
Building Elements	Entry Door, Steel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,635	\$0	\$0	
Building Elements	Pump Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$123,443	\$0	\$0	
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,607	
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$55,925	\$0	\$0	\$0	\$0	
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$8,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Floating Dock, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Floating Dock, Platform	\$19,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Floating Dock, Ramp, Aluminum	\$16,459	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$33,555	\$0	\$0	\$0	\$0	
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,795	
General Site Elements	Exterior Parking Lights and Light Poles	\$0	\$0	\$0	\$0	\$0	\$73,822	\$0	\$0	\$0	\$0	
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$3,990	\$0	\$0	\$0	\$0	\$4,519	\$0	\$0	\$0	\$0	
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,619	\$0	
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	\$0	\$0	\$0	\$17,588	\$0	\$0	\$0	\$0	\$19,921	\$0	
General Site Elements	Fire Sprinkler Station	\$0	\$0	\$0	\$0	\$0	\$46,605	\$47,780	\$0	\$0	\$0	
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$54,549	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Security Automatic Gate, Aluminum	\$69,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Security Automatic Gates Motor	\$19,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,533	
Pool Elements	Pool Pump and Heater System	\$0	\$0	\$0	\$0	\$0	\$46,605	\$0	\$0	\$0	\$0	
Pool Elements	Pool Area, Pavers, Stone, Partial	\$3,703	\$0	\$0	\$0	\$0	\$4,194	\$0	\$0	\$0	\$0	
Pool Elements	Gazebo, Wood	\$17,117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,354	\$0	
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,044	\$0	
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$27,963	\$0	\$0	\$0	\$0	
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,044	\$0	
Other Elements	Reserve Study Update without Site Visit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS		\$149,895	\$944,927	\$8,650	\$4,167,750	\$54,549	\$1,425,678	\$73,581	\$188,104	\$309,194	\$161,364	

## Reserve Funding Plan

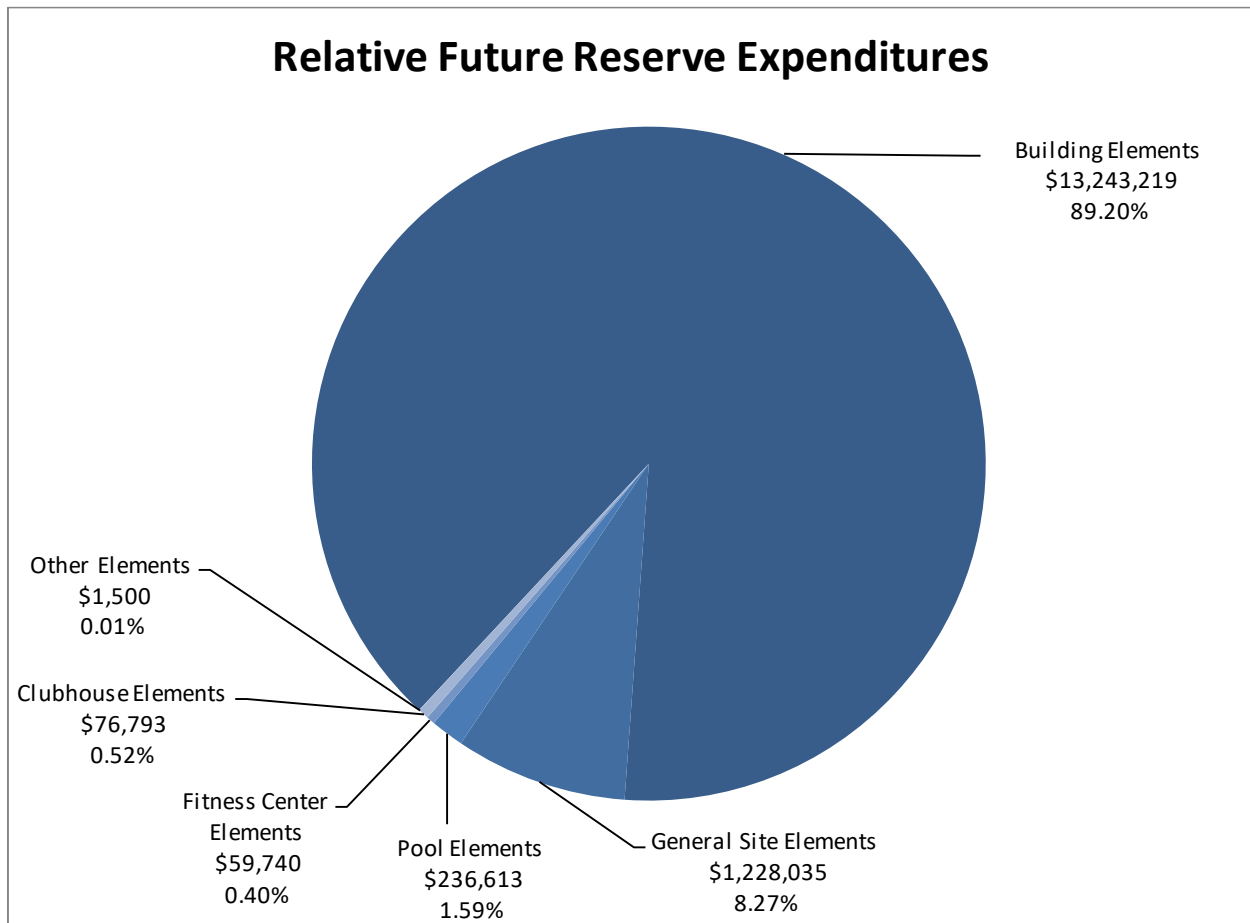
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Beginning Balance	\$1,555,510	\$1,689,840	\$1,377,653	\$1,658,190	\$1,904,652	\$2,244,732	\$1,912,546	\$2,363,346	\$2,842,334	\$3,339,995
Recommended Reserve Contribution	\$131,250	\$300,000	\$330,000	\$360,000	\$390,000	\$420,000	\$450,000	\$480,000	\$510,000	\$540,000
Estimated Interest Earned	\$3,080	\$2,911	\$2,881	\$3,381	\$3,938	\$3,946	\$800	\$4,941	\$5,868	\$6,823
Special Assessments / Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Anticipated Reserve Expenditures	\$0	(\$615,098)	(\$52,344)	(\$116,919)	(\$53,858)	(\$756,132)	\$0	(\$5,953)	(\$18,207)	(\$37,540)
Ending Balance	\$1,689,840	\$1,377,653	\$1,658,190	\$1,904,652	\$2,244,732	\$1,912,546	\$2,363,346	\$2,842,334	\$3,339,995	\$3,849,278
	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Beginning Balance	\$3,849,278	\$2,604,605	\$129,469	\$490,606	\$488,774	\$954,838	\$1,266,227	\$1,763,813	\$2,269,894	\$2,751,935
Recommended Reserve Contribution	\$570,000	\$600,000	\$445,500	\$458,865	\$472,631	\$486,810	\$501,414	\$516,457	\$531,950	\$547,909
Estimated Interest Earned	\$6,125	\$2,595	\$589	\$930	\$1,370	\$2,108	\$2,876	\$3,828	\$4,766	\$5,749
Special Assessments / Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Anticipated Reserve Expenditures	(\$1,820,798)	(\$3,077,731)	(\$84,952)	(\$461,627)	(\$7,937)	(\$177,529)	(\$6,704)	(\$14,204)	(\$54,675)	\$0
Ending Balance	\$2,604,605	\$129,469	\$490,606	\$488,774	\$954,838	\$1,266,227	\$1,763,813	\$2,269,894	\$2,751,935	\$3,305,593
	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Beginning Balance	\$3,305,593	\$3,726,718	\$3,369,802	\$3,966,830	\$419,919	\$1,001,896	\$231,620	\$832,908	\$1,340,942	\$1,749,577
Recommended Reserve Contribution	\$564,346	\$581,276	\$598,715	\$616,676	\$635,176	\$654,232	\$673,859	\$694,074	\$714,897	\$736,344
Estimated Interest Earned	\$6,674	\$6,735	\$6,963	\$4,163	\$1,349	\$1,171	\$1,010	\$2,063	\$2,933	\$3,870
Special Assessments / Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Anticipated Reserve Expenditures	(\$149,895)	(\$944,927)	(\$8,650)	(\$4,167,750)	(\$54,549)	(\$1,425,678)	(\$73,581)	(\$188,104)	(\$309,194)	(\$161,364)
Ending Balance	\$3,726,718	\$3,369,802	\$3,966,830	\$419,919	\$1,001,896	\$231,620	\$832,908	\$1,340,942	\$1,749,577	\$2,328,427

Notes:

- (1) Beginning balance of reserve was provided by management and includes reserve fund balances as of July 8, 2020.
- (2) Inflation rate of 2.52% and interest rate on Investments of 0.19% were used for this study.
- (3) 2020 reserve contribution was budgeted by the Association.
- (4) 2043 is threshold funding year due to significant expenditures.

## Major Expenditures

The relative cost of total reserve expenses is summarized in the chart below to give the Board perspective on the relative size and importance of key reserve items.



As illustrated above, the Association's largest future expense are general site elements of which \$13.2 million is needed to paint and waterproof approximately 360,000 square feet of exterior stucco of buildings and maintain 18 elevators.

The next highest propriety categories are the general site and pool elements, respectively.

The Association may be able to mill and overlay the asphalt pavement prior to replacement. Milling and overlaying asphalt pavement is significantly less expensive than replacement, with approximately the same useful life if the asphalt pavement is maintained properly.

We recommend the Association carefully plan for these expenses and advise us promptly of any changes to the Associations budget plans related to both the timing of these items and cost of these items so that we can incorporate the necessary adjustments into future studies for the Associations to assist the Board in its capital budget process.

## Condition Assessment

The following is a condition assessment of certain reserve components:

### Building Elements

- **Exterior Stucco, Paint and Waterproofing** – 360,000 square feet of exterior area of property that needs to be painted and kept clean and water-tight to ensure the structural integrity of the property. Very good condition.
- **Elevators** – Each building has a dual elevator system. Routine maintenance being performed. Very good condition.
- **Carpet** – 70,000 square feet in total of all the buildings. Carpet appears to be original. Replacements soon would be expected due to its useful lifespan ending. Poor condition.
- **Roof, Flat** – Approximately 675 Squares of flat roofing in total for the 9 building. Flat roofs hold water and proper maintenance and inspections are required. No leaks at time of inspection.
- **Air Conditioner, Roof** – 9 roof top air conditioning units, phased replacement has started and the last units are in need of replacement as they are at the end of their useful lives. Excellent to poor condition, depending on age.
- **Guard Rail, Aluminum** – Approximately 6,100 linear feet of guard railing on the balconies to ensure the safety of the residence and guest. These are partly covered, which maximizes their useful lives. Inspections and repairs are highly recommended.
- **Backflow Preventor** – Back flow preventors are starting to be phased replacement. Items at the end of their useful lives show signs of rust and damage. Excellent to poor condition, depending on age.
- **Fire Safety Guillotine** – This is a fire safety tool that is located at the trash chutes. This helps prevent a rapid spread of fire by cutting off airflow from ground floor. These show signs of rust and corrosion and may fail a fire safety inspection based on their condition. Poor condition.
- **Entry Door, Steel** – 9 steel case doors located at each trash area are in poor condition due to corrosion at the base of the door and jamb.
- **Pump Station** – Located in each building used to regulate the pressure and raise the water up and into each unit. Repairs and upgrades to this system have been useful in extending the useful life. Pump stations appear well maintained and in very good condition.

### General Site Elements

- **Parking Garage, Lattice, Wood and Vinyl** – The lattice divides the enclosed parking garage from the street for security and also appearance. These are starting to rot and break off, expect replacement or failure soon due to this ending its useful life.
- **Security House, Concrete and Stucco** – Security house looks to be in good condition and maintained well. Good condition.
- **Air Conditioner, Security House** – This air conditioner is in fair condition.

- **Playground Equipment** – Playground made from coated steel and plastic molded resin. Good condition.
- **Floating Dock, Wood** – The floating dock wooden deck can be replaced without the need to replace the entire floating dock platform. The wooden decking and rails are in poor condition with partial repairs already started.
- **Floating Dock, Platform** – 20' x 16' floating dock with guard rails. Good condition not appearing to be taking on any water and piers seem to be in good condition as well.
- **Floating Dock, Ramp, Aluminum** – Aluminum ramp used to access the floating dock. Very good condition.
- **Tennis Court, Hard Court** – Both Tennis courts were very well maintained and will extend useful life as a result. Good condition
- **Tennis Court, Lights** – These lights primarily light only the tennis courts and show signs of rust on the poles and would consider replacement in the upcoming years. Good to fair condition.
- **Fence, Chain link and Windshield** – This defines the tennis areas and helps knock the wind down for the players. Deferred maintenance required. Fair condition.
- **Exterior Parking Lights and Light Poles** – These lights help light the parking spaces. Very good condition.
- **Concrete Curbs and Sidewalks, Partial** – Concrete repairs on this property are starting to happen as vegetation growth is starting to break concrete curbs and some areas on the sidewalks as well. These areas were marked where the condition was very poor and failing.
- **Asphalt Pavement, Mill and Overlay, Phased** – The asphalt areas are for the parking spaces not directly located in the concrete parking garage. The asphalt has reached the end of its useful life.
- **Asphalt Pavement, Crack Repair, Seal, and Coat** – This is a maintenance aspect of asphalt to help extend the useful life of the entire asphalt roads and parking spots. Lots of repairs on the asphalt was noticed. Consider mill and overlay soon.
- **Fire Sprinkler Station** – These pump systems supply water in case of a fire inside one of the buildings. One is in need of replacement while the other was replaced recently. Very poor condition on one and excellent condition on the recently replaced unit.
- **Lift Station** – This removes waste water and sewage from the buildings and pumps into the city's sewage system. Was in working order at time of inspection. Good overall.
- **Signage, Front** – Metal signage at the entrance along the concrete walls. Very good condition.
- **Security Automatic Gate, Aluminum** – Gates that open to allow vehicle and person access into and out of the community. Good overall condition.
- **Security Automatic Gates Motor** – These motors open and close the gates at the entry and exit points along the property. All working and in good condition
- **Fencing, Aluminum** – Along the East side of the property and located at one side of the parking garage used to define and secure the property and residence. Average condition.

## Pool Elements

- **Pool and Hot Tub, Re-Marcite** – Pool surface that is visible. Very good condition.
- **Pool Pump and Heater System** – These control the water in and out of the pool and also heats the entire system for added comfort. Good condition with little rust or corrosion.
- **Pool Area, Pavers, Stones, Partial** – Stone pavers around most of the common areas around the office, gym, pool, outdoor kitchen, and hot tub. Very good condition.
- **Gazebo, Wood** – This wood gazebo sits above the hot tub area. Fair condition.
- **Outdoor Kitchen and BBQ, Replacement** – This kitchen area was in need of repair or total replacement. Poor condition.
- **Bathrooms** – Bathrooms from off the pool area and also the house keeping area. Good condition.

## Fitness Center Elements

- **Fitness Equipment** – The fitness equipment is a total combination of free weights and machines. The machines seemed to be in great condition, the free weights were wrapped up at time of inspection due to COVID-19.
- **Air Conditioner** – Located in the housekeeping and racquet ball areas as well as the gated area out front of the entrance into the community. Average to good condition

## Clubhouse Elements

- **Kitchen, Replacement** – Kitchens were just updated in the clubhouse meeting room, housekeeping areas. Very good overall condition.
- **Air Conditioner** – Located in the housekeeping and racquet ball areas as well as the gated area out front of the entrance into the community. Average to good working condition.

## Other Elements

- **Reserve Study Update** – Reserve study is a snapshot in time that will require annual updates because factors and assumptions of the study can result in overfunding or underfunding of reserves. These factors include additions or disposals of reserve components, changes in inflation rate, changes in interest rate on investment income, and acceleration or deceleration of capital projects at the discretion of the Board.

## PHOTOGRAPHS

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**ID:** 001

**Item Description:**  
Entrance signage



**ID:** 002

**Item Description:**  
Security House at entrance



**ID:** 003

**Item Description:**  
Clubhouse meeting room off pool area



**ID:** 004

**Item Description:**

Clubhouse with landscaping

*Landscaping budgeted from operations.*



**ID:** 005

**Item Description:**

Pavers at clubhouse

*Pavers have a useful life of up to 50 years, excluded from study. Repairs included in operating budget.*



**ID:** 006

**Item Description:**

Clubhouse kitchen



**ID:** 007

**Item Description:**

Electric and plumbing elements of pool and hot tub



**ID:** 008

**Item Description:**

Pool filters



**ID:** 009

**Item Description:**

Pool and hot tub heaters



**ID:** 010

**Item Description:**  
Air handlers



**ID:** 011

**Item Description:**  
Pool pump

**Notes:**  
Good condition



**ID:** 012

**Item Description:**  
Condensers on south side of clubhouse



**ID:** 013

**Item Description:**  
Pool at clubhouse



**ID:** 014

**Item Description:**  
Pavers at pool

*Pavers have a useful life of up to 50 years, excluded from study. Repairs included in operating budget.*



**ID:** 015

**Item Description:**  
Outdoor kitchen and seating area

**Note:**  
Damage to granite counter tops noted.



**ID:** 016

**Item Description:**  
Playground



**ID:** 017

**Item Description:**  
Bathrooms at pool area



**ID:** 018

**Item Description:**  
Fire safety pump house

*Concrete foundation has a useful life of up to 65 years, excluded from study.*



**ID:** 019

**Item Description:**

Asphalt street

**Notes:**

Noted cracking and defects forming in asphalt and concrete curbs.



**ID:** 020

**Item Description:**

Second Fire safety pump house

**Notes:**

Rust has begun to set in and this pump system is reaching the end of its useful life.



**ID:** 021

**Item Description:**

Clean water pump station

**Notes:**

Used to create water pressure for each building.



**ID:** 022

**Item Description:**

Gazebo over hot tub area



**ID:** 023

**Item Description:**

New roof top air conditioner



**ID:** 024

**Item Description:**

Old roof top air conditioner



**ID:** 025

**Item Description:**

Concrete parking garage



**ID:** 026

**Item Description:**

Tennis courts with fence and windscreen



**ID:** 027

**Item Description:**

Fitness equipment



**ID:** 028

**Item Description:**  
Parking garage lattice



**ID:** 029

**Item Description:**  
Floating dock



**ID:** 030

**Item Description:**  
Back flow preventor



**ID:** 031

**Item Description:**  
Lift Station



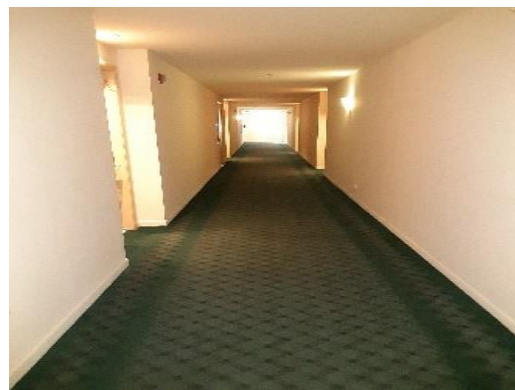
**ID:** 032

**Item Description:**  
Fire safety guillotine



**ID:** 033

**Item Description:**  
Carpet hallways



**ID:** 034

**Item Description:**

Aluminum access ramp to floating dock platform



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**ID:** 035

**Item Description:**

Elevators for each building



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**ID:** 036

**Item Description:**

Building Exterior



**ID:** 037

**Item Description:**  
Building exterior



**ID:** 038

**Item Description:**  
Tennis court lights

**Note:**  
Rust has begun to set in on this lighting system and reaching the end of its useful life.



**ID:** 039

**Item Description:**  
Flat roof on each building

**Note:**  
Flat roofs tend to hold water and require more attention than sloped roofs



**ID:** 040

**Item Description:**

Kitchen in housekeeping area

**Note:**

Newly renovated



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**ID:** 041

**Item Description:**

Exterior with light pole



## METHODOLOGY

This Reserve Study has been prepared to provide guidance to the Board of Directors to adequately prepare the Association to meet financial obligations with major maintenance, repair, and replacement of common element components. These financial obligations are best met through periodic contributions gradually instead of raising large sums of money through alternative means.

The Association can fund repairs and replacements in any combination of the following:

- Increases in the operating budget during years when the shortages occur
- Loans using borrowed capital for major replacements projects
- Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future replacements
- Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the Association were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of level monthly reserve assessments with relatively minor annual adjustments for the following reasons:

- Ensuring an equitable funding plan such that owners pay their “fair share” of the weathering and aging of the commonly owned property each year
- Level reserve assessments preserve the property
- Preservation of the market value of owners’ properties
- Compliance with governing documents, statutes, mortgages, and the like
- Reduction (but not elimination) of risk of need for loans or special assessments

A reserve study is composed of two parts: the physical analysis and financial analysis. The physical analysis is a result of the onsite visit in which a visual observation of the property is conducted to collect data and review of data specific to the property’s reserve components, common areas, and limited common areas. Through this site visit and the use of source materials, we have quantified and established the reserve component inventory and assessed the physical condition of the Association’s reserve components. This information from the physical analysis is used to estimate the timing and cost of future anticipated expenses.

The financial analysis evaluates the condition of the Association’s reserve fund in relation to its income and anticipated expenses. To adequately forecast these expenditures over the 30-year projection period, current costs, projected inflation, and interest rates must be established. Recommendations are

then provided to establish a reserve fund that addresses anticipated expenses, without having to resort to special assessments.

These standards require a Reserve Component to have a “predictable remaining Useful Life.” Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We consider the following factors in our analysis.

- The Cash Flow Method to compute, project, and illustrate the 30-year Reserve Funding Plan.
- Local costs of materials, equipment, and labor.
- Current and future costs of replacement for the Reserve Components.
- Costs of demolition as part of the cost of replacement.
- Local economic conditions and a historic perspective to arrive at our estimate of long-term future inflation for construction costs in Jacksonville, Florida at an annual inflation rate of 1.8%. Isolated or regional markets of greater construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.
- The past and current maintenance practices of the Association and their effects on remaining useful lives.
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

## Physical Analysis

The Physical Analysis is the foundation of this Reserve Study, and the methods we used to conduct the Physical Analysis are outlined below.

### Identification of Reserve Components

We identified major classes of property and then identified common elements that are likely to require capital repair or replacement for inclusion in the Financial Analysis. We identified reserve components from the Association’s Declaration and reviewed information provided to us and from conversations with Association’s management and the Board. We identified the following classes of property:

- 1) **Reserve Components** – Reserve components are elements that meet the Component Criteria in this section and are included in the Reserve Funding Plan of this study.
- 2) **Excluded Property Components** – These elements are the responsibility of the Association but are excluded from the study because they may require infrequent repairs and replacements, have unpredictable useful lives, or have useful lives that are greater than the scope of this study.

The Association budget for the repairs and replacements of these items from the operating budget.

- 3) **Operating Budget Funded Repairs and Replacements** – Operating budget provides funds for the repair and replacement of some items that meet the criteria of a Reserve Component but the Board has indicated will be funded from operations. These items are excluded from the Reserve Funding Plan of this study. If the Board elects to fund these items through the reserve budget, then we should be notified to include in a future study.
- 4) **Property Maintained by Owners** – Certain items have been designated as being the responsibility of the owners are excluded from the Reserve Funding Plan of this study
- 5) **Property Maintained by Others** – Certain items that are the responsibility of other entities (ex., municipalities and local governments) are excluded from the Reserve Funding Plan of this Study.

The Board should conduct an annual review of these classes of property to confirm its policy concerning the manner of funding from reserves or from the operating budget.

### Site Visit

A site visit is conducted to assess the general condition of the property and its common areas. The onsite observation is visual in nature; no invasive or destructive testing is conducted. Sloped roofs, if any, are inspected from the ground for the safety of our personnel. Observations are recorded using a representative sampling of the Association's common areas and reserve components. The component inventory and associated field measurements are also substantiated as part of the site visit.

### Component Criteria

The components assessed in this study must meet four criteria to be included:

1. The components must be the responsibility of the Association for repair and maintenance
2. Replacement cost above a minimum threshold
3. The component must have a limited and predictable useful life
4. The useful life of the component must be within the projection period (i.e., not more than 30 years)

Damage to components associated with settlement, fire, earthquakes, flooding, extreme weather, other natural disasters and events, and misuse is not considered predictable or measurable, and are thus not included or allowed for in this study.

### Determining Useful Life

The useful life of a reserve component relates to the number of years it is expected to last assuming reasonable care and maintenance. The prediction of reserve and building component life can be

considered no more than an informed estimate based upon information made available at the time of preparation of this report. The useful life is estimated based on information from various sources which include:

- Historical data and information provided by the Association
- Consultation with management groups and construction industry professionals
- Manufacturer recommendations and industry guidelines
- Published service life data
- Manufacturers' and suppliers' data

### **Determining Remaining Useful Life**

The remaining useful life of a reserve component relates to the number of years it is anticipated to be functional or useful. The remaining useful life is estimated based on information from various sources which include:

- Age or years in service
- Physical condition
- Frequency and quality of care and maintenance
- Environmental and weather affects
- Design and quality of materials used

In addition to deterioration or anticipated failure of components, the remaining useful lives may be impacted by obsolesces. The accuracy of the estimate is contingent upon reliable information made available at the time of the report's development. It is important to note that even with the highest degree of diligence and experience, outcomes will vary, and no guarantee can be given as to the timing or service life of the reserve components. All service life assessments in this report are based on the assumption that installation is carried out in accordance with manufacturer's recommendations and installation instructions, together with industry standards of workmanship. Consideration is given to visible design and signs of improper installation of components that will have an impact upon the anticipated service life of the component

### **Maintenance Assumptions**

The Board has some flexibility in choosing to pay for repairs and replacements from the operating or reserve funds. For items the Association has elected to pay from the operating fund as represented by the Association's management, we have excluded these items from this study.

### **Financial Analysis**

The Financial Analysis is based on the information gathered during the Physical Analysis and represents the long-term capital funding plan the Board can use to determine the level of reserve assessments for the Association. The methods we used to conduct the Financial Analysis are outlined below.

### **Determining Replacement Costs**

Determining the replacement costs of components is accomplished in several ways which include:

- Consulting with local vendors, manufacturers, and contractors
- Comparisons can also be made to other associations of similar size and geographic location
- Using can collaborative efforts by construction industry professionals

Once the current repair or replacement cost of each asset is estimated, it must be adjusted for future costs. Future costs include inflation and account for some market variability, and represent the anticipated cost of the asset at the end of its useful life when it is scheduled for repair or replacement.

### **Inflation Rate**

The effect of inflation on the cost of reserve components is a key factor in the financial projections. We have used the 30-year average annual increase in the Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics. This rate reflects a realistic appreciation of future costs for reserve components and assists the Association in adequately budgeting for increasing cost.

### **Interest Rate**

The interest rate used in this report is formulated on a conservative rate of return based on the rate of return of three-year U.S. Treasury bill. We offer no guarantee or opinion in relation to investment decisions made by the Association or the rate of return achieved.

### **Current Reserve Balance**

The analysis, recommendations, and financial projections made within this report are heavily reliant on information provided by the Association and its representatives. The starting reserve fund balance (current or projected) and member contribution totals are supplied by these sources. This information has not been audited nor have the financial projections or recommendations.

### **Percent Funded**

Percent funded is calculated by dividing the Association's current reserve fund balance by the fully funded balance. The percent funded measures how well prepared an Association is to meet its current and future repair and replacement obligations. Percent funded highlights the strength of the association's reserve account in relation to the anticipated costs of repair and replacement.

### **Recommended Funding Plan**

We recommend a funding plan that maintains reserve above an adequate, though not excess threshold during years of significant expenditures. We recommend regular reserve fund contributions and gradual increasing reserving over time to fund expenses for future repairs and replacements whenever possible. Sometimes we adjust reserve assessments up or down to account for items that include, but are not limited to, catching up reserves that are not fully funded or to prepare the Association adequately from one or more years of significant expenses. The reserve funding recommendation is designed to distribute the anticipated costs of maintaining common property components equitable to all owners over the 30-year projection period to the extent reasonable possible.

## STATEMENT OF LIMITATIONS AND ASSUMPTIONS

As a guideline for establishing and spending reserves, we assumed that the Reserve Study will be regularly updated to account for the Association's changing physical, financial, technological, and regulatory conditions. As such, this report is valid at the date shown and Reserve Study Institute, LLC, cannot be held responsible for subsequent changes including, but not limited to, physical, chemical, economic, technological, or regulatory conditions over which we have no control.

This Reserve Study is based on non-invasive visual observation of the Association's property. No invasive or destructive testing, or testing of materials was conducted during the inspections, or at any other time during the preparation of this report. Accordingly, we do not opine on, nor are we responsible for, the structure integrity of the property including its conformity to specific governmental code requirements, such as fire, building and safety, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection. Also, it is assumed that all building and ancillary components have been designed and constructed properly and that life cycles will approximate normal industry performance standards. Reserve Study Institute, LLC shall not be responsible for accurate determination of remaining life expectancies of components that may have been improperly designed and constructed. Our opinions of the remaining useful lives of the property elements do not represent a guarantee or warranty of performance of the products, materials, and workmanship.

Cost estimates used represent a preliminary opinion only and are neither a quote nor a warranty of actual costs that may be incurred. These estimates are based on typical cost data that may not fully characterize the scope of the underlying property conditions. It should be anticipated that actual cost outcomes will be impacted by varying physical and economic conditions, maintenance practices, changes in technology, and future regulatory actions.

The projected values and recommendations included in this study are strictly estimated representations of true values. The more distant the year, the lower the probability the values are accurate. The model is sensitive to initial expenses – especially when inflated over 30 years – thus, depending on the economic climate, the recommended reserve assessments may need to be increased or decreased.

We did not make any soil analysis or geological study with this report; nor were any water, oil, gas, coal, or other subsurface mineral and use rights or conditions investigated. Substances such as asbestos, urea-formaldehyde, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials, if present, adversely affect the validity of this study. Our opinions are predicated on the assumption that there are no hazardous materials on or in the property. We assume no responsibility for any such conditions. We are not qualified to detect such substances, quantify the impact, or develop the remedial cost.

We make no representation or warranty, expressed or implied, with respect to the contents of this report or any part thereof and cannot accept any legal responsibility or liability for any inaccuracies, errors or omissions contained in this report or any part thereof. Our best professional judgment has

been used, however certain facts forming the basis of this report are subject to professional interpretation and differing conclusions could be reached.

We have relied on the Association's management and the Board of Directors to disclose pertinent financial status of the Association. Assumptions regarding interest earned and inflation have been made according to the current financial trends and rates. Component and material quantities were determined by observation during the site visit.

This reserve study should be reviewed carefully as it may not include, nor are our methods designed to include, all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. We have relied on the Association's management and/or the Board of Directors to disclose to us any and all reserve components or assets that are the responsibility of the Association to maintain during the onsite visit. The failure to include a component, may, under some circumstances, require the Board to levy a special assessment for owners' shares of common expenses for the cost of major maintenance, repair, or replacement of a reserve component.

We assume, without independent verification, the accuracy of all data provided to us. We performed no procedures to detect false, misleading, or incomplete information, or violations of any rules, regulations, or laws.

**Restricted Use of Our Report** – This report is intended for use by the Association's management and the Board of Directors and is limited to only the purpose stated herein. Any use or reliance for any other purpose, by the Association's management, the Board of Directors, or third parties, is invalid. The Association's management and Board of Directors, or any other third parties viewing this report, should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties. This report contains intellectual property developed by Reserve Study Institute, LLC specific to this engagement and cannot be reproduced or distributed to those who conduct reserve studies without the expressed written consent of Reserve Study Institute, LLC.

**Client Confidentiality** – We will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative process or proceedings, though we reserve the right to include the Association's name in our client lists.

## PROFESSIONAL EXPERIENCE

**MICHAEL H. RUSS, JR.**  
**Reserve Analyst**

Michael H. Russ a reserve analyst at the Reserve Study Institute, LLC. He is responsible for preparing both the physical analysis and financial analysis of Reserve Studies. Mr. Russ is also responsible for inspection and analysis of the condition of clients' properties and recommending solutions to prolong the lives of the components. He also forecasts capital expenditures for the repairs or replacement of the property components and prepares technical reports on assignments for condominiums, townhomes, homeowners' associations, other associations, and properties.

### Professional Experience

Before founding Reserve Study Institute, LLC, Mr. Russ founded Florida Construction Industries, a construction firm based in Jacksonville, Florida. Mr. Russ also served as a financial Advisor for National Financial Services where he conducted examined financial projections, conducted cash flow analysis, evaluated various investment alternatives considering risk and inflation, also managed employee benefits for high-net-worth individuals and corporate clients.

The following highlights some of his professional experience:

- Stone House Kitchens Consultant and Project Manager
- Florida Construction Industries Founder
- Advisor at National Financial Services Group
- Property Manager
- Advisor at National Financial Brokerage
- Former Home Inspector
- Volunteer CFO at Limbitless, Inc., A Non-Profit Organization

### Education

Florida State College, Jacksonville, FL

### Professional Affiliations/Designations

215 Licenses for Annuities, Life Insurance and Health Insurance  
ADA Americans with Disabilities Act Certified  
NEFBA Certified North East Florida Builders Association

## GLOSSARY

**Cash Flow Method** – A method of calculating Reserve contributions to the reserve fund designed to offset the variable annual expenditures from the reserve fund. Difference Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

**Component** – Also referred to as an “Asset.” Individual line items in the Reserve Study developed or updated in the physical analysis. Components typically meet four requirements: 1) Association’s responsibility, 2) limited useful lives, 3) predictable useful lives, and 4) above a minimum threshold cost.

**Component Inventory** – The task of selecting and quantifying reserve components, which can be accomplished through on-site visual observations, review of Association design and organizational documents, a review of established association precedents, and discussion with appropriate Association representatives.

**Component Method** – A method of developing a Reserve Funding Plan with the total contributions is based on the sum of the contributions for individual components.

**Current Cost of Replacement** – The amount required today derived from the quantity of a Reserve Component and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current local market prices for materials, labor, and manufactured equipment, contractors’ overhead, profit, and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

**Deficit** – An actual or projected reserve balance that is less than the fully funded balance.

**Effective Age** – The difference between Useful Life (UL) and Remaining Useful Life (RUL)

**Financial Analysis** – The portion of the Reserve Study where current status of the reserves (measured as cash or percent funded) and a recommended reserve contribution rate (reserve funding plan) are derived, and the projected reserve income and expenses over time is presented.

**Fully Funded Balances** – The Reserve balance that is in direct proportion to the fraction of life “used up” of the current Repair or Replacement costs similar to Total Accrued Depreciation.

**Funding Goal (Threshold)** – The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

**Future Costs of Replacement** – Reserve Expenditure derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor, and equipment.

**Long-Lived Property Component** – Property component of the Association responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

**Percent Funded** – The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

**Physical Analysis** – The portion of the Reserve Study where the component evaluation, condition assessment, and life and valuation estimate tasks are performed.

**Remaining Useful Life (RUL)** – The estimated remaining functional or useful time in years of a Reserve Component based on its age, condition, and maintenance.

**Reserve Balance** – Actual or projected funds as of a particular point in time (typically the beginning and ending of the fiscal year) that the Association has identified for use to defray the future repair or replacement of those major components that the Association is obligated to maintain. Reserve balance is also commonly referred to as “reserves,” “reserve accounts”, or “cash reserves.” In this report, the reserve balance is based on information provided by management and is not audited.

**Reserve Component** – Property elements with: 1) the Association’s responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

**Reserve Component Inventory** – Line Items in Reserve Expenditures that identify a Reserve Component.

**Reserve Contribution** – An amount of money set aside or Reserve Assessment contributed to a Reserve Fund for future Reserve Expenditures to repair or replace Reserve Components.

**Reserve Expenditure** – Future Cost of Replacement of a Reserve Component.

**Reserve Funding Plan** – The portion of Reserve Study identify the Cash Flow Analysis and containing the recommended Reserve Contributions and projected annual expenditures, interest earned, and reserve balances.

**Reserve Study** – A budget planning tool that identifies both the current status of the reserve fund and a stable and equitable Funding Plan designed to offset the anticipated future major common area expenditures. The Reserve Study consists of two parts: 1) Physical Analysis and 2) Financial Analysis.

**Special Assessment** – An assessment levied on the members of an Association by the Board of Directors in addition to regular assessments.

**Surplus** – An actual or projected reserve balance that is greater than the fully funded balance.

**Useful Life (UL)** – The estimated total time, in years, that a Reserve Component is expected to serve its intended function in its present application or installation.

*FIFTH ORDER OF BUSINESS*

**Pine Ridge Community Development District**  
Engineering Selection Evaluation Criteria

Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	Total Points
Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.	Past performance for other Community Development Districts in other contracts; location of the amount of experience on headquarters, similar projects; character, integrity, reputation, of relation to the project. respondent; etc.	Consider the geographic offices in budget requirements including rates, staffing levels and past performance on previous projects; etc.	Consider the firm's consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.	Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.	Consider the recent, current and projected workloads of the firm.	Consider the desire to diversify the firms that receive work from the District; etc.	
<b>Proposer</b>	<b>30</b>	<b>30</b>	<b>5</b>	<b>15</b>	<b>5</b>	<b>10</b>	<b>5</b>
Alliant							
Matthews							
Taylor & White							

## QUALIFICATIONS

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# Engineering Services

Prepared for:

**Pine Ridge Plantation Community Development District**  
Clay County, Florida

Prepared by:



December 28, 2023

Image Courtesy  
Pine Ridge  
Plantation CDD



# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Request for Qualifications for the Pine Ridge Plantation Community Development District, Clay County, FL

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Brice Nelson, PE/Project Manager

5. NAME OF FIRM

Alliant Engineering, Inc.

6. TELEPHONE NUMBER  
(904) 723-4895

7. FAX NUMBER  
NA

8. E-MAIL ADDRESS  
bnelson@alliant-inc.com

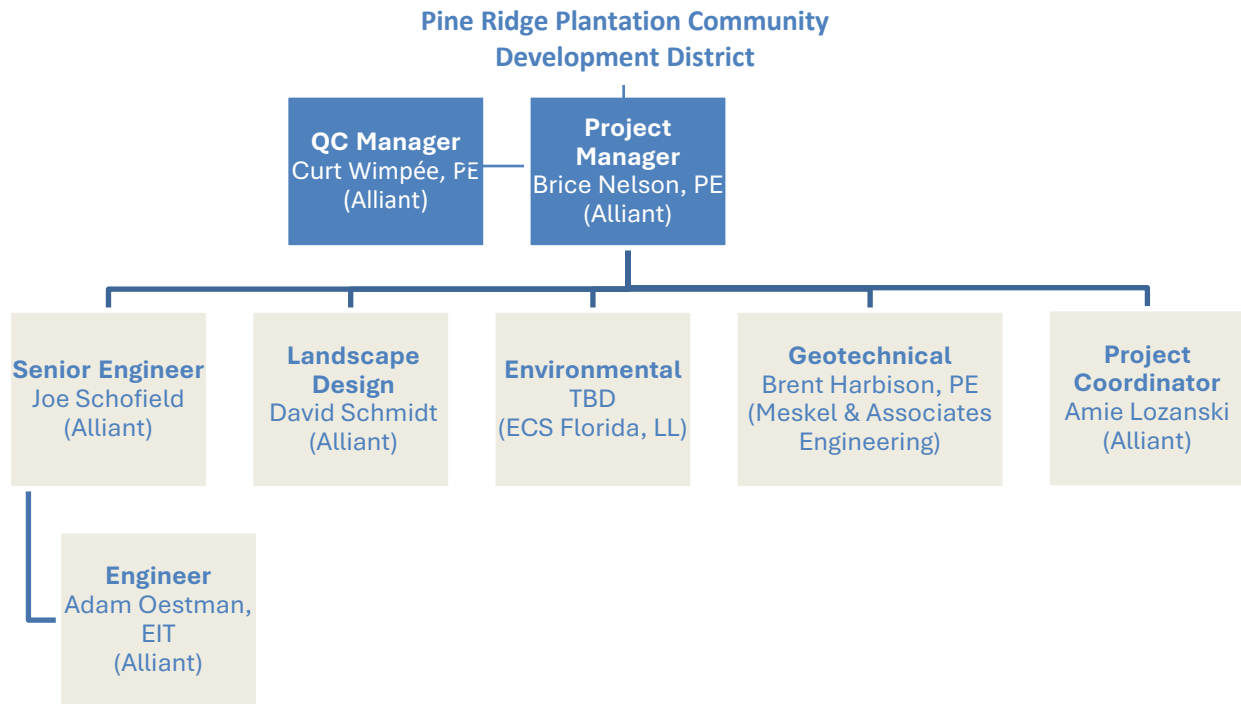
### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)						
	PRIME	J.V.	PARTNER	SUBCON-TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.	X				<i>Alliant Engineering, Inc.</i> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Project Management, Civil, Landscape
b.				X	<i>ECS Florida, LLC</i> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	11554 Davis Creek Court, Jacksonville, FL 32256	Environmental Services
c.				X	<i>Meskel &amp; Associates Engineering</i> <input type="checkbox"/> CHECK IF BRANCH OFFICE	3728 Philips Highway, Suite 208 Jacksonville, FL 32207	Geotechnical Services
d.				X	<i>Alliant Florida (A wholly owned subsidiary of Alliant Engineering, Inc.)</i> <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Land Surveying
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)



## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Brice Nelson, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 23	b. WITH CURRENT FIRM Less than 1 Year

15. FIRM NAME AND LOCATION (City and State)

Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization)

B.S. Civil Engineering, Southern Illinois University  
MBA, University of Mary

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer in Florida (97162); South Dakota (15708); North Dakota (PE-8217); Iowa (P27204); Virginia (0402049573)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Brice has 23 years of experience working as a civil engineer in multiple roles on a variety of projects from storm water management to road realignment. He is familiar with municipal design, water and sewer distribution and storm water management. Brice has extensive experience in acting as the City Engineer capacity for several small towns throughout his career.

### 19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
PROJECT MANAGER – CITY ENGINEERING SERVICES – BERTHOLD, ND	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) NA
<p><b>a.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Brice has served as the client contact for the city engineering services with the City of Berthold for over three (3) years. The City of Berthold renewed their contract for City Engineer Services, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, design of a bulk water station and assisted with obtaining funding for major projects.</p> <p style="text-align: right;"><input type="checkbox"/> Check if project performed with current firm</p>		
PROJECT MANAGER – CITY ENGINEERING SERVICES – ROSS, ND	PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable) NA
<p><b>b.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Brice has served as the client contact for the city engineering services with the City of Ross for five (5) years. The City of Ross put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, collaborated with the department of health to perform inspections to obtain permit approval of a watermain that had been installed by a contractor without proper approvals (prior to hiring for City Engineer Services), assisted the city to come into compliance with the department of health with their drinking water by switching over to the R&amp;T Water, assisted with permits from BNSF to bore under the railroad to construct a new watermain throughout the city. design of the watermain/sewer/roadway improvements, regularly attended City Council meetings, and assisted with obtaining funding for major projects.</p> <p style="text-align: right;"><input type="checkbox"/> Check if project performed with current firm</p>		
PROJECT MANAGER – CITY ENGINEERING SERVICES – GALESBURG, WI	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) NA
<p><b>c.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Brice has served as the client contact for the city engineering services with the City of Galesburg for five (5) years. The City of Galesburg put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to NPDES permits, assessments of new water quality regulations, prepared Preliminary Engineering Reports, advised how to meet new standards through water quality trade projects, designed improvements to the lagoon, preparation of bids, construction inspection and coordination with funding agencies.</p> <p style="text-align: right;"><input type="checkbox"/> Check if project performed with current firm</p>		
PROJECT MANAGER – CITY ENGINEERING SERVICES – ALMA CENTER, WI	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) NA
<p><b>d.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>Brice has served as the client contact for the city engineering services with the City of Alma Center for five (5) years. The City of Alma Center put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to redundancy issues with their water distribution system, preparation of Preliminary Engineer Reports, design of a new well and watermain, preparation of asset management report of their utilities, preparation of bids, construction inspection, and coordination with funding agencies.</p> <p style="text-align: right;"><input type="checkbox"/> Check if project performed with current firm</p>		
ALMA CENTER WELL AND WATERMAIN EXTENSION, ALMA CENTER, WISCONSIN	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2020
<p><b>e.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</p> <p>The city upgraded its century-old well with a second one, funded through the SRF program. A PER report and asset management plan, along with a WaterCAD model, were crucial for principal forgiveness. Two watermain extension plans were presented, involving permits from ACOE and DOT, including a direct bore under a state highway. Construction oversight, monthly representation for SRF funding, and funding closeout were managed. Coordination with the state ensured loan repayment feasibility and resident-friendly rate adjustments, requiring regular updates at City Council meetings for transparency and satisfaction.</p> <p style="text-align: right;"><input type="checkbox"/> Check if project performed with current firm</p>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Curt Wimpée, PE	13. ROLE IN THIS CONTRACT Quality Manager	14. YEARS EXPERIENCE	
		a. TOTAL 28	b. WITH CURRENT FIRM 8

15. FIRM NAME AND LOCATION (City and State) Alliant Engineering, Inc. (Jacksonville, FL)
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16. EDUCATION (Degree and Specialization)  B.S. Civil Engineering, University of Minnesota	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  Professional Engineer in Florida (79764); Minnesota (40487) Georgia; (031340); N. Carolina (053415); S. Carolina (41355); Tennessee (125610)
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20. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Curt is a Vice President at Alliant and has 28 years of experience in municipal engineering, land development and transportation. Curt's experience includes localized and regional utility extensions, lift stations, City and DOT roadway reconstructions and new roadways, MOT plans, signage and striping plans, concrete and asphalt pavement design, storm water management systems, regional drainage studies, residential mixed use, and large-scale commercial developments.
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**21. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) City Engineer (consultant) for Bunnell, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016 – Present	CONSTRUCTION (If applicable) NA
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) City Engineer (consultant) for Flagler Beach, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017 – Present	CONSTRUCTION (If applicable) NA
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Civil Engineer for Mendota Heights, MN	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 1996 – 2000	CONSTRUCTION (If applicable) NA
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.		
<input type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) City Engineer (consultant) for Two Harbors, MN	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2012 – 2014	CONSTRUCTION (If applicable) NA
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE City Engineer performing all aspects of design for City improvement projects. Representative projects included approximately 6 miles of roadway and utility reconstruction for rural to urban street reconstructions. Tasks included complete corridor survey of projects, design, cost estimating, bidding and award, and full time construction inspection.		
<input type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) City Engineer (consultant) for Scanlon, MN	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2012 – 2014	CONSTRUCTION (If applicable) NA
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.		
<input type="checkbox"/> Check if project performed with current firm		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Joe Schofield, PE	13. ROLE IN THIS CONTRACT Senior Engineer	14. YEARS EXPERIENCE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;">a. TOTAL 21</td> <td style="width:50%; vertical-align: top;">b. WITH CURRENT FIRM 2.5</td> </tr> </table>		a. TOTAL 21	b. WITH CURRENT FIRM 2.5
a. TOTAL 21	b. WITH CURRENT FIRM 2.5				
15. FIRM NAME AND LOCATION (City and State) Alliant Engineering, Inc. (Jacksonville, FL)					
16. EDUCATION (Degree and Specialization)  MBA St. Leo University; B.S. Civil Engineering, University of North Florida		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  Professional Engineer in Florida (69219)			
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Schofield is a Senior Engineer with 18 years of experience in civil design and construction oversight. He has provided design, review, and/or management of hundreds of public and private roadway and site development projects in the southeast United States. He has partnered with dozens of State Agencies and local communities to advance a wide variety of projects to improve transportation infrastructure across the continental United States.					

**23. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) Shadow Crest at Rolling Hills CDD (Phases 3B & 3C), Green Cove Springs, Clay County, FL.	(2) YEAR COMPLETED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;">PROFESSIONAL SERVICES 2023</td> <td style="width:50%; vertical-align: top;">CONSTRUCTION (If applicable) 2023</td> </tr> </table>		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023
PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023			
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.				
<input checked="" type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State) Beachview Cove Subdivision, Ormond Beach, Volusia County, FL	(2) YEAR COMPLETED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;">PROFESSIONAL SERVICES 2023</td> <td style="width:50%; vertical-align: top;">CONSTRUCTION (If applicable) NA</td> </tr> </table>		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA
PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA			
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Project manager and engineering overseeing design and permitting for a 28-lot single-family subdivision with private lift station on A-1-A adjacent the Atlantic Ocean. All entitlements received and construction underway. Project includes a planned FPL power pole relocation, work within the coastal construction control line (CCCL), and coordination of turtle friendly street lighting design.				
<input checked="" type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State) Ponce Preserve Subdivision, Palm Coast, Flagler County, FL	(2) YEAR COMPLETED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;">PROFESSIONAL SERVICES 2023</td> <td style="width:50%; vertical-align: top;">CONSTRUCTION (If applicable) NA</td> </tr> </table>		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA
PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA			
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Project manager and engineering overseeing design and permitting for a 74-lot single-family subdivision. All entitlements have been received and construction start date undetermined.				
<input checked="" type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State) Ryan's Landing Subdivision, Palm Coast, Flagler County, FL	(2) YEAR COMPLETED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;">PROFESSIONAL SERVICES 2023</td> <td style="width:50%; vertical-align: top;">CONSTRUCTION (If applicable)</td> </tr> </table>		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)
PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)			
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Project manager and engineering overseeing design and permitting for a 95-lot single-family subdivision. All entitlements have been received and construction start date undetermined.				
<input checked="" type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;">PROFESSIONAL SERVICES</td> <td style="width:50%; vertical-align: top;">CONSTRUCTION (If applicable)</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e.				
<input type="checkbox"/> Check if project performed with current firm				

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Adam Oestman, EIT	13. ROLE IN THIS CONTRACT Production Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 6	b. WITH CURRENT FIRM 2.5
15. FIRM NAME AND LOCATION (City and State) Alliant Engineering, Inc. (Jacksonville, FL)			
16. EDUCATION (Degree and Specialization)  B.S. Civil Engineering Technology, Murray State University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  Engineer in Training (PE Pending)	
24. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

Mr. Oestman has more than six years of experience in the design and construction of private infrastructure projects. He has worked on numerous developments and infrastructure improvements for commercial, medical, municipal, and residential projects around the country. Typical project requirements are land acquisition contract review, site assessment, land planning, development cost analysis, scheduling, approval coordination preparation of contract documents, and construction administration.

**25. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) City of DeLand Reclaim Main Extension, DeLand, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA
<b>a.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for a +-6000 LF Reclaim main extension		<input checked="" type="checkbox"/> Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) Shadow Crest At Rolling Hills CDD Single Family Subdivision, Green Cove Springs, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) Ongoing
<b>b.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for a 247 single-family residential subdivision, as well as associated construction administration throughout the project.		<input checked="" type="checkbox"/> Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) Sawmill Branch at Palm Coast Park CDD - Multiple Phases, Palm Coast, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)
<b>c.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for multiple single-family residential subdivision phases totaling over 1000 lots		<input checked="" type="checkbox"/> Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) Spring Lake at Palm Coast Park CDD – Multiple Phases, Palm Coast, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) Ongoing
<b>d.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Preparing the construction documents, cost-estimates, and associated construction administration for multiple single-family residential subdivision phases for a total of 421 lots		<input checked="" type="checkbox"/> Check if project performed with current firm
(1) TITLE AND LOCATION (City and State) Hymon Circle Drainage Improvements – City of Bunnell, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)
<b>e.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Design engineer preparing the construction documents for a two phase project in the City of Bunnell, including +-2000 LF of road-side drainage improvements, as well as +-3000 LF of existing drainage ditch improvements		<input checked="" type="checkbox"/> Check if project performed with current firm

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David Schmidt, ASLA	13. ROLE IN THIS CONTRACT Landscape Design	14. YEARS EXPERIENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">a. TOTAL 16</td> <td style="width: 50%; vertical-align: top;">b. WITH CURRENT FIRM Less than 1 year</td> </tr> </table>		a. TOTAL 16	b. WITH CURRENT FIRM Less than 1 year
a. TOTAL 16	b. WITH CURRENT FIRM Less than 1 year				
15. FIRM NAME AND LOCATION (City and State) Alliant Engineering, Inc. (Jacksonville, FL)					
16. EDUCATION (Degree and Specialization)  B.S. Landscape Architecture, University of Arkansas, Minor in Horticulture		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  ASLA; Currently pursuing licensure as a Landscape Architect in Florida in 2023			
26. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Schmidt has more than 16 years of experience in the fields of land development planning, landscape architecture, urban design, and project management and is the Director of Landscape Architecture at Alliant. His primary responsibilities include project management, regulatory approvals, site layout and design, construction documentation, regional and community planning, and graphic design.					

### 27. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) Reverie at Trailmark, St. Augustine, FL	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">PROFESSIONAL SERVICES 2018-2020</td> <td style="width: 50%; vertical-align: top;">CONSTRUCTION (If applicable) 2019-2023</td> </tr> </table>		PROFESSIONAL SERVICES 2018-2020	CONSTRUCTION (If applicable) 2019-2023
PROFESSIONAL SERVICES 2018-2020	CONSTRUCTION (If applicable) 2019-2023			
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Reverie at Trailmark, St. Augustine, FL — served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Reverie is a 55+ Master Planned Community located in St. Augustine Florida permitted as a Community Development District developed by Dream Finders Homes, LLC. Reverie consists of 487 class A single family homes, and 4,600 SF Neighborhood Clubhouse				
<input type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State) Sweetgrass, St. Mary's, GA	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">PROFESSIONAL SERVICES 2023</td> <td style="width: 50%; vertical-align: top;">CONSTRUCTION (If applicable)</td> </tr> </table>		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)
PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)			
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Sweetgrass is a 150 Acre Master Planned Community located in St. Mary's Georgia developed by Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. The Sweetgrass project will end up as home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement.				
<input checked="" type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State) Bradenton Riverwalk, Bradenton, FL	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">PROFESSIONAL SERVICES 2008-2012</td> <td style="width: 50%; vertical-align: top;">CONSTRUCTION (If applicable) 2012</td> </tr> </table>		PROFESSIONAL SERVICES 2008-2012	CONSTRUCTION (If applicable) 2012
PROFESSIONAL SERVICES 2008-2012	CONSTRUCTION (If applicable) 2012			
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE My team was responsible for various project components, such as data collection, landscape design, color renderings and 3D modeling for the master plan. Kimley-Horn completed the master planning process for the 1.5-mile-long riverfront area in Bradenton known as the Riverwalk. Services included a grants/funding analysis, master planning, public involvement, design development, and stakeholder coordination. Unanimous approval was given from the Bradenton City Council with the preparation of construction documents and permitting drawings.				
<input type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">PROFESSIONAL SERVICES</td> <td style="width: 50%; vertical-align: top;">CONSTRUCTION (If applicable)</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE				
<input type="checkbox"/> Check if project performed with current firm				
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">PROFESSIONAL SERVICES</td> <td style="width: 50%; vertical-align: top;">CONSTRUCTION (If applicable)</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE				
<input type="checkbox"/> Check if project performed with current firm				

# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME Joe Brinson, PWS	13. ROLE IN THIS CONTRACT Environmental Senior Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION (City and State)

ECS Florida, LLC - Jacksonville, FL

16. EDUCATION (Degree and Specialization)

Bachelor of Science, 1996, Forest Resource Management/Forest Biometrics, University of Georgia, Athens, GA

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Wetland Scientist

28. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Brinson is an Environmental Senior Project Manager for ECS and has more than 26 years' experience in wetland permitting, species, timber assessments, greenbelts and tree / arborist services. His responsibilities include the daily management of all phases of environmental projects to include proposal preparation and review, environmental compliance (spec/NPDES), budgeting daily and ongoing activities, preparation and review of reports, daily on-going client interaction, developing a client database, invoicing and marketing. In his role, Mr. Brinson serves as a mentor to junior staff members on various environmental projects and assists senior staff in marketing initiatives.

## **29. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Town Center Boulevard Property, Palm Coast, FL	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA
<b>a.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Ecological Diligence. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,850 Size: 5.09 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Dix Ellis, Jacksonville, FL	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA
<b>b.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Preliminary Wetlands Determination. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,500 Size: .77 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Beautyrest Avenue Property, Jacksonville, FL	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) NA
<b>c.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Ecological Due Diligence with CRAS. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$6,650 Size: 3.88 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
First Coast Expressway Property, Middleburg, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) NA
<b>d.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitat. ECS Fees: \$6,650 Size: 3.88 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Bainbridge Nocatee Parkway Project, Jacksonville, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) NA
<b>e.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate th site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and/or habitat on the site and its relevant surroundings. ECS Fees: \$2,300 Size: 13.5 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	

# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete on Section E for each key person)*

12. NAME Brett H. Harbison, P.E.	13. ROLE IN THIS CONTRACT Senior Geotechnical Engineer/Project Manager	14. YEARS EXPERIENCE a. TOTAL 16 b. WITH CURRENT FIRM 5	
15. FIRM NAME AND LOCATION (City and State) Meskel & Associates Engineering, PLLC, Jacksonville, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) B.S. Civil Engineering, Florida State University, 2007; Graduate Courses University of Central Florida		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, Florida P.E. 74679 Professional Engineer, Georgia PE037919	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Certified SmartPile EDC System (User ID # 020FL0029-13), Florida Engineering Leadership Institute Graduate 2015, American Society of Highway Engineers (ASHE), North Florida, ASHE Community Outreach Chairman, TCI Young Professional of the Year 2017			

## **19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE City of Jacksonville (COJ) Northbank Bulkhead Replacement, Jacksonville, Florida	PROFESSIONAL SERVICES 2020 - Present	CONSTRUCTION (if applicable)
<input checked="" type="checkbox"/> Check if project performed with current firm Geotechnical Engineer responsible for coordinating the geotechnical exploration to replace the existing bulkhead along the northern bank of the St. Johns River in downtown Jacksonville extending approximately between the Fuller Warren bridge and Liberty Street. The project will include constructing a new bulkhead wall in front (waterside) of the existing bulkhead and installing anchors through the existing bulkhead. MAE's scope of work included land and waterside Standard Penetration Test (SPT) borings, rock coring, laboratory testing, and engineering analysis for the design and construction of the new bulkhead and anchors. (Contract Value: \$384,800)		
b. (1) TITLE AND LOCATION (City and State) City of Jacksonville Sidewalks and Pedestrian Improvements, Jacksonville, Florida	PROFESSIONAL SERVICES 2014-2020	CONSTRUCTION (if applicable)
<input checked="" type="checkbox"/> Check if project performed with current firm Geotechnical Project Manager. MAE's services for projects under this contract consist of geotechnical exploration and engineering analysis for tasks such as new sidewalks, drainage improvements, culvert extensions and replacement, and retaining walls. Typically, the geotechnical exploration included mobilizing our truck-mounted drill rig to City roads and highways. Following subsurface exploration, laboratory testing, and geotechnical engineering analysis, MAE provided geotechnical recommendations and site preparation recommendations. These recommendations included clearing and stripping; temporary groundwater control; soil parameters for culvert design; excavation protection; and structural backfill and compaction of structural backfill. (Contract Value \$128,740)		
c. (1) TITLE AND LOCATION (City and State) Lonnie Miller Sr. Regional Park Structures & Pedestrian Trail, Jacksonville, FL	PROFESSIONAL SERVICES 2018	CONSTRUCTION (if applicable)
<input checked="" type="checkbox"/> Check if project performed with current firm Geotechnical/Soils Engineer. Park improvements proposed for this park included multiple new courts, multi-use fields, playgrounds, pavilions, new parking areas, elevated boardwalks, restroom and concession facilities, 2-story concrete scorer's building and 2,700 linear feet of asphalt surfaced pedestrian trail. Geotechnical explorations were performed. Reporting was presented and included design recommendations for shallow foundations, groundwater control and underdrain recommendations for field areas, and recommendations for construction of asphalt pavement base and structural courses for the trail system. Site preparation and earthwork recommendations included clearing and stripping, removal and replacement of deleterious soils/debris encountered, temporary groundwater control, and placement/compaction of fill and backfill soils. (Contract Value: \$37,800)		
d. (1) TITLE AND LOCATION (City and State) FDOT District 2, I-95 Nassau River Bridge Improvements, Duval/Nassau County Line, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (if applicable)
<input checked="" type="checkbox"/> Check if project performed with current firm Foundation/Geotechnical Engineer of Record (GEOR)/Project Manager responsible for field coordination, laboratory shear strength testing, rock core strength testing, and geotechnical analyses to support design and construction of non-redundant drilled shafts to support crutch bents proposed for the existing I-95 north and southbound bridges. Brett directed field crews and staff in performing 24 Standard Penetration Test (SPT) borings in tidally inundated project area using amphibious and spud barge platforms. Borings were advanced to depths of 125 feet below the river mudline. Static axial shaft capacities were estimated to determine anticipated shaft tip elevations. Engineering reports were prepared including drilled shaft analyses, soil parameter recommendations for lateral analyses, and shaft installation/construction recommendations. (Contract Value: \$670,825)		
e. (1) TITLE AND LOCATION (City and State) Moncrief Pedestrian Bridge Span Replacement, Jacksonville, Florida	PROFESSIONAL SERVICES 2022	CONSTRUCTION (if applicable)
<input checked="" type="checkbox"/> Check if project performed with current firm Senior Engineer responsible for the geotechnical exploration, laboratory testing, and engineering analysis for the pedestrian bridge. The main span and extended ramps will be supported on 54-inch non-redundant drilled shafts. The existing bridge is approximately 70 to 75 feet long and the replacement bridge will be of similar length. (Contract Value \$14,000 est.)		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> Shadow Crest at Rolling Hills CDD (Phases 3B & 3C), GCS, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES: 2021 – 2023 CONSTRUCTION <i>(If applicable)</i> : 2023	

**26. PROJECT OWNER'S INFORMATION**

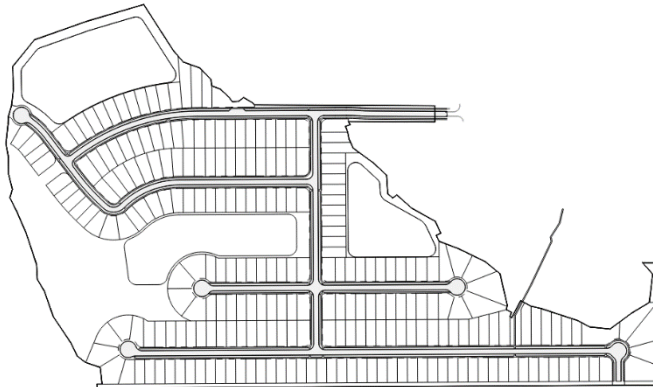
b. PROJECT OWNER Rolling Hills CDD	b. POINT OF CONTACT NAME Marilee Giles	c. POINT OF CONTACT TELEPHONE NUMBER 904-940-5850 x412
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**27. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

CDD constructed by bond issuance infrastructure to support a 247-lot single-family platted phase of the community. Joe Schofield is the acting District Engineer for this part of the District, who is also the Engineer of Record.

Project required coordination with the primary CDD Engineer to coordinate ongoing construction of a prior phase adjacent Shadow Crest. Construction ran concurrently, so both Engineer's attended each monthly Board meeting to give Engineer's updates on each respective project. The prior phase included construction of a lift station to receive effluent from both projects.

Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.



**28. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Floida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

2

21. TITLE AND LOCATION *(City and State)*

Spring Lake Subdivision

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
2019 – 2022

CONSTRUCTION *(If applicable)*  
NA

**32. PROJECT OWNER'S INFORMATION**

d. PROJECT OWNER

Sunbelt Land Management

b. POINT OF CONTACT NAME

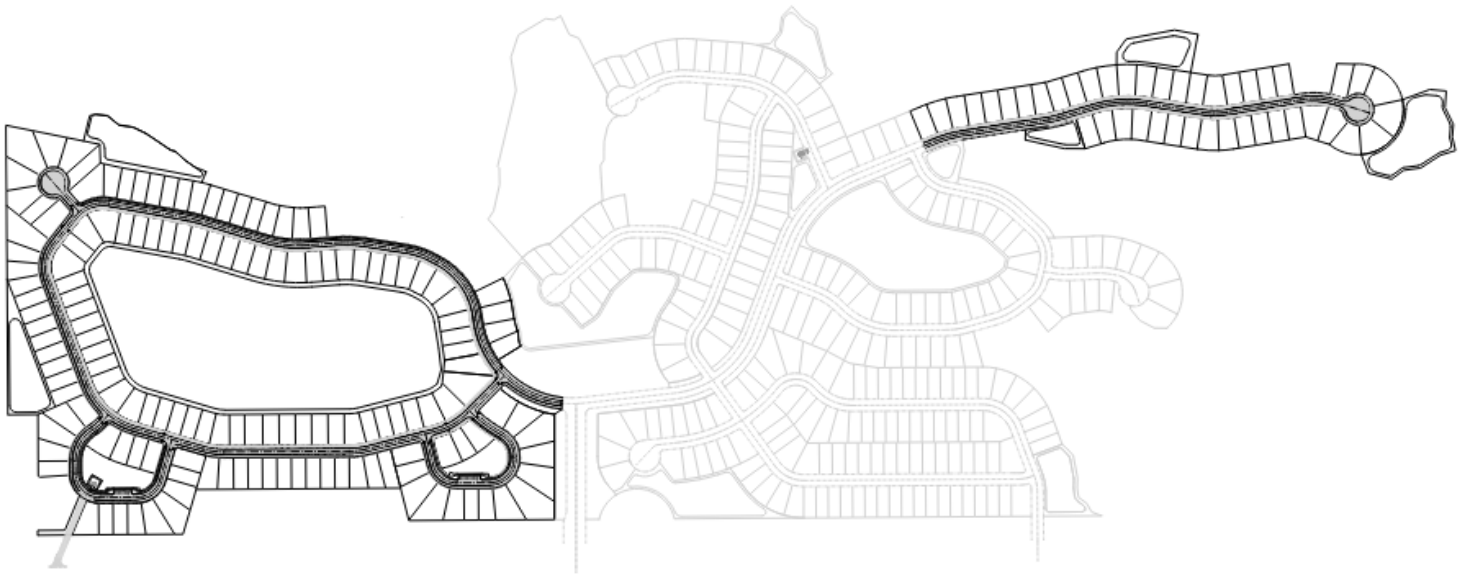
Ken Belshe

c. POINT OF CONTACT TELEPHONE NUMBER

386-986-2411

**33. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)***

Engineer of Record for complete design and permitting of 421 unit CDD residential subdivision. Provided all aspects of oversight and design. Provided Certified Engineer's Report including cost estimating for Palm Coast Park Community Development District (CDD).



**34. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>3</b>
21. TITLE AND LOCATION <i>(City and State)</i> Bunnell Westside Sewer Improvements - Phase 1, Bunnell, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i> 2020

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER City of Bunnell	b. POINT OF CONTACT NAME Dustin Vost	c. POINT OF CONTACT TELEPHONE NUMBER 386.437.7515
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)***

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The application was ranked #1 by the SJRWMD. The project consisted of sanitary sewer CIPP lining, lift station upgrades, and regional storm sewer and swale improvements to address ongoing flooding issues in this Deen Road neighborhood.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Flagler Beach Slip Lining Rehab, Flagler Beach, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES 2020      CONSTRUCTION <i>(If applicable)</i> 2020	

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Flagler Beach	b. POINT OF CONTACT NAME Lee Richards	c. POINT OF CONTACT TELEPHONE NUMBER 386-517-2000 ext. 248
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The project was funded by the SJRWMD and Alliant performed a 1.1-mile route survey along SR 100 (Moody Blvd) in the City of Bunnell from Grand Reserve Parkway to North Palmetto Street. This required deed research for all adjacent properties along the route including FDOT right-of-way. Alliant also prepared design and bid Documents for a reclaimed water main.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>5</b>
21. TITLE AND LOCATION <i>(City and State)</i> <b>Sweetgrass Apartments (Phase 1) Enhanced Landscape</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2023</b>	CONSTRUCTION <i>(If applicable)</i> <b>NA</b>

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER <b>Sweetgrass Acquisition LLC</b>	b. POINT OF CONTACT NAME <b>Ron Buckley</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>904-247-5334</b>

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Sweetgrass is a 150 Acre Master Planned Development located in St. Mary's Georgia for Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. Working in collaboration with the client, architect, and interior designer, the Sweetgrass project will end up as home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement. My team's services included project management for the design of the enhanced landscape, irrigation, neighborhood clubhouse amenity area which included the clubhouse pool deck, shade structures, outdoor kitchen, landscape architecture, hardscape, site electrical engineering (managed sub), mail kiosk, design of the neighborhood entry monument, security gate, dog park and all site civil design with permitting.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME <b>Alliant Engineering, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Jacksonville, FL</b>	(3) ROLE <b>Project Engineer</b>
b. (1) FIRM NAME <b>Alliant Florida, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Jacksonville, FL</b>	(3) ROLE <b>Land Surveying</b>
c. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i> Trout Creek Community Development District, St. Augustine, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2023
		CONSTRUCTION <i>(If applicable)</i> NA

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Trout Creek CDD	b. POINT OF CONTACT NAME Melissa Dobbins	c. POINT OF CONTACT TELEPHONE NUMBER 904.436.6270

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

ECS completed an Arboriculture Assessment for the landscape tree decline predominantly live oaks with a few magnolias. ECS understood the trees started to decline approximately two years after they were planted. ECS scope of work included assessing the current condition of landscaping trees along Shearwater Parkway, determine whether conditions require removal and recommend an appropriate course of action for remediation. Investigative methods used were visual inspection of roots and tree, soil ph and nutrient analysis, root excavation, general leaf density analysis, irrigation water ph testing and bulk density testing of the soil.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME ECS Florida, LLC	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Environmental
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>7</b>
21. TITLE AND LOCATION <i>(City and State)</i> Tapestry Westland Village	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018-2019	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Arlington Properties	b. POINT OF CONTACT NAME Trey Barnes	c. POINT OF CONTACT TELEPHONE NUMBER (205) 397-6834
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)***

The subject project is located at the intersection of Collins Road at Plantation Bay Drive in Jacksonville, Florida. This task order included performing a geotechnical exploration, laboratory testing program, and engineering analysis to assist the design team with the design of the twelve 3-story residential buildings, a single-story clubhouse, lift station, pool, and dog park.

Our analysis included providing recommendations for the construction of shallow foundations and a wet well structure.

**FIELD EXPLORATION PROGRAM**

Borings: 16 SPT, 16 Hand Augers

Total Feet: 533 LF (9 SPT to 30 feet, 4 SPT to 20 feet, 1 SPT to 32 feet, 1 SPT to 25 feet, 5' sampling intervals) (16 6 foot Hand Augers 1 foot sampling intervals)

Samples: 223

**LABORATORY TESTING PROGRAM**

Index Testing: 26 samples

26 -200, 26 MC, 4 OC, 4 AL

Contract Value: \$12,000

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Meskel & Associates	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Services
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**



## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Alliant Engineering, Inc. (Alliant) is a local and highly experienced engineering firm that is perfectly suited to provide professional services from the RFQ. We are not only highly qualified, but we also have an intricate knowledge of the infrastructure challenges within smaller municipalities. Brice Nelson, PE will serve as the Project Manager and will be the CDD's main point of contact while Mr. Curt Wimpée, PE will serve as Alliant's Quality Manager. As Project Manager, Brice will be handling the District Meetings and managing the construction/engineering services.

Alliant's proposed team of professionals provides the CDD with a comprehensive understanding and approach to meet (and exceed) the CDD's objectives and goals. Our corporate mission to build better communities with excellence and passion is evident within our culture and separates us from the rest.

As part of our program for other similar clients, we have developed an internal Quality Management Plan (QMP) that defines how our team will provide quality in delivering services to the CDD. As Project Manager, Brice will ensure that the process is followed for every major deliverable and milestone. Alliant's experience with the quality control process has shown that it must be part of the everyday

Alliant Engineering, Inc.'s corporate office is located in Minneapolis, MN.

Alliant's teaming partner Meskel & Associates Engineering (MAE) is a certified Woman-owned DBE and JSEB based in Jacksonville, FL, with additional offices in Lake City and Tampa. They specialize in geotechnical engineering, drilling, and laboratory testing services. MAE's certifications are included at the end of the form.

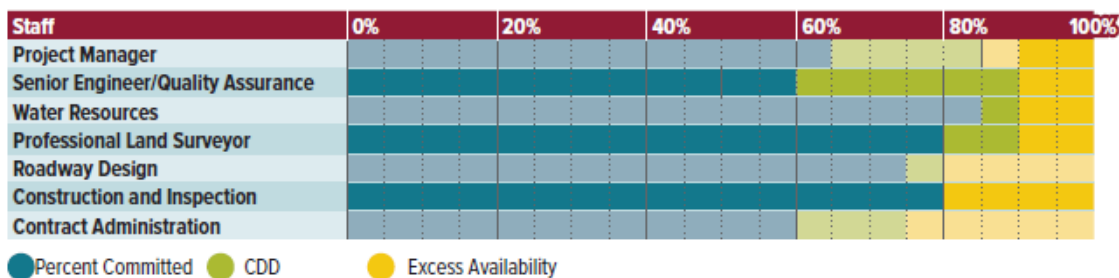
Alliant is dedicated to client satisfaction. To this end, we regularly assess our workload and plan for growth by keeping our staff level above our immediate needs. This enables us to keep quality and responsiveness at the highest level. As a Principal of Alliant and a member of our core team, Mr. Wimpée can allocate the support staff and resources to easily meet project schedules.

Alliant project managers meet each week to discuss current workload and staffing needs. We maintain a high-level project design schedule that tracks the expected level of project commitments per month compared to the available staffing. At our project manager meetings, we discuss project specific needs and upcoming deadlines to determine if the current staffing is appropriate or if changes will be required to ensure that schedules are met.

Exhibit 2 below illustrates the estimated time allotment that each of the key members can contribute at the moment. These percentages will fluctuate from week to week based on external influences, but resources will be concentrated when needed to complete specific tasks or address project needs as critical items dictate.

The Alliant Team has the experience and expertise required to provide high quality professional services to the CDD for this project. We believe the details of our proposal provide the CDD with excellent program value. We would be honored and excited to work with you on this project.

**Exhibit 2. Staff Workload and Availability**



## I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

December 4, 2023

33. NAME AND TITLE

Curt Wimpée, PE/Vice President

## 1. SOLICITATION NUMBER (If any)


*(If a firm has branch offices, complete for each specific branch office seeking work.)*

2a. FIRM (or Branch Office) NAME Alliant Engineering, Inc.			3. YEAR ESTABLISHED 1995		4. UNIQUE ENTITY IDENTIFIER 41-1818046	
2b. STREET 10475 Fortune Pkwy Ste 101			5. OWNERSHIP  Corporation			
2c. CITY Jacksonville		2d. STATE FL				
6a. POINT OF CONTACT NAME AND TITLE Brice Nelson, PE/Project Manager			b. SMALL BUSINESS STATUS NA			
6b. TELEPHONE NUMBER (904) 723-4895			6c. E-MAIL ADDRESS bnelson@alliant-inc.com			
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	18	3	E10	Environmental and Nat Res Map	4
08	CADD Technician	7	1	H07	Highways	8
12	Civil Engineer	55	9	H11	Housing	7
15	Constructor Inspector	5	0	I04	ITS	4
16	Construction Manager	1	0	L03	Landscape Architecture	6
23	Environmental Scientist	2	0	P05	Planning	5
38	Land Surveyor	13	0	S09	Structural Design	4
39	Landscape Architect	6	2	S10	Surveying	7
47	Planner	2	0	T03	Traffic and Transportation Engineering	7
57	Structural Engineer	2	0			
60	Transportation Engineer	61	1			
62	Water Resources Engineer	3	0			
	Other Employees					
<b>Total</b>		175	16			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	9	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	9	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

*The foregoing is a statement of facts.*

a. SIGNATURE 	b. DATE December 4, 2023
a. NAME AND TITLE Curt Wimpée, PE/Vice President	

## 1. SOLICITATION NUMBER (If any)

(If a firm has branch offices, complete for each specific branch office seeking work.)

8a. FORMER FIRM NAME(S) (If any)	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER
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Total	26				
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<b>c. Total Work</b>	6
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*The foregoing is a statement of facts.*

Curt Wimpée, PE/Vice President

## 1. SOLICITATION NUMBER (If any)

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

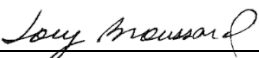
8a. FORMER FIRM NAME(S) (If any)	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	4	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	7	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	7	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

*The foregoing is a statement of facts.*

c. NAME AND TITLE	Antoinette D. Meskel, P.E., President, Principal Engineer
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<b>ARCHITECT-ENGINEER QUALIFICATIONS</b>					1. SOLICITATION NUMBER (If any)	
<b>PART II - GENERAL QUALIFICATIONS</b> <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>						
2a. FIRM (OR BRANCH OFFICE) NAME <b>ECS FLORIDA, LLC – Jacksonville</b>					3. YEAR ESTABLISHED <b>2017</b>	4. UNIQUE ENTITY IDENTIFIER <b>MNVJKQ85HFG3</b>
2b. STREET <b>11554 Davis Creek Court</b>					<b>5. OWNERSHIP</b>	
2c. CITY <b>Jacksonville</b>		2d. STATE <b>Florida</b>		2e. ZIP <b>32256</b>		a. TYPE <b>Limited Liability Company</b>
6a. POINT OF CONTACT NAME AND TITLE <b>Joey Broussard, PE – Vice President</b>					b. SMALL BUSINESS STATUS <b>N/A</b>	
6b. TELEPHONE NUMBER <b>904-880-0960</b>			6c. E-MAIL ADDRESS <a href="mailto:JBroussard@ecslimited.com">JBroussard@ecslimited.com</a>		7. NAME OF FIRM (if block 2a is a branch office) <b>ECS Florida, LLC</b>	
8a. FORMER FIRM NAME(S)					8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER
<b>Ellis &amp; Associates, Inc.</b>					<b>1988</b>	<b>87-718-2006</b>
9. EMPLOYEE BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	C. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	33	16	H11	Housing (Residential, Multi-Family, Apts, Condos)	8
6	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7
8	AutoCAD	1	1	E09	Environmental Impact Studies, Assessments	7
	Construction Materials Manager	10	5	T02	Testing & Inspection Services	6
	Drillers	29	12	C10	Commercial Buildings (low rise), Shopping Centers	6
24	Environmental Scientist	19	6	W01	Warehouses & Depots	5
	Environmental Technician	2	1	S05	Soils & Geologic Studies, Foundations	4
	Field Technicians	94	33	H10	Hotels, Motels	4
30	Geologist	6	1	O01	Office Buildings, Industrial Parks	4
	Hydrogeologist			I01	Industrial Buildings, Manufacturing Plants	4
36	Industrial Hygiene			E02	Schools & Universities	4
	Lab Manager/Technician	14	6	A06	Airports, Terminals & Hangars, Freight Handling	4
	Professional Engineer	25	8	H09	Hospitals & Medical Facilities	4
48	Project Manager	59	8	P02	Petroleum and Fuel (Storage and Distribution)	3
	Soils Engineer			R04	Recreation Facilities (Parks, Marinas, etc.)	3
				D07	Dining Halls, Clubs, Restaurants	3
				E12	Environmental Remediation	3
				S13	Storm Water Handling & Facilities	3
				H06	Highrise, Air-Rights-Type Buildings	3
				W03	Water Supply, Treatment and Distribution	3
	TOTAL	294	97			
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER				
a. Federal Work b. Non-Federal Work c. Total		1. Less than \$100,000 6. \$2 million to less than \$5 million 2. \$100,000 to less than \$250,000 7. \$5 million to less than \$10 million 3. \$250,000 to less than \$500,000 8. \$10 million to less than \$25 million 4. \$500,000 to less than \$1 million 9. \$25 million to less than \$50 million 5. \$1 million to less than \$2 million 10. \$50 million or greater				
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.						
a. SIGNATURE 				b. DATE <b>11/30/2023</b>		
c. NAME AND TITLE <b>Joey Broussard, PE – Subsidiary Regional Vice President</b>						

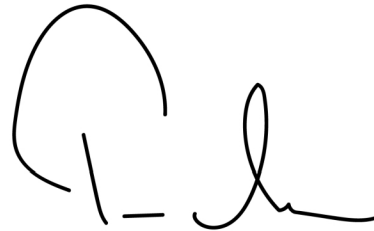
# State of Florida

## Woman Business Certification

Meskel & Associates Engineering, PLLC

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

05/04/2023 to 05/04/2025



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J. Todd Inman  
Florida Department of Management Services

DECEMBER 28, 2023  
ORIGINAL



## Solicitation: Pine Ridge Plantation Community Development District

GOVERNMENTAL MANAGEMENT SERVICES, LLC



December 28, 2023

Pine Ridge Plantation Community Development District  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

RE: Request for Qualifications - Professional Engineering Services

Dear Members of the District Selection Committee,

**Pine Ridge Plantation CDD** values creative, site-specific solutions; an attentive and responsive team that follows through and keeps you informed, and understands how to deliver your project efficiently and effectively giving you peace of mind that your projects are our top priority so you can concentrate on your top priorities.

**Matthews | DCCM** understands that local infrastructure is essential to business, schools, families, and the economy. We are dedicated to improving this community through projects just like this because it is our community, too. Established in 2005, our team has been helping counties throughout Florida solve their challenges in site/civil, transportation, planning, landscape architecture, architecture, surveying, utility infrastructure, land development, and construction administration and inspection services.

Our team will be led by **Alex Acree, PE**, as Project Manager for this contract. He will be the primary point-of-contact that will be overseeing the attendance of District meetings, construction services, and other engineering tasks. Our firm has extensive experience working with CDDs. Matthews | DCCM has been the District Engineering or prime engineering consultant for other CDDs, HOAs, POAs, and master planned communities.

#### WHY MATTHEWS | DCCM

- » **Full Service:** Our range of services results in efficiencies and increased cost-effectiveness.
- » **Available Depth of Staff:** With ~50 professionals local to the project, we can provide you with the right team to serve the specific needs of this project.
- » **Proactive and Responsive:** Our team is attentive and responsive - returning calls and emails within 24 hours and providing you with updates to keep you informed of project status.
- » **This is Our Home:** We have extensive resumes of completed projects working to support the growth of our local communities.
- » **Collaborative:** Communication and client experience are important, which is why we balance stakeholder concerns and requirements with the functional needs of the project/client.
- » **On-Time/On Budget:** We actively seek ways to complete every project ahead of schedule and under budget.
- » **No Cookie Cutter:** We provide customized solutions for the unique engineering constraints of the NE Florida coast.
- » **Quality:** We have detailed QA/QC processes to ensure the highest quality.

As President of Matthews | DCCM and Principal-in-Charge for this contract, I take responsibility for the oversight and delivery of the projects issued under this contract, and fully commit the firm's resources to work order assignments.

This proposal outlines our approach to your request. We appreciate the opportunity to help you achieve your goals. If you need more information or definition, please feel free to give me a call at any time at 904-826-1334. We are eager to solve your challenges and ask for your confidence by awarding us this project.

Respectfully,

**Matthews | DCCM**



Rob A. Matthews III, PE  
President

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

RFQ for Professional Engineering Services, Pine Ridge Plantation CDD

2. PUBLIC NOTICE DATE

November 2023

3. SOLICITATION OR PROJECT NUMBER

N/A

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Alex Acree, PE, Project Manager

5. NAME OF FIRM

Matthews | DCCM

6. TELEPHONE NUMBER

(904) 826-1334

7. FAX NUMBER

(904) 826-4547

8. E-MAIL ADDRESS

marketing@mdginc.com

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.	x				Matthews   DCCM <input type="checkbox"/> CHECK IF BRANCH OFFICE	7 Waldo Street St. Augustine	Civil Engineering, Planning, Permitting, Surveying, Construction Administration and CEI
b.	x				Matthews   DCCM <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	6621 Southpoint Drive N #300, Jacksonville, FL 32216	Civil Engineering, Planning, Permitting, Construction Administration, Landscape Architecture, Architecture
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)



**E. Resumes of Key Personnel Proposed for this Contract**  
(Complete one Section E for each key person)

12. NAME <b>Alex Acree, PE</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>18</b>	b. WITH CURRENT FIRM <b>7</b>

15. FIRM NAME AND LOCATION (City and State) <b>Matthews   DCCM, St. Augustine, FL</b>
--

16. EDUCATION (Degree and Specialization) <b>BS, Civil Engineering</b>	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>Florida - Professional Engineer</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) With 18 years of experience, Alex has managed diverse projects, from master planned residential subdivisions to small commercial facilities. His expertise covers stormwater management, watershed analysis, and pond siting, serving both municipal and private development projects. He's skilled in construction administration, overseeing pre-construction meetings, document preparation, bid assistance, and more. As an effective project manager, Alex leads his engineering team from project inception through design, permitting, construction, inspections, and certifications for multiple development projects. successfully leads his team of engineers from project conception through design, permitting, construction, inspections, and certifications for multiple development projects.
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**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Sampson Creek CDD, District Engineer, St. Johns, FL</b>	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Ongoing professional engineering services, including drainage analysis, roadway maintenance assessments with improvement recommendations, Aquatic Center upgrades, hardscape enhancements, and landscape architecture for revitalizing the Golf and Country Club Amenity Center's landscaped areas.		
b.	<b>Stillwater CDD, District Engineer, St. Augustine, FL</b>	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Ongoing engineering services including wastewater and stormwater assessments, infrastructure dedication, and golf cart signage plans. Additionally, our role includes attending meetings and hearings, project monitoring, general engineering consulting, and report and requisition preparation.		
c.	<b>World Golf Village, HOA, Pond Evaluations, St. Augustine, FL</b>	2020	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Engineering services for approximately 45 stormwater management facilities. Each facility underwent a comprehensive assessment, resulting in detailed reports covering slope conditions, control structures, orifices, vegetation, erosion, permit compliance, required repairs, and preventive maintenance recommendations.		
d.	<b>South Village CDD, District Engineer, Orange Park, FL</b>	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Continuous engineering services for pond bank reconstruction, including needs analysis covering facilities, resident projections, service areas, costs, facility lifespan, and financial planning. Additionally, comprehensive public facilities reports detail existing and future facilities, financing, schedules, and capacity projections to ensure regulatory compliance and informed evaluations.		
e.	<b>Arbors at Valencia, St. Augustine, FL</b>	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Professional engineering services for a new subdivision to include 200 single-family home sites. Services included site planning, re-zoning assistance, construction plans detailing site, paving, grading and drainage plans, utility plans, parking lot addition, construction administration and certifications, and bid assistance.		

**E. Resumes of Key Personnel Proposed for this Contract**  
(Complete one Section E for each key person)

12. NAME <b>Rob A. Matthews III, PE</b>	13. ROLE IN THIS CONTRACT <b>Principal-in-Charge</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>27</b>	b. WITH CURRENT FIRM <b>18</b>

15. FIRM NAME AND LOCATION (City and State) <b>Matthews   DCCM, St. Augustine, FL</b>
--

16. EDUCATION (Degree and Specialization) <b>BS, Civil Engineering; MS, Civil Engineering</b>	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>Florida, South Carolina - Professional Engineer</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Rob has extensive experience in land development, roadway engineering, and environmental permitting, spanning 18 years at Matthews   DCCM. His expertise covers CDBG work, roadway projects, site development, environmental permitting, and regulatory compliance. Rob excels in planning, managing, designing, and inspecting land development and municipal civil engineering projects, utility infrastructure design, stormwater modeling, roadway design, environmental impact studies, site development, and permitting. As President of Matthews   DCCM, he oversees resource allocation, schedules, and ensures project alignment with client expectations through close monitoring and coordination.
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**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Sampson Creek CDD, District Engineer, St. Johns, FL</b>	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-in-Charge.</b> Ongoing professional engineering services, including drainage analysis, roadway maintenance assessments with improvement recommendations, Aquatic Center upgrades, hardscape enhancements, and landscape architecture for revitalizing the Golf and Country Club Amenity Center's landscaped areas.		
b.	<b>Julington Creek Plantation POA, Continuing Engineering Services Fruit Cove, FL</b>	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-in-Charge.</b> Providing complete oversight of project components as specified in the continuing service contract for this large subdivision located in NW St. Johns County. Project scope has included evaluations of roadway pavement condition, redesign of curbing, traffic study evaluation, and evaluation of drainage issues.		
c.	<b>Cimarrone POA Master Drainage System Study, Jacksonville, FL</b>	2015	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-in-Charge.</b> Providing complete oversight of project components as specified in the continuing service contract for this large subdivision located on CR 210. Project scope has included an evaluation of the master drainage plan for the subdivision to make recommendations and resolve problem areas.		
d.	<b>Plantation Estates POA Road &amp; Stormwater Evaluation, St. Johns County, FL</b>	2018	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-in-Charge.</b> Under a continuing service contract for engineering services, Matthews   DCCM provided assessments and remediation for drainage systems and roadway pavement conditions for this gated community of single-family homes.		
e.	<b>Olympus Reserve CDD, District Engineer, Clermont, FL</b>	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-in-Charge.</b> Continuous services, including engineering, surveying, planning, landscaping, construction administration, environmental management, permitting, and financial/economic studies. Geared toward financing, constructing, acquiring, and maintaining infrastructure improvements and services within the District.		

**E. Resumes of Key Personnel Proposed for this Contract**  
(Complete one Section E for each key person)

12. NAME <b>Billy Almaguer, PE</b>	13. ROLE IN THIS CONTRACT <b>QA/QC Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>25</b>	b. WITH CURRENT FIRM <b>7</b>

15. FIRM NAME AND LOCATION (City and State) <b>Matthews   DCCM, St. Augustine, FL</b>
--

16. EDUCATION (Degree and Specialization) <b>BS, Civil Engineering; MS, Civil Engineering</b>	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>Florida - Professional Engineer</b>
--	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Billy, an experienced professional engineer, specializes in civil site design, regulatory permitting, stormwater modeling, and drainage facility design. His broad expertise includes wetland modeling, stormwater planning, and engineering for various projects, from highways to beach re-nourishment and mitigation banks. He's well-versed in construction administration, bid document preparation, and ensuring quality control. Billy's role encompasses the review of all engineering and design work, delivering comprehensive and high-quality solutions that align with client requirements.
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**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Home Again St. Johns, St. Augustine, FL</b>	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>QC Manager.</b> Civil engineering and site design for a sizable campus with multiple structures, including an administration building, medical facility, and five low-income housing buildings comprising ~100 units. The project encompassed driveway and parking lot design, stormwater management facilities, utility layout, and landscaping.		
b.	<b>Cypress Trail Subdivision, Ormond Beach, FL</b>	2018	2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>QC Manager/Project Engineer.</b> Engineering design services to permit and construct the subdivision. Scope included development of a concept site plan, construction plans, and permitting services. The subdivision (rezoned PUD) includes 48 home sites, a half-mile road, two stormwater ponds and infrastructure, and water and sewer utilities.		
c.	<b>Seaside Charter School, Jacksonville, FL</b>	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>QA/QC Manager/Drainage Engineer.</b> Civil engineering, design, and permitting for a school campus on Mayport Road, featuring four buildings, a playground, and a central gathering area, overcoming floodplain challenges near a tidally influenced creek. The project included separate driveways, an extensive sidewalk network, utility connections, and construction administration services.		
d.	<b>Anastasia Mosquito Control District (AMCD), St. Augustine, FL</b>	2020	2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>QA/QC Manager.</b> Conceptual site design/engineering for the AMCD base station, included utility and stormwater design, construction administration, and permitting. Phase 1: an office, classroom, maintenance facility, chemical storage, and a fueling site. Phase 2: student housing, laboratories, greenhouses, a poultry facility, and a heliport with a hangar and fueling facility.		
e.	<b>St. Johns County Fire Station &amp; Sherriff's Office Complex, St. Augustine, FL</b>	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>QA/QC Manager.</b> Civil engineering site design for a fire station in St. Augustine. The facility, housing six fire apparatus, serves as a command center for the St. Johns County Sheriff's Office and features a three-story drill tower and fitness room. Scope included site planning, utility design, and securing regulatory permits from multiple agencies.		

**E. Resumes of Key Personnel Proposed for this Contract**  
(Complete one Section E for each key person)

12. NAME <b>Scott Knowles, PE, LEED AP</b>	13. ROLE IN THIS CONTRACT <b>Utility Coordinator/Civil Engineer</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>28</b>	b. WITH CURRENT FIRM <b>16</b>

15. FIRM NAME AND LOCATION (City and State) <b>Matthews   DCCM, St. Augustine, FL</b>
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16. EDUCATION (Degree and Specialization) <b>BS, Agricultural Engineering</b>	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>Florida - Professional Engineer</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Scott brings extensive experience in land development engineering, including site and roadway design, stormwater management, utility coordination, and permitting. His project management background covers a wide range of services, from drainage and roadway design to land use planning and grant administration. Scott has managed various projects, including CDBG initiatives and FEMA HMGP projects. He excels in drainage and stormwater design, permitting, and construction administration for diverse projects, such as residential subdivisions, shopping centers, office buildings, schools, and recreational facilities. His expertise also extends to Geographic Information System (GIS) databases.
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**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>World Golf Village, HOA, Pond Evaluations, St. Augustine, FL</b>	2020	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Engineer.</b> Engineering services for ~45 stormwater management facilities/ponds. Each facility was inspected, and a report detailed conditions, compliance, necessary repairs, and preventative maintenance. Reports were cataloged per the St. Johns Northwest Master Association's SWMF system and certified by a licensed Florida engineer.		
b.	<b>Queen's Harbour Yacht &amp; Country Club, HOA Drainage Assessments, Jacksonville, FL</b>	2020	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Engineer.</b> Engineering assessment of the Queen's Harbour neighborhood stormwater drainage system, covering 20+ ponds, inlets, pipes, manholes, and outfalls. Included a master map of the drainage system, identification of areas requiring corrective measures, repair recommendations, estimated costs, and operation and maintenance guidelines.		
c.	<b>Flagler Estates Road &amp; Water Control District, Flagler &amp; St. Johns Counties, FL</b>	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Review of the drainage basin's stormwater model and managed projects to improve stormwater infrastructure, road resurfacing, and the replacement of water control structures. Facilitated Disaster Recovery (DR) and Community Development Block Grants (CDBG) for drainage and roadway enhancements and prepared a FEMA DR reimbursement and grant application to address hurricane damage caused by Hurricanes Matthew and Irma.		
d.	<b>Disaster Recovery Projects (CDBG), Various Locations, St. Johns County, FL</b>	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Assisted the County in preparing grant applications and provided plans and construction administration for CDBG initiatives addressing various infrastructure issues, including roadway, stormwater facilities, drainage, sewer repairs, and street lighting. These projects, totaling approximately \$3.5 million, involved roadway and stormwater design, drainage design, and bid document preparation.		
e.	<b>Villages of Valencia, St. Augustine, FL</b>	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Civil engineering services for the five-phase residential development of approximately 300 homes across 144 acres. Our scope encompassed construction plans, site grading, stormwater drainage, utility design, and a Stormwater Pollution Prevention Plan (SWPPP).		

**E. Resumes of Key Personnel Proposed for this Contract**  
(Complete one Section E for each key person)

12. NAME <b>Chris Buttermore, PE</b>	13. ROLE IN THIS CONTRACT <b>Roadway Engineer</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>18</b>	b. WITH CURRENT FIRM <b>7</b>

15. FIRM NAME AND LOCATION (City and State) <b>Matthews   DCCM, St. Augustine, FL</b>
--

16. EDUCATION (Degree and Specialization) <b>BS, Civil Engineering</b>	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>Florida - Professional Engineer</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Chris brings extensive design experience in public and private sector civil engineering projects, encompassing site planning, stormwater management, utilities, roadway design, parking lots, sidewalks, and trails for a variety of residential, commercial, industrial, government, and municipal projects. He has worked on various roadway design projects for FDOT and municipalities, serving in roles such as project manager, roadway engineer, MOT engineer, and S&PM engineer. His project management skills extend to controlled access highway design, temporary traffic control plans, ADA-compliant curb ramps, and more. Proficient in CADD, ICPR, and storm drainage software, Chris is well-versed in FDOT protocols and design criteria.
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**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Olympus Reserve CDD, District Engineer, Clermont, FL		Ongoing	NA
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Ongoing professional engineering services to provide engineering, surveying, planning, landscaping, construction administration, environmental management, permitting, and financial and economic studies for the purpose of financing, constructing, acquiring and/or maintaining infrastructure improvement and services within the District.		
Madeira CDD, District Engineer, St. Augustine, FL		Ongoing	NA
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Engineer.</b> Engineering services, attend Board meetings, and offer professional expertise in line with the District's Trust Indentures. We also handle construction tasks, ensuring smooth project execution, and assist with ongoing facility maintenance as authorized by the Board.		
Las Calinas Residential Development, St. Augustine, FL		2016	2019
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Engineer.</b> Provided engineering design services for this 440-acre residential development. Designs included a 39-acre recreation pond, internal roadways, utilities, and stormwater management facilities, as well as permitting.		
Colbert Lane & Grady Prather Jr. Cove Roadway Improvements, Palm Coast, FL		2017	2018
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Provided engineering design and permitting for the resurfacing of Colbert Lane (7.1 miles) and Grady Prather Jr. Cove (1.2 miles), including S&PM improvements and enhanced pavement markings. Identified severe shoulder and sidewalk deterioration on Grady Prather Jr. Cove, leading to concrete replacement. Addressed pipe cover issues affecting the Graham Swamp parking lot and added a full access driveway connection during the 60% design phase.		
Rock Springs Subdivision PUD, St. Augustine, FL		2021	2021
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager.</b> Planning and engineering services for Rock Springs Subdivision including reviewed and updated the concept plan to address stormwater issues, modified the PUD, and provided a Master Development Plan. Services include drainage analysis, rezoning assistance, construction plans for land clearing, site grading, stormwater management, utilities, landscape design, construction administration, and permitting with authorities.		

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

1

21. TITLE AND LOCATION (*City and State*)

**Sampson Creek CDD, District Engineer  
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (*if applicable*)

Ongoing

NA

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Sampson Creek CDD**

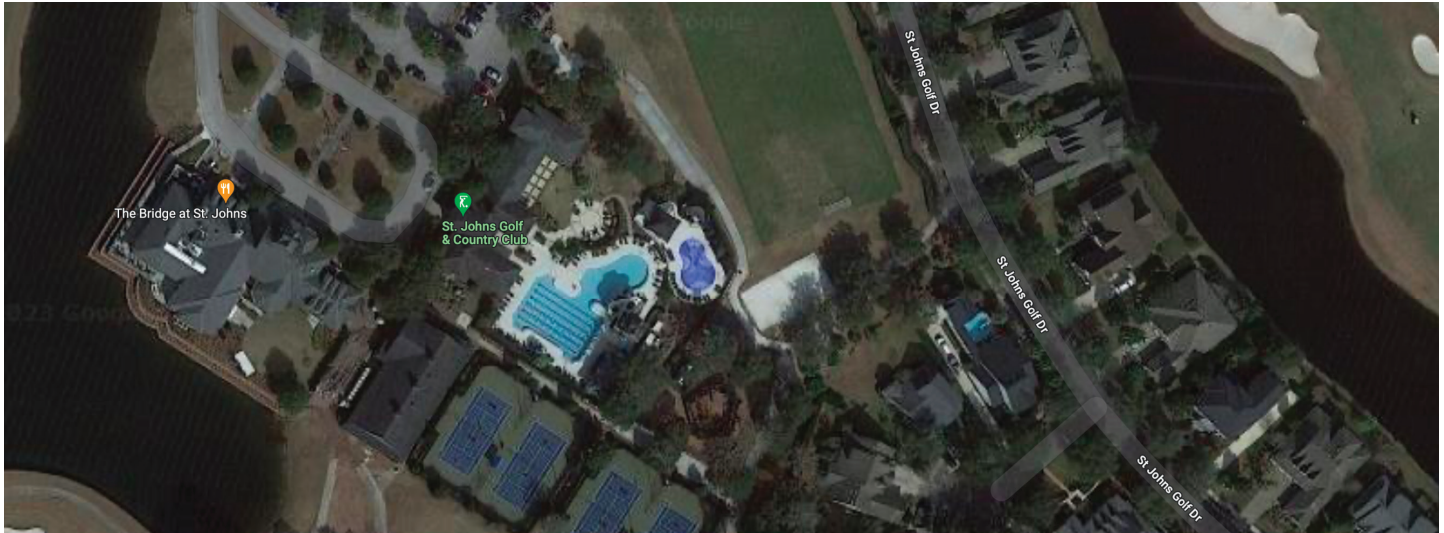
b. POINT OF CONTACT NAME

**Ernesto Torres**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 940-5850**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



As District Engineer, Matthews | DCCM provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements. To date, scope of work performed has also included upgrades to the development's Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center. An example of one project under this contract included the renovation and expansion of the community pool located in the St. Johns County Golf & Country Club. The project scope included a complete update of the existing facility to include a splash pad amenity for children, terrace seating for swim competitions, and additional shading in the pool area. Matthews | DCCM secured all permits as required by governing agencies.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

2

21. TITLE AND LOCATION (*City and State*)

**Olympus Development and CDD, District Engineer  
Clermont, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (*if applicable*)

Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Olympus CDD**

b. POINT OF CONTACT NAME

**Lynne Mullins**

c. POINT OF CONTACT TELEPHONE NUMBER

**(407) 723-5900**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Matthews | DCCM is providing engineering and landscape services for the Olympus Mixed-Use Development in Clermont along US Highway 27. This development is a key part of Clermont's "Wellness Way" corridor, spanning a vast 16,000-acre region. Olympus project shares space with major residential developments from builders like Lennar and Pulte, and it sprawls across 247 acres of land that was previously an orange grove, featuring hilly terrain and two preserved low spots transformed into a large lake and wetland area. To facilitate the funding and construction of Olympus, the Olympus CDD was formed, and Matthews | DCCM is the District Engineer, overseeing various subcontractors and the public bidding process to ensure fairness in contract awards. The development is divided into five distinct phases, each with unique infrastructure and construction requirements, including roads, utilities, and commercial spaces, as well as a sports campus with diverse facilities.

The Olympus development will seamlessly integrate a variety of property types, including single-family and multifamily residences, along with diverse commercial components such as retail outlets, offices, medical facilities, restaurants, and hotels. The project is set to offer numerous amenities like a welcome center, an extensive trail network connecting all phases, open spaces, parks, and an amphitheater. Matthews | DCCM's role as the CDD engineer involves comprehensive oversight, ensuring transparency and equity throughout the project's development phases and adhering to rigorous governmental entity regulations and processes.

Professional Fees: \$1,500,000

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

3

21. TITLE AND LOCATION (*City and State*)

**Stillwater Development and CDD, District Engineer  
St. Johns, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (*if applicable*)

Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Lennar Homes**

b. POINT OF CONTACT NAME

**Ginny Feiner**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 380-0779**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Matthews | DCCM is providing professional engineering services for the Stillwater development, an age restricted community with 550 single family and multifamily duplex units and an 18-hole golf course with associated amenities and infrastructure. The amenities include an 18,828 SF clubhouse building, a 2,109 SF Aquatics building with associated pool, a 600 SF driving range concession and restroom building with associated driving range bays, and a 9,098 SF maintenance facility. Additional recreational amenities include a 2.5 acre driving range, two full size tennis courts, two full size pickle ball courts, a bocce ball court and special event lawn space.

Matthews | DCCM coordinated the design and permitting with SJC, WMD, JEA, FDEP and ACOE. Matthews | DCCM is also responsible for certifications of the completed construction which requires routine site visits throughout construction and conducting an as-built review along with review of all testing documents.

As District Engineer, Matthews | DCCM actively manages a comprehensive project, providing essential services such as reporting, professional engineering, and construction oversight. The project encompasses a range of tasks and maintenance services as directed by the Board, ensuring overall success.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

4

21. TITLE AND LOCATION (*City and State*)

**South Village CDD, District Engineer  
Orange Park, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (*if applicable*)

Ongoing

NA

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Government Management Services**

b. POINT OF CONTACT NAME

**James Oliver**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 940-5850**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Matthews | DCCM serves as the District Engineer for the South Village Community Development District (CDD) in Clay County. Our team conducted a 20-year needs analysis as mandated by the 2021 legislative session, providing comprehensive insights into wastewater and stormwater services for the CDD. This analysis covered facility descriptions, resident projections, service areas, cost estimations, facility lifespan, financial histories, and funding plans.

Additionally, Matthews | DCCM will assist in preparing a public facilities report, which is required every 7 years. This report will detail existing public facilities, ongoing and proposed projects, replacement schedules, completion timelines, and facility capacity projections. Matthews | DCCM ensures compliance and transparency throughout these services to meet regulatory requirements.

As District Engineer, Matthews | DCCM has also assisted with various drainage issues throughout the community and added golf cart parking at the main amenity center. One major drainage issues involved the redesign of a failed stormwater outfall structure with a more appropriate design, and coordinating construction with the contractor and CDD board.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

5

21. TITLE AND LOCATION (*City and State*)

**Flagler Estates Road & Water Control District Continuing  
Services, St Johns and Flagler Counties, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (*if applicable*)

NA

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Flagler Estates Road & Water Control District**

b. POINT OF CONTACT NAME

**Linda Gee**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 692-1513**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Since 2010, Matthews | DCCM has provided ongoing engineering support as the District Engineer to this 7,000-acre community. Flagler Estates includes approximately 5,400 lots, over 140 miles of roadway, and over 36 miles of drainage canals. The roadways within Flagler Estates range from unpaved, to improved surface, to paved. Matthews | DCCM has worked with the District to provide phased improvements of the roadways with the goal of eventually paving the majority of the roads within the District. Over 30 miles of roadway have been improved from dirt to either black base, cold mix asphalt, or hot mix asphalt. Design, bidding assistance and construction administration for these roadway improvements have been included in our scope of work.

Additionally, collaboration with District staff was provided to create and maintain a Roadway Management Program to plan for new road improvements and to provide long-term maintenance solutions. We have completed a review of the overall stormwater model for this drainage basin, and finalized multiple projects to improve stormwater infrastructure, resurface roadways, and replace major water control structures that service Sixteen Mile Creek. Coordination for Disaster Recovery (DR) and Community Development Block Grants (CDBG) for improvements to drainage and roadways was provided. In 2017, MDG prepared and submitted a FEMA DR reimbursement and grant application for damage caused by Hurricane Matthew. Significant damage to drainageways and roadways throughout Flagler Estates was also caused by Hurricane Irma in September 2017. Matthews | DCCM worked with District staff and FEMA to secure reimbursement for the disaster cleanup and repairs following Hurricane Irma. Additionally, an application was prepared and submitted to Department of Economic Opportunity (DEO) for HMGP grants to improve damaged structures to prevent similar damage in future storm events.

Professional Fees: \$500K; Construction Value: \$2.5M

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

6

21. TITLE AND LOCATION (*City and State*)

**City of St. Augustine Continuing Service Contract  
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (*if applicable*)

2022

NA

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**City of St. Augustine**

b. POINT OF CONTACT NAME

**Reuben Franklin**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 825-1040**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Matthews | DCCM has recently operated under a continuing services contract for the City of St. Augustine for civil engineering services. Projects to date have included analysis of stormwater drainage problem areas, and design and implementation of corrective measures, installation of saltwater monitoring wells, and capping of abandoned wells.

Additionally, Matthews | DCCM has engineered drainage improvements for several streets in St. Augustine's historic district. Streets included Pine Street, Inlet Drive, Charlotte Place, and the area near St. George and Cordova streets. Work has involved hydrologic and hydraulic analyses for the areas of concern, drainage improvement designs to correct sizing of water quality treatment structures and help in obtaining bids from contractors to perform the work. Work scope also included tasks such as providing modifications to the drainage systems, addition of hydrodynamic sediment separators, and repairs and improvements to the roadways involved in construction.

Professional Fees: \$200K; Construction Value: \$25M

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

7

21. TITLE AND LOCATION (City and State)

**St. Johns County Continuing Service Contract  
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2022

CONSTRUCTION (if applicable)

Various

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**St. Johns County**

b. POINT OF CONTACT NAME

**William "Bill" Freeman, PE**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 825-1040**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Matthews | DCCM is currently operating under a continuing services contract for St. Johns County. Since 2008, our team has completed more than 60 projects under this contract. Examples include:

- » Butler Park Beachfront Pavilions
- » West Augustine Roadway and Drainage Improvements, CDBG
- » Woodlawn Road Drainage and Roadway Improvements
- » Public Works New Facility Site & Infrastructure Design
- » Santa Maria Drainage Engineering
- » Butler Beach Regional Drainage Study
- » Public Works Fuel Tanks Relocation
- » SR 13 Force Main Extension
- » Four Mile Roadway Improvements
- » Fruit Cove Drive Lift Station Upgrades
- » West Augustine Landscape Architecture
- » SJC Boat Ramp Assessments
- » Euclid Avenue Beachfront Parking
- » Usina Boat Ramp Park Redevelopment

Professional Fees: \$900k

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (City and State)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

8

21. TITLE AND LOCATION (*City and State*)

**Queen's Harbour Yacht & Country Club HOA**  
**Jacksonville, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2020

CONSTRUCTION (*if applicable*)

NA

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Queen's Harbour Yacht & CC HOA**

b. POINT OF CONTACT NAME

**Bethann Ridikas-Parker**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 221-8859**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Queen's Harbour is a Jacksonville waterfront community features some of the most exquisite homes in Northeast Florida. Most homes within the community are nestled among decades-old oak trees, palms and winding waterways that connect to the Intracoastal Waterway, green spaces and ponds.

Matthews | DCCM was retained to provide professional engineering services for an engineering assessment of the Queen's Harbour neighborhood stormwater drainage system. The assessment covered all over 20 ponds, stormwater inlets, pipes, manholes, and outfalls.

A written assessment of the stormwater management system included a master map of drainage system, identification of areas needing corrective measures; recommendation for time of repairs; estimate of probable costs for repairs; and operation and maintenance guidelines for the stormwater system components.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

9

21. TITLE AND LOCATION (*City and State*)

**San Marco Heights  
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2023

CONSTRUCTION (*if applicable*)

2023

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**SHAG Development, LLC**

b. POINT OF CONTACT NAME

**Darren Smith**

c. POINT OF CONTACT TELEPHONE NUMBER

**(561) 859-8520**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Matthews | DCCM provided rezoning services, civil engineering design and permitting, as well as landscape architecture for San Marco Heights. This 132-unit affordable housing apartment complex also features a 5,000 SF clubhouse, fitness center, outdoor recreation, and protects 2.78 acres of wetland in a conservation easement.

The facility has backup power so that it can be used as an evacuation center in case of an emergency, such as a hurricane. The outdoor recreation center has a playground, bocce ball court, picnic tables, and other features.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED  
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
(Present as many projects as requested by agency, or 10 projects, if not specified.  
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY  
NUMBER

10

21. TITLE AND LOCATION (*City and State*)

**Isla Antigua Apartments  
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2019

CONSTRUCTION (*if applicable*)

2019

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Catalyst Development Partners, LLC**

b. POINT OF CONTACT NAME

**Ben Field**

c. POINT OF CONTACT TELEPHONE NUMBER

**(678)-666-1220**

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*)



Matthews | DCCM provided civil engineering, site design, and permitting for this luxury waterfront community located along the Intracoastal Waterway on Anastasia Island in St. Augustine, Florida.

Situated on 157 acres, this community provides occupants with up-scale accommodations and scenic views of two historic St. Augustine landmarks, the Bridge of Lions, and the St. Augustine Lighthouse. The Isla Antigua Apartments includes 450 luxury waterfront residences and condominiums, with community amenities featuring a resort-style pool with semiprivate cabanas, outdoor kitchen with gas grills and dining areas, a sunset beach retreat with and fire pit lounges, plus executive office suites and other commercial development along SR 312.

Isla Antigua also provides a unique retreat for residents, with direct access to the beautiful Matanzas River with a boardwalk and private dock with kayak launch.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME

**Matthews | DCCM**

(2) FIRM LOCATION (*City and State*)

**St. Augustine, FL**

(3) ROLE

**Prime Civil Engineer**

## G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

## 29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	Sampson Creek CDD	6	City of St. Augustine Continuing Engineering Contract
2	Olympus Development/CDD	7	St. Johns County Continuing Engineering Contract
3	Stillwater Development/CDD	8	Queen's Harbour HOA
4	South Village CDD	9	San Marco Heights
5	Flagler Estates Water & Road Mgmt. District	10	Isla Antigua Apartments

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

To fully address the criteria requested in the RFQ, we offer the following additional information. This further demonstrates Matthews | DCCM's expertise and capabilities to perform all work that is anticipated under this contract as District Engineer for the Pine Ridge Plantation CDD.

### ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

Matthews | DCCM is equipped with a team of around 50 professionals, including engineers, technicians, inspectors, planners, architects, and project administrators, who bring extensive experience in a wide range of projects. This encompasses construction plans and specifications for land development, transportation systems, Signing & Pavement Markings, Maintenance of Traffic, stormwater management, utilities, structures, and permits from various authorities. Our Project Managers, Team Leaders, Engineers, and Technicians possess firsthand expertise in protocols, design criteria, and filing conventions necessary for permit and project approval.

Our key staff for this project team are experts in their disciplines and well suited to provide the continuing engineering services required of your District Engineer. Our project management team and discipline leads are supported by other highly skilled engineers, technicians, and designers to provide a well-rounded and well-staffed production force.



**Alex Acree, PE | VP of Production | Proposed Role: Project Manager**

As Project Manager, Alex will offer technical expertise and support throughout the planning, design, and implementation of the civil engineering design. He will take charge of preparing engineering drawings and specifications, coordinate with contractors and suppliers, and provide supervision for construction activities, including attending district meetings to ensure seamless project execution.



**Rob A. Matthews III, PE | President | Proposed Role: Principal-in-Charge**

As Principal-in-Charge, Rob will provide strategic direction and overall leadership to the project. He will be responsible for setting the vision, goals, and objectives of the project and ensuring they are effectively communicated and implemented. Rob will oversee key aspects such as client relations, project delivery, financial management, and quality control. He will play a critical role in decision-making, managing resources, fostering client relationships, and maintaining the overall success of the project.



**Billy Almaguer, PE | VP of Culture and Innovation | Proposed Role: QA/QC Manager**

As QA/QC Manager, Billy will ensure that the deliverables, services, and processes meet or exceed established quality standards. He will be responsible for developing and implementing quality management systems, procedures, and protocols to ensure consistency and compliance with regulations and client requirements.



**Scott Knowles, PE | Sr. Professional Engineer | Proposed Role: Project Engineer/Utility Coordinator**

As Utility Coordinator and Project Engineer, Scott will serve as Utility Coordinator and provide invaluable assistance in the development and execution of design and construction plans for our projects. His responsibilities encompass managing utility-related aspects and facilitating a seamless integration of utility systems within the broader project framework.



**Chris Buttermore, PE | Transportation Lead | Proposed Role: Transportation Engineer**

As Transportation Engineer, Chris will play a pivotal role in the planning, design, and execution of transportation infrastructure projects. His responsibilities will encompass a wide range of tasks related to transportation systems, aimed at enhancing safety, efficiency, and sustainability in the Pine Ridge Plantation community.

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

### CERTIFIED MBE

Matthews | DCCM is not a certified MBE.

### WILLINGNESS & ABILITY TO MEET TIME & BUDGET REQUIREMENTS

The Matthews | DCCM Team commits to meeting the schedule and budget goals of the Pine Ridge Plantation CDD. Matthews | DCCM will determine the most cost-effective solutions and time saving measures for all project improvements issued under this contract.

Our team will be led by **Alex Acree, PE**, as the Project Manager. With the responsibility of managing this contract, Alex will oversee the resources needed to fulfill the requirements.

For each submittal, we establish advanced internal deadlines to allow for proper quality control of the deliverables as well as early submittals. Progress reports will be provided to the Project Manager including action items and schedule status reports. Some other measures we will apply to control the project schedule and budget include executing a detailed Project Management Plan, applying a strong QA/QC plan focused on constructibility reviews, developing a well-defined scope and updating the project cost estimate at every stage of the plans submittals, and early start on all critical issues such as public involvement, permitting and utility coordination.

Matthews | DCCM has a record of completing work on time and within budget. In fact, nearly every one of Matthews | DCCM's projects have met these requirements. For work requiring quick turnaround, we adjust work schedules as necessary to meet our client's needs. We commit to continuing our impressive service record by providing prompt responses and the delivery of quality construction documents.

### CONSULTANT'S PAST EXPERIENCE/PERFORMANCE

Matthews | DCCM has maintained work/task order driven continuing service contracts for several years and has the experience and resources necessary to anticipate and compensate for these challenges. Through efficient scheduling, a dedicated workforce, solid experience, and proven record of success with past projects, Matthews | DCCM has earned a reputation for providing high-quality, innovative engineering solutions in a timely and cost-effective manner.

Matthews | DCCM has also completed multitude private development projects within its service area. These projects involved planning, design, and permitting, and many involved construction inspection. Pertinent to the interests of this RFQ, our expertise includes application of the latest versions of ICPR and PONDSD hydrologic software applications to address issues associated with stormwater infrastructure including stormwater ponds, and pond bank design and reconstruction. Clients that entrust Matthews | DCCM to perform these professional services on a continuing basis include:

- » Antigua Community Development District (Continuing Engineering Services - District Engineer)
- » Madeira Community Development District (Continuing Engineering Services - District Engineer)
- » Sampson Creek Community Development District (Continuing Engineering Services - District Engineer)
- » Stillwater Community Development District (Continuing Engineering Services - District Engineer)
- » South Village Community Development District (Continuing Engineering Services - District Engineer)
- » Tolomato Community Development District, Nocatee (Continuing Engineering Services - District Engineer)
- » Olympus Community Development District (Continuing Engineering Services - District Engineer)
- » Flagler Estates Road and Water Control District (Continuing Engineering Services - District Engineer)
- » St. Johns County School District (Continuing Engineering Services)
- » St. Johns County (Continuing Engineering Services)
- » St. Johns County Parks and Recreation Department (Continuing Engineering Services)
- » St. Johns County Airport (Civil Engineering Subconsultant Continuing Services)
- » City of St. Augustine (Continuing Contract for Professional Services - Civil & Environmental Engineering)

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

- » City of Jacksonville (A/E Continuing Services for Misc. Park Improvement Projects)
- » City of Green Cove Springs (Continuing Engineering Services for Water, Wastewater, Drainage, Stormwater, Roadway & Parks)
- » City of Flagler Beach (Emergency Civil/Structural Engineering, Planning & Emergency Management Support Services for Disaster Recovery)
- » Flagler County (Continuing Civil Engineering Services)
- » Flagler County School District (Continuing Civil Engineering Services)
- » Putnam County (Continuing Professional Engineering Services)
- » St. Johns River State College (Continuing Civil Engineering Services)
- » Catholic Diocese of St. Augustine (Civil Engineering Services)
- » Florida Department of Transportation, District 2 (Continuing Services Subconsultant for Landscape Design)
- » Florida Department of Military Affairs (Continuing Engineering Services)

## GEOGRAPHIC LOCATION

Matthews | DCCM's corporate office is located just north of the historic district at 7 Waldo Street in St. Augustine, Florida and will have direct responsibility for work performed under this contract. Our Jacksonville office is located at 6621 Southpoint Drive N #300 in Jacksonville. Our close proximity, ~40 miles, to Pine Ridge Plantation, make our staff readily available to serve the needs of the Pine Ridge Plantation CDD. This office location is important during permitting and construction to ensure timely responses.

## RECENT, CURRENT & PROJECTED WORKLOADS

Matthews | DCCM assumes ultimate responsibility for project management, allocation of resources, and for the completion of projects assigned with respect to cost, schedule, and quality. Each of our team members have the capacity to accommodate the project requirements as described in this RFQ, and we have additional resources on-hand to provide support as needed. Matthews | DCCM and its team are well staffed and available to meet the needs for this contract.

Matthews | DCCM openly and frequently communicates with our team and is in control over the resources needed, both in-house and with our teaming partners, to provide the assurance that there will not be unforeseen delays. Our team has an enviable record of completing work on time and within budget. The level of service and quality products that Matthews | DCCM's professional and technical staff delivers on a daily basis has earned our firm an excellent reputation and record for repeat business. This is indicative of the high level of client satisfaction with our performance and work products, our ability to meet deadlines, and keep projects within budgetary guidelines.

Each staff member is tracked using an internal forecast tool, which allows us to view/analyze workload projections on an individual level. We account for 80% of each person's time for ongoing projects, leaving 20% available for new opportunities, such as the projects outlined in the RFQ. As we continue to hire and on-board new employees, our availability will increase. The graph below shows the available vs planned hours for our technical staff from November 2023 through October 2024.

	2023	2024										
	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Available Hrs	5,760	6,336	6,048	6,048	6,336	6,336	5,760	6,336	6,336	6,048	6,336	5,760
Planned Hrs	4,608	5,068	4,438	4,438	5,068	5,068	4,608	5,068	5,068	4,438	5,068	4,608

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

### VOLUME OF WORK PREVIOUSLY AWARDED TO CONSULTANT BY DISTRICT

Matthews | DCCM has not previously performed work for the Pine Ridge Plantation CDD.

### REFERENCES

#### Ernesto Torres, Sampson Creek CDD

904-940-5850

etorres@gmsnf.com

#### Leslie Gallagher, Madeira CDD

904-838-7153

LGallagher@rizzetta.com

#### Daphne Gilyard, Stillwater CDD

877-276-0889

gilyardd@whhassociates.com

#### Shelly Vongchanta, St. Johns County

904-209-0150

svongchanta@sjcfl.us

### TECHNICAL EXPERIENCE

#### Stormwater Management & Permitting

Stormwater management engineering requires the seamless integration of site function, civil infrastructure, regulatory requirements, and client goals and objectives. To execute a project with so many moving parts requires a team of professionals who are experienced in delivering projects of varying sizes for all types of clients. Matthews | DCCM has an expert team of engineers and planners, and teams with other professionals that are proficient in their disciplines. We evaluate existing site conditions, including topography/pond banks, natural resources, wetlands and streams, drainage patterns, and existing or nearby utility and roadway infrastructure, so the site is contiguous with existing conditions and meets the intended use. Matthews | DCCM ensures that site layouts maximize development and land use potential with cost-effective features.

Matthews | DCCM is a leader in stormwater management design and permitting, and has completed stormwater studies and associated plans for projects ranging from single roadway intersections, to small, rapidly developing communities, cities, and counties. Matthews | DCCM has developed innovative approaches that integrate the needs of both the private sector and the municipalities in the development of recommendations. Matthews | DCCM's stormwater plans are routinely approved and implemented with minimal opposition. We are able to accomplish this by including our clients, as well as the regulatory agencies, at the early stages of a project to be part of the planning process and resolve any potential permitting design issues from the start.

#### Drainage Studies & Design

Dependent upon the soil characteristics, roadway swales will be designed for proper stormwater storage, treatment, and conveyance. In some instances, roadside swales can be regraded and used as linear ponds to provide water quality treatment and attenuation. Alternatively, attenuation in roadside swales can be provided using ditch blocks or raised inlets. Regardless of the unique location challenges, our drainage engineering professionals will evaluate and design improvements as necessary to reduce flooding at each project location. Matthews | DCCM will manage these study/design efforts. Our objective is to create effective, low maintenance drainage systems that will operate optimally with less maintenance requirements.

#### Utility (Potable & Sanitary) Design & Coordination

A key aspect of a project's success requires an understanding of how existing utilities affect the design, maintenance schedule, and budget. Matthews | DCCM provides this critical need and conducts all utility design for potable and sanitary water, while also coordinating with using agencies. All meetings and utility conflict resolution is led by our in-house professional engineers. All utilities will be identified, designed and mapped within the relevant project corridor. Our design will avoid utility conflicts when possible and keep any utility relocations or adjustments to a minimum. Additionally, our close relationship to many local utility agencies expedites production of accurate data and ultimately keeps the project moving forward, preventing delays. Effective utility coordination requires innovation, experience, and a team approach. Matthews | DCCM is eager and equipped to begin.

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

### Grant Support & Administration

Matthews | DCCM has a long history of working with small to large municipalities to ensure they maximize the benefit of their grants. Since 2008, Matthews | DCCM has been involved with a number of projects financed in part with grant funds. Matthews | DCCM served as lead consultant for the St. Johns County Community Development Block Grant (CDBG) Disaster Recovery Initiative to address stormwater drainage and other issues within the County. Matthews | DCCM has also worked on the Hazard Mitigation Grant Program (HMGP) application, providing grant application assistance for Putnam County. This included gathering information, conceptual design drawings, an opinion of probable costs for proposed improvements, project schedule with timeline and key milestones, and a maintenance schedule for the proposed improvements. This experience demonstrates that Matthews | DCCM is capable of handling the design and engineering as well as the timelines and processes associated with HMGP grants and working with the regulatory agencies such as the Department of Economic Opportunity (DEO). Matthews | DCCM's extensive experience assisting counties and cities with grant-funded and grant-related public work projects has an estimated value exceeding \$10M.

### APPROACH TO PROJECT MANAGEMENT/METHODOLOGY

We understand that the role of an effective project manager is crucial for the overall success of any project. Therefore, the achievement of project objectives relies heavily on the implementation of effective project management practices throughout the project's entire life cycle. These practices encompass several key elements, including:



- » **Project Understanding:** The project manager needs a deep understanding of project objectives, requirements, and outcomes, forming the basis for decision-making and alignment.
- » **Budget & Schedule Control:** Our managers vigilantly oversee budgets and schedules, monitoring expenses, resources, and implementing strategies to prevent cost overruns and delays.
- » **Risk Management:** Identifying and mitigating risks is crucial. Our manager assesses potential obstacles, gauges their impact, and develops mitigation plans to keep the project on track.
- » **Effective Communication:** Open and transparent communication with the CDD and project team staff is vital for success. This fosters collaboration and shared project objectives.
- » **Quality Control (QC):** Adherence to the QC Plan is fundamental. Our manager ensures quality standards are met, implements quality control measures, and conducts assessments for high-quality outcomes.

### Schedule Management Among Team Members

Matthews | DCCM assumes ultimate responsibility for project management, allocation of resources among the team members, and for the completion of projects assigned with respect to cost, schedule, and quality. Each of our team members have the capacity to accommodate the District's project service requirements as described in this RFQ, and we have additional resources on-hand to provide support as needed. As a whole, Matthews | DCCM is well staffed and we are available to meet the needs for this contract.

Matthews | DCCM is a local division of DCCM, LLC (DCCM), who is a provider of design, consulting, and construction management services that focuses on infrastructure marketplaces across the United States. Through a family of complementary brand divisions, DCCM serves a variety of end markets while offering a national reach. Through

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

strategic acquisitions and investments in organic growth, DCCM is able to offer an increasing depth of services across its growing customer base, including land planning, master plans, and commercial developments. DCCM is comprised of 1,000+ professionals across the county who specialize in multiple service lines. **As part of DCCM, our team has the ability to tap into these resources as necessary to ensure project success.**

Matthews | DCCM openly and frequently communicates with our team and is in control over the resources we need, both in-house and with our sub-consultant partners, to provide the assurance that there will not be unforeseen delays.

Matthews | DCCM has an enviable record of completing work on time and within budget. The level of service and quality products that Matthews | DCCM's professional and technical staff delivers on a daily basis, has earned our firm an excellent reputation and record for repeat business. This is indicative of the high level of client satisfaction with our performance and work products, our ability to meet deadlines, and keep projects within budgetary guidelines. We attribute this success to our solid commitment to provide each client:

- » Open Lines of Communication
- » Knowledgeable Team Members
- » Local and Available Staff
- » Quick Response Time
- » Flexibility of Industry Experts with a Wide Range of Technical Capabilities
- » Well Thought Out Project Approach
- » Schedule Based on Real Data
- » Internal Meetings with Project Manager and Design Teams
- » Frequent Project Meetings with Client
- » Technical Review Team Assisting in QA/QC

## FIRM LICENSURE & PREQUALIFICATIONS

Matthews | DCCM is licensed to perform professional engineering and landscape architecture in the State of Florida and is certified with the Florida Department of State as an S-Corporation. Matthews | DCCM is also licensed to perform work in Georgia and South Carolina for both engineering and landscape architecture. A copy of the firm's licenses, and key staff licenses, can be found at the of this section as **Exhibit A**.

### FDOT Work Group Prequalifications

- » 3.1 – Minor Highway Design
- » 3.2 – Major Highway Design
- » 7.1 – Signing, Pavement Marking and Channelization
- » 10.1 – Roadway Construction Engineering Inspection
- » 13.6 – Land Planning/Engineering
- » 15 – Landscape Architect

### Certifications

- » Council of Landscape Architectural Registration Boards (CLARB) Certified Landscape Architect

## FINANCIAL CAPACITY

Matthews | DCCM is a Sub "S" Corporation, founded in June 2005 and in its 18th year of business. Bank and CPA reference can be provided upon request. Both our Banker and CPA have vouched for our financial strength. To date, Matthews | DCCM has never faced legal proceedings of any kind for failing to meet or honor any of its contractual obligations.

## INSURANCE

Matthews | DCCM carries General Liability insurance with a general aggregate limit of \$2 million and Professional Errors and Omissions insurance with an aggregate limit of \$2 million. Proof of insurance appears at the end of the additional information section as **Exhibit B**.

## LEGAL REQUIREMENTS AND DISCLOSURE

No judicial or administrative agency or qualification board has ever investigated Matthews | DCCM or any of its employees. Neither Matthews | DCCM nor any Matthews | DCCM employee, including its engineers, has ever received any prior adverse decision or settlement relating to a violation of ethical standards.

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Matthews | DCCM has not been terminated from any contract.

Matthews | DCCM has not defaulted on any contract or is in arrears on any contract.

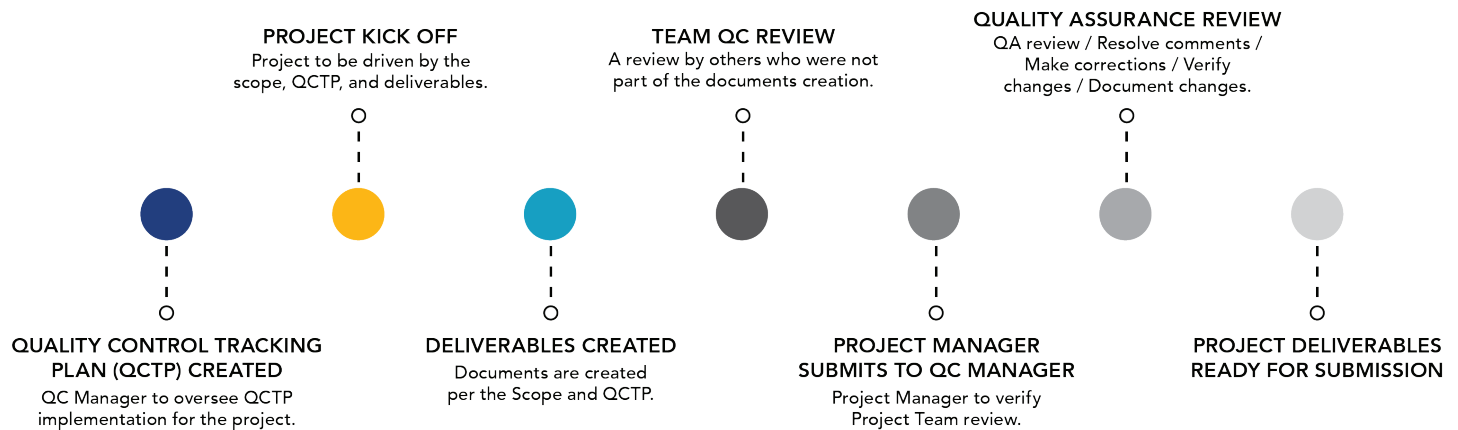
Matthews | DCCM or any of its employees are not involved in any litigation involving work.

Matthews | DCCM or any of its employees have not been the subject of any governmental action of any kind.

No person or affiliate associated with this submission has ever appeared on a convicted vendor list following conviction of a public entity crime.

Further, Matthews | DCCM accepts its responsibility to comply with all federal, state, county, and local laws, ordinances and regulations that affect the services covered in the Pine Ridge Plantation RFQ.

## QUALITY & SCHEDULE CONTROL



Matthews | DCCM has project management methods established to help monitor and track each and every project. To begin, each contracted project is set up so that the project team can work efficiently and effectively. Our firm utilizes Deltek to manage the budget and major milestones for each project. At any point during a project, a Project Manager and/or team member can look to see how much time and effort has been expended for each Phase and Task of any project. This level of information exists for every phase of the project and allows for each project to be accurately tracked as it progresses to the typical 30%, 60%, and 90% milestones.

In addition to the use of Deltek, Matthews | DCCM has created an internal tracking system that tracks where each project is (firm wide), key milestones (including QA/QC), and allows for resource allocation (firm wide) so that project schedules can be met. It is important to know that every project is tracked and every Project Manager at our firm knows where each project is, its next step, and the resources that are required to get the task/phase done. Sub-consultants are managed so that the overall project schedule can be maintained, and the budget is adhered to. This includes weekly communication and coordination on project specifics, and monthly communication regarding the budget.

This system for project management allows us to control the quality of each and every deliverable. This ensures that we produce the highest quality of work so that projects can be efficiently permitted and constructed with an eye on cost savings. As deliverables move through the project tracking process, they are subject to a team review (originating team) and an independent review by a licensed PE who did not work on the project. This ensures that every deliverable has gone through a minimum of two reviews.

Matthews | DCCM QA/QC Team:

- » Billy Almaguer, PE, QA/QC Manager
- » Scott Knowles, PE, QA/QC Support
- » Branden Marcinell, EI, QA/QC Support
- » Ivan Lamoš, EI, QA/QC Support

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

### EXHIBIT A - LICENSES

**2023 FLORIDA LIMITED LIABILITY COMPANY AMENDED ANNUAL REPORT**  
DOCUMENT# L22000424179  
**Entity Name:** MATTHEWS DESIGN GROUP, LLC  
**Current Principal Place of Business:**  
7 WALDO ST.  
ST. AUGUSTINE, FL 32084  
**Current Mailing Address:**  
7 WALDO ST.  
ST. AUGUSTINE, FL 32084 US  
**FEI Number:** 92-0592519  
**Name and Address of Current Registered Agent:**  
CLUKEY & TEBALTT, LLC  
201 OWENS AVENUE  
UNIT A  
SAINT AUGUSTINE, FL 32080 US  
**Certificate of Status Desired:** No  
**Signature:** MICAH CLUKEY  
Electronic Signature of Registered Agent  
Date: 10/12/2023  
**Authorized Person(s) Detail :**  
Title: CEO  
Name: MATTHEWS, KERI  
Address: 7 WALDO ST.  
City-State-Zip: ST. AUGUSTINE FL 32084  
Title: DIRECTOR OF ARCHITECTURE  
Name: PICKETT, DANIEL  
Address: 7 WALDO ST.  
City-State-Zip: ST. AUGUSTINE FL 32084  
Title: AUTHORIZED MEMBER  
Name: HEWITT, JEREMY  
Address: 7 WALDO ST.  
City-State-Zip: ST. AUGUSTINE FL 32084  
**Signature:** ROB MATTHEWS  
Principal  
Date: 10/12/2023  
Electronic Signature of Signing Authorized Person(s) Detail

**Licensee**  
Name: MATTHEWS DESIGN GROUP, LLC License Number: 26535  
Rank: Registry License Expiration Date:  
Primary Status: Current Original License Date: 08/22/2005  
**Related License Information**  
License Number: 58425 Status: Current, MATTHEWS, ROB A III Registry Relation Effective Date: 08/22/2005 Rank: Professional Engineer Expiration Date: 02/28/2025

**ONLINE SERVICES**  
Apply for a License  
Verify a License  
View Food & Lodging Inspections  
File a Complaint  
Continuing Education Course Search  
View Application Status  
Find Exam Information  
Unlicensed Activity Search  
AB&T Delinquent Invoice & Activity List Search  
**LICENSEE DETAILS**  
Licensee Information  
Name: MATTHEWS DESIGN GROUP, LLC (Primary Name)  
Main Address: P.O BOX 3126 SAINT AUGUSTINE Florida 32085  
County: ST. JOHNS  
License Information  
License Type: Engineering Business Registry  
Rank: Registry  
License Number: 26535  
Status: Current  
License Date: 08/22/2005  
Expires:  
Special Qualifications  
Qualification Effective  
Alternate Names

STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES  
ACREE, ALEXANDER R  
69 CROWN COLONY RD  
ST. AUGUSTINE, FL 32086  
LICENSE NUMBER: PE73155  
EXPIRATION DATE: FEBRUARY 28, 2025  
Always verify licenses online at MyFloridaLicense.com

STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES  
MATTHEWS, ROB A. III  
400 VILLAGE DR  
ST. AUGUSTINE, FL 32084  
LICENSE NUMBER: PE58425  
EXPIRATION DATE: FEBRUARY 28, 2025  
Always verify licenses online at MyFloridaLicense.com

STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES  
ALMAGUER, BILLY JOE  
597 DEER CROSSING ROAD  
ST. AUGUSTINE, FL 32086  
LICENSE NUMBER: PE38541  
EXPIRATION DATE: FEBRUARY 28, 2025  
Always verify licenses online at MyFloridaLicense.com


STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES  
KNOWLES, SCOTT A  
113 EAST END ROAD  
SAN MATEO, FL 32189  
LICENSE NUMBER: PE35991  
EXPIRATION DATE: FEBRUARY 28, 2025  
Always verify licenses online at MyFloridaLicense.com

STATE OF FLORIDA  
BOARD OF PROFESSIONAL ENGINEERS  
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES  
BUTTERMORE, CHRISTOPHER LEE  
119 LAKEHURST LANE  
ST. AUGUSTINE, FL 32093  
LICENSE NUMBER: PE74911  
EXPIRATION DATE: FEBRUARY 28, 2025  
Always verify licenses online at MyFloridaLicense.com

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

## EXHIBIT B - CERTIFICATES OF INSURANCE

Client#: 189537		DCCMLLC													
<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>													
		DATE (MM/DD/YYYY) 9/06/2023													
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>															
<b>PRODUCER</b> <b>Propel Insurance</b> 1201 Pacific Avenue; Suite 1000 COM Middle Market Tacoma, WA 98402-4321		<b>CONTACT</b> NAME: <b>Aaron Leavitt</b> PHONE (A/C, No, Ext): <b>800 499-0933</b> FAX (A/C, No): <b>866 577-1326</b> E-MAIL ADDRESS: <b>aaron.leavitt@propelinsurance.com</b>													
<b>INSURED</b> <b>Matthews Design Group LLC</b> <b>DCCM LLC</b> 7 Waldo St. St. Augustine, FL		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>INSURER A : American Guarantee and Liability Ins.Co</td> <td>26247</td> </tr> <tr> <td>INSURER B : Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER C : Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER A : American Guarantee and Liability Ins.Co	26247	INSURER B : Zurich American Insurance Company	16535	INSURER C : Evanston Insurance Company	35378	INSURER D :		INSURER E :		INSURER F :	
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INSURER C : Evanston Insurance Company	35378														
INSURER D :															
INSURER E :															
INSURER F :															
<b>COVERAGES</b> <b>CERTIFICATE NUMBER:</b> <b>REVISION NUMBER:</b>															
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>															
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	LIMITS												
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>BI/PD Ded:2,000</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	GLO872027300	06/30/2023 06/30/2024 EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000												
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	BAP87202400	06/30/2023 06/30/2024 COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$												
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$	SXS808437600	06/30/2023 06/30/2024 EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000												
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	WC872027200	06/30/2023 06/30/2024 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000												
C	<b>Profess, Poll</b>	MKL7PL0006013	08/06/2023 06/30/2024 \$5,000,000 CIm. \$10,000,000 Agg.												
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)															
<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>													
Sample		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 													
© 1988-2015 ACORD CORPORATION. All rights reserved. ACORD 25 (2016/03) 1 of 1 The ACORD name and logo are registered marks of ACORD #S6138674/M6090326 JMH00															

## I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

11/10/2023

33. NAME AND TITLE

Rob A. Matthews III, PE, President

## 1. SOLICITATION NUMBER (If any)

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

2a. FIRM (or Branch Office) NAME Matthews Design Group, LLC dba Matthews   DCCM			3. YEAR ESTABLISHED 2005		4. UNIQUE ENTITY IDENTIFIER 60-3649117 (DUNS #)	
2b. STREET 7 Waldo Street			5. OWNERSHIP			
2c. CITY St. Augustine			2d. STATE FL		2e. ZIP CODE 32084	
6a. POINT OF CONTACT NAME AND TITLE Alex Acree, PE, VP of Production			a. TYPE LLC, S-Corp			
6b. TELEPHONE NUMBER (904) 826-1334			b. SMALL BUSINESS STATUS			
6c. EMAIL ADDRESS Alex@MDGinc.com			7. NAME OF FIRM (If Block 2a is a Branch Office) NA			
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

[illegible]

<b>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b> <i>(Insert revenue index number shown at right)</i>		<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>	
a. Federal Work	0	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	6	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	6	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

STANDARD FORM 330 (REV. 7/2021) PAGE 6



**PREPARED BY:**

**Matthews | DCCM**

*Corporate Headquarters*

7 Waldo Street, St. Augustine, FL 32084

904.826.1334

[www.MDGinc.com](http://www.MDGinc.com)

**CONTACT:**

**Alex Acree, PE**

[AAcree@MDGinc.com](mailto:AAcree@MDGinc.com)

## ARCHITECT-ENGINEER QUALIFICATIONS

### PART I - CONTRACT-SPECIFIC QUALIFICATIONS

#### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Pine Ridge Plantation Community Development District

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

RFQ for Engineering Services

#### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

D. Glynn Taylor, P.E.

5. NAME OF FIRM

Taylor & White, Inc

6. TELEPHONE NUMBER

904-346-0671

7. FAX NUMBER

8. E-MAIL ADDRESS

glynn.taylor@taylorandwhite.com

#### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME JV PARTNER SUBCON TRACTOR			
a.	X	Taylor & White, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	9556 Historic Kings Rd. S. Ste 102 Jacksonville, Florida	Professional Engineering
b.		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.		<input type="checkbox"/> CHECK IF BRANCH OFFICE		

#### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME  D. Glynn Taylor, P.E.	13. ROLE IN THIS CONTRACT  Professional Engineer	14. YEARS EXPERIENCE a. TOTAL 37 b. WITH CURRENT FIRM 28	
15. FIRM NAME AND LOCATION (City and State) Taylor & White, Inc. Jacksonville, Florida			
16. EDUCATION (Degree and Specialization)  BSCE- University of Florida 1985 BSMA- Florida Southern College 1986		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  State of Florida #44163 State of Georgia #23690 Engineer Firm State of Florida #7298 Engineer Firm State of Georgia #00278	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Society of Civil Engineers, Florida Institute of Consulting Engineers			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) Two Creeks- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2004-2007 CONSTRUCTION (If applicable) 2/2008	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Two Creeks is a 624 single family development in Clay County on 624 acres located within the Brannan Field Master Plan. All Roadways, sidewalks, water distribution systems sanitary sewer, reuse water, pump station and stormwater management systems were designed and constructed. T&W is District Engineer for Two Creeks CDD. <input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Wilford Preserve- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2016-2018 CONSTRUCTION (If applicable) Pending	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Wilford Preserve is a 445 lot single Family Development on 264.56 ac. within the Brannan Field Master Plan in Clay County. T&W is responsible for the planning, design, and permitting of the 445 lots, including 3,500 LF of Cheswick Oak Avenue within 1 set of plans, design and permitting of the stormwater management system, roadways, reuse water, and sanitary sewer. <input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Granary Park- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2020-2022 CONSTRUCTION (If applicable) 2021- Present	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Granary Park is a 3 phase 771 Single Family subdivision on 290.5 ac. within the Brannan Field Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution systems, sanitary sewer collection systems, including 2 pump stations, reuse water, stormwater management systems and Amenity Center. T&W is the District Engineer for the CDD. <input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Robinson Ranch- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2021- Present CONSTRUCTION (If applicable) 2021- Present	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Robinson Ranch is a 348 Single Family Subdivision on 200.1 ac. within the Brannan Field Master Plan in Clay County. The subdivision was designed and permitted in 2 phases. T&W was responsible for the design and permitting all roadways, sidewalks, water distribution system, sewer collection systems, reuse water system, stormwater management system and Amenity Center. <input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Jennings Farm- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2020-2021 CONSTRUCTION (If applicable) 2022- Present	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Jennings Farm is a 314 Single Family Subdivision on 189 ac. within the Lake Asbury Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collections system, including the Master Pump Station, reuse water system and stormwater management system, and the Amenity Center. <input checked="" type="checkbox"/> Check if project performed with current firm		

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME  Richard L. Edwards, Jr. (JJ)	13. ROLE IN THIS CONTRACT  Project Engineer/Inspector	14. YEARS EXPERIENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a. TOTAL 11</td> <td style="width: 50%;">b. WITH CURRENT FIRM 8</td> </tr> </table>		a. TOTAL 11	b. WITH CURRENT FIRM 8
a. TOTAL 11	b. WITH CURRENT FIRM 8				
15. FIRM NAME AND LOCATION (City and State) Taylor & White, Inc. Jacksonville, Florida					
16. EDUCATION (Degree and Specialization) Bachelors of Science Ocean Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) E.I. (Engineer Intern) P.E. Professional Engineer State of FL. (# Pending)			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					

## 19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) Granary Park- Clay County, Florida	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES 2020-2022</td> <td style="width: 50%;">CONSTRUCTION (If applicable) 2021- Present</td> </tr> </table>		PROFESSIONAL SERVICES 2020-2022	CONSTRUCTION (If applicable) 2021- Present
PROFESSIONAL SERVICES 2020-2022	CONSTRUCTION (If applicable) 2021- Present			
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Granary Park is a 3 phase 771 lot Single Family subdivision on 290.5 ac. within the Brannan Field Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution systems, sanitary sewer collection systems including 2 pump stations, reuse water, stormwater management systems and Amenity Center. T&W also provides construction observation and certification of the phases as completed. T&W is the District Engineer for the Sandridge CDD.				
(1) TITLE AND LOCATION (City and State) Jennings Farm- Clay County, Florida	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES 2020-2021</td> <td style="width: 50%;">CONSTRUCTION (If applicable) 2022- Present</td> </tr> </table>		PROFESSIONAL SERVICES 2020-2021	CONSTRUCTION (If applicable) 2022- Present
PROFESSIONAL SERVICES 2020-2021	CONSTRUCTION (If applicable) 2022- Present			
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Jennings Farm is a 314 Single Family Subdivision on 189 ac. within the Lake Asbury Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collections system including the Master Pump Station, stormwater management system, and the Amenity Center. T&W also provides construction observation and certification of the phases as completed.				
(1) TITLE AND LOCATION (City and State) Kindlewood Townhomes- Clay County, Florida	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES 2021-2022</td> <td style="width: 50%;">CONSTRUCTION (If applicable) 2022-2023</td> </tr> </table>		PROFESSIONAL SERVICES 2021-2022	CONSTRUCTION (If applicable) 2022-2023
PROFESSIONAL SERVICES 2021-2022	CONSTRUCTION (If applicable) 2022-2023			
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Kindlewood Townhomes is 106 Townhomes on 30.6 ac. within the Brannan Field Master Plan in Clay County. T&W was responsible for design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collection system, reuse system, and stormwater management facility.				
(1) TITLE AND LOCATION (City and State) Cheswick South- Clay County, Florida	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES 2019-2022</td> <td style="width: 50%;">CONSTRUCTION (If applicable) 2022- Present</td> </tr> </table>		PROFESSIONAL SERVICES 2019-2022	CONSTRUCTION (If applicable) 2022- Present
PROFESSIONAL SERVICES 2019-2022	CONSTRUCTION (If applicable) 2022- Present			
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Cheswick South is a 230 lot single family subdivision on 129.25 ac. within the Brannan Field Master Plan in Clay County. T&W was responsible for design and permitting of the roadways, sidewalks, water distribution system, sanitary sewer collection system, including one sanitary sewer pumpstation, reuse system and stormwater management system. This project was added to the Wilford Preserve CDD. T&W is also responsible for overseeing construction and certification to all agencies.				
(1) TITLE AND LOCATION (City and State) Robinson Ranch- Clay County, Florida	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES 2021- Present</td> <td style="width: 50%;">CONSTRUCTION (If applicable) 2021-Present</td> </tr> </table>		PROFESSIONAL SERVICES 2021- Present	CONSTRUCTION (If applicable) 2021-Present
PROFESSIONAL SERVICES 2021- Present	CONSTRUCTION (If applicable) 2021-Present			
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Robinson Ranch is a 348 Single Family Subdivision on 200.1 ac. within the Brannan Field Master Plan in Clay County. The subdivision was designed and permitted in 2 phases. T&W was responsible for the design and permitting all roadways, sidewalks, water distribution system, sewer collection systems, reuse water system, stormwater management system and Amenity Center. T&W also provides construction observation and certification of the phases as completed.				

# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME  Barry M. Rohrer	13. ROLE IN THIS CONTRACT  Project Designer/Inspector	14. YEARS EXPERIENCE a. TOTAL 28      b. WITH CURRENT FIRM 18	
15. FIRM NAME AND LOCATION (City and State) Taylor & White, Inc. Jacksonville, Florida			
16. EDUCATION (Degree and Specialization)  AS Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

## **19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) Wilford Preserve Phase IV- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2016-2018      CONSTRUCTION (If applicable) 2018-2023	
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Wilford Preserve is a 445 lot single Family Development on 264.56 ac. within the Brannan Field Master Plan in Clay County. T&W is responsible for the planning, design, permitting, construction observation and certification of the 445 lots, including 3,500 LF of Cheswick Oak Avenue, stormwater management system, roadways, water distribution system, reuse water, and sanitary sewer collections systems. T&W is District Engineer for Wilford Preserve CDD.		
(1) TITLE AND LOCATION (City and State) Cheswick South- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2019-2022      CONSTRUCTION (If applicable) 2022- Present	
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Cheswick South is a 230 lot single family subdivision on 129.25 ac. within the Brannan Field Master Plan in Clay County. T&W was responsible for design and permitting of roadways, sidewalks, water distribution system, sanitary sewer collection system including one sanitary sewer pumpstation, reuse system, and stormwater management systems.		
(1) TITLE AND LOCATION (City and State) UHaul SR16/CR16A- St. Augustine, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2021-2023      CONSTRUCTION (If applicable) 2022- Present	
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm UHaul SR16/CR16A is a 3 story 123,984 sf Climatized main self-storage facility, a 16,176sf U-Box storage building, 6 mini-storage outbuildings, and 89 boat/RV rental sites situated on 13.6ac. T&W was responsible for design, permitting, construction observation and certification of the site including parking, water distribution systems, gravity sewer, including private pump station, and stormwater management facility including Fire Main.		
(1) TITLE AND LOCATION (City and State) UHaul Appleyard Drive- Tallahassee, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2021-2023      CONSTRUCTION (If applicable) 2023- Present	
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm UHaul Appleyard Drive consists of a 3 story 97,284 sf Climatized Main Self Storage Facility, a 16,148 U-Box storage building, & a 2000sf mini storage building, situated on 7.3 ac. T&W was responsible for design and permitting of the site including parking, water distribution system including Fire Main, gravity sewer collection system and stormwater mgmt.		
(1) TITLE AND LOCATION (City and State) Robinson Ranch- Clay County, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2021-Present      CONSTRUCTION (If applicable) 2021-Present	
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Robinson Ranch is a 348 Single Family Subdivision on 200.1 ac. within the Brannan Field Master Plan in Clay County. The subdivision was designed and permitted in 2 phases. T&W was responsible for the design and permitting all roadways, sidewalks, water distribution system, sewer collection systems, reuse water system, stormwater management system and Amenity Center. T&W also provides construction observation and certification of the phases as completed.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
James Craig Johnson	Design & Permitting/Inspection	a. TOTAL 31	b. WITH CURRENT FIRM 28
15. FIRM NAME AND LOCATION <i>(City and State)</i> Taylor & White, Inc. Jacksonville, Florida			
16. EDUCATION <i>(Degree and Specialization)</i> Associates in Arts Degree		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> Two Creeks- Clay County, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2004-2007	CONSTRUCTION <i>(If applicable)</i> 2/2008
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Two Creeks is a 625 single Family development in Clay County on 624 Acres located within the Brannan Field Master Plan. T&W was responsible for design, permitting, construction observation and certification of all roadways, sidewalks, water distribution systems, sanitary sewer collection system including three CCUA sanitary pump stations, reuse water, and stormwater management systems. T&W is District Engineer for Two Creeks CDD		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION <i>(City and State)</i> Wilford Preserve- Clay County, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016-2018	CONSTRUCTION <i>(If applicable)</i> Present
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Wilford Preserve is a 445 lot single Family Development on 264.56 ac. within the Brannan Field Master Plan in Clay County. T&W is responsible for the planning, design, permitting, construction observation and certification of the 445 lots, including 3,500 LF of Cheswick Oak Avenue, stormwater management system, roadways, water distribution system, reuse water, and sanitary sewer collections systems. T&W is District Engineer for Wilford Preserve CDD.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION <i>(City and State)</i> Granary Park- Clay County	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020-2022	CONSTRUCTION <i>(If applicable)</i> 2021- Present
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Granary Park is a 3 phase 771 lot Single Family subdivision on 290.5 ac. within the Brannan Field Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution systems, sanitary sewer collection systems including 2 pump stations, reuse water, stormwater management systems and Amenity Center. T&W also provides construction observation and certification of the phases as completed. T&W is the District Engineer for the Sandridge CDD.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION <i>(City and State)</i> Jennings Farm- Clay County	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021-2022	CONSTRUCTION <i>(If applicable)</i> 2022- Present
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Jennings Farm is a 314 Single Family Subdivision on 189 ac. within the Lake Asbury Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collections system including the Master Pump Station, stormwater management system, and the Amenity Center. T&W also provides construction observation and certification of the phases as completed.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION <i>(City and State)</i> Cheswick South- Clay County	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019-2022	CONSTRUCTION <i>(If applicable)</i> 2022- Present
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Cheswick South is a 230 lot single family subdivision on 129.25 ac. within the Brannan Field Master Plan in Clay County. T&W was responsible for design and permitting of the roadways, sidewalks, water distribution system, sanitary sewer collection system, including one sanitary sewer pumpstation, reuse system and stormwater management system. This project was added to the Wilford Preserve CDD. T&W is also responsible for overseeing construction and certification to all agencies.		
<input checked="" type="checkbox"/> Check if project performed with current firm		

# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME <b>Tony Ringler</b>	13. ROLE IN THIS CONTRACT <b>Site Planner/Designer</b>	14. YEARS EXPERIENCE a. TOTAL <b>31</b> b. WITH CURRENT FIRM <b>25</b>	
15. FIRM NAME AND LOCATION (City and State) <b>Taylor &amp; White, Inc. Jacksonville, Florida</b>			
16. EDUCATION (Degree and Specialization)		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

## **19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Two Creeks- Clay County</b>	(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2004-2007</b> CONSTRUCTION (If applicable) <b>2/2008</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>a. Two Creeks is a 625 single Family development in Clay County on 624 Acres located within the Brannan Field Master Plan. T&amp;W was responsible for design, permitting, construction observation and certification of all roadways, sidewalks, water distribution systems, sanitary sewer collection system including three CCUA sanitary pump stations, reuse water, and stormwater management systems. T&amp;W is District Engineer for Two Creeks CDD.</b>		
(1) TITLE AND LOCATION (City and State) <b>Granary Park- Clay County</b>	(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2020-2022</b> CONSTRUCTION (If applicable) <b>2021- Present</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>b. Granary Park is a 3 phase 771 lot Single Family subdivision on 290.5 ac. within the Brannan Field Master Plan in Clay County. T&amp;W was responsible for the design and permitting of all roadways, sidewalks, water distribution systems, sanitary sewer collection systems including 2 pump stations, reuse water, stormwater management systems and Amenity Center. T&amp;W also provides construction observation and certification of the phases as completed. T&amp;W is the District Engineer for the Sandridge CDD.</b>		
(1) TITLE AND LOCATION (City and State) <b>Robinson Ranch- Clay County</b>	(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2021-Present</b> CONSTRUCTION (If applicable) <b>2021-Present</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>c. Robinson Ranch is a 348 Single Family Subdivision on 200.1 ac. within the Brannan Field Master Plan in Clay County. The subdivision was designed and permitted in 2 phases. T&amp;W was responsible for the design and permitting all roadways, sidewalks, water distribution system, sewer collection systems, reuse water system, stormwater management system and Amenity Center. T&amp;W also provides construction observation and certification of the phases as completed.</b>		
(1) TITLE AND LOCATION (City and State) <b>Jennings Farm</b>	(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2020-2021</b> CONSTRUCTION (If applicable) <b>2022- Present</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>d. Jennings Farm is a 314 Single Family Subdivision on 189 ac. within the Lake Asbury Master Plan in Clay County. T&amp;W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collections system including the Master Pump Station, stormwater management system, and the Amenity Center. T&amp;W also provides construction observation and certification of the phases as completed.</b>		
(1) TITLE AND LOCATION (City and State) <b>Cheswick South- Clay County</b>	(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2019-2022</b> CONSTRUCTION (If applicable) <b>2022- Present</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>e. Cheswick South is a 230 lot single family subdivision on 129.25 ac. within the Brannan Field Master Plan in Clay County. T&amp;W was responsible for design and permitting of the roadways, sidewalks, water distribution system, sanitary sewer collection system, including one sanitary sewer pumpstation, reuse system and stormwater management system. This project was added to the Wilford Preserve CDD. T&amp;W is also responsible for overseeing construction and certification to all agencies.</b>		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 1		
<b>21. TITLE AND LOCATION (City and State)</b> Wilford Preserve- Clay County, Florida		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2016-2018</td> <td>CONSTRUCTION (If applicable) 2018-2023</td> </tr> </table>	PROFESSIONAL SERVICES 2016-2018	CONSTRUCTION (If applicable) 2018-2023
PROFESSIONAL SERVICES 2016-2018	CONSTRUCTION (If applicable) 2018-2023			

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Dream Finders Homes	<b>b. POINT OF CONTACT NAME</b> Batey McGraw	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 904-644-7670
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Wilford Preserve is a 445 lot Single Family Development situated on 264.56 ac. within the Brannan Field Master Plan in Clay County. T&W is responsible for the planning, design and permitting of the 445 single family lots, including 3,500 LF of Cheswick Oaks Avenue within one set of plans. T&W is responsible for the design and permitting of the stormwater sewer pump station and force main. Wilford Preserve will have two entrances, one to Cheswick Oak Avenue and one to White Herron Lane, located within Spencer Plantation Subdivision.

T&W Cost: \$264,000.00

Estimated Subdivision Cost: \$17 Million

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME Taylor & White, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, Florida	(3) ROLE Design, Permitting, and Construction Observation to Certification
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 2
<b>21. TITLE AND LOCATION (City and State)</b> Two Creeks- Clay County	<b>22. YEAR COMPLETED</b>	
	PROFESSIONAL SERVICES 2004-2006	CONSTRUCTION (If applicable) 2006-2008

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Two Creeks Development, LLC	<b>b. POINT OF CONTACT NAME</b> Greg Matovina	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 904-436-6270
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Two Creeks is a 624 single family development in Clay County on 624 acres located within the Brannan Field Master Plan. All roadways, sidewalks, water distributions systems, sanitary sewer, reuse water, pump station and stormwater management systems were designed and constructed. T&W is the District Engineer for Two Creeks CDD. Estimated construction costs- \$20 million.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION (City and State) Jacksonville, Florida	(3) ROLE Design, Permitting, and Construction Observation to Certification
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 3		
21. TITLE AND LOCATION (City and State) Granary Park Clay County, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2020-2021</td> <td>CONSTRUCTION (If applicable) 2021- Current</td> </tr> </table>		PROFESSIONAL SERVICES 2020-2021	CONSTRUCTION (If applicable) 2021- Current
PROFESSIONAL SERVICES 2020-2021	CONSTRUCTION (If applicable) 2021- Current			

### 23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Green Pointe Development, LLC	b. POINT OF CONTACT NAME Mike Taylor	c. POINT OF CONTACT TELEPHONE NUMBER 904-996-2485
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### 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Granary Park is a 3 phase 771 single family subdivision on 290.5 acres within the Brannan Field Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution systems, sanitary sewer collection systems, including 2 pump stations, reuse water, stormwater management systems and Amenity Center. T&W is the District Engineer for the CDD.

T&W Costs- \$500,000

Estimated Construction Costs- \$27million

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION (City and State) Jacksonville, Florida	(3) ROLE Design, Permitting and Construction Observation to Certification
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>4</b>		
21. TITLE AND LOCATION <i>(City and State)</i> Robinson Ranch- Clay County, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2021-2022</td> <td>CONSTRUCTION <i>(If applicable)</i> 2021-Current</td> </tr> </table>	PROFESSIONAL SERVICES 2021-2022	CONSTRUCTION <i>(If applicable)</i> 2021-Current
PROFESSIONAL SERVICES 2021-2022	CONSTRUCTION <i>(If applicable)</i> 2021-Current			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>AMH Development</b>	b. POINT OF CONTACT NAME <b>James Shonkwiler</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>407-432-9512</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Robinson Ranch is a 348 Single Family Subdivision on 200.1 acres within the Brannan Field Master Plan in Clay County. The subdivision was designed and permitted in 2 phases. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sewer collection systems, reuse water system, stormwater management system and Amenity Center.

T&W Costs- \$209,000

Estimated Construction Costs- \$15.7 million

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, Florida	(3) ROLE Design, Permitting and Construction Observation to Certification
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 5
21. TITLE AND LOCATION <i>(City and State)</i> Jennings Farm- Clay County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020-2021 CONSTRUCTION <i>(If applicable)</i> 2022-Current

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER LGI Homes	b. POINT OF CONTACT NAME Brian Martin	c. POINT OF CONTACT TELEPHONE NUMBER 407-619-1291
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Jennings Farm is a 314 Single Family Subdivision on 189 acres within the Lake Asbury Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collection system including the Master Pump Station, reuse water system and stormwater management system, and the Amenity Center.

Estimated Construction Costs- \$17 million

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, Florida	(3) ROLE Design, permitting, and construction observation to certification
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 6
<b>21. TITLE AND LOCATION (City and State)</b> Kindlewood Townhomes- Clay County, Florida	<b>22. YEAR COMPLETED</b>	
	PROFESSIONAL SERVICES 2021-2022	CONSTRUCTION (If applicable) 2022-2023

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Kindlewood Investors, LLC	<b>b. POINT OF CONTACT NAME</b> Rick Wood	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 904-264-6553
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(include scope, size, and cost)*

Kindlewood Townhomes is 106 Townhomes on 30.6 acres within the Brannan Field Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collection system, reuse water system, and stormwater management facility.

T&W Costs- \$185,000  
 Estimated Construction Costs- \$2.5million

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION (City and State) Jacksonville, Florida	(3) ROLE Design, permitting, and construction observation to certification
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION <i>(City and State)</i> Wilford Preserve Phase IV- Clay County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2019-2021 CONSTRUCTION <i>(If applicable)</i> 2022-Current
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Dream Finders Homes	b. POINT OF CONTACT NAME Louis Cowling	c. POINT OF CONTACT TELEPHONE NUMBER 904-907-6388
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

Wilford Preserve Phase IV is a 148 lot single family subdivision on 86.6 acres within the Brannan Field Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collection systems including one sanitary sewer pump station, reuse water system, stormwater management system. This project was added to the Wilford Preserve CDD. T&W is also responsible for overseeing construction and certifications to all agencies.

Estimated Construction Costs- \$17.6 million

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, Florida	(3) ROLE Design, Permitting and Construction Observation to Certification
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> <b>8</b>		
<b>21. TITLE AND LOCATION (City and State)</b> Cheswick South- Clay County, Florida		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2019-2022</td> <td>CONSTRUCTION (If applicable) 2022-Current</td> </tr> </table>	PROFESSIONAL SERVICES 2019-2022	CONSTRUCTION (If applicable) 2022-Current
PROFESSIONAL SERVICES 2019-2022	CONSTRUCTION (If applicable) 2022-Current			

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Dream Finders Homes	<b>b. POINT OF CONTACT NAME</b> Louis Cowling	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 904-907-6388
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Cheswick South is a 230 lot single family subdivision on 129.25 acres within the Brannan Field Master Plan in Clay County. T&W was responsible for the design and permitting of all roadways, sidewalks, water distribution system, sanitary sewer collection systems including one sanitary sewer pump station, reuse water system, stormwater management system. This project is in the process of being added into the Wilford Preserve CDD. T&W is also responsible for overseeing construction and certifications to all agencies.

T&W Costs- \$567,000

Estimated Construction Costs- \$9.5 million

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION (City and State) Jacksonville, Florida	(3) ROLE Design, Permitting and Construction Observation to Certification
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 9		
<b>21. TITLE AND LOCATION (City and State)</b> UHaul SR16/CR16A- St. Augustine, Florida		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2021-2023</td> <td>CONSTRUCTION (If applicable) 2022-Current</td> </tr> </table>	PROFESSIONAL SERVICES 2021-2023	CONSTRUCTION (If applicable) 2022-Current
PROFESSIONAL SERVICES 2021-2023	CONSTRUCTION (If applicable) 2022-Current			

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Ed Hatcher	<b>b. POINT OF CONTACT NAME</b> Brian Mann	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 904-837-6234
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

UHaul SR16/CR16A consists of a 3 story 123,984 sf Climatized main self storage facility, a 16,176sf U-Box Storage building, 6 mini storage out buildings, and 89 boat/RV rental sites situated on 13.6 acres. T&W was responsible for the design and permitting, construction observation and certification of the site including parking, water distribution system, gravity sewer, including private pump station and stormwater management facility including fire main.

T&W Costs- \$126,000  
 Estimated Construction Costs- \$12 million

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION (City and State) Jacksonville, Florida	(3) ROLE Design, Permitting and Construction Observation to Certification
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10		
21. TITLE AND LOCATION <i>(City and State)</i> UHaul Appleyard Drive, Tallahassee, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2021-2023</td> <td>CONSTRUCTION <i>(If applicable)</i> 2023-Current</td> </tr> </table>		PROFESSIONAL SERVICES 2021-2023	CONSTRUCTION <i>(If applicable)</i> 2023-Current
PROFESSIONAL SERVICES 2021-2023	CONSTRUCTION <i>(If applicable)</i> 2023-Current			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Ed Hatcher	b. POINT OF CONTACT NAME Christopher Ferguson	c. POINT OF CONTACT TELEPHONE NUMBER 904-449-2326
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

UHaul Appleyard Drive consists of a 3 story 97,284 sf Climatized main self storage facility, a 16,148sf U-Box Storage building, and a 2000sf mini storage out building, situated on 7.3 acres. T&W was responsible for the design and permitting of the site including parking, water distribution system including fire main, gravity sewer collection system, and stormwater management facility.

T&W Costs- \$122,000  
 Estimated Construction Costs- \$15 million

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Taylor & White, Inc	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, Florida	(3) ROLE Design, Permitting and Construction Observation to Certification
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

## 29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Wilford Preserve	6	Kindlewood Townhomes
2	Two Creeks	7	Wilford Preserve Phase IV
3	Granary Park	8	Cheswick South
4	Robinson Ranch	9	UHaul SR16/CR16A
5	Jennings Farm	10	UHaul Appleyard Drive

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**H. ADDITIONAL INFORMATION**

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30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

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**I. AUTHORIZED REPRESENTATIVE**

*The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

33. NAME AND TITLE



## *SIXTH ORDER OF BUSINESS*

*D.*

2.

**Pine Ridge Plantation Community Development District**

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: January, 16 2024  
To: Pine Ridge Plantation CDD, Board of Supervisors  
From: Maria Cranford, Amenity Manager & Operations Manager  
Re: Monthly Facility Memorandum

**Completed Items:**

- Warranty repairs for the courts have been completed
- New pickleball nets were purchased for the courts
- RMS staff has removed Christmas décor
- Annual inspection of the fire alarm system was completed on November 28<sup>th</sup>
- Brightview lowered the tree rings on the pool deck to help prevent with debris washout on the pool deck from heavy rains or winds

**Landscaping & Lakes:**

- BrightView continues to maintain the grounds throughout.
- BrightView had new annuals installed on October 18<sup>th</sup>
- Lake Doctor's continues to maintain the lakes.
- RMS continues to inspect and clean all the lakes and outfall structures.

**Amenity Manager:**

- Number of rentals tentatively scheduled for January and February = 14
- Community Easter Event is currently being planned for March
- A date will be selected for the spring community yard sale
- RMS staff has begun advertising for new lifeguards to work the upcoming summer season

- Frozen Sweets truck was at the amenity center on January 6<sup>th</sup> from 2 to 5 p.m.
- Brochachos Fusion Tacos was at the amenity center on January 10<sup>th</sup> from 5 to 8 p.m.
- Jax Lumpia was at the amenity center on January, 12<sup>th</sup> from 5 to 8 p.m.
- San Marco Chz Fry Co. will be at the amenity center on January 31<sup>st</sup> from 5 to 7:30 p.m.
- Mosh Tater Co. will be at the amenity center on January 18<sup>th</sup> and again on February 15<sup>th</sup> from 5 to 8 p.m.
- Hibashi Party will be at the amenity center on January 24<sup>th</sup> and again on February 28<sup>th</sup> from 5 to 8 p.m.
- Pine Ridge HOA continues to hold their monthly HOA meetings in the clubhouse the second Tuesday of each month
- Pine Ridge West HOA will be holding their HOA meetings in the clubhouse the second Tuesday of every other month

*EIGHTH ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, November 21, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Lewis	Vice Chairman
Jack Montoya	Supervisor
Jerry Ritchie	Supervisor

Also, present were:

Marilee Giles	GMS
Wes Haber <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Jay Soriano	GMS
Terry Glynn <i>by phone</i>	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 6:00 p.m. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comments** (*Regarding Agenda Items Listed Below*)

Ms. Giles noted that copies of the agenda were on the table if anyone wished to follow along and invited any member of the public to speak on agenda matters. There is also a place toward the end of the meeting for public comments again. If you provide comments, please state your name for the record.

**THIRD ORDER OF BUSINESS**

**Series 2020 Project:**

**A. Warranty Repairs for Courts**

Ms. Cranford stated Hoffman was going to do a patch job on the problem areas on the court but after some back and forth, they are now resurfacing and repainting the entire court which should be completed in a week or two.

**FOURTH ORDER OF BUSINESS**

**Acceptance of District Engineer Resignation Letter and Authorization for Staff to Issue RFQ**

Ms. Giles stated this is acceptance of the District Engineer's resignation letter. ETM's resignation letter is on page 6 of the agenda.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Acceptance of the District Engineer Resignation Letter, was approved.

Ms. Giles stated on page 9 is the competitive selection criteria. This is the language and criteria for an RFQ which is different from an RFP. An RFP you will weigh on pricing and this is weighed on qualifications. This competitive selection criterion has to be approved before the RFQ is put out. Mr. Haber noted the criteria that they have is statutorily required. It can't be changed but can be added too.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya with all in favor, the Competitive Selection Criteria, was approved.

Ms. Giles stated on page 7 of the agenda is the RFQ that will be published in the local paper and in addition it will be sent to known engineer companies.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Authorizing Publication of the RFQ, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2024-01,  
Amending the Fiscal Year 2023 Capital  
Reserve Fund Budget**

Ms. Giles stated the FY23 budget had to be amended. She noted anytime they are over budget they have to amend it by Florida Statute. On page 13 is the Capital Reserve Fund. The repair and maintenance budget, which was the slide tower repairs, fence, drain install and HVACs is where the overage occurred.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, Resolution 2024-01 Amending the Fiscal Year 2023 Capital Reserve Fund Budget, was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2024-02,  
Amending the Fiscal Year 2024 General  
Fund & Capital Reserve Fund Budget**

Ms. Giles stated to clean up the budget and capture the \$600,000 moved to the Capital Reserves caused this amendment. She noted the capital reserve study is outdated as it is dated 2014 and the amenities have grown so needs to be updated. Community Advisors did it in 2014 and that company is still very active as well as a few other companies that do this. She noted she would send it to several of them.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Resolution 2024-02 Amending the Fiscal Year 2024 General Fund & Capital Reserve Fund Budget, was approved.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Haber stated that he had no report unless there were any questions.

**B. District Manager**

Ms. Giles stated the Capital Reserve Study was what she wanted to discuss tonight, see above in sixth order of business.

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Directing Staff to Seek Proposals for an Updated Capital Reserve Study, was approved.

### **C. Engineer**

The engineer was not needed at this meeting.

### **D. Amenity & Operations Manager**

#### **1. Landscape Quality Inspection Report**

Ms. Cranford stated she did receive a breakdown of ideas being proposed and has a copy for the Board members. There is a color-coded map that breaks each area down. There are things like the light poles, shade structures needing to be replaced, and possibly updating fitness center equipment. Mr. Soriano noted there are areas that are lacking but some we are happy with. The amenity center is one of the better manicured amenity centers. The four quadrants at the entry could be much better which was pointed out. People are asking for better landscaping. The medians and some of the sidewalks have been bad but there will be a cost associated to improve them. Ms. Cranford stated she has her next site ride with Karen on December 18<sup>th</sup> if there are any questions or change that the Board might have for her.

#### **2. Report**

Ms. Cranford stated she did give each Board member a print out of a message board. Marilee received a letter from the Pine Ridge West HOA requesting to put a message board by the mailboxes at the back of Pine Ridge West and will be responsible for installation, maintenance, and cost of the board and posts. They are requesting permission to put it on CDD property. Mr. Haber stated if the Board wanted to approve the request to place the board and authorize a Board member to work with him on the agreement whether license or easement, there would definitely need to be something in writing that specifies each parties' responsibilities.

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, Approving the License Agreement with HOA to Install a Community Board and Authorize Staff to work with Supervisor Montoya on the Agreement, was approved.

Mr. Soriano noted two things, first open space or squeeze through between the posts in the fence at the courts, maybe put a temporary fence piece so there is no walk through. The second is a letter from Poolsure who is the chemical supplier. Last year they had fuel surcharges and now have sent a letter for this year to go up. He stated he would like to terminate Poolsure and go with another company. Hawkins is another company in the area for pool chemicals. Problem is they are using Poolsure's equipment. He noted to use the same controller is expensive about \$2,500 to purchase plus installation charge.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Not to Exceed \$4,000 on Controller and Install, was approved.

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Sending Termination Letter to Poolsure, was approved.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, Directing Staff to Work with Hawkins for Pool Chemicals, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Public Comments/Supervisor's Requests**

Resident stated his lot is against one of the ponds, there was a hole on the bank of the pond when the house was built but as time goes by, the hole keeps getting bigger at 3 ft deep and encroaching under his fence line now. Mr. Soriano stated they can fill it in but usually when it is erosion coming down the bank its actually coming from your property and not the other way around. Recommended French drains.

Resident (Brian 1044 Lemon Drop) stated that he lives on the corner, asked if between the sidewalk and main road is his property for maintenance or the CDDs. The Board stated it is CDD but from the side of your house out to the road is not CDD property. Also asked if there are any plans for the big open field. Ms. Cranford stated it will remain field space and is a first come first serve multipurpose space for the community to use.

Resident asked about getting more price comparisons on the pool controller and warranty. Ms. Cranford stated the controller works fine, just trying to get a better price. She noted they will always try to get more than one proposal.

Resident discussed four wheelers in the back and people dumping. Is there anything that can be done to stop that. Mr. Soriano noted the trail to the pond bank is being used by Brightview as access. If other people are abusing it, he noted maybe put a gate there.

**NINTH ORDER OF BUSINESS****Approval of Consent Agenda****A. Approval of the Minutes of the September 19, 2023 Meeting**

Ms. Giles presented the minutes from the September 19, 2023 meeting and asked for a motion to approve the minutes.

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the Minutes of the September 19, 2023 Meeting, were approved.

**B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending October 31, 2023****C. Assessment Receipts Schedule**

Ms. Giles noted on page 40 is the balance sheet and statement of revenues for the period ending October 31<sup>st</sup>. Following that is the assessment receipts schedule starting for FY24 and shows we are 0% collected at this time which will increase as taxes are paid with the county.

**D. Approval of Check Register**

Ms. Giles reviewed the check register summaries for a total of \$720,117.86. The General Fund for September was \$75,612 then in October was \$632,000. Under capital reserves, \$2,200 was spent and utility auto payments are \$10,000. On page 56 is the Egis for \$33,761 which is part of the reason this check register is a little higher. Page 58 shows both capital reserve transfers that were talked about earlier. She noted \$100,000 is going into the Capital Reserve Fund and \$500,000 is going to the State Board of Administration and growing at an interest of just over 4%.

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the Check Register, was approved.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 1/16/24 @ 6:00  
p.m. at the Pine Ridge Plantation Amenity  
Center**

Ms. Giles stated the next meeting is scheduled for January 16, 2024 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Montoya, seconded by Mr. Ritchie, with all in favor, the meeting was adjourned.
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Secretary / Assistant Secretary

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Chairman / Vice Chairman

*B.*

# Pine Ridge Plantation

## Community Development District

Unaudited Financial Reporting  
December 31, 2023

Meeting Date  
January 16, 2024



# Table of Contents

I. Financial Statements - Unaudited Financial Reporting

II. Special Assessments Report

III. Check Registers Summary -11/1/2023 -12/31/2023

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**December 31, 2023**

	General	Capital Reserve	Debt Service	Capital Projects	Totals Governmental Funds
<b>ASSETS:</b>					
CASH	\$71,720	\$132,482	---	---	\$204,202
INVESTMENTS					
Reserve A-1	---	---	\$173,592	---	\$173,592
Reserve A-2	---	---	\$114,609	---	\$114,609
Revenue A	---	---	\$946,467	---	\$946,467
Construction	---	---	---	\$117	\$117
State Board	\$86,550	\$571,499	---	---	\$658,049
US Bank Custody	\$741,450	---	---	---	\$741,450
<b>TOTAL ASSETS</b>	<b>\$899,720</b>	<b>\$703,981</b>	<b>\$1,234,668</b>	<b>\$117</b>	<b>\$2,838,486</b>
<b>LIABILITIES:</b>					
ACCOUNTS PAYABLE	\$0	\$0	---	---	\$0
ACCRUED EXPENSES	\$1,238	---	---	---	\$1,238
DUE TO OTHER	\$2,212	---	---	---	\$2,212
<b>TOTAL LIABILITIES</b>	<b>\$3,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,450</b>
<b>FUND BALANCES:</b>					
NONSPENDABLE	\$0	---	---	---	\$0
ASSIGNED	\$0	---	---	---	\$0
UNASSIGNED	\$896,270	---	---	---	\$896,270
RESTRICTED FOR DEBT SERVICE	---	---	\$1,234,668	---	\$1,234,668
RESTRICTED FOR CAPITAL PROJECTS	---	\$703,981	---	\$117	\$704,097
<b>TOTAL FUND BALANCES</b>	<b>\$896,270</b>	<b>\$703,981</b>	<b>\$1,234,668</b>	<b>\$117</b>	<b>\$2,835,036</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$899,720</b>	<b>\$703,981</b>	<b>\$1,234,668</b>	<b>\$117</b>	<b>\$2,838,486</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended December 31, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 12/31/23	THRU 12/31/23	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Collector	\$750,976	\$731,662	\$731,662	\$0
Misc./Facility Rental Income	\$3,000	\$750	\$700	(\$50)
Interest Income	\$12,500	\$3,125	\$2,478	(\$647)
<b>TOTAL REVENUES</b>	<b>\$766,476</b>	<b>\$735,537</b>	<b>\$734,840</b>	<b>(\$697)</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees	\$8,000	\$2,000	\$800	\$1,200
FICA Taxes	\$612	\$153	\$61	\$92
Engineering	\$3,000	\$750	\$0	\$750
Attorney	\$20,000	\$5,000	\$115	\$4,886
Annual Audit	\$3,175	\$0	\$0	\$0
Assessment Roll	\$5,576	\$5,576	\$5,576	(\$0)
Arbitrage	\$600	\$0	\$0	\$0
Trustee	\$4,100	\$4,100	\$4,041	\$59
Dissemination	\$5,250	\$1,313	\$1,313	\$0
Management Fees	\$51,760	\$12,940	\$12,940	(\$0)
Info Technology	\$1,600	\$400	\$400	\$0
Telephone	\$500	\$125	\$18	\$107
Postage	\$1,000	\$250	\$58	\$192
Printing & Binding	\$1,500	\$375	\$66	\$309
Insurance	\$9,223	\$9,223	\$9,223	\$0
Legal Advertising	\$2,500	\$625	\$0	\$625
Other Current Charges	\$600	\$150	\$15	\$135
Website Domain	\$1,200	\$300	\$300	\$0
Office Supplies	\$300	\$75	\$1	\$74
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$120,670</b>	<b>\$43,529</b>	<b>\$35,101</b>	<b>\$8,428</b>
<b>GROUPS MAINTENANCE:</b>				
Landscape Maintenance	\$154,236	\$38,559	\$38,559	\$0
Lake Maintenance	\$14,830	\$3,708	\$2,550	\$1,158
Electric	\$2,500	\$625	\$536	\$89
Water	\$26,000	\$6,500	\$4,611	\$1,889
Repairs And Maintenance	\$22,000	\$5,500	\$2,732	\$2,768
Irrigation Repairs	\$4,000	\$1,000	\$0	\$1,000
Contingencies	\$4,451	\$1,113	\$0	\$1,113
<b>GROUPS MAINTENANCE EXPENDITURES</b>	<b>\$228,017</b>	<b>\$57,004</b>	<b>\$48,987</b>	<b>\$8,017</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended December 31, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 12/31/23	THRU 12/31/23	VARIANCE
<b>EXPENDITURES:</b>				
<b><u>AMENITY CENTER</u></b>				
Insurance	\$24,161	\$24,161	\$24,538	(\$377)
General Facility Maintenance	\$18,700	\$4,675	\$2,822	\$1,853
Repairs & Replacements	\$27,500	\$6,875	\$1,332	\$5,543
Recreational Passes	\$500	\$500	\$768	(\$268)
Postage	\$0	\$0	\$0	\$0
Printing & Email Marketing	\$0	\$0	\$0	\$0
Office Supplies	\$500	\$125	\$191	(\$66)
Permit Fees	\$780	\$0	\$0	\$0
Contingency	\$1,000	\$250	\$0	\$250
Special Events	\$15,000	\$4,923	\$4,923	\$0
Refuse Service	\$10,787	\$2,697	\$2,610	\$87
Security	\$18,646	\$4,662	\$1,359	\$3,302
<b><u>Utilities</u></b>				
Water & Sewer	\$5,400	\$1,350	\$1,019	\$331
Electric	\$25,000	\$6,250	\$3,320	\$2,930
Cable/Phone/Internet	\$5,111	\$1,278	\$1,412	(\$135)
<b><u>Management Contracts</u></b>				
Amenity Management	\$67,426	\$16,857	\$16,856	\$0
Facility Assistant	\$19,489	\$4,872	\$0	\$4,872
Field Management Services	\$25,630	\$6,408	\$6,407	\$0
Lifeguards	\$19,080	\$0	\$0	\$0
Pool Maintenance	\$14,310	\$3,578	\$3,578	\$0
Pool Chemicals	\$21,683	\$5,421	\$4,873	\$548
Janitorial	\$9,304	\$2,326	\$2,326	\$0
Janitorial Supplies	\$5,000	\$1,250	\$243	\$1,007
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$335,007</b>	<b>\$98,456</b>	<b>\$78,577</b>	<b>\$19,879</b>
<b><u>OTHER FINANCIAL SOURCES AND USES</u></b>				
Capital Reserve - Transfer Out	\$682,202	\$600,000	\$600,000	\$0
<b>TOTAL OTHER FINANCIAL SOURCES AND USES</b>	<b>\$682,202</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,365,896</b>	<b>\$798,989</b>	<b>\$762,665</b>	<b>\$36,324</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$599,420)</b>		<b>(\$27,825)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$924,095</b>	
<b>FUND BALANCE - Ending</b>	<b>(\$599,420)</b>		<b>\$896,270</b>	

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**  
Month-to-Month  
Fiscal Year 2024

	ADOPTED BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<b><u>REVENUES:</u></b>														
Assessments - Tax Collector	\$750,976	\$0	\$68,775	\$662,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$731,662
Interest Income	\$12,500	\$911	\$804	\$763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,478
Misc./Facility Rental Income	\$3,000	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
<b>TOTAL REVENUES</b>	<b>\$766,476</b>	<b>\$911</b>	<b>\$70,279</b>	<b>\$663,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$734,840</b>
<b><u>EXPENDITURES:</u></b>														
<b><u>ADMINISTRATIVE:</u></b>														
Supervisors Fees	\$8,000	\$0	\$0	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800
FICA Taxes	\$612	\$0	\$0	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61
Engineering	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$5,250	\$438	\$438	\$438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,313
Assessment Roll	\$5,576	\$5,576	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,576
Attorney	\$20,000	\$115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115
Annual Audit	\$3,175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee	\$4,100	\$4,041	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,041
Management Fees	\$51,760	\$4,313	\$4,313	\$4,313	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,940
Info Technology	\$1,600	\$133	\$133	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400
Telephone	\$500	\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18
Postage	\$1,000	\$45	\$5	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58
Printing & Binding	\$1,500	\$47	\$6	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66
Insurance	\$9,223	\$9,223	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,223
Legal Advertising	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$600	\$0	\$0	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15
Website Domain	\$1,200	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Office Supplies	\$300	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$120,670</b>	<b>\$24,206</b>	<b>\$5,014</b>	<b>\$5,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$35,101</b>
<b><u>GROUPS MAINTENANCE:</u></b>														
Landscape Maintenance	\$154,236	\$12,853	\$12,853	\$12,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,559
Lake Maintenance	\$14,830	\$850	\$850	\$850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,550
Electric	\$2,500	\$178	\$179	\$179	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$536
Water	\$26,000	\$1,612	\$1,743	\$1,256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,611
Repairs And Maintenance	\$22,000	\$1,200	\$0	\$1,532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,732
Irrigation Repairs	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingencies	\$4,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GROUPS MAINTENANCE EXPENDITURES</b>	<b>\$228,017</b>	<b>\$16,693</b>	<b>\$15,625</b>	<b>\$16,670</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$48,987</b>

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**  
Month-to-Month  
Fiscal Year 2024

	ADOPTED BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<b><u>AMENITY CENTER</u></b>														
Insurance	\$24,161	\$24,538	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,538
General Facility Maintenance	\$18,700	\$2,822	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,822
Repairs & Replacements	\$27,500	\$488	\$0	\$844	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,332
Recreational Passes	\$500	\$768	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$768
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Email Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$500	\$191	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$191
Permit Fees	\$780	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$15,000	\$0	\$3,414	\$1,509	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,923
Refuse Service	\$10,787	\$870	\$870	\$870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,610
Security	\$18,646	\$757	\$516	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,359
<b><u>Utilities</u></b>														
Water & Sewer	\$5,400	\$344	\$338	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,019
Electric	\$25,000	\$1,136	\$1,125	\$1,059	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,320
Cable/Phone/Internet	\$5,111	\$471	\$471	\$471	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,412
<b><u>Management Contracts</u></b>														
Amenity Management	\$67,426	\$5,619	\$5,619	\$5,619	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,856
Facility Assistant	\$19,489	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Management Services	\$25,630	\$2,136	\$2,136	\$2,136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,407
Lifeguards	\$19,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$14,310	\$1,193	\$1,193	\$1,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,578
Pool Chemicals	\$21,683	\$1,506	\$1,762	\$1,606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,873
Janitorial	\$9,304	\$775	\$775	\$775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,326
Janitorial Supplies	\$5,000	\$243	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$243
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$335,007</b>	<b>\$43,855</b>	<b>\$18,218</b>	<b>\$16,504</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$78,577</b>
<b><u>OTHER SOURCES USES:</u></b>														
Capital Reserve - Transfer Out	\$682,202	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
<b>OTHER SOURCES/(USES)</b>	<b>\$682,202</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,365,896</b>	<b>\$684,755</b>	<b>\$38,856</b>	<b>\$39,054</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$762,665</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$599,420)</b>	<b>(\$683,843)</b>	<b>\$31,423</b>	<b>\$624,596</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$27,825)</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended December 31, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 12/31/23	THRU 12/31/23	VARIANCE
<b>REVENUES:</b>				
Capital Reserve Funding - Transfer In	\$82,202	\$0	\$0	\$0
Interest	\$3,200	\$800	\$6,560	\$5,760
<b>TOTAL REVENUES</b>	<b>\$85,402</b>	<b>\$800</b>	<b>\$6,560</b>	<b>\$5,760</b>
<b>EXPENDITURES:</b>				
Other Current	\$100	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Culture/Recreation	\$0	\$0	\$0	\$0
Repair and Maintenance	\$54,148	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$54,248</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER FINANCIAL SOURCES/(USES)</b>				
Interfund Transfer In/(Out)	\$600,000	\$600,000	\$600,000	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$631,154</b>		<b>\$606,560</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$115,252</b>		<b>\$97,420</b>	
<b>FUND BALANCE - Ending</b>	<b>\$746,406</b>		<b>\$703,981</b>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND 2020 A1 and A2

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended December 31, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 12/31/23	THRU 12/31/23	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Roll	\$926,572	\$902,769	\$902,769	\$0
Interest Income	\$14,023	\$3,506	\$5,128	\$1,623
<b>TOTAL REVENUES</b>	<b>\$940,595</b>	<b>\$906,275</b>	<b>\$907,897</b>	<b>\$1,623</b>
<b>EXPENDITURES:</b>				
<b>DS 2020A1</b>				
Interest Expense - 11/1	\$99,524	\$99,524	\$99,524	\$0
Interest Expense - 5/1	\$99,524	\$0	\$0	\$0
Principal Expense - 5/1	\$500,000	\$0	\$0	\$0
Principal Expense - 5/1 Prepayment	\$0	\$0	\$0	\$0
<b>DS 2020A2</b>				
Interest Expense - 11/1	\$43,181	\$43,181	\$43,181	\$0
Interest Expense - 5/1	\$43,181	\$0	\$0	\$0
Principal Expense - 5/1	\$140,000	\$0	\$0	\$0
Principal Expense - 5/1 Prepayment	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$925,411</b>	<b>\$142,706</b>	<b>\$142,706</b>	<b>\$0</b>
<b>OTHER FINANCIAL SOURCES/(USES)</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$15,184</b>		<b>\$765,192</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$181,040</b>		<b>\$469,477</b>	
<b>FUND BALANCE - Ending</b>	<b>\$196,224</b>		<b>\$1,234,668</b>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL PROJECTS FUND 2020

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended December 31, 2023

	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/23	ACTUAL THRU 12/31/23	VARIANCE
<b>REVENUES:</b>				
Interest Income	\$0	\$0	\$1	\$1
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>	<b>\$1</b>
<b>EXPENDITURES:</b>				
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER FINANCIAL SOURCES/(USES)</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$1</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$115</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$117</b>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### Long-term Debt Report

#### Series 2020A1 Capital Improvement Revenue Refunding Bond

Original Issue Amount:	\$9,545,000
Interest Rate:	2.00% - 3.00%
Maturity Date:	May 1, 2037
Reserve Fund Definition:	25% of Max Annual Debt Service
Reserve Fund Requirement:	\$173,100
Reserve Fund Balance:	\$173,592

Bonds outstanding - 9/30/20	\$9,545,000
Less: May 1, 2021 (Mandatory)	(\$455,000)
Less: May 1, 2022 (Mandatory)	(\$470,000)
Less: May 1, 2022 (Prepayment)	(\$10,000)
Less: May 1, 2023 (Mandatory)	(\$480,000)
Less: May 1, 2023 (Prepayment)	(\$10,000)

Current Bonds Outstanding:	<b>\$8,120,000</b>
----------------------------	--------------------

\*Assured Guaranty Municipal Corp Surety Bond \$173,592.51

#### Series 2020A2 Capital Improvement Revenue Refunding Bond

Original Issue Amount:	\$2,890,000
Interest Rate:	2.75% - 3.75%
Maturity Date:	May 1, 2037
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$113,875
Reserve Fund Balance:	\$114,609

Bonds outstanding - 9/30/20	\$2,890,000
Less: May 1, 2021 (Mandatory)	(\$130,000)
Less: May 1, 2022 (Mandatory)	(\$135,000)
Less: May 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2023 (Mandatory)	(\$140,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)

Current Bonds Outstanding:	<b>\$2,475,000</b>
----------------------------	--------------------

*C.*

## PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024 SUMMARY OF ASSESSMENTS

ASSESSED	#UNITS ASSESSED	SERIES 2020A DEBT ASSESSED	FY20 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	737	926,571.52	750,952.74	1,677,524.26
TOTAL ASSESSED NET	737	926,571.52	750,952.74	1,677,524.26

RECEIVED	BALANCE DUE	SERIES 2020A DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	43,093.78	902,768.90	731,661.58	1,634,430.48
TOTAL RECEIPTS	43,093.78	902,768.90	731,661.58	1,634,430.48

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	SERIES 2006 DEBT			TOTAL
	DATE RECEIVED	RECEIVED	O&M RECEIPTS	
1	11/6/2023	1,836.29	1,488.24	3,324.53
2	11/14/2023	9,725.70	7,882.33	17,608.03
3	11/28/2023	73,297.12	59,404.66	132,701.78
4	12/12/2023	808,879.19	655,567.35	1,464,446.54
5	12/22/2023	9,030.61	7,318.99	16,349.60
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
TOTAL FY24 TAX ROLL RECEIPTS		902,768.90	731,661.58	1,634,430.48

%TAX ROLL COLLECTED	97.43%	97.43%	97.43%
TOTAL COLLECTED	97.43%	97.43%	97.43%

*D.*

# PINE RIDGE PLANTATION

Community Development District

## Check Run Summary - General Fund

11/1/2023 - 12/31/2023

Date	Check Numbers	Amount
<b><u>General Fund</u></b>		
11/1/2023 - 11/30/2023	3271-3289	\$ 56,722.40
12/1/2023 - 12/31/2023	3290-3302	\$ 34,370.70
		<hr/>
		\$ 91,093.10
<b><u>Utilities and Autopayments</u></b>		
November 17, 2023	Waste Management	\$ 869.85
November 17, 2023	SafeTouch	\$ 85.40
November 27, 2023	Comcast	\$ 470.78
December 1, 2023	Clay Electric	\$ 1,304.00
December 1, 2023	CCUA	\$ 2,080.41
December 19, 2023	SafeTouch	\$ 85.40
December 19, 2023	Waste Management	\$ 869.85
December 26, 2023	Comcast	\$ 470.78
December 29, 2023	CCUA	\$ 1,593.60
	<b>TOTAL UTILITIES PAID ONLINE OR AUTOPAY</b>	\$ 7,830.07
		<hr/>
		\$ 98,923.17

\*Fedex invoices available upon request.

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/08/24	PAGE	1
*** CHECK DATES 11/01/2023 - 12/31/2023 ***														
PINE RIDGE PLANTATION - GF														
BANK A PINE RIDGE PLANTATIO														

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
11/03/23	00183	10/01/23 8671114	202310 320-53800-46200	OCT LANDSCAPE MAINTENANCE	*	12,853.00	
				BRIGHTVIEW LANDSCAPE SERVICES, INC			12,853.00 003271
11/03/23	00183	11/01/23 8671115	202311 320-53800-46200	NOV LANDSCAPE MAINTENANCE	*	12,853.00	
				BRIGHTVIEW LANDSCAPE SERVICES, INC			12,853.00 003272
11/03/23	00080	10/30/23 W1637041	202310 330-57200-49100	ACCESS CARDS	*	767.78	
				CONVERGINT TECHNOLOGIES LLC			767.78 003273
11/03/23	00006	10/02/23 88880	202310 310-51300-54000	FY24 SPECIAL DISTRICT FEE	*	175.00	
				FL DEPT OF ECONOMIC OPPORTUNITY			175.00 003274
11/03/23	00185	10/31/23 3298042	202309 310-51300-31500	SEP GENERAL COUNSEL	*	442.00	
				KUTAK ROCK LLP			442.00 003275
11/03/23	00106	10/30/23 10302023	202310 330-57200-34500	SECURITY 10/6 10/7 10/13	*	336.00	
				MATTHEW EDMONSON			336.00 003276
11/03/23	00106	10/30/23 10302023	202309 330-57200-34500	SECURITY 9/1 9/15 & 9/23	*	504.00	
				MATTHEW EDMONSON			504.00 003277
11/03/23	00176	10/31/23 10312023	202310 330-57200-34500	SECURITY 10/22 & 10/27	*	336.00	
				MICHAEL C LAYNE			336.00 003278
11/03/23	00054	11/01/23 13129561	202311 330-57200-46500	NOV POOL CHEMICALS	*	1,505.74	
				POOLSURE			1,505.74 003279
11/03/23	00073	11/02/23 485	202311 330-57200-60100	HALLOWEEN EVENT	*	2,713.97	
				RIVERSIDE MANAGEMENT SERVICES INC			2,713.97 003280
11/03/23	00076	11/01/23 136176B	202311 320-53800-46400	NOV LAKE MAINTENANCE	*	850.00	
				THE LAKE DOCTORS INC			850.00 003281
11/03/23	00152	10/17/23 61783251	202310 330-57200-46000	PEST CONTROL QTRLY SRVCS	*	121.98	
				TURNER PEST CONTROL, LLC			121.98 003282

PRP --PINERIDGE-- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
11/03/23	00012	10/25/23 7102916	202310 310-51300-32300		*	3,750.00	
		DS SE2020A1&2 FY24					
		10/25/23 7102916	202310 310-51300-32300		*	290.63	
		INCIDENTAL EXPENSES					
			US BANK				4,040.63 003283
11/13/23	00003	11/01/23 248	202311 310-51300-31300		*	437.50	
		NOV DISSEM AGENT SRVCS					
		11/01/23 248	202311 310-51300-49100		*	100.00	
		NOV WEBSITE ADMIN					
		11/01/23 248	202311 310-51300-35100		*	133.33	
		NOV INFO TECH					
		11/01/23 248	202311 310-51300-34000		*	4,313.33	
		NOV MANAGEMENT FEE					
		11/01/23 248	202311 310-51300-51000		*	.24	
		OFFICE SUPPLIES					
		11/01/23 248	202311 310-51300-42000		*	5.04	
		POSTAGE					
		11/01/23 248	202311 310-51300-42500		*	6.15	
		COPIES					
		11/01/23 248	202311 310-51300-41000		*	18.22	
		TELEPHONE					
			GOVERNMENTAL MANAGEMENT SERVICES				5,013.81 003284
11/13/23	00093	2/24/23 20232699	202311 330-57200-60100		*	700.00	
		FINAL 12/9 XMAS EVENT DEP					
			JACKSONVILLE CARRIAGE CO LLC				700.00 003285
11/13/23	00073	11/01/23 484	202311 330-57200-46200		*	775.33	
		NOV JANITORIAL SRVCS					
		11/01/23 484	202311 330-57200-46400		*	1,192.50	
		NOV POOL MAINT SRVCS					
		11/01/23 484	202311 330-57200-34000		*	2,135.83	
		NOV CONTRACT ADMIN					
		11/01/23 484	202311 330-57200-34100		*	5,618.83	
		NOV FAC MANAGEMENT					
			RIVERSIDE MANAGEMENT SERVICES INC				9,722.49 003286
11/30/23	00107	11/08/23 49	202311 330-57200-34500		*	60.00	
		NOV EMPLOYMENT FEE					
		11/08/23 49	202311 330-57200-34500		*	35.00	
		NOV EMPLOYMENT SCHEDULING					
			CLAY COUNTY SHERIFF'S OFFICE				95.00 003287
11/30/23	00073	11/10/23 486	202310 330-57200-46000		*	2,514.64	
		OCT GENERAL FAC MAINT					

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/08/24	PAGE	3
*** CHECK DATES 11/01/2023 - 12/31/2023 ***														
PINE RIDGE PLANTATION - GF														
BANK A PINE RIDGE PLANTATIO														

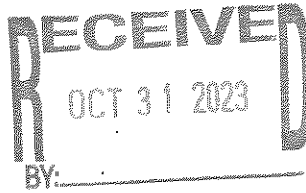
CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
11/10/23	486	202310 330-57200-46100	OCT AMENITY RPR & RPLC		*	487.90	
11/10/23	486	202310 330-57200-46201	OCT JANITORIAL SUPPLIES		*	242.74	
11/10/23	486	202310 330-57200-51000	OCT OFFICE SUPPLIES		*	190.86	
							3,436.14 003288
-----							
11/30/23	00073	11/13/23 487	202311 330-57200-46500	POOL CHEMICALS	*	255.86	
							255.86 003289
-----							
12/22/23	00183	12/01/23 8690742	202312 320-53800-46200	DEC LANDSCAPE MAINTENANCE	*	12,853.00	
							12,853.00 003290
-----							
12/22/23	00183	12/15/23 8720384	202312 320-53800-46000	RMV & REPLENISH PINE STRA	*	1,131.78	
							1,131.78 003291
-----							
12/22/23	00039	12/07/23 31105	202312 330-57200-46100	FITNESS EQUIPMENT REPAIRS	*	843.99	
							843.99 003292
-----							
12/22/23	00003	12/01/23 249	202312 310-51300-31300	DEC DISSEM AGENT SRVCS	*	437.50	
12/01/23	249	202312 310-51300-49100	DEC WEBSITE ADMIN		*	100.00	
12/01/23	249	202312 310-51300-35100	DEC INFO TECH		*	133.33	
12/01/23	249	202312 310-51300-34000	DEC MANAGEMENT FEES		*	4,313.33	
12/01/23	249	202312 310-51300-51000	OFFICE POSTAGE		*	.36	
12/01/23	249	202312 310-51300-42000	POSTAGE		*	7.56	
12/01/23	249	202312 310-51300-42500	COPIES		*	12.15	
							5,004.23 003293
-----							
12/22/23	00168	12/09/23 12092023	202312 330-57200-60100	XMAS COMMUNITY PARTY 12/9	*	630.00	
							630.00 003294
-----							
12/22/23	00185	12/05/23 3322889	202310 310-51300-31500	OCT GENERAL COUNSEL	*	114.50	
							114.50 003295
-----							
PRP --PINERIDGE-- BPEREGRINO							

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/22/23	00176	11/30/23 112023	202311 330-57200-34500		*	336.00	
			SECURITY 11/10 & 11/25				
				MICHAEL C LAYNE			336.00 003296
12/22/23	00054	12/01/23 13129561	202312 330-57200-46500		*	1,505.74	
			DEC POOL CHEMICALS				
				POOLSURE			1,505.74 003297
12/22/23	00073	12/01/23 488	202312 330-57200-46200		*	775.33	
			DEC JANITORIAL SERVICES				
		12/01/23 488	202312 330-57200-46400		*	1,192.50	
			DEC POOL MAINTENANCE				
		12/01/23 488	202312 330-57200-34000		*	2,135.83	
			DEC CONTRACT ADMIN				
		12/01/23 488	202312 330-57200-34100		*	5,618.83	
			DEC FACILITY MANAGEMENT				
				RIVERSIDE MANAGEMENT SERVICES INC			9,722.49 003298
12/22/23	00073	12/05/23 490	202312 330-57200-46500		*	87.45	
			TRICHLOR				
		12/05/23 490	202312 330-57200-46500		*	12.36	
			LIQUID BLEACH				
				RIVERSIDE MANAGEMENT SERVICES INC			99.81 003299
12/22/23	00073	12/12/23 491	202312 330-57200-60100		*	879.16	
			CHRISTMAS EVENT				
				RIVERSIDE MANAGEMENT SERVICES INC			879.16 003300
12/22/23	00076	12/01/23 14680B	202312 320-53800-46400		*	850.00	
			DEC LAKE MAINTENANCE				
				THE LAKE DOCTORS INC			850.00 003301
12/22/23	00192	12/15/23 9998	202312 320-53800-46000		*	400.00	
			RMV 1 TURKEY OAK BACKYARD				
				OUTSET CAPITAL PARTNERS DBA TREECO			400.00 003302
TOTAL FOR BANK A						91,093.10	
TOTAL FOR REGISTER						91,093.10	

# INVOICE

**BrightView**  
Landscape Services

Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092



Customer #: 24488830  
Invoice #: 8671114  
Invoice Date: 10/1/2023  
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For October  landscape maintenance 1.320.53800.46200 W 10/31/23	12,853.00
Total invoice amount		12,853.00
Tax amount		
Balance due		12,853.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

## Payment Stub

Customer Account#: 24488830  
Invoice #: 8671114  
Invoice Date: 10/1/2023

Amount Due: \$12,853.00

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

# INVOICE

## BrightView

Landscape Services

Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

Customer #: 24488830  
Invoice #: 8671115  
Invoice Date: 11/1/2023  
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For November  landscape maintenance 1.320.53800.46200 10/31/23  <b>RECEIVED</b> OCT 31 2023 BY: _____  Total invoice amount Tax amount Balance due	12,853.00         12,853.00 12,853.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

### Payment Stub

Customer Account#: 24488830  
Invoice #: 8671115  
Invoice Date: 11/1/2023

Amount Due: \$12,853.00

Thank you for allowing us to serve you

Please reference the invoice # on your check  
and make payable to:

Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655



## Invoice

PLEASE Remit To: **CONVERGINT TECHNOLOGIES LLC**  
**35257 EAGLE WAY**  
**CHICAGO, IL 60678-1352**

Invoice	W1637041
Invoice Date	10/30/23
Payment Terms	NET DUE UPON RECEIPT
Customer Code	1015876
Customer P.O. #	SIGNED CONTRACT
Current Due	\$ 767.78

\*\* Include invoice # or customer code on check or send to:  
achremit@convergint.com

**Bill to:**

GMS  
475 W Town Pl  
Ste114RidgewoodTrailsCDDc/oGMS  
St Augustine, FL 32092

**Ship To / Work Site:**

Pine Ridge CDD  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068

**Remarks:** Pine Ridge CDD WO# W1637041

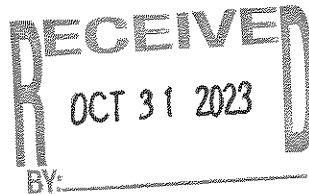
Quantity	Description	Unit Price	Extension
1.000	QUOTED WORK PERFORMED-	767.78	767.78
		<b>Total:</b>	<b>\$ 767.78</b>

Item 1) Equipment: Access Cards

Problem Description: Box Sale of 300 badges

Solution: delivered

**Thank you for your business!**



Access cards  
1.330.57200.49100  
C [Signature] 10/31/23

For questions about this invoice, contact your local Convergent office at (877) 881-7724  
You can pay your invoice online at: [www.convergint.com/invoice](http://www.convergint.com/invoice) Note 2.3% surcharge for CC payments  
Convergent is an Equal Opportunity/Affirmative Action Employer who is committed to workforce diversity. M/F/D/V.

CYBER CRIME AWARENESS: WE WILL NOT ASK YOU TO CHANGE CONVERGINT REMIT-TO ADDRESS OR BANKING INFORMATION VIA EMAIL

# Florida Department of Economic Opportunity, Special District Accountability Program

## Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/02/2023				Invoice No: 88880
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023: \$175.00

**STEP 1:** Review the following profile and make any needed changes.

**1. Special District's Name, Registered Agent's Name and Registered Office Address:**

001343

**Pine Ridge Plantation Community Development District**

Mr. Wesley Haber

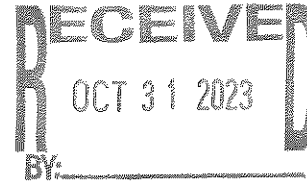
Kutak Rock LLP

107 West College Avenue

Tallahassee, Florida 32301



- 2. Telephone:** 850-692-7300 Ext:
- 3. Fax:** 850-692-7319
- 4. Email:** Wesley.Haber@KutakRock.com
- 5. Status:** Independent
- 6. Governing Body:** Elected
- 7. Website Address:** www.pineridgeplantationcdd.com
- 8. County(ies):** Clay
- 9. Special Purpose(s):** Community Development
- 10. Boundary Map on File:** 03/23/2006
- 11. Creation Document on File:** 03/23/2006
- 12. Date Established:** 03/08/2006
- 13. Creation Method:** Local Ordinance
- 14. Local Governing Authority:** Clay County
- 15. Creation Document(s):** County Ordinance 2006-5
- 16. Statutory Authority:** Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds:** Yes
- 18. Revenue Source(s):** Assessments



**STEP 2:** Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: Wesley Haber Date 10.31.2023

**STEP 3:** Pay the annual state fee or certify eligibility for zero annual fee.

**a. Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Florida Department of Economic Opportunity.

**b. Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1.    This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2.    This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved:    Denied:    Reason:   

**STEP 4:** Make a copy of this document for your records.

**STEP 5:** Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 31, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3298042

Client Matter No. 16423-1

Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

Jim Oliver  
Pine Ridge CDD  
Governmental Management Services – St. Augustine  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3298042  
16423-1

---

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

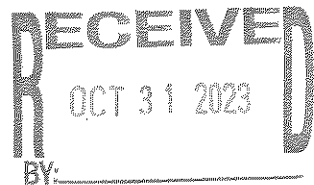
09/01/23	W. Haber	0.20	52.00	Review correspondence regarding RMS agreement; review same
09/14/23	W. Haber	0.20	52.00	Review agenda for September meeting
09/19/23	W. Haber	1.30	338.00	Prepare for and participate in Board meeting

TOTAL HOURS 1.70

TOTAL FOR SERVICES RENDERED \$442.00

TOTAL CURRENT AMOUNT DUE \$442.00

# CCSO OFF-DUTY INVOICE



Security/Monitoring  
1.330.57200.34500  
10/31/23

TO:  
PINE RIDGE PLANTATION  
4200 PINE RIDGE PARKWAY  
MIDDLEBURG, FL 32068

FOR:  
prmgr@riversidemgtsvc.com

[illegible]

**Make all checks payable to Matthew Edmonson**

# CCSO OFF-DUTY INVOICE

RECEIVED  
OCT 31 2023  
BY: \_\_\_\_\_

Security/Monitoring  
1.336.51200.34500  
10/31/23

FOR: prmgr@riversidemgtsvc.com

**Make all checks payable to Matthew Edmonson**

Michael Layne  
(904)509-0828

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
OCTOBER 2023



Security/Monitoring  
1.330.57206.34500  
*[Signature]* 10/31/23

TO:  
PINE RIDGE PLANTATION  
4200 PINE RIDGE PARKWAY  
MIDDLEBURG, FL 32068

FOR:  
[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/22/23	Amenity center checked – side gate left open and I closed it, neighborhood patrol, amenity center checked, Neighborhood patrol.	2230/0230	4.0	42.00	168.00
10/27/23	Amenity center checked, neighborhood patrol, citizen contact at Pine Ridge and Oak Moss, 3 vehicles parked in amenity center parking lot – I ran the tags and none were stolen or wanted – all were unoccupied, amenity center checked, neighborhood patrol, amenity center checked.	2115/0115	4.0	42.00	168.00
DEPUTY SIGNATURE: <i>Michael C. Layne</i>	Total		8.0		336.00
Make all checks payable to Michael Layne					
Thank you for your business!					



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 11/1/2023

Invoice # 131295618341

Terms	Net 20
Due Date	11/21/2023
PO #	

<b>Bill To</b>	<b>Ship To</b>
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,446.69
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<div>RECEIVED OCT 24 2023 BY: _____ Pool Chemicals 1.330.57200.46500 W [Signature] 10/24/23</div>				

Subtotal 1,505.74  
Shipping Cost (FEDEX GROUND) 0.00  
Total 1,505.74  
Amount Due \$1,505.74

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295618341

Amount Due \$1,505.74

Amount Paid \_\_\_\_\_

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295618341

**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 485  
Invoice Date: 11/2/2023  
Due Date: 11/2/2023  
Case:  
P.O. Number:

**Bill To:**  
Pine Ridge Plantation  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Halloween Event 330-512-601		2,713.97	2,713.97
<div>RECEIVED NOV 02 2023 BY: _____</div>			

**Total** \$2,713.97

**Payments/Credits** \$0.00

**Balance Due** \$2,713.97

11/2/23  
COT

# HALLOWEEN Event

10/28/23

**GL#330-572-601**

	Actual
Total Expenses	\$2,713.97
District Checks	\$0.00
TOTAL EXPENSES DUE	\$2,713.97

Site		Actual
Set up and Site Management		
Site Staff		
Mileage		
<b>Totals</b>		<b>\$0.00</b>

Entertainment Arts & Crafts	
jack-o-lanterns, tombstones, zombie animatronics, plastic sheeting for haunted house, rolls of plastic table covers	\$1,604.83
haunted mansion DVD	\$24.68
<b>Totals</b>	<b>\$1,629.51</b>

	Actual
<b>Food/Beverages/Supplies</b>	
Candy for treat table/bags	\$449.37
Gift cards for house decorating contest	\$635.09
<b>Totals</b>	<b>\$1,084.46</b>

DISTRICT CHECK		AMOUNT
Payable To:	_____ YES _____ NO	
Totals		\$0.00

MAKE CHECK PAYABLE TO:



Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER  
EXP. DATE  
SIGNATURE  
AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

Pine Ridge Plantation CDD - Governmental  
Management Services  
475 West Town Pl  
SUITE 114  
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
719342	11/1/2023	\$850.00

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

00000000075406001000000013617600000008500068

Please Return this portion with your payment

Invoice Due Date 11/11/2023

Invoice 1361768

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
11/1/2023	Water Management - Monthly		\$850.00	\$0.00	\$850.00

Please remit payment for this month's invoice.

Lake maintenance  
1.326.53800.46400  
11/2/23

RECEIVED  
NOV 02 2023  
BY:

Please provide remittance information when submitting payments,  
otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00  
Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$850.00

This Invoice Total:

\$850.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 719342  
Portal Registration #: 26CE8D2B

Corporate Address  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

Customer Portal Link: [www.lakedoctors.com/contact-us/](http://www.lakedoctors.com/contact-us/)

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



PAYMENT ADDRESS:  
Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
904 355 5308 • Fax: 904 353 1489 • Toll Free: 800 225 5305 • turnerpest.com

Turner Pest Control LLC  
P.O. Box 952503  
Atlanta, GA 31192-2503  
904-355-5300

## Service Slip/Invoice

INVOICE: 617832515  
DATE: 10/17/2023  
ORDER: 617832515

Job # [347869]  
Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

Work Order # [347869] 904-291-8878  
Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

Work Date	Time	Target Pest	Technician	Time In
10/17/2023	01:15 PM	GHP		01:15 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
JOHN	NET 30	10/17/2023		01:59 PM
Service	Description	Price		

CPCQ Commercial Pest Control - Quarterly Service \$114.00

SUBTOTAL	\$114.00
TAX	\$7.98
AMT. PAID	\$0.00
TOTAL	\$121.98

General Facility Maintenance

1.330.57200.46000

W [Signature] 10/18/23

AMOUNT DUE \$121.98

[Signature]

TECHNICIAN SIGNATURE

RECEIVED  
OCT 18 2023  
BY: \_\_\_\_\_

CUSTOMER SIGNATURE

By check or money order, the date of service shall be subject to the date of the check or money order. Payment by cash shall be the date of collection. Customer agrees to pay, in full, all amounts due in the event of collection.

Turner Pest Control LLC is not responsible for any loss or damage to property or contents of any vehicle or building. Turner Pest Control LLC is not responsible for any loss or damage to property or contents of any vehicle or building.

PLEASE PAY FROM THIS INVOICE



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7102916  
Invoice Date: 10/25/2023  
Account Number: 261827000  
Direct Inquiries To: Schuhle, Scott A  
Phone: (954)-938-2476

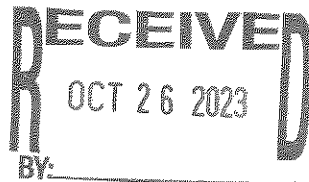
3/3

PINE RIDGE PLANTATION CDD CAP IMP REV REF BDS  
SER 2020A-1 SENIOR BDS & SER 2020A-2  
SUBORDINATE BDS 2020A REVENUE ACCOUNT

Accounts Included	261827000	261827001	261827002	261827003	261827004	261827005
In This Relationship:	261827006	261827007	261827008			

**CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP**

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,750.00	100.00%	\$3,750.00
<b>Subtotal Administration Fees - In Advance 10/01/2023 - 09/30/2024</b>				<b>\$3,750.00</b>
Incidental Expenses 10/01/2023 to 09/30/2024	3,750.00	0.0775		\$290.63
<b>Subtotal Incidental Expenses</b>				<b>\$290.63</b>
<b>TOTAL AMOUNT DUE</b>				<b>\$4,040.63</b>





Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7102916  
Account Number: 261827000  
Invoice Date: 10/25/2023  
Direct Inquiries To: Schuhle, Scott A  
Phone: (954)-938-2476

PINE Ridge Plantation Community Development Distr  
ATTN District Manager  
475 West Town Place Suite 114  
St. Augustine, FL 32092  
United States

PINE RIDGE PLANTATION CDD CAP IMP REV REF BDS SER 2020A-1 SENIOR BDS & SER 2020A-2  
SUBORDINATE BDS 2020A REVENUE ACCOUNT

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

### STATEMENT SUMMARY

**PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.**

TOTAL AMOUNT DUE \$4,040.63

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

PINE RIDGE PLANTATION CDD CAP IMP REV REF BDS  
SER 2020A-1 SENIOR BDS & SER 2020A-2  
SUBORDINATE BDS 2020A REVENUE ACCOUNT

Invoice Number:	7102916
Account Number:	261827000
Current Due:	\$4,040.63
Direct Inquiries To:	Schuhle, Scott A
Phone:	(954)-938-2476

Wire Instructions:  
U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 261827000  
Invoice # 7102916  
Attn: Fee Dept St. Paul

Please mail payments to:  
U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 248**Invoice Date:** 11/1/23**Due Date:** 11/1/23**Case:****P.O. Number:****Bill To:**

Pine Ridge Plantation CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Dissemination Agent Services - November 2023		437.50	437.50
Website Administration -November 2023		100.00	100.00
Information Technology - November 2023		133.33	133.33
Management Fees - November 2023		4,313.33	4,313.33
Office Supplies		0.24	0.24
Postage		5.04	5.04
Copies		6.15	6.15
Telephone		18.22	18.22

**RECEIVED**  
NOV 06 2023  
BY: \_\_\_\_\_

<b>Total</b>	<b>\$5,013.81</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$5,013.81</b>
--------------------	-------------------



# Jacksonville Carriage Co LLC

12558 Old Kings Rd  
Jacksonville, FL 32219  
(904) 766-3933  
www.JaxCarriage.Com

# Invoice

Number: 20232699

Date: 2/24/2023

## Bill To:

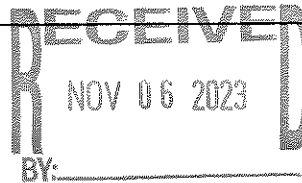
Maria Cranford  
Pine Ridge Plantation Amenity Manager  
Riverside Management Services, Inc.  
(904) 572-8107 c  
(904) 291-8878 w

## Event Location:

Pine Ridge Plantation  
4200 Pine Ridge Parkway  
Middleburg, FL, 32068

Customer Email	Terms	Sales Rep
prmgr@riversidemgtsvc.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
12/09/2023	HayRides	Horse-drawn Haywagon Rides			
	Time	5:00pm - 8:00pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 12/08/2023 or balance is due.		\$700.00	\$700.00
	Balance	Balance due on arrival.		\$700.00	\$700.00



Jacksonville Carriage Co follows recommended guidelines for COVID-19. We will not cancel our services for the event unless it is legally prohibited. We reserve the time slot exclusively for your event and your non-refundable deposit is to hold this time for you. Please consider this when planning your event.

Please review this invoice to ensure it accurately reflects our agreement.  
Add 4% for payments by credit card.

Total \$1,400.00

## WARNING

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

**Riverside Management Services, Inc**

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

**Invoice**

Invoice #: 484

Invoice Date: 11/1/2023

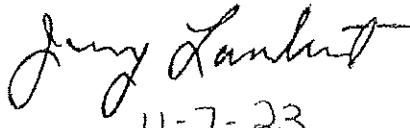
Due Date: 11/1/2023

Case:

P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
1.330.57200.46200- Janitorial Services - November 2023		775.33	775.33
1.330.57200.46400- Pool Maintenance Services - November 2023		1,192.50	1,192.50
1.330.57200.34000- Contract Administration - November 2023		2,135.83	2,135.83
1.330.57200.34100- Facility Management - Pine Ridge Plantation - November 2023		5,618.83	5,618.83
<div><div>RECEIVED</div><div>NOV 07 2023</div><div>BY: _____</div></div> <div> 11-7-23</div>			

**Total** \$9,722.49**Payments/Credits** \$0.00**Balance Due** \$9,722.49

**Clay County Sheriff's Office**

901 N ORANGE AVE  
GREEN COVE SPRINGS, FL, 32043  
(904) 264-6512

**General Invoice**

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
PINE RIDGE PLANTATION CDD	11/08/2023	49	\$0.00	11/23/2023	\$95.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN	12.00	\$5.000000	EACH	\$60.00	\$0.00	\$0.00	\$60.00
OFF DUTY SCHEDULING FEE	1.00	\$35.000000	EACH	\$35.00	\$0.00	\$0.00	\$35.00
Invoice Total:							\$95.00



✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

**Clay County Sheriff's Office**

901 N ORANGE AVE  
GREEN COVE SPRINGS, FL, 32043  
(904) 264-6512

**General Invoice**

Remit Portion

Invoice Date	11/08/2023
Invoice Number	49
Customer Number	79
Amount Paid	
Due Date	11/23/2023
Invoice Total Due	\$95.00

PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE  
SUITE 114  
ST AUGUSTINE, FL 32258

Please write your Account Number on your check and  
enclose this portion of the bill with your payment.  
Make checks payable to: TylerTown

49 ✓

INVOICE NUMBER

INVOICE DATE

11/8/2023

CLIENT NAME

PINE RIDGE

CLIENT NUMBER

CLIENT ADDRESS

EVENT	DATE	DESCRIPTION	PERSONNEL	HOURS or QUANTITY	RATE	TOTAL
1	10/06/23 0000 - 10/06/23 0000	PINE RIDGE ✓	Matthew Edmonson 10/06/23 1900 - 10/06/23 2300	4	\$42.00	\$168.00
EVENT TOTAL:				(hrs) 4.00		\$168.00
2	10/20/23 0000 - 10/20/23 0000	PINE RIDGE	Matthew Edmonson 10/13/23 1930 - 10/13/23 2330	4	\$42.00	\$168.00
EVENT TOTAL:				(hrs) 4.00		\$168.00
3	10/27/23 0000 - 10/27/23 0000	PINE RIDGE	Michael Layne 10/27/23 2115 - 10/28/23 0115	4	\$42.00	\$168.00
EVENT TOTAL:				(hrs) 4.00		\$168.00
INVOICE TOTAL:				(hrs) 12.00		\$504.00

Admin Fee 12 x \$5.00 = \$60.00  
 SCHL Fee 1 x \$35.00 = \$35.00  
\$95.00

**Riverside Management Services, Inc**

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

**Invoice**

Invoice #: 486

Invoice Date: 11/10/2023

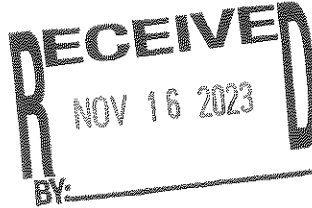
Due Date: 11/10/2023


Case:

P.O. Number:


**Bill To:**

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2023		2,413.20	2,413.20
Maintenance Supplies		1,022.94	1,022.94
• General Facility Maintenance \$2,514.64 1.330.57200.46000			
• Amenity Repairs & Replacements \$487.90 1.330.57200.46100			
• Janitorial Supplies - \$242.74 1.330.57200.46201			
• Office Supplies - \$190.86 1.330.57200.51000			
 11/15/23			

**Total** \$3,436.14**Payments/Credits** \$0.00**Balance Due** \$3,436.14

  
11-16-23

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/3/23	3	M.B.	Repaired gate at spray park, repaired gate at the back of filter yard, loaded scaffolding and returned
10/3/23	2	R.A.	Fixed gate at rear pool pack, tightened hinge bolts to reduce sag and ensure proper closing, checked gate at splash pad not fulling closing, adjusted latch mechanism, inspected pickleball nets to begin tear down, loaded and returned scaffolding
10/4/23	5.52	M.B.	Repaired gate at dumpster, disassembled four pickleball nets and loaded onto truck, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
10/4/23	4.23	R.A.	Fixed dumpster gates so they can open, close and latch properly, began disassembly of pickleball nets once completed loaded onto truck, loaded large debris for dump, emptied and restocked dog waste receptacles, checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
10/5/23	4.04	M.B.	Offload four pickleball nets, removed debris along Tynes Boulevard, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
10/5/23	4.4	R.A.	Started removing bulk debris from trailer at dumpsite, blew leaves and debris off pool deck, dropped off trailer and pickleball nets, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
10/7/23	5.02	R.A.	Emergency water leak repair, men's gym bathroom urinal pressure water pipe cracked and burst flooding gym, bathroom and office, cut existing pipe to remove cracked coupler, installed new CPVC 3/4" male thread coupling and re-installed urinal flush unit, allowed to cure, moved furniture, used carpet cleaner to clean up standing water, used shop fan to help dry carpet, moved furniture and items back into office
10/9/23	2	M.B.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
10/10/23	4.25	R.A.	Removed wasp nest from playground, removed and cleaned dirt and debris from closet utility tub, unclogged utility tub, replaced all gaskets and diaphragms for one urinal and one toilet in men's gym bathroom, went to clean clogged floor drains in men's and women's gym bathroom, found screws for all drain covers stripped, drilled, tapped and installed new screws, cleaned bathroom drain filters and unclogged, picked up supplies
10/11/23	1	R.A.	Emptied and restocked dog waste receptacles, checked and changed trash receptacles around amenity center, removed debris around amenity center, pool deck and parking lot
10/12/23	3.03	R.A.	Began to removed approximately twenty four five gallon buckets of sand, dirt and clay from road gutter at Buggy Whip
10/16/23	3.5	R.A.	Inspected surveillance equipment in pool pack not working, checked A/C voltage power, opened outlet and found water intrusion, opened light switch about outlet and found water intrusion in light switch box, search for breaker and found it unlabeled in rear of pool pack breaker panel, picked up supplies
10/17/23	5.1	R.A.	Dried electrical outlets in pool pack and silicone sealed junction boxes at top pipe area, removed broken off outlet screw and replaced, re-installed GFCI and light switch with new gaskets, switched breaker and verified outlet function, plugged in security system, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles, picked up supplies
10/18/23	1	R.A.	Removed rotten board from picnic table and used as template for drilling holes in new pressure treated board, installed new board and bolted to table with old hardware, cleaned up wood chips and disposed of old board, will need to repaint tables with matching paint
10/19/23	2.12	R.A.	Removed dirt and debris from curbs between Oak Moss Loop and Buggy Whip along pond side of street, deposited in the conservation area of Oak Moss Loop
10/23/23	1	R.A.	Emptied and restocked dog waste receptacles, checked and changed trash receptacles at tennis courts, playground and common areas

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2023

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<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/27/23	3.82	R.A.	Cut PVC to length for amenity manager, began removing dirt from curbs, removed forty five five gallon buckets of dirt and off loaded in conservation area, cleared curbs from Night Owl up to Buggy Whip, will return to finish
10/30/23	2	R.A.	Reviewed action list, turned on irrigation system and showed amenity manager system, removed debris from amenity center, pool, common areas, playground and roadways checked and changed all trash receptacles
10/31/23	3.3	R.A.	Picked up supplies, cut shims down to fit, installed test shims to verify fit and security, drilled and installed shims re-enforcing stair trend, straightened and organized pool deck furniture, removed debris around amenity center, pool, common areas, playground and tennis courts, checked and changed trash receptacles

TOTAL	<u>60.33</u>
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MILES	<u>0</u>
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\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 11/05/23


<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	10/7/23	PVC Saw	19.29	M.C.
	10/7/23	PTFE Tape	1.13	M.C.
	10/7/23	3/4 PVC Male Adapter	1.60	M.C.
	10/7/23	3/4 CPVC Coupling	0.71	M.C.
	10/7/23	8oz Purpose Purple Primer	15.25	M.C.
	10/7/23	3/4 Flowguard CPVC	6.03	M.C.
	10/10/23	3/16x1-1/4 75pk Flat Screws for Drain Covers	19.86	M.C.
	10/12/23	Black Printer Ink (2)	98.83	M.C.
	10/12/23	Multi Colored Ink	92.03	M.C.
	10/16/23	2"x10"x8' Pressure Treated Lumber	13.09	R.A.
	10/16/23	AA Batteries 36pk	24.00	R.A.
	10/17/23	Gasket 1-Gang (2)	3.13	R.A.
	10/17/23	Silicone Sealant Clear	9.75	R.A.
	10/17/23	6-32 Electrician Screw Kit	21.13	R.A.
	10/20/23	Multi Fold Paper Towels (2)	113.74	M.C.
	10/20/23	Toilet Paper (2)	69.40	M.C.
	10/20/23	Refill Airwick Plugs 9pk	20.39	M.C.
	10/20/23	Lysol Toilet Bowl Cleaner 4pk (2)	27.34	M.C.
	10/30/23	Black Disposable Gloves 80pk	25.28	F.S.
	10/30/23	13 Gallon Trash Bags 150ct	22.97	F.S.
	10/30/23	Microfiber Towels 24pk	14.93	F.S.
	10/30/23	Bleach (2)	21.80	F.S.
	10/30/23	Pine Sol 144oz	17.69	F.S.
	10/31/23	Flat Plate Bar Aluminum 48"x1 1/2" x 1/8"	19.47	R.A.
	10/31/23	1/4 Connector Bolt 4pc	3.16	R.A.
	10/31/23	Flat Bar Aluminum 96"x1 1/2"x1/8"	33.27	R.A.
	10/31/23	1/4" Hex Bolt Stainless Steel 5pc	3.07	R.A.
	10/31/23	1/4" Hex Nut Stainless Steel	8.30	R.A.
	10/31/23	1/4" Hex Bolt x 3/4" 5pc	9.75	R.A.
	10/31/23	1/4" Hex Bolt x 1" 5pc	15.35	R.A.
	10/31/23	1/4" Hex Bolt x 1 1/4" 5pc	3.07	R.A.
	10/31/23	55 Gallon Clear Storage Tote (2)	105.75	M.C.
	10/31/23	12 Gallon Clear Storage Tote (3)	48.23	M.C.
	11/2/23	13 Gallon Trash Bags 150ct	22.97	M.C.
	11/2/23	1/4" Lock Nuts Pack of 3 (3)	4.76	R.A.
	11/2/23	1/4" x 1" Hex Bolts Stainless Steel (2)	6.14	R.A.
	11/2/23	Air Filters 6pk	80.29	M.C.
		<b>TOTAL</b>	<b><u>\$1,022.94</u></b>	

**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 487  
Invoice Date: 11/13/2023  
Due Date: 11/13/2023  
Case:  
P.O. Number:

**Bill To:**  
Pine Ridge Plantation  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Pool Chemicals		255.86	255.86
<p>Pool Chemicals 1.330.57200.46500 u  11/14/23</p> <p><b>RECEIVED</b> NOV 14 2023 BY: _____</p>			
<b>Total</b>			<b>\$255.86</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$255.86</b>

# BrightView

Landscape Services

## INVOICE

Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

Customer #: 24488830  
Invoice #: 8690742  
Invoice Date: 12/1/2023  
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For December	12,853.00
<div>RECEIVED DEC 01 2023 BY: _____  landscape maintenance 1.320.53800.46200 -U 12/1/23</div>		
Total invoice amount		12,853.00
Tax amount		
Balance due		12,853.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

### Payment Stub

Customer Account#: 24488830  
Invoice #: 8690742  
Invoice Date: 12/1/2023

Amount Due: \$12,853.00

Thank you for allowing us to serve you

Please reference the invoice # on your check  
and make payable to:

Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

# INVOICE

**BrightView**  
Landscape Services

**Sold To:** 24488830  
Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

**Customer #:** 24488830  
**Invoice #:** 8720384  
**Invoice Date:** 12/15/2023  
**Sales Order:** 8246632  
**Cust PO #:**

**Project Name:** Pine Ridge Plantation - Lower grade on tree rings throughout pool deck

**Project Description:** Lower grade on tree rings throughout pool deck

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD				
	Labor to remove existing pine	1.000	LS	991.80	991.80
	Replenish with fresh Pine Stra	10.000	LS	14.00	139.98
<div>Grounds Repair &amp; maintenance 1.320.53860.46000 12/18/23</div>					
<div>RECEIVED DEC 18 2023 BY: _____</div>					
Total Invoice Amount					1,131.78
Taxable Amount					
Tax Amount					
Balance Due					1,131.78

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

## Payment Stub

Customer Account #: 24488830  
Invoice #: 8720384  
Invoice Date: 12/15/2023

Amount Due: \$ 1,131.78

Thank you for allowing us to serve you

Please reference the invoice # on your  
check and make payable to

Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

**Always Improving LLC dba Fitness Pro**  
 1400 Village Square Blvd #3-293  
 Tallahassee, FL 32312  
 (850) 523-8882  
 tracy@wearefitnesspro.com  
 www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
 Tallahassee, FL 32312  
 850-523-8882

Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

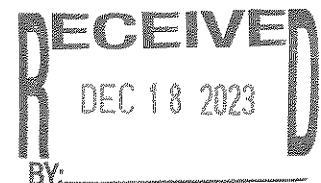
Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

31105	12/07/2023	\$843.99	12/22/2023	Net 15
SERVICE REQUEST 38036 - REPAIRS IDENTIFIED DURING OCTOBER PM				
2a. Parts	Oct 9, 2023: Parts for Repair: Handpulse Plate SF (B130077)	4	2.00	8.00
2a. Parts	Oct 9, 2023: Parts for Repair: 1100m/m_Handpulse Wire(White) SF (E030036)	1	6.00	6.00
2a. Parts	Oct 9, 2023: Parts for Repair: 1100m/m_Handpulse Wire(Red) SF (E030036-01)	1	6.00	6.00
2a. Parts	Oct 9, 2023: Parts for Repair: RUNNING BELT SF (H0743255T-R3)	1	400.00	400.00
2b. Shipping/ Handling	Oct 9, 2023: Shipping and Handling Estimate: Spirit Repair	1	42.00	42.00
2a. Parts	Oct 9, 2023: Parts for Repair: 8 1/2" Roller FCP (PARA146)	2	74.24	148.48
2b. Shipping/ Handling	Oct 9, 2023: Shipping and Handling Estimate: Rollers	1	29.72	29.72
1. Return Labor	Dec 6, 2023: Estimated Labor - All parts received. Tech replaced roller. Tech replaced tread belt and flipped deck on treadmill. Tech replaced 4 HR sensors on another treadmill. Both units test correct	2	90.00	180.00
Service Request Details/Notes: 1. Paramount Lat pulldown/ seated Row Model FS53 SN: FS530809007 needs new knee pad covers due to wear and damage. 2. Spirit Treadmill Model:XT685 SN:6858152104013342 needs new HR grips, missing detector straps on left and right. 3. Spirit Treadmill XT685 sn:6858152104013343 belt and deck showing wear. Should flip deck and replace belt soon				
Processing Fee	Processing Fee	820.30	0.029	23.79

BALANCE DUE

**\$843.99**

Amenity Repairs & Replacements  
 1. 330.57200.46100  
 12/18/23



www.wearefitnesspro.com

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 249**Invoice Date:** 12/1/23**Due Date:** 12/1/23**Case:****P.O. Number:****Bill To:**

Pine Ridge Plantation CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Dissemination Agent Services - December 2023		437.50	437.50
Website Administration - December 2023		100.00	100.00
Information Technology - December 2023		133.33	133.33
Management Fees - December 2023		4,313.33	4,313.33
Office Supplies		0.36	0.36
Postage		7.56	7.56
Copies		12.15	12.15
<div><div>RECEIVED</div><div>DEC 04 2023</div><div>BY: _____</div></div>			

**Total** \$5,004.23**Payments/Credits** \$0.00**Balance Due** \$5,004.23



Pine Ridge Plantation <prmgr@riversidemgtsvc.com>

## Santa visit

1 message

Kevin Mason <santakevinjax@yahoo.com>

Sat, Dec 9, 2023 at 8:02 PM

Reply-To: Kevin Mason <santakevinjax@yahoo.com>

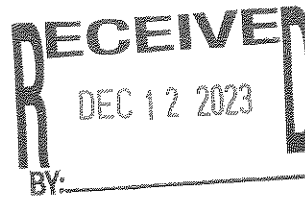
To: "Prmgr@riversidemgtsvc.com" <Prmgr@riversidemgtsvc.com>

Maria Cranford  
Facility Manager

Pine Ridge Planation  
Christmas community party  
12/9/2023 from 5pm to 8pm.  
3 hours at \$210.00 hour.  
Total \$630.00

Santa Kevin Mason  
(904) 287-3764

Sent from Yahoo Mail on Android



Santa Kevin Mason  
1821 Autumnbrook lane  
St. John's, Florida 32259  
(904) 287-3764

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

**Check Remit To:**

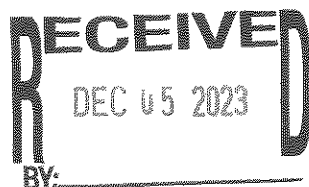
Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Federal ID 47-0597598

December 5, 2023



Reference: Invoice No. 3322889

Client Matter No. 16423-1

Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

Jim Oliver  
Pine Ridge CDD  
Governmental Management Services – St. Augustine  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3322889  
16423-1

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

10/04/23	A. Warner	0.10	12.50	Correspondence with district manager regarding EDR Water and Land Survey
10/05/23	S. Sandy	0.20	77.00	Coordinate response to the Office of Economic and Demographic Research's water and land survey
10/20/23	K. Jusevitch	0.20	25.00	Review annual agency invoice
TOTAL HOURS		0.50		
TOTAL FOR SERVICES RENDERED				\$114.50
TOTAL CURRENT AMOUNT DUE				<u>\$114.50</u>

Michael Layne

## CCSO OFF-DUTY INVOICE

INVOICE DATE  
NOVEMBER 2023

Security/Monitoring  
1.330.57200.34500  
W 12/1/23

TO:  
PINE RIDGE PLANTATION  
4200 PINE RIDGE PARKWAY  
MIDDLEBURG, FL 32068

FOR:  
[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11/10/23	Amenity center check – Found open door in the family meeting room – checked for anything out of place – all appeared okay – secured the door and reset the alarm. Neighborhood patrol, amenity center checked, neighborhood patrol. Found a wrecked vehicle in front of Clay Charter. Turns out it has been here for a week. The neighborhood was unusually quiet tonight.	2030/0030	4.0	42.00	168.00
11/25/2023	Checked amenity center, neighborhood patrol, citizen contact on Pine Ridge, citizen contact at the amenity center, checked the amenity center, neighborhood patrol and checked Clay Charter because the gate was open, amenity center checked.	2045/0045	4.0	42.00	168.00
DEPUTY SIGNATURE:	<i>Michael C. Layne</i>		8.0		336.00
Total					

Make all checks payable to Michael Layne

Thank you for your business!

RECEIVED  
DEC 01 2023  
BY: \_\_\_\_\_



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 12/1/2023

Invoice # 131295618855

Terms	Net 20
Due Date	12/21/2023
PO #	

Bill To	Ship To
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,446.69
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<div>RECEIVED NOV 15 2023 BY: _____</div> <div>Pool Chemicals 1-330-57200-46500 11/15/23 </div>				

Subtotal 1,505.74  
Shipping Cost (FEDEX GROUND) 0.00  
Total 1,505.74  
Amount Due \$1,505.74

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295618855

Amount Due \$1,505.74

Amount Paid \_\_\_\_\_

### Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295618855

**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 488  
Invoice Date: 12/1/2023  
Due Date: 12/1/2023  
Case:  
P.O. Number:

**Bill To:**  
Pine Ridge Plantation  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.330.57200.46200- Janitorial Services - December 2023		775.33	775.33
1.330.57200.46400- Pool Maintenance Services - December 2023		1,192.50	1,192.50
1.330.57200.34000- Contract Administration - December 2023		2,135.83	2,135.83
1.330.57200.34100-Facility Management - Pine Ridge Plantation - December 2023		5,618.83	5,618.83

**RECEIVED**  
DEC 05 2023  
BY: \_\_\_\_\_

*Jerry Lambert*  
12-5-23

<b>Total</b>	<b>\$9,722.49</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$9,722.49</b>


**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 490  
Invoice Date: 12/5/2023  
Due Date: 12/5/2023  
Case:  
P.O. Number: C BUSS 1241

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Pool Chemicals - Trichlor		87.45	87.45
Pool Chemicals - Liquid Bleach		12.36	12.36
<div data-bbox="418 835 727 1024"><b>RECEIVED</b> DEC 06 2023 BY: _____</div> <div data-bbox="357 1129 922 1365">Pool Chemicals 1.330. 57200. 46500  12/6/23</div>			
<b>Total</b>			<b>\$99.81</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$99.81</b>

**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 491  
Invoice Date: 12/12/2023  
Due Date: 12/12/2023  
Case:  
P.O. Number:

**Bill To:**  
Pine Ridge Plantation  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Christmas Event 330-572-601		879.16	879.16
<div>RECEIVED DEC 12 2023 BY: _____</div>			

<b>Total</b>	<b>\$879.16</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$879.16</b>

12/12/23  
CBA

# Pine Ridge Plantation

GL#330-572-601

Christmas event

12/9/23

	Actual
Total Expenses	\$2,909.16
District Checks	\$2,030.00
<b>TOTAL EXPENSES DUE</b>	<b>\$879.16</b>

Site	Actual
Set up and Site Management	
Site Staff	\$489.56
Mileage	\$156.42
<b>Totals</b>	<b>\$645.98</b>


Food/Beverages/Supplies	Actual
Cookies, christmas cakes, brownies plates and napkins	\$217.72
	\$15.46
<b>Totals</b>	<b>\$233.18</b>

Entertainment/Arts & Crafts	Actual
(Gifts/supplies, etc.)	
visa gift cards for holiday décor contest	\$489.56
backdrops for photos	\$156.42
<b>Totals</b>	<b>\$645.98</b>

DISTRICT CHECK	AMOUNT
Payable To:	
Santa Kevin Mason	\$630.00
Jax Carriage Co	\$1,400.00
<b>Totals</b>	<b>\$2,030.00</b>

12/12/23  
CJ

MAKE CHECK PAYABLE TO:

  
 The Lake Doctors, Inc.  
 Post Office Box 20122  
 Tampa, FL 33622-0122  
 (904) 262-5500

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

Pine Ridge Plantation CDD - Governmental  
 Management Services  
 475 West Town Pl  
 SUITE 114  
 St Augustine, FL 32092

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



ACCOUNT NUMBER

EXP. DATE

DEBIT CARD

DEBIT CARD

ACCOUNT NUMBER

DATE

BALANCE

719342

12/1/2023

\$850.00

The Lake Doctors  
 Post Office Box 20122  
 Tampa, FL 33622-0122

0000000007540600100000001426800000008500060

Please Return this invoice with your payment

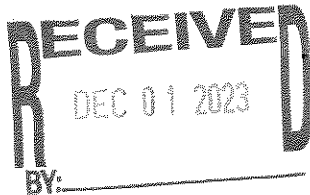
Invoice Due Date 12/11/2023

Invoice 142680B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4200 Pine Ridge Pkwy Middleburg, FL 32068					
12/1/2023	Water Management - Monthly		\$850.00	\$0.00	\$850.00

Please remit payment for this month's invoice.



Lake maintenance  
 1.320.53800.46400  
 [Signature] 12/1/23

Please provide remittance information when submitting payments,  
 otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$850.00

This Invoice Total:

\$850.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 719342  
 Portal Registration #: 26CE8D2B

Corporate Address  
 4651 Salisbury Rd, Suite 155  
 Jacksonville, FL 32256

Customer Portal Link: [www.lakedoctors.com/contact-us/](http://www.lakedoctors.com/contact-us/)

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

**Treeco**

PO Box 3247  
Saint Augustine, FL 32085 US  
info@treeco.com

**INVOICE**

BILL TO  
Maria  
Pine Ridge Plantation

INVOICE 9998  
DATE 12/15/2023  
TERMS Net 15  
DUE DATE 12/30/2023

DATE	DESCRIPTION	QTY	PRICE	AMOUNT
12/15/2023	Sales Remove one dead Turkey oak in the backyard behind the fence. Cut the stump low to the ground.	1	400.00	400.00

BALANCE DUE

**\$400.00**

Grounds Repair & Maintenance  
1-320-5380646000  
C [Signature] 12/18/23

**RECEIVED**  
DEC 18 2023  
BY: \_\_\_\_\_