

# **HERITAGE PINES**

## **COMMUNITY DEVELOPMENT DISTRICT**

**February 21, 2023**

## **BOARD OF SUPERVISORS REGULAR MEETING AGENDA**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA  
LETTER**

**Heritage Pines Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889**

February 14, 2023

Board of Supervisors  
Heritage Pines Community Development District

<b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.
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Dear Board Members:

The Board of Supervisors of the Heritage Pines Community Development District will hold a Regular Meeting on February 21, 2023 at 2:00 p.m., in the Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667. The agenda is as follows:

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Public Comments: Agenda Items [3 minutes per person]
4. Consideration of Resolution 2023-02, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date
5. Consideration of Landscape Maintenance Agreement with Heritage Pines Community Association, Inc.
6. Consideration of Proposal from Landscape Maintenance Professionals, Inc.
  - A. Sample Bid Packet
  - B. Landscape Maintenance Service Agreement
  - C. Additional Maintained CDD's
7. Continued Discussion/Consideration of Pine Tree Removal on Front Property per Arborists Report
  - A. A-Z Tree Service, LLC
  - B. Panzner's Tree Service, Inc.
8. Acceptance of Unaudited Financial Statements as of December 31, 2022
9. Approval of December 6, 2022 Regular Meeting Minutes
  - To Do Action Items List

10. Staff Reports


- A. District Counsel: *Straley Robin Vericker, P.A.*
- B. District Engineer: *Stroud Engineering Consultants*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*
  - NEXT MEETING DATE: April 18, 2023 at 2:00 PM
  - QUORUM CHECK

SEAT 1	ARTHUR RHODES	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	JANICE BENEDETTI	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	MICHAEL WALSH	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	KATHLEEN F. LONERGAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	CAROL E. VAUGHAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 11. Audience Comments: Non-Agenda Items [3 minutes per person]
- 12. Supervisors' Requests
- 13. Adjournment

If you have any questions or comments, please contact me directly at (239) 464-7114.

Sincerely,

  
Chesley E. Adams, Jr.  
District Manager

<p><b>FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE</b> <b>CALL-IN NUMBER: 1-888-354-0094</b> <b>PARTICIPANT PASSCODE: 229 774 8903</b></p>
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**HERITAGE PINES**  
**COMMUNITY DEVELOPMENT DISTRICT**

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**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

1. **DESIGNATION OF REGISTERED AGENT.** Craig Wrathell is hereby designated as Registered Agent for the District.
2. **REGISTERED OFFICE.** The District's Registered Office shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.
3. **FILING.** In accordance with Section 189.014, Florida Statutes, the District’s Secretary is hereby directed to file certified copies of this resolution with Pasco County and the Florida Department of Economic Opportunity.
4. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** this 21st day of February, 2023.

ATTEST:

**HERITAGE PINES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

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**LANDSCAPE MAINTENANCE PROPOSAL**

To: **Heritage Pines Community Association CDD**  
**Attn: Chuck Adams**  
9220 Bonita Beach Road, Suite 214  
Bonita Springs, Florida 34135

Submitted By: Heritage Pines Community Association Inc.

Landscape Maintenance Summary

Basic Maintenance	\$126,000	Annually
Irrigation Inspection	Included	Annually
Fertilization/Pest Control	Included	Annually
Mulch	Not Included	
Annuals	Not Included	
Total Annual Fee	\$ 126,000 *	
Monthly Fee	\$ 10,500 *	

\* Pricing is valid for 30 days from the date of this Proposal.

## LANDSCAPE MAINTENANCE AGREEMENT

THIS LANDSCAPE MAINTENANCE AGREEMENT (“**Agreement**”) dated this 1<sup>st</sup> day of May, 2023, and between, Heritage Pines Community Association CDD (“**CDD**”), and Heritage Pines Community Association Inc. (“**HP**”).

1. Term. HP shall furnish all labor and materials necessary to maintain the retention areas and other grounds for which the CDD is responsible, labeled as “CDD-EDRA” in Exhibit B attached hereto. This Agreement shall be for a term of one-year commencing on May 1, 2023 and ending on April 30, 2024 (the “**Initial Term**”). The Agreement shall not automatically renew. The parties may renew this Agreement for additional one-year terms in writing by executing a new agreement or an addendum to this Agreement signed by both parties.

2. Scope of Work. HP shall use its best efforts to perform the services to be provided on a monthly basis as set forth in the Service Agreement Specifications (“**Monthly Services**”) attached hereto and incorporated herein by reference as Exhibit "A." Upon agreement of HP and the CDD and pursuant to a properly executed addendum to this Agreement, HP may provide certain additional services (“**Additional Services**”) which will be in addition to the Monthly Services and which shall be invoiced and paid separately.

3. Price and Payment Terms. The CDD shall pay HP \$10,500 per month (the “**Monthly Fee**”) for the Monthly Services. Payment shall be due in advance on the first (1st) day of each month for services to be rendered during the month. HP shall provide the CDD with an invoice for the Monthly Fee on or before the 1<sup>st</sup> of the month in which Monthly Services will be provided and the CDD shall pay the Monthly Fee within five (5) days of receipt of the invoice. In the event the CDD requests HP to perform any Additional Services, the parties shall execute a written addendum for such Additional Services, setting forth the services to be provided, the amount to be paid by the CDD for such services, and procedures for invoicing and payment. Unless otherwise provided in an addendum, Additional Services shall be invoiced monthly and payment for Additional Services shall be due within thirty (30) days of receipt of a properly completed invoice. A processing fee of 3% will be added to all credit card transactions.

4. Late Payments. Any unpaid balance due to HP by the CDD and not paid as provided herein or pursuant to a properly executed addendum, will bear interest at a rate of 1.5% per month (or 18% per year). In the event the CDD fails to make timely payment as provided herein or in an addendum to this Agreement, and any unpaid balance remains past due for a period in excess of ten (10) calendar days, HP's obligations under this Agreement will be suspended until payment in full is received by HP. HP is not responsible for any condition on the CDD property, any plant loss, or any issue or occurrence arising out of or related to its suspension of services as provided herein. Upon receipt of payment in full of any balance due, HP shall promptly resume services as provided herein.

5. Indemnification. HP shall indemnify and hold harmless the CDD from any and all injuries, damages, causes of action or claims (collectively, “**Claims**”) to the extent such Claims are caused solely by the gross negligence or intentional acts or omissions of HP, its agents, subcontractors, employees, or others acting on behalf of HP in the performance of HP's obligations under this Agreement. The CDD shall notify HP within thirty (30) days of the date the CDD is

notified of or discovers any such Claim or potential Claim. Absent proper notice, the CDD waives any claim for indemnification against HP. In no event shall HP be liable to the CDD for

6. Standard of Performance. HP shall use due care, skill, and diligence in the performance of its obligations under this Agreement and shall perform all its obligations in its best workmanlike manner and in accordance with the accepted standards for professional landscape contractors in the State of Florida. All materials used in performing any obligation under this Agreement shall be of good quality and shall be used strictly in accordance with manufacturer's specifications.

7. Time. Time is of the essence in performing the obligations under this Agreement. In the event that performance by HP shall be interrupted or delayed by any act or occurrences outside of HP's control, including but not limited to acts of God, inability to secure labor and/or products, and rules, regulations or restrictions imposed by any government or governmental agency, HP shall be excused from such performance for such a period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

8. Independent Contractor Relationship. All work performed by HP under this Agreement shall be as an independent contractor, and in no way shall HP be considered an employee of the CDD. Additionally, this Agreement does not create or constitute a joint venture or partnership between HP and CDD.

9. Termination. This Agreement may be terminated in accordance with the provisions set forth below.

- a. Termination for Cause by CDD. Given the nature of the work contemplated in this Agreement, the parties acknowledge and agree that conditions may occur or change due to the natural growing cycle, weather patterns, wear and tear, and other causes, both foreseen and unforeseen, which may be outside of HP's control and may affect the outcome of the services provided by HP ("External Causes"). In the event the CDD alleges HP has either breached this Agreement or that a condition exists that would give it cause to terminate this Agreement and which breach or condition is not due to External Causes, the CDD shall promptly notify HP, in writing, of the condition including, wherever possible, photographs of the alleged condition. The CDD shall photograph any such condition whenever practicable. HP shall have thirty (30) days from receipt of such notice and photographs to cure the alleged breach or condition unless such breach or condition arises from External Causes. If HP fails to commence cure of the condition or breach within the prescribed time, or if HP fails cure such condition or breach within a reasonable amount of time, the CDD may immediately terminate the Agreement upon thirty (30) days written notice to HP. CDD shall be liable for the cost of services rendered by HP through the date of termination, less any cost reasonably and necessarily incurred by the CDD to remedy a breach or condition not timely cured by HP and which is not due to External Causes.
- b. Termination for Cause by HP. HP may terminate this Agreement immediately if CDD fails to cure a payment default within thirty (30) days of receipt of notice of a default from HP.

- c. Termination by the CDD or HP Without Cause. Either party may terminate this Agreement without cause by providing the other party with ninety (90) days advance written notice. In the event of such early termination, the CDD shall be liable to HP for services provided through the date of termination.

10. Notices. Any notice required to be sent under this Agreement shall be sent to the parties at the following address unless otherwise specified in writing:

Heritage Pines Community Association Inc.:  
Heritage Pines Community Association Inc.  
Attn: Herb Hurley, General Manager  
11524 Scenic Hills Blvd.  
Hudson, FL 34667

Heritage Pines Community Development District:  
Wrathell, Hunt and Associates, LLC  
Attn: Chuck Adams  
9220 Bonita Beach Road, Suite 214  
Bonita Springs, Florida 34135

11. Governing Law and Binding Effect; Venue. This Agreement and the interpretation and enforcement of the same will be governed by and construed in accordance with the laws of the State of Florida. This Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto, as well as their respective successors and assigns. Venue for all actions arising from or related to this Agreement shall be located in Pasco County, Florida.

12. Integrated Agreement, Waiver and Modification. This Agreement represents the complete and entire understanding and agreement by and between the parties hereto with regard to the matters set forth herein and supersedes any and all prior or contemporaneous agreements, whether written or oral. No agreements or provisions, unless incorporated herein, will be binding on either party hereto. This Agreement may not be modified or amended, nor may any covenant, agreement, condition, requirement, provision, warranty, or obligation contained herein be waived, except in writing signed by both parties.

13. Litigation and Attorneys' Fees. In the event that it is necessary for either party to this Agreement to bring suit to enforce any provision hereof or for damages on account of any breach of this Agreement or of any warranty, covenant, condition, requirement or obligation contained herein, the prevailing party in any such litigation, including administrative, trial court, bankruptcy and appellate proceedings ("Litigation"), shall be entitled to recover from the other party, in addition to any damages and other relief granted as a result of such Litigation, all reasonable attorneys' fees and costs of or related to such Litigation.

14. Severability. Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in full force and effect, but without giving effect to such provision.

15. No Third-Party Beneficiaries. This Agreement shall not benefit or create any right or cause of action in or on behalf of any person other than the parties hereto. No future or present employee or customer of either of the parties nor their members, shareholders, residents, affiliates, successors or assigns, nor any other person or organization, shall be treated as a third-party beneficiary in or under this Agreement.

IN WITNESS WHEREOF the parties have executed this Landscape Maintenance Agreement as of the date first above written.

Heritage Pines Community Association, Inc.

Heritage Pines Community Development  
District

By:

By:

\_\_\_\_\_  
\_\_\_\_\_, President

\_\_\_\_\_  
\_\_\_\_\_, Chair



## **Exhibit "A"**

### **SERVICE AGREEMENT SPECIFICATIONS**

The following services shall be provided by the Heritage Pines Community Association Inc. to the Heritage Pines Community Development District ("CDD"). Except as provided herein, such services shall be included in the Monthly Fee ("Monthly Services"). Any work performed in addition to the Monthly Services ("Additional Services") will be separately invoiced and performed in accordance with a properly executed addendum to this Agreement.

### **LANDSCAPE MAINTENANCE PROGRAM**

#### **I. TURF GRASS SPECIFICATIONS**

##### **i. Mowing**

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

HP may alter mowing frequencies according to seasonal needs and environmental conditions including, but not limited to, excessive rain and wet conditions, cold weather, extreme weather, etc. HP shall notify the CDD of any areas that cannot be serviced due to the foregoing or due to any risk of injury to persons or damage to property.

HP shall use mowing patterns as deemed appropriate by HP to ensure the even distribution of clippings and to prevent ruts in the turf caused by mowers.

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

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

##### **ii. Trimming**

Areas which cannot be safely accessed with mowing machinery, as determined by HP, will be maintained with string trimmers, or as environmental conditions permit.

Frequency of string trimming will correspond to frequency of turf maintenance except for lake banks, roadside drainage ditches, and Bahia turf areas which shall be maintained pursuant to a schedule determined by HP.

##### **iii. Debris Removal**

HP shall remove landscape debris generated on the property during the performance of landscape maintenance services by HP.

##### **iv. Fertilization**

Irrigated Turf shall be fertilized to maintain good appearance and turf health throughout the year. The method of application of fertilizer shall be the responsibility of HP.

HP shall apply fertilizer in accordance with UF recommended Nitrogen application rates for the turf varieties present, using GI-BMP guidelines to help reduce the need for chemical intervention and protect the ground water.

v. Insect & Disease Control

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

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

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

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

i. Pruning

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

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

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

Plants, hedges, shrubbery, and trees obstructing pedestrian or automobile traffic and damaged plants, shall be pruned as needed. HP shall remove clippings following pruning.

ii. Tree Pruning

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

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

iii. Tree Removal

Tree removal is not included in this agreement. HP can provide this service at an additional fee at the request of the CDD.

iv. Insect and Disease control

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

v. Weed Control

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

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

**III. IRRIGATION**

HP shall be responsible for the operation of the irrigation systems within the designated areas. The irrigation systems shall be operated to provide watering frequencies sufficient to replace soil moisture below the root zone of all planted areas, including lawns, and taking into account the amount of rainfall that has occurred. HP will be responsible for controlling the amount of water used for irrigation in order to avoid damage from over watering and insufficient watering. HP is not responsible for City or County Watering Guidelines or any plant loss or damage resulting from any such watering restrictions or lack of water arising from such “watering guidelines” or restrictions. HP is not responsible for any plant loss or damage resulting from overwatering due to natural causes.

HP will inspect and operate all the irrigation zones on a monthly basis to ensure the irrigation system is operating properly.

This Agreement includes an annual irrigation allowance in the amount of \$12,000.00 for costs of normal repair and maintenance of irrigation systems, including labor and materials. Any irrigation expense over and above this amount will be billed separately to the CDD and paid by the CDD.

In addition, irrigation components damaged due to construction, vandalism, or other causes outside of HP’s control shall be reported to the CDD when discovered by HP. Upon written authorization from the CDD, HP shall repair the damage at the CDD’s sole cost and expense.

**IV. MULCHING**

Mulch is not provided under this Agreement. HP can provide service for mulching upon the CDD request at an additional cost.

**V. ADDITIONAL SERVICES**

HP may provide additional services (“Additional Services”) not set forth herein and included in the Monthly Fee upon written authorization from the CDD and pursuant to a written addendum to this Agreement. This includes, but is not limited to, the clean out of culverts and sumps, trimming of native grass in beds, and bush hogging. The CDD shall be solely responsible for the costs of such Additional Services which will be specified in the addendum.

## **VI. REQUIRED ADDENDUMS/LANDSCAPE ALTERATIONS**

HP shall not be responsible for the following services unless specifically agreed to in writing in an properly executed Addendum to this Agreement:

- i. Repair of damage to concrete curbing;
- ii. Repair of damage to stucco on homes and/or fences;
- iii. Maintenance of any plants or other landscaping installed by the homeowner; and
- iv. Maintenance of backyards enclosed with a privacy fence, or any area which requires smaller push mowers or string trimming of the perimeter fence.

## **VII. STAFFING**

HP shall provide three staff members for the Monthly Services described herein to include:

- 1 Crew Leader
- 2 Operators

## **VIII. REPAIR & MAINTENANCE**

Repair and maintenance of CDD equipment is not covered under this Agreement. All repairs and maintenance of equipment will be billed separately to the CDD.

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**6A**

# LMP Landscape Maintenance Professionals, Inc.<sup>SM</sup>

Built on Integrity. Grown on Relationships.

## SAMPLE BID PACKET 1.19.2023



### Tampa

13050 E US Highway 92  
Dover, Florida 33527  
(813) 757-6500



### Wesley Chapel

26324 Wesley Chapel Blvd.  
Lutz, FL 33559  
(813) 406-4465



### Sarasota

1306 Rome Avenue  
Sarasota, FL 34243  
(941) 556-9404

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**Built on Integrity. Grown on Relationships.**

*Thank you!*

We would like to thank you for the opportunity to submit the following proposal for review. Our approach is one of partnership and stewardship; we want you to earn your trust and work together to exceed your needs, goals, and desires, improving your landscape's appearance, longevity and preserving your investment.

We care about understanding all of your primary concerns and areas of challenge, which helps us establish our rotational service and how we will divide the property into areas for service.

1. Providing detail services rotationally each week.
2. Scheduling all annual services prior to due date.
3. Actively scouting for opportunities to improve the landscape.
4. Manage your landscapes water consumption by property oversight and proposing long-term improvements.

Communication is key. We provide a proprietary customer service experience with a hands-on Account Manager. We offer weekly, monthly, and quarterly reports on the status of services and the work quality. This process is done in partnership with you to document our progress along with pictures of what we have discussed.

The LMP Advantage is that we partner with you rather than simply doing jobs for you. LMP will provide project management, offer maintenance strategies, and oversee the execution of services that provide the expected results. We understand needs change as a business and landscape evolve. Our focus is on the 'big picture', which enables us to create strategic plans that help guide your budgeting. When key business objectives are driven by quality, we know that there is no margin for error. With LMP you will discover a better landscape long-term—giving you and your property the proper attention and care, as well as bring you the information you need to communicate to your stakeholders efficiently.

We understand the challenges you face in managing expectations, and we look forward to the opportunity to serve as your landscape partner. Your property's appearance and your brand are safe with us.

Sincerely,

*The* **LMP** *Team*



## Section I – About Us

### Landscape Maintenance Professionals, Inc. – Our History & Legacy

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” *Our history is about our accomplishments; our legacy is about our impact.*

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LMP was created for the simple purpose of providing landscape maintenance services that reflect its passion, and over the decades, that passion has grown, driving the company’s culture. Orlando Castillo, LMP’s founder, and President began the company with a simple motto, “do what you say you’re going to do when you say you’re going to do it.” He learned this from his father, who instilled in him an entrepreneurial spirit and the importance of honoring commitments and maintaining integrity even when things get difficult. When Orlando began the company in 1991, he had less than five trucks in his fleet but a burning passion for elevating landscaping to a profession. Since then, he has successfully grown the business in revenues and reverence by building solid teams with solid leadership.

We believe ourselves to be fully accountable for all aspects of protecting your largest uninsured asset, the landscape. Our successful partnerships are built upon accountability and respect and the continuous flow of relevant information. We consistently demonstrate our commitment to communication through our Account Managers’ collaborative relationship with the client.

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” *Our reputation for acting with the highest values and principles is our legacy and the strong foundation for our future.*

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Landscape Maintenance Professionals, Inc.<sup>SM</sup> (LMP<sup>SM</sup>) is a privately held, single-owner organization that has grown organically by providing premier landscape services for three decades. LMP’s approach to landscape maintenance and business is to focus on the details. This attention to detail extends beyond the physical appearance of a property to the foundation of the successful relationships we build. We notice the little things that can enhance the overall appearance of a property, and we train all our employees on this practice.

#### Our Mission

Our mission is to exceed our clients’ expectations by providing exceptional landscape services at competitive prices, demonstrating that we are fully accountable for our work, and cultivating long-term, trouble-free relationships with our customers.

#### What We Believe

The world is continually changing, and so is our business. But one thing that will never change is our commitment to maintaining the highest ethical standards. Our team’s decades of combined experience in all facets of the industry, coupled with an unwavering commitment to quality, has led to the establishment of a loyal clientele we are privileged to serve.

Our reputation is one of our greatest assets, and each of us has a responsibility to protect it every day. When faced with challenges, how we respond defines us. Our decisions, and ultimately our actions, tell our community who we are at LMP.

We hope to continue our **LEGACY of EXCELLENCE** with you.



## Core Values

We believe that our core values and company culture define us at Landscape Maintenance Professionals and set us apart from our competition!

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” *Our values define who we are and will remain at the forefront of everything we do.*

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### Integrity

It's something we live every day when we hold ourselves accountable and deliver results. It is a constant. Those with whom we work and live can rely on us. We align our actions with our words and deliver what we promise. We build and strengthen our reputation through trust.

### Excellence

We are dedicated to quality with an acute focus on our customers.

We are determined to serve our customers through innovation, continuous improvement, an intense focus on customer needs, and a dedication to meet those needs and deliver value through our products, services, and solutions to help them succeed.

---

” *For us, excellence is not only a value; it is a discipline and a means for making the world a better place.*

---

### Teamwork

We are a team, sharing our unique talents to help those we engage, whether at work, home, or in the community. We are one encouraging and supportive team, leading by example and influence, encouraging and supportive to inspire all to maximize their potential.

- We hold ourselves accountable as team members and the responsibility we each have to achieve our collective goals.
- We know that we can produce better results as a team than any of us can achieve alone.
- We recognize and celebrate milestones reminding each other that their best work is recognized and appreciated.

### Commitment

- We embrace our responsibilities.
- We understand and focus on the needs of our customers.
- We are committed to the safety of our teams, our customers, and the environment.
- We are each personally accountable for meeting both individual and shared goals.
- We are committed to providing sustainable solutions that best serve our planet and its people.



We are your full-service landscape management partner that is built on integrity and has grown on relationships. The drive to go above and beyond; a collaborative culture that works with you to exceed your project goals; and the capability to leverage innovation to meet emerging trends and keep you at the forefront is LMP.

## Construction & Installation

LMP has installed and renovated commercial landscapes throughout Florida for over 30 years. We honor specifications set while using the highest quality material available. Our certified irrigation technicians and crews are capable of installation and repairing of multiple types of irrigation systems.



## Landscape Maintenance

Our teams are trained in comprehensive landscape maintenance protocols, from policing a property to removing all debris and hazards. We understand the desire to increase property values, achieve high tenancy and occupancy rates, and drive traffic through visual appeal. We partner with each client to define a custom plan and full scope of services for their unique property goals.





## Integrated Pest Management

LMP's Certified Pest Control Operators ensure each property is provided the opportunity to participate in prevention programs designed to mitigate unforeseen expenses to the landscaping budget.



### Monitor and Identify Pests

Our IPM program monitors pests and identifies them accurately to make appropriate control decisions with action thresholds. This monitoring and identification remove the possibility that pesticides will be used when they are not needed or that the wrong pesticide will be used.

### Horticultural Controls

Horticultural practices such as pruning, mulching, planting pest-resistant trees and shrubs, composting decayed plant material, and using it to improve soil quality also help control pest populations safely and effectively while protecting the environment from chemical overuse.

### Chemical Controls

With IPM, the least toxic pesticides are used only when a pest is actively causing severe damage, and there is no spraying on a calendar basis.

### Pest Prevention

Pest prevention is a fundamental IPM concept. Prevention involves removing the conditions that might attract a pest or disease or providing it with the food and environment it needs to thrive. Some plants need full sun, some do better in the shade, and some grow best in specific soils. Some need a lot of fertilizer; others need very little. Nothing does well, surrounded by weeds that compete for light, fertility, and water and often harbor insects and diseases.

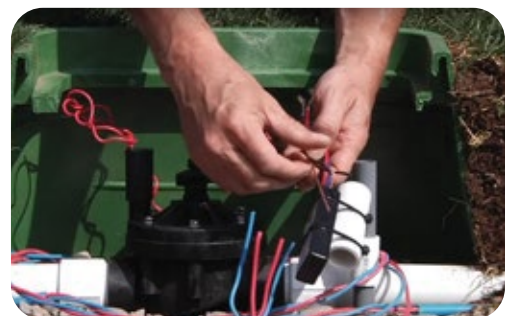


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## Irrigation Management

Our team of Certified Irrigation Technicians provides industry-leading installation, maintenance, and repair services to ensure your irrigation system is performing at optimal efficiency. LMP's irrigation technicians are responsible for strict adherence to the best management practices.

Before beginning routine landscape maintenance services at a property, the irrigation teams of LMP are tasked with performing a full audit of the irrigation system, documenting deficiencies from the number of zones, faulty controllers, compromised lines, and potential improvements to hydro zoning practices. The completed audit accompanied by recommendations for improvements, repairs, or replacements is presented to the appropriate property contacts for review and implementation approval.



## Floriculture & Enhancements

Since our beginnings in 1991, our **Enhancement and Floriculture** programs have been a differentiator that has made our customers' properties stand out for future residents, prospective tenants, and passersby. Our connection with regional growers benefits our customers greatly by keeping them ahead of new varieties of seasonal colors and plants.

Our **floriculture services** include design, installation and maintenance, and insect and disease control. Our professionally trained team can provide seasonal color that adds depth, increases curb appeal, and sets your property apart, from beds to container gardening to hanging baskets.



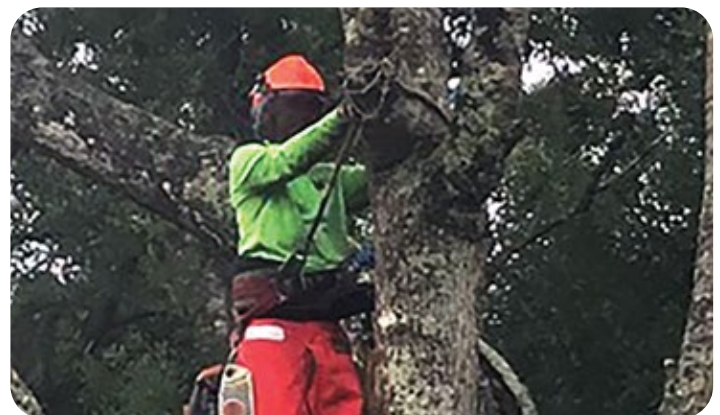
Our **enhancement services** offer a wide range of design options for your property. We provide award winning seasonal color programs and can refresh, refurbish, or replace areas as needed to keep the high-visibility areas of your properties looking their best.

“LMP’s teams are experienced in designing and installing improvements from turf, annuals, trees, shrubs, and inorganic materials to revitalize a community or commercial property.”

## Arbor Services

LMP’s Arbor team performs services from extensive pruning in the winter and before the onset of hurricane season, cutbacks, tree removal, stump grinding, debris removal, fertilization, and tree installation, as well as relocation services.

The LMP Arbor Care team includes individuals recognized by the International Society of Arborists (ISA) as Certified Arborists and Tree Risk Assessment Specialists. These individuals have the knowledge and experience to discern if not only a tree is at risk for infestation or even death, but they can determine the best diagnostic and treatment tools needed to mitigate any significant damage before its occurrence.



# LMP Locations

LMP has three regional locations servicing the greater Tampa Bay area. Each site is structured to provide optimal support to clients by implementing a team approach to accountability. Properties are assigned an Account Manager, responsible for overseeing the property and coordinating services with the Irrigation Manager, Fertilization and Pest Control Manager, and Enhancement Manager regarding services required outside of general maintenance. The Branch Manager is informed of all aspects of the client's needs and requests regarding landscape services and oversees operations and client satisfaction, services, and personnel.

The branches servicing clients in the greater Tampa Bay area include:

## Sarasota

1306 Rome Avenue  
Sarasota, FL 34243  
(941) 556-9404

Serving: Charlotte, DeSoto, Hardee, Manatee, Sarasota  
Branch Manager: Christopher Berry

## Tampa

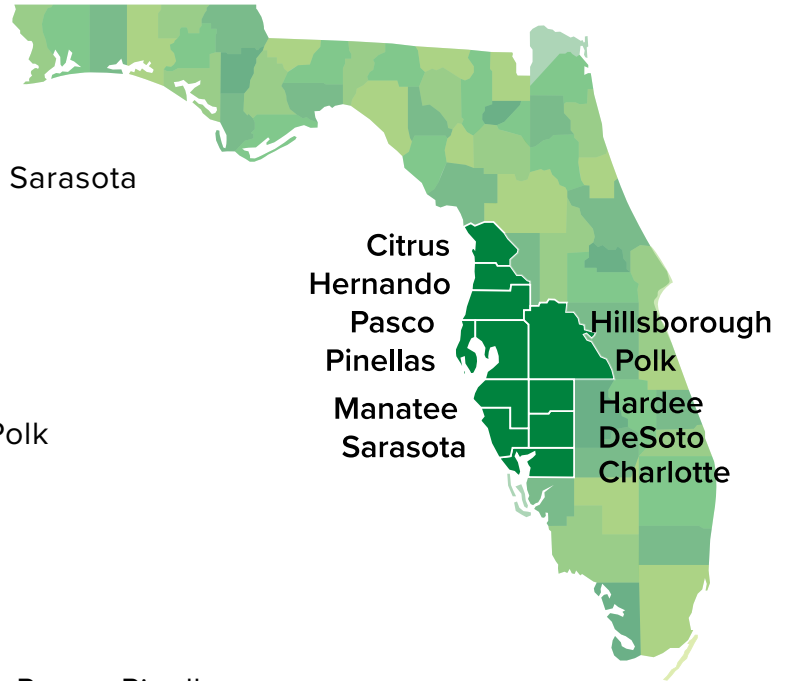
13050 E US Highway 92  
Dover, Florida 33527  
(813) 757-6500

Areas Served: Hillsborough, Pasco, Pinellas, Polk  
Branch Manager: Garth Rinard

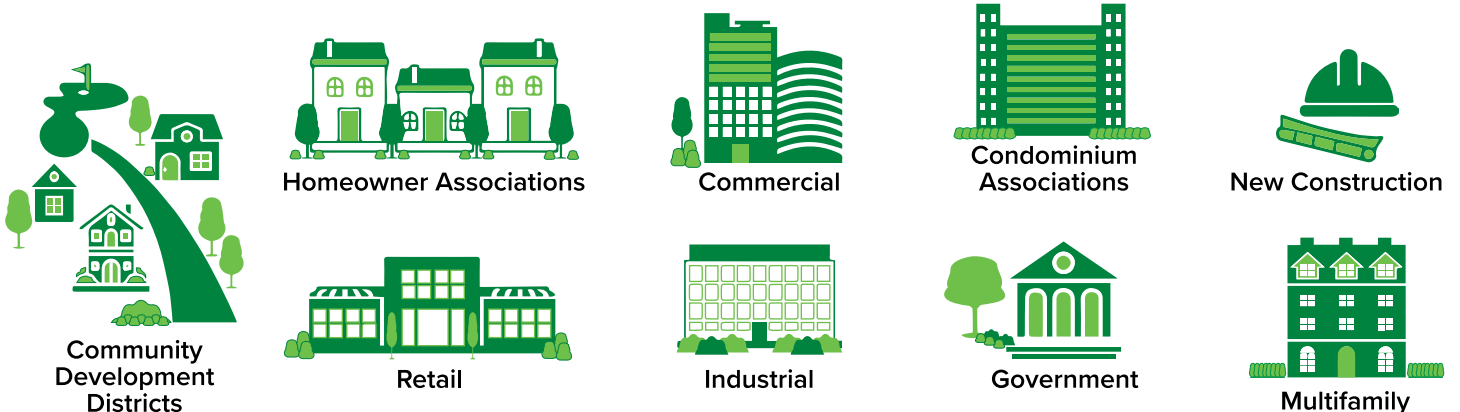
## Wesley Chapel

26324 Wesley Chapel Blvd.  
Lutz, FL 33559  
(813) 406-4465

Areas Served: Citrus, Hernando, Hillsborough, Pasco, Pinellas  
Branch Manager: Michael Newsome



## Client Profiles





## SECTION II The Partnership

Landscape Maintenance Professionals specialize in commercial landscape maintenance, serving all types of businesses in Citrus, DeSoto, Hardee, Hernando, Hillsborough, Pasco, Pinellas, Polk, Sarasota, and Manatee counties.

At LMP, our service delivery model is built to customize a unique experience for each customer we service. We have developed the best practices to meet customer needs through our expertise, experience, resources, and continual awareness.

### Receptive & Responsive Customer Service

A great customer experience starts with excellent customer service. Our approach is based on excellent communication, both before the project begins and throughout the entire process. Reliability is peace of mind, and we focus on inspiring change and addressing issues before they become concerns. Clients recognize our integrity and commitment to exceeding their expectations through the beautiful landscapes we provide.

### Efficient & Courteous Teams

LMP leadership nurtures teamwork combining common sense with uncommon levels of discipline and persistence. Our legacy is in the details of our professional, punctual and efficient crew members. We work closely with clients to build a strong foundation and ongoing relationship, where we take into account your personal preferences, requirements & expectations.

### Experience & Solutions

At LMP, we deliver the highest quality results when and where you need them. Our services are designed to address your commercial property needs. We utilize the best mowing and maintenance techniques with top-of-the-line, well-maintained equipment, bringing the ultimate expert solutions to your landscape and lawn maintenance problems.

### Trust, Commitment & Satisfaction

Satisfaction is the result of expectations being met. LMP understands the consistent quality of service is key to your satisfaction. Our LMP quality control measures provide systems that set the standards for operations and outcomes, designed to ensure that every team member can meet those standards and deliver reliable results. We take pride in our work, our name, and our customer's satisfaction.

# Environmental, Health & Safety | EHS

Our culture drives continuous improvement by establishing measurable targets and goals. We utilize measurements and accountabilities to monitor and document performance towards goals, oversee improvements, and maintain the effectiveness of our environmental, health, and safety systems.

LMP's safety program is a documented process that is introduced to its employees prior to their first day in the field and continues on a weekly basis with formal 'Tailgate Training Sessions' in addition to daily safety checklist processes. Preventing employees from experiencing exposure to workplace hazards is the backbone of our effective safety program.

LMP commits itself to the safety and well-being of each employee and has practices in place to ensure that its safety awareness and methods are extended to its clients, their properties, tenants and owners, and the public in general.

Bill Maxwell, Safety & Occupational Compliance Manager  
MBA  
Certified GI-BMP Instructor  
OSHA 511 Certification



**We're committed to developing systems that drive safe work practices.**

At LMP, each employee makes health, safety, and environmental protection integral to all daily work. Our associates are our greatest asset. We're equally committed to environmental stewardship and sustainable initiatives to reduce waste, water, and energy use.



## BestPractices for Safety

### **We are landscapers.**

We understand the risks of the equipment we use and don't want anybody injuring themselves. We want people to be safe and to go home to their families at the end of every day as healthy as they started the day. Injuries also have a significant cost effect on the company. Limiting injuries by all means necessary helps us keep our costs low, where we can pass those savings on to our customers. We work hard to maintain our competitive pricing and competitive wages in the commercial landscaping industry.

### **Training.**

Training is the obvious key. As leaders in the business, it is our job to ensure that our staff is well trained in all aspects of their job so that they can perform the tasks of their position in the safest manner possible. Safety training is never over. We have weekly tailgate meetings for every crew to prep them on anything from weather to new equipment to potential hazards of the job. Preparation for safety training is just as crucial as the repetition of best practices in the field. We work hard to plan for a consistent, informative schedule of training modules to keep safety top of mind for all of us.

### **Personal Protective Equipment.**

Every commercial landscape or tree trimming crew employee has specific PPE required to perform their tasks safely and successfully. From boots to earplugs and goggles to safety vests or gloves, our crew leaders ensure that their team is properly outfitted for the work at hand every day.

### **Safety on the Road.**

In addition to constant training on safe driving practices, we use a GPS installed on all field trucks. This system allows us to measure safety by providing minute information on speed traveled, route taken, and an overall safety score that the program assesses daily for each driver. Our crews know this system is in place, holding everyone accountable for keeping safe driving at the forefront.



## Drug-Free Workplace



LMP also participates in the Drug-Free Workplace Program (DFWP) and adheres to the guidelines stipulated by the state of Florida. LMP has made it a practice to prevent workplace injuries through a **NO TOLERANCE** for substance violations and abuse. Before a potential candidate is offered the opportunity to join the LMP family, they must participate in and pass a pre-employment drug test. We also perform random testing that occurs monthly, post-accident, and if reasonable suspicion.

## Environmentally Sound Solutions

We are always focused on environmentally sound solutions. A well-designed landscape can cost less to build and maintain in the long run by consuming fewer resources. Adopting these principles and practices will improve the health of landscapes. The goal is to assist our clients in increasing their property values and generating long-term environmental benefits.

### **Provide leadership and effective communication**

Key Principle → Evaluation of existing natural resources to preserve and conserve

Key Principle → Implement environmentally sustainable initiatives

Every project holds the potential to conserve, restore and create the benefits provided by healthy ecosystems. Plants and trees grow, soils improve, habitat develops, and in turn, people are nurtured by these environments. These benefits from healthy ecosystems are essential to the health and well-being of all life on this planet. Built landscapes can also provide these benefits if designed, constructed, and maintained sustainably. Unlike buildings, sustainable landscapes appreciate value over time rather than depreciate.

### **Economic Performance: Sustainability**

Key Principle → Eliminate or reduce the use of resources that are difficult or impossible to renew

Key Principle → Conduct life cycle assessments and costing

Key Principle → Produce contingency plans that reflect budget reductions

Key Principle → Make sure plants are properly placed with respect to sunlight, drainage, irrigation, and space requirements

Key Principle → Use integrated pest control practices.

Projects and plans specific to the grounds operations are developed to save water, minimize land degradation, and reduce chemical use and labor cost.

## Maintenance Best Practices

### **Best Practice → Pruning**

Prune trees, shrubs, and groundcovers to encourage healthy growth and create a natural appearance. Removing weak branching patterns provides for proper development.

### **Best Practice → Water Efficiently**

Overwatering plants will negatively impact their growth, appearance, and ability to resist pests and disease. When plants are first installed, they require more water to establish and allow the roots to grow deeper into the ground. Once the plants are established and mature, they won't need as much water.

### **Best Practice → Soil Testing**

Florida soils are naturally high in phosphorus; therefore, a soil test should be used to determine if this nutrient should be applied.

### **Best Practice → Weed Control**

Hand pull weeds where chemicals could damage plant material. Where chemical weed control is thought necessary, contractors are encouraged to use the least toxic, target-specific materials and methods.

### **Best Practice → Insect and Disease Control**

Thorough inspections of all plantings for the presence of insect and disease activity.

Improper fertilization can damage plants and the environment.

Do not apply fertilizer on lawn areas within 10 feet of the water's edge.

Keep storm drains free of debris and vegetation.

Minimize or eliminate the use of fertilizer where possible.

### **Best Practice → Reduce Stormwater Runoff**

Special care is taken when using forced air machinery to prevent fertilizers and pesticides from entry into waterways. Keep swales mowed and clear of blockages.

### **Best Practice → Protect the Waterfront**

Fertilizers, pesticides, debris, and eroded soil carried in stormwater can wreak havoc on our water quality.



The LMP Business Resiliency Plan provides our clients and internal departments with a contingency and backup resource structure to ensure continuity of critical business operations. Proactive reaction to emergency events including but not limited to hurricane, terrorist, storm & flood, will be in place to keep your operation intact.

In reaction to any event deemed as critical in nature, LMP will adjust resources and/or work at client properties in a timely and efficient manner to reduce or eliminate impacts to your business operations. This includes but is not limited to the following events:

**Hurricane • Named Storm • Other Storm Flood • Fire • Tree Falls • Safety Hazards**

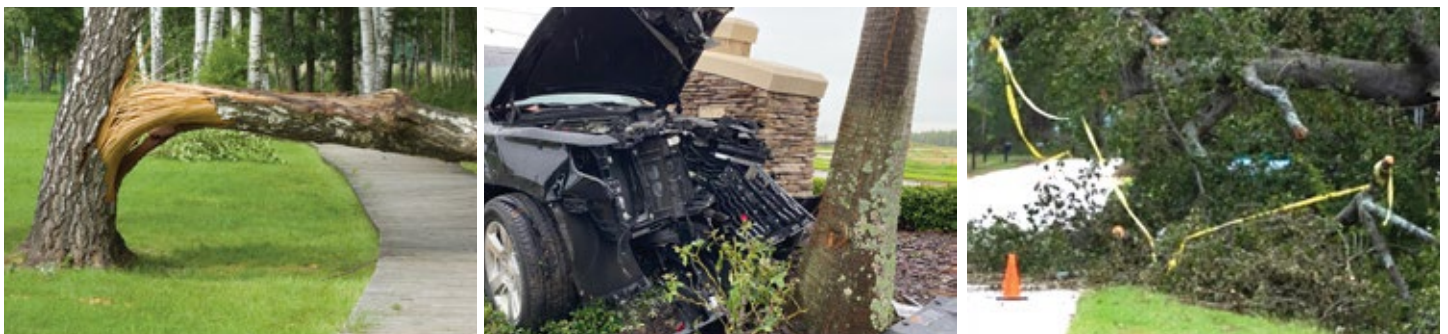
### **Production**

- 1) Reduce standard Production Schedule to minimal needs during event.
- 2) Focus on proactive recovery of specific event.
- 3) Do not add new enhancement or new installation work.
- 4) Delay existing enhancement or new installation work. Delay regularly scheduled maintenance.

### **Recovery Outline**

**Resources will be aligned and dispatched upon the all clear from the local authorities.**

- 1) Clear Roadways and doorways by cutting and stacking downed tree and branches near roadside
- 2) Clear landscape areas of debris, downed storm fall and stack near roadside
- 3) Remove initial stacked roadside material
- 4) Focus turns to cleanup from buildings out to property boundaries until recovered.



*Local Emergency Call List will be provided.*



## Reports & Inspections

To achieve quality results, your community requires the expertise of a professional landscape management company such as LMP. Our qualified division managers, area managers, irrigation technicians, certified crew members will give your property the quality care your property deserves.

LMP has benchmarks in place to measure the quality of work provided to clients throughout the partnership. To ensure your property is getting the attention it requires, managers perform regular quality checks, in addition to monthly landscape walks. Areas of concern are addressed promptly and communicated to clients. Our goal is to make the customer happy, and we strive to build relationships that make things grow.



### **MQI Report | Monthly Quality Inspection Report**

The MQI Report includes:

- A summary of work completed and work in progress
- Outstanding issues
- Issues resolved during the reporting period
- Outstanding potential change orders
- Current status of active projects with an estimated completion date
- Project pictures as appropriate

Deficient items will be followed up on agreed time frames to ensure compliance.

Your Account Manager will ensure all questions and concerns are addressed.

### **MI Report | Monthly Irrigation Inspection & Irrigation Service Request**

Each month, an LMP irrigation technician will inspect the irrigation system for pressure variations, excessive flow rates, non-uniform distribution of water, faulty valves and wiring, or controller failures or inefficiencies. These inspections will be documented within a report to the assigned Account Manager and appropriate property contact to communicate potential stress on the landscape materials and obtain authorization to make the necessary repairs or improvements.

### **Fertilization and Pesticide Spray Sheet & Fertilization and Pesticide Report**

As the first line of pest control, the IPM program works to prevent pests from becoming a threat. This strategy involves routine monitoring of the landscape to identify and remedy pest outbreaks early before they become widespread. When curative treatment is needed, we target only areas where pests can reduce exposure and environmental impact. | *Documented after any application.*

### **Truck, Trailer & Equipment Checklist | Weekly**

Our service vehicles are well maintained, registered, insured, and operated only by responsible licensed personnel. We replace our mowers every three years and replace our trucks every five to 10 years. We employ full-time mechanics to perform preventive maintenance and repairs at each branch, so our equipment runs well for as long as possible. We have a regular schedule for maintaining equipment, so downtime is limited while machines are being repaired. Each quarter, we review the condition of all pieces of our fleet to continue to plan for repairs and replacements proactively.

# MQI Report | Monthly Quality Inspection Report



P.O. 267 Seffner, Florida 33583  
 (813)757-6500 (813)757-6501  
 www.LMPPRO.com

## Monthly Quality Inspection Report

Submitted by	
Date	
Reference #	
Location	

General Information	
Property	
Location	
Supervisor	
Supervisor Email	
Branch Manager	
Branch Manager Email	
Date of Inspection	

Details		Photos
Grade		
Notes		

15 categories are graded during our MQI with photos and notes.

Palm Pruning		Photos
Grade		
Notes		

Overall Cleanliness		Photos
Grade		
Notes		

Photos of site conditions document existing conditions and demonstrate improvements moving forward.

Plant Insect & Disease Control		Photos
Grade		
Notes		

Plant Fertility		Photos
Grade		
Notes		

# MQI Report | Monthly Quality Inspection Report | *continued*

Mowing Functions		Photos
Grade		
Notes		
Tree Pruning		Photos
Grade		
Notes		
Turf Insect & Disease Control		Photos
Grade		
Notes		
Weed Control   Bed Areas		Photos
Grade		
Notes		
Water   Irrigation Management Notes		Photos
Grade		
Notes		
Shrub Pruning		Photos
Grade		
Notes		
Mulching		Photos
Grade		
Notes		
Turf Weed Control		Photos
Grade		
Notes		

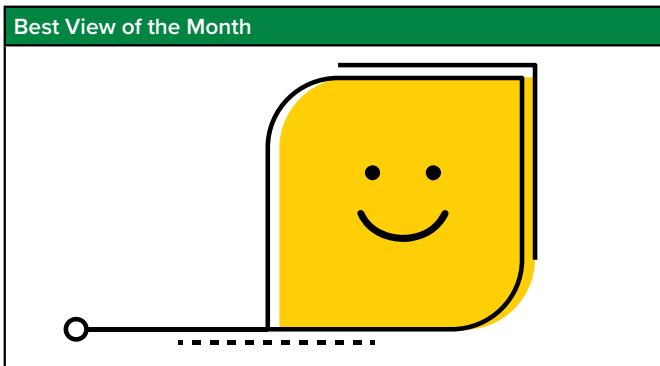
This is a condensed version of a detailed MQI report highlighting the specifics we monitor.

Monthly Quality Inspection Report | continued

MQI Report | Monthly Quality Inspection Report | *continued*




**Notes to Client**



		%
		%







# Fertilization & Pesticide Spray Sheet



P.O. 267 Seffner, Florida 33583  
 (813)757-6500 (813)757-6501  
 www.LMPPRO.com

## Fertilization & Pesticide Spray Sheet

Submitted by			
Date		Date Submitted	
Client			

	TU	OR	TR	PLM	AN	1	2	3	4	5
Fertilization										
Insect										
Disease										
Other										

Description of Problem

Our landscape services involve quickly identifying the exact insects plaguing your yard. Our Technicians are trained and knowledgeable on how to treat and minimize the impact of insects, fungi and diseases.



Scouted By		Scout Date	
------------	--	------------	--

Notes

Technician			Schedule Date	
Completed?	Yes	No	Date Completed	
Follow up	Yes	No	Follow-Up Date	
			Date Completed	



# Fertilization & Pesticide Report



Truck, Trailer & Equipment Checklist			
Location			
Date	Vehicle #	Trailer#	

Technician		Air Temp	Wind Speed   Direction	Precipitation	Arrive	
Helper					Depart	
Instructions   Technician Notes					Complete	

These applications will be applied using our LMP spray vehicles and personnel applying both liquid and granular products at the proper rates per material label and under EPA guidelines and restrictions.

INSECTICIDE	OZ   LBS	GALLONS	SQ FT	TARGET	METHOD	FLOW RATE
FUNGICIDE	OZ   LBS	GALLONS	SQ FT	TARGET	METHOD	FLOW RATE
HERBICIDE (S) *	OZ   LBS	GALLONS	SQ FT	TARGET	METHOD	FLOW RATE
HERBICIDE (NS)*	OZ   LBS	GALLONS	SQ FT	TARGET	METHOD	FLOW RATE
FERTILIZER	OZ   LBS	GALLONS	SQ FT	TARGET	METHOD	FLOW RATE
OTHER	OZ   LBS	GALLONS	SQ FT	TARGET	METHOD	FLOW RATE

DAILY CHECKLIST											
SUPPLIES						VEHICLE		EQUIPMENT			
Label Book	SDS Book	Spill Kit	Cones	Safety Glasses		Oil Check		Oil Check			
Vest	Face Shield	Boots	Nitrile Gloves	Resperator		Water Level Check		Hydro Oil Check			
First Aid Kit	Posting Signs	Marker	Irr. Flags Pink	ISR?		Cleaned		Cleaned			



# Truck, Trailer & Equipment Checklist

**LMP** Landscape Maintenance Professionals, Inc.<sup>SM</sup>  
 P.O. 267 Seffner, Florida 33583  
 (813)757-6500 (813)757-6501  
 www.LMPPRO.com

Truck, Trailer & Equipment Checklist			
Date		Vehicle #	Trailer#
Driver			

Crew 1	Crew 3	Crew 5		
Crew 2	Crew 4	Crew 6		
ONE	Arrive	Depart		
	Round-Up	oz. Tribune	oz. Spreader Sticker	oz. Gallons
	Arrive	Depart		
TWO	Round-Up	oz. Tribune	oz. Spreader Sticker	oz. Gallons
	Arrive	Depart		
	Round-Up	oz. Tribune	oz. Spreader Sticker	oz. Gallons
THREE	Arrive	Depart		
	Round-Up	oz. Tribune	oz. Spreader Sticker	oz. Gallons
	Round-Up	oz. Tribune	oz. Spreader Sticker	oz. Gallons

Safety is a top priority!  
 We're committed to developing systems that drive safe work practices.

Tools Inventoried?	
Equipment Inventoried?	

EQUIPMENT	Fire Extinguisher	<input type="checkbox"/>
	SDS Book	<input type="checkbox"/>
	Emergency Packet	<input type="checkbox"/>
	Registration - Truck   Trailers	<input type="checkbox"/>
	Jack + Lug Wrench	<input type="checkbox"/>
	Driver's License	<input type="checkbox"/>
	Tool Box	<input type="checkbox"/>
	Traffic Cones   Signs	<input type="checkbox"/>

	Pre	Post		Pre	Post
TRUCK	Engine Oil	<input type="checkbox"/>	Running Lights	<input type="checkbox"/>	<input type="checkbox"/>
	Brake Fluid	<input type="checkbox"/>	Turn Signals	<input type="checkbox"/>	<input type="checkbox"/>
	Coolant	<input type="checkbox"/>	Brakes	<input type="checkbox"/>	<input type="checkbox"/>
	Washer Fluid	<input type="checkbox"/>	Horn	<input type="checkbox"/>	<input type="checkbox"/>
	Wipers	<input type="checkbox"/>	Tire Tread   Wear	<input type="checkbox"/>	<input type="checkbox"/>
	Headlights	<input type="checkbox"/>	Tire Pressure	<input type="checkbox"/>	<input type="checkbox"/>
	Tailgates	<input type="checkbox"/>	Clean	<input type="checkbox"/>	<input type="checkbox"/>

	Pre	Post		Pre	Post
TRAILER	Running Lights	<input type="checkbox"/>	Safety Chain	<input type="checkbox"/>	<input type="checkbox"/>
	Brake Lights	<input type="checkbox"/>	Tire Tread	<input type="checkbox"/>	<input type="checkbox"/>
	Turn Signals	<input type="checkbox"/>	Tire Pressure	<input type="checkbox"/>	<input type="checkbox"/>
	Hazards	<input type="checkbox"/>	Hitch Pin & Ball Lock	<input type="checkbox"/>	<input type="checkbox"/>
	Wire Harness	<input type="checkbox"/>	Plug Connection	<input type="checkbox"/>	<input type="checkbox"/>

	Equipment Assignments - Unit#s						Transfers		Equipment Maintenance Status					
	#	OPR#	#	OPR#	#	OPR#	Crew	PM	clean	blades	oil	filter	grease	repair
Mower - Rider									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Mower - Walk Behind									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Mower - Push									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Edger									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Line Trimmer									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Blower									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Hedge Trim - Extended									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Power Pruner									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>
Chain Saw									yes <input type="checkbox"/>	<input type="radio"/> sharp <input type="radio"/> changed	<input type="checkbox"/> checked	<input type="checkbox"/> cleaned	yes <input type="checkbox"/>	emailed <input type="checkbox"/>

# Onboarding

## Kick-off Meeting

LMP's initial focus is on learning the property with all project start-ups by performing a complete property-wide inspection and analysis of turf, plant material, and irrigation systems.

Prior to commencing service on any property, a **thorough walk of the property** is performed with the **Account Manager** and **Crew Leader**, where all areas of particular interest or special instructions are identified. A report will document the entire property through photographs and provide the client with a detailed report on the conditions of the property, followed by a **Project Kick-off meeting** where we will ensure specifications are in line with expectations.

- Review assessment from property walk-through.
- Review the initial operational plan to confirm the scope of work and expectations.
- Identifying service areas, required periods to perform various services, as well as a map for mowing and detail work.



Establish Vision & Deliverables



Project Planning



Project Goals



Roles & Responsibilities





# ➤ Onboarding

## Irrigation

LMP will perform a full irrigation system inspection to identify any deficiencies to the current system and a cost component for addressing the issues.

## Projected Chemical Applications

We find that until we know the actual integrity of the irrigation system, it limits our ability to apply many chemicals, including fertilizers. This is because so many chemicals need access to water following an application, or the application will damage the plant material.

## Setting Timelines & Expectations

As with any new initiative or project, there will be a learning curve as LMP becomes familiar with the property; however, it is our goal to have that learning curve minimized through the development of a solid operational plan. As LMP is learning the nuances of the property, we would like the client to be aware that we are inspecting systems and layouts to ensure we have accurate information to share regarding:

Additionally, it is standard practice for key members of LMP's project team to schedule a **Progress Review**, to review the progress of the property with photographs taken over the course of the partnership at designated locations.



Project Management



Kick-Off Meeting



Execution



Deliver

**Orlando Castillo | President & CEO**

**What does it mean to you to be a landscape professional?**

I worked hard in the field, educating myself in the trenches. For many years, I labored learning all aspects of exterior grounds services, from mowing, weeding, and edging to insect/disease control to irrigation. Before the advent of technology, I would carry books around in my truck to help me diagnose issues I would come across. When I could, I would attend horticulture classes at night to earn the right and privilege to call myself a professional. It is my greatest accomplishment, and I embrace it with pride and satisfaction.

**What motivates you on a Monday morning?**

I am motivated knowing that I will spend the day visiting job sites to perform quality assurance inspections. It is exciting to have the opportunity to see the products our team produces and spend time with them in the field to talk about the property and the product.

I get to share the experience and knowledge I learned over the years with these men and women, and I can learn from them when we are in the field together.





## Scott Carlson | Vice President & GM

### What does it mean to you to be a landscape professional?

Having had the opportunity to begin a career as a golf professional at a very young age, I developed a love for well-groomed landscapes. They create a sense of calm and appreciation with their color and lines, and I am proud to know that I contribute to that by being a landscape professional.

I enjoy having the opportunity to watch the men and women in the organization grow in their confidence and creativity and hear the positive feedback from our clients and the compliments we receive from members of the public for our work.

### What motivates you on a Monday morning?

I get excited knowing that the day and the week are going to present both challenges and opportunities. Challenges are just opportunities for us to refine our processes and train our people to ensure we provide a quality product beyond what our clients are anticipating.

The opportunities are just an extension of the challenges. Over the ten years, I have been with LMP, I have watched the organization grow organically as our clients refer us to their partners. I have had the privilege of watching the LMP family members grow, develop, and advance in their careers, and it continues to bring me enjoyment.



**Garth Rinard**  
**Dover | Branch Manager**



**Background**

My horticultural career began as a means for an income. What started as a part-time job quickly became a residential lawn service. At the same time, I was engaged in selling residential real estate after completing a business degree at the University of Florida. Eager to learn more about the profession I had become enamored with, I joined a commercial landscape company to further my skill set. I have remained in the business for more than 33 years, acquiring operational knowledge and certifications.

**Qualifications**

I am a Certified Pest Control Operator specializing in Lawn and Ornamental pests. I am certified in the Green Industries Best Management Practices (GI-BMPs) program for lawn care and landscape maintenance.

**Customer Philosophy**

Communication is the cornerstone of any relationship; we must understand a client's vision for their landscape and assess how to best provide the services needed to make that vision a reality. The most proactive and comprehensive way to achieve these goals is to communicate consistently, openly, and thoroughly.

**Employee Philosophy**

Employees are the first-line client of any organization; they are the physical and emotional ambassadors of what a client can expect from an organization regarding commitment, integrity, professionalism, and abilities.

My philosophy is based on the ability to communicate openly and effectively. I focus on making sure my team has high morale and job satisfaction. We make it a practice to train and mentor our employees, ingrain the culture of accountability and teamwork we adopted several years ago and encourage them to grow.

**What it Means to Me**

To be involved in the green industry is an opportunity to cultivate a healthy environment and future caregivers. In an industry that is continuously evolving, learning opportunities are tremendous. Our responsibility is to share our knowledge and passion with prospective landscapers, horticulturists, and arborists.



**Michael Newsome**  
**Wesley Chapel | Branch Manager**

**Background**

I started in the green industry at a very young age. Like many others in the industry, I started with a truck and trailer, running a residential lawn maintenance business during the summers to earn extra income. Soon, I developed a passion for a plush, green lawn and maintaining the landscapes entrusted to me by my clients. I earned a bachelor’s degree in Business Management from Sullivan University and have managed several businesses, from marketing to hospitality. I was able to marry all of those skills and have applied them as a leader in the commercial landscaping and maintenance market of South Florida.

**Qualifications**

FNGLA Licensed Horticulture Professional  
GI-BMP Certified – multiple categories  
17+ years of management experience

10+ years managing in the “Green Industry”  
Excellent organizational skills  
Proven leadership abilities

**Customer Philosophy**

I aim to develop long-term relationships with each client, listen to their concerns, provide solutions using expert knowledge, and display professionalism. I believe long-term relationships result from keeping an open dialogue, active listening, and providing our clients with proactive communication to ensure their satisfaction. I rely on two core values, honesty, and integrity, and implement them when dealing with any of our clients. We communicate openly and often with our clients, complete items promptly, and follow through when we make a promise. Our clients have chosen us as “stewards” \_of their various communities, properties, etc.; therefore, we should be good stewards of what has been entrusted to our organization.

**Employee Philosophy**

My employees are unique, talented, and full of potential. Every unique individual I have the pleasure of managing leaves a mark on my life. I believe people don’t care how much you know until they know how much you care! My first duty as a manager is to provide each employee with proper training, knowledge, and equipment to ensure they can perform the job I’m asking of them. My goal is to create a positive atmosphere where employees can be themselves, become a part of our success story, and enjoy the work they perform. In this type of environment, we can better utilize those unique skills each employee has to help us execute on the job, but also to help them grow as an individual and an employee moving forward.

**What it Means to Me**

To be a leader in the green industry means working in a field I’m passionate about and actually enjoying what I do daily! This field has provided so many opportunities for me and others. It’s gratifying to have motivated employees and satisfied customers!



**Christopher Berry**  
Sarasota | Branch Manager



**Background**

I have been involved in the landscaping industry for more than 15 years now, where I began in the Sarasota area as a supervisor and irrigation technician. Since that time, I have had the opportunity to learn about the physical and financial operations of the industry and have been involved in the new construction side of the business and the maintenance side.

**Qualifications**

I have a background in aviation and have spent time procuring various certifications related to landscaping, including Best Management Practices (BMP), Planning and Management Services, Lake and Wetland Management, Core Pesticide Safety Training. I also have licenses related to Lawn and Ornamental Pesticide Applications and Aquatic Pesticide Applications.

**Customer Philosophy**

My philosophy is to treat each client with respect and demonstrate that we are professionals operating from a place of integrity, accountability, and experience.

**Employee Philosophy**

Demonstrate compassion, respect, and trust for each member of your team.  
Foster empowerment to help employees own their work and take responsibility for their results.


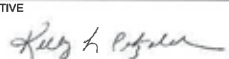
**What it Means to Me**

The personal satisfaction I receive from helping a customer or an employee means a great deal to me. I find it very rewarding to act as a steward and representative of the landscape industry.

# Licensure & Certifications

Our commercial landscapers are degreed, accredited, and certified to handle all aspects from lawn maintenance to plant health diagnosis. Our landscapers receive constant training to ensure that they stay up to date with the latest guidelines, information, and procedures they will be implemented on a day-to-day basis.

## Certificate of Insurance

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 07/27/2022			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
<b>PRODUCER</b> Stahi & Associates Insurance, Inc. 110 Carillon Parkway  St. Petersburg FL 33716			<b>CONTACT NAME:</b> Chayla Deitz, CISR, CIC <b>PHONE (AG, Ho, Ext):</b> (727) 391-9791 <b>FAX (AG, No):</b> (727) 393-5623 <b>E-MAIL ADDRESS:</b> chayla.deitz@stahliinsurance.com				
<b>INSURED</b> Landscape Maintenance Professionals Inc DBA: LMP P O Box 267 Seffner FL 33583-0267			<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : FCCI Insurance Group NAIC # 10178 INSURER B : Monroe Guaranty Insurance Company 32506 INSURER C : National Trust Insurance Company 20141 INSURER D : INSURER E : INSURER F :				
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b> CL2272761886		<b>REVISION NUMBER:</b>			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	WARRANTY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$1,000 PD Deductible  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			GL10007876800	08/01/2022	08/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA10007877100	08/01/2022	08/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM / UIM \$ 500,000 / 500,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB10007876600	08/01/2022	08/01/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 Personal & Adv Injury \$ 2,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N / A	WC01000787200	08/01/2022	08/01/2023	<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
A	Leased or Rented Equipment			CM10007876900	08/01/2022	08/01/2023	Limit \$75,000 Deductible \$2,500
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>			
Information Purposes Only XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  FL				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 			

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ACORD 25 (2016/03)

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# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Landscape Maintenance Professionals, Inc.</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>PO BOX 267</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>Seffner, FL 33583</b>	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
5	9	-	3	6	1	3	6	6	5

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 1-3-23
------------------	----------------------------	---------------

## General Instructions

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

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

### Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

# Business Tax Receipts

2022 - 2023	HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT	EXPIRES SEPTEMBER 30, 2023	<small>ACCOUNT NO.</small> 241489 RENEWAL
OCC. CODE	330.000010 NURSERY/PLANT		Receipt Fee 30.00 Hazardous Waste Surcharge 40.00 Law Library Fee 0.00
BUSINESS LMP INC TREE & SHRUB 13050 US 92 E DOVER, FL 33527			2022 - 2023
NAME LMP INC TREE & SHRUB MAILING PO BOX 267 ADDRESS SEFFNER, FL 33583			Paid 21-0-596865 09/13/2022 70.00
<b>BUSINESS TAX RECEIPT</b>		NANCY C MILLAN, TAX COLLECTOR <small>813-435-5200</small>	
<small>HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE IN BUSINESS, PROFESSIONAL, OR OCCUPATION SPECIFIED HEREON</small>		<small>THIS BECOMES A TAX RECEIPT WHEN VALIDATED.</small>	

2022 - 2023	HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT	EXPIRES SEPTEMBER 30, 2023	<small>ACCOUNT NO.</small> 25734 RENEWAL
OCC. CODE	290.030001 LAWN MOWING/LANDSCAPING SERVICE MORE THAN 3 EMPLOYEES		Receipt Fee 150.00 Hazardous Waste Surcharge 40.00 Law Library Fee 0.00
BUSINESS LANDSCAPE MAINTENANCE PROFESSIONALS INC 13050 E 92 HWY DOVER, FL 33527			2022 - 2023
NAME LANDSCAPE MAINTENANCE PROFESSIONALS INC MAILING PO BOX 267 ADDRESS SEFFNER, FL 33583			Paid 21-0-601508 09/15/2022 190.00
<b>BUSINESS TAX RECEIPT</b>		NANCY C MILLAN, TAX COLLECTOR <small>813-435-5200</small>	
<small>HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE IN BUSINESS, PROFESSIONAL, OR OCCUPATION SPECIFIED HEREON</small>		<small>THIS BECOMES A TAX RECEIPT WHEN VALIDATED.</small>	

2022 - 2023	HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT	EXPIRES SEPTEMBER 30, 2023	<small>ACCOUNT NO.</small> 216156 RENEWAL
OCC. CODE	330.001009 RETAIL STORE WITHOUT HAZARDOUS WASTE SURCHARGE		Receipt Fee 30.00 Hazardous Waste Surcharge 0.00 Law Library Fee 0.00
BUSINESS LANDSCAPE MAINTENANCE PROFESSIONALS INC 13050 E HWY 92 DOVER, FL 33527			2022 - 2023
NAME LANDSCAPE MAINTENANCE PROFESSIONALS INC MAILING PO BOX 267 ADDRESS SEFFNER, FL 33583			Paid 21-0-601508 09/15/2022 30.00
<b>BUSINESS TAX RECEIPT</b>		NANCY C MILLAN, TAX COLLECTOR <small>813-435-5200</small>	
<small>HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE IN BUSINESS, PROFESSIONAL, OR OCCUPATION SPECIFIED HEREON</small>		<small>THIS BECOMES A TAX RECEIPT WHEN VALIDATED.</small>	

<b>PASCO COUNTY BUSINESS TAX RECEIPT</b>		<b>2023</b> Expires September 30th						
Issued pursuant to and subject to Florida Statutes and Pasco County Ordinances. Issuance does not certify compliance with zoning or other laws. This receipt must be posted conspicuously in place of business.								
ACCOUNT #: 89302  SIC CODE: 0781.01	<b>MIKE FASANO</b> TAX COLLECTOR PASCO COUNTY FLORIDA	 TYPE OF BUSINESS LANDSCAPING SERVICE STATE LICENSE # /or COUNTY COMP CARD #  OWNER/QUALIFYING AGENT CASTILLO ORLANDO JR, CARLSON SC LOCATION ADDRESS: 26324 WESLEY CHAPEL BLVD LUTZ, FL 33559-7208						
LANDSCAPE MAINTENANCE PROFESSIONALS INC  PO BOX 267 SEFFNER, FL 33583-0267		<b>MOBILE BUSINESS</b> <table border="0" style="width: 100%; font-size: 8px;"> <tr> <td>DATE</td> <td>RECEIPT</td> <td>AMOUNT</td> </tr> <tr> <td>09/22/2022</td> <td>22-0-137794</td> <td>113.75</td> </tr> </table>	DATE	RECEIPT	AMOUNT	09/22/2022	22-0-137794	113.75
DATE	RECEIPT	AMOUNT						
09/22/2022	22-0-137794	113.75						

# Florida Agriculture Dealer License



State of Florida  
Department of Agriculture and Consumer Services  
Division of Consumer Services  
2005 Apalachee Pkwy  
Tallahassee, Florida 32399-6500

Registration No.: **AD1294**  
Issue Date: October 19, 2022  
Expiration Date: November 4, 2023

POST CERTIFICATE  
CONSPICUOUSLY

## License as Dealer in Agriculture Products

Section 604.15-604.30, Florida Statutes

LANDSCAPE MAINTENANCE PROFESSIONALS, INC.  
13050 E US HIGHWAY 92  
DOVER, FL 33527-4106

NICOLE "NIKKI" FRIED  
COMMISSIONER OF AGRICULTURE

# Certificate of Nursery Registration



Florida Department of Agriculture and Consumer Services

B108113

## CERTIFICATE OF NURSERY REGISTRATION

Section 581.131, F.S. and Rule 5B-2.002, F.A.C  
1911 S.W. 34th St. P.O. Box 147100, Gainesville, FL 32614-7100 (352) 395-4700

NICOLE "NIKKI" FRIED  
COMMISSIONER

### ISSUED TO:

LMP INC. TREE AND SHRUB  
CASTILLO, ORLANDO  
PO BOX 267  
SEFFNER, FL 33583-0267

THIS CERTIFICATE EXPIRES: 01/21/2023

FEE PAID: \$100.00

REGISTRATION NO.: 48009485

DATE ISSUED: 01/21/2022


THIS IS TO CERTIFY that the nursery stock on the premises of the nursery shown hereon has been inspected for plant pests and meets at least the minimum requirements of Section 581.131, Florida Statutes.

THIS CERTIFICATE OF REGISTRATION MUST BE DISPLAYED or in the immediate possession of any person engaged in the sale or distribution of nursery stock.

NICOLE "NIKKI" FRIED  
Commissioner of Agriculture

FDACS-08002 Revised 05/05





**CITY OF CLEARWATER**  
 PLANNING & DEVELOPMENT DEPARTMENT  
 Post Office Box 4748, Clearwater, Florida 33758-4748  
 Municipal Services Building, 100 South Myrtle Avenue, Clearwater, Florida 33756  
 Telephone (727) 562-4005

**REG-0023075**

**2022-2023 BUSINESS REGISTRATION**

**THIS REGISTRATION MUST BE IN YOUR POSSESSION WHEN WORKING IN CLEARWATER.**

Owner Name/Address: LANDSCAPE MAINTENANCE PROFESSIONALS INC P O BOX 267 SEFFNER, FL 33583  
 Business Name: LANDSCAPE MAINTENANCE PROFESSIONALS INC REGISTRATION

Category: 038320 Contractor: Landscaping/tree surgery  
 Quantity: 038330 Contractor: Lawn, yard and garden care  
 REGISTRATION / HILLSBOROUGH CO / DACS #68795-5

**CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL DEBRIS**

LICENSE	PERIOD BEGINNING	PERIOD ENDING	PRINT DATE	
2022-2023	October 1, 2022	September 30, 2023	October 12, 2022	
	FEE TYPE	CHECK NO	RECEIPT	FEE RECEIVED
Registration Fee		20715	669560	28.00 28.00
<b>TOTAL RECEIVED</b>				<b>28.00</b>

THE ISSUANCE OF A LOCAL BUSINESS TAX RECEIPT DOES NOT PERMIT THE HOLDER TO VIOLATE ANY ZONING LAWS OF THE CITY OF CLEARWATER NOR DOES IT EXEMPT THE HOLDER FROM ANY OTHER LICENSE, PERMIT OR IMPOSED TRAFFIC IMPACT FEES.

ANY CHANGE IN THE BUSINESS LOCATION, NAME, OR OWNERSHIP MUST BE APPROVED BY THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT.

NON-REFUNDABLE

*Lisa M. Clayton*  
 LISA M. CLAYTON, DIRECTOR  
 CLEARWATER, FLORIDA

**State of Florida  
 Department of State**

I certify from the records of this office that LANDSCAPE MAINTENANCE PROFESSIONALS, INC. is a corporation organized under the laws of the State of Florida, filed on December 16, 1999.

The document number of this corporation is P99000109381.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on May 20, 2021, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-third day of June, 2021*



*Ronald R. Lee*  
 Secretary of State

Tracking Number: 3092353492CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.  
<https://services.sunbiz.org/filing/CertificateOfStatus/CertificateAuthentication>

**Operating Permits**



**STATE OF FLORIDA  
 DEPARTMENT OF HEALTH  
 Operating Permit**

**29-57-901419** 29-BID-6108309

**Limited Use Water - LU Commercial**

Issued To: Landscape Maintenance Professionals (Castillo, Orlando)  
 13070 US 92 Highway  
 Dover, FL 33527  
 County: Hillsborough  
 Amount Paid: \$140.00  
 Date Paid: 09/09/2022  
 Issue Date: 10/01/2022

Mail To: Orlando Castillo (Landscape Maintenance Professionals, Inc)  
 PO Box 267  
 Seffner, FL 33583  
**Permit Expires On: 09/30/2023**

Owner: Landscape Maintenance Professionals, Inc (Castillo, Orlando)  
 Issued By: Department of Health in Hillsborough County  
 P O Box 5135  
 Tampa, FL 33675  
 (813) 307-8059



**STATE OF FLORIDA  
 DEPARTMENT OF HEALTH  
 Operating Permit**

**29-QH-941392** 29-BID-6106161

**OSTDS - Operating - Industrial or Manufacturing**

Issued To: Landscape Maintenance Professionals, Inc.  
 13050 E US 92 Highway  
 Dover, FL 33527  
 County: Hillsborough  
 Amount Paid: \$150.00  
 Date Paid: 09/09/2022  
 Issue Date: 10/01/2022

Mail To: Landscape Maintenance Professionals, Inc.  
 13050 E US 92 Highway  
 Dover, FL 33527  
**Permit Expires On: 09/30/2023**

Owner: Landscape Maintenance Professionals Inc. (, )  
 Issued By: Department of Health in Hillsborough County  
 P O Box 5135  
 Tampa, FL 33675  
 (813) 307-8059



**Minority and Small Business Development**

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

**Landscape Maintenance Professionals, Inc. DBA LMP, Inc.**

is hereby certified as a

**Minority Business Enterprise (MBE)**

In the following specialty(ies)

**Landscape and Lawn Maintenance Services; Irrigation Systems Sales/Installation**

The certification is valid from April 14, 2022 to April 23, 2024

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

Gregory K. Hart, Manager  
Minority and Small Business Manager

E-Verified

**E-Verified Company**

Landscape Maintenance Professionals, Inc.  
Company ID # 939290

**We are proud to be an E-Verified company!**

The E-Verify program is an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). The E-Verify program currently is the best means available for employers to determine employment eligibility of new hires and the validity of their Social Security Numbers.







<b>Certified Horticulture Professional &amp; Landscape Design</b>
Paula Means
Chris Holt
Michael Newsome
Tyree Brown

Florida Nursery, Growers, and Landscape Association (FNGLA) Florida-Friendly Landscaping Certified Professionals (FFLCP) These trained professionals have demonstrated the ability to recognize and address common landscape issues using environmentally sustainable landscape management practices that help preserve and protect Florida’s water and natural resources.



LMP customizes horticultural care to your plantings and your property’s requirements. Thanks to this knowledge and expertise, we provide top quality, expert horticulture service in all areas of your landscaping, including tree and shrub planting and care; flower bed design, planting, and care; lawn care and maintenance; container planting, and more.

### LMP Guiding Principles

- Improve User Experience
- Create Unity through Consistency & Repetition
- Strong Lines make for Strong Designs
- Straight Lines vs Curved Lines
- Keep Balance & Symmetry in Mind
- Direct attention with Form, Shape, & Scale
- Inspire Emotional Context with Texture & Color
- Design for People



## Certified GI-BMP Instructor

Green Industries Best Management Practices (GI-BMPs) is an educational program for lawn-care and landscape maintenance people. The GI-BMP program teaches environmentally safe landscaping practices that help conserve and protect Florida’s ground and surface waters.



## GI-BMP Certifications

Alvaro	Balderrama	GV405725-1	Chris	Holt	GV915580-1	Thomas	Nelson	GV12398-2
Manuel	Barron	GV401468-1	Leon	Jennings	GV4512-1	Carlos	Picazo	GV29838-1
Ismael	Bello	GV401469-1	Miguel	Jesus	GV401765-1	Ledarin	Ragins	GV405390-1
Joseph	Bond	GV29832-1	Felix	Laporte	GV402063-1	Jose	Reyes	GV397993-1
Tyree	Brown	GV18611-1	Robert	Law	GV12409-1	Scott	Richardson	GV402210-1
Nelson	Calderon	GV18173-2	William	Leavens	GV20498-1	Jose	Rios	GV910340-1
Scott	Carlson	GV11210-1	Auner	Lopez	GV397988-1	Victor	Rubio-Balli	GV401768-1
RigoBerto	Cruz	GV911954-1	Andres	Lopez	GV14789-1	Walter	Ruiz	GV440539-1
Mike	Davidson	GV405387-1	David	Manfrin	G29844-1	Jose	Ruiz	GV397996-1
Luis	Diaz	GV911027-1	Samuel	Martel	GV406648-1	Nicholas	Sanborn	GV405393-1
Marvin	Diego	GV401762-1	David	Mason	GV14131-2	John	Sindelar	GV405393-1
William	Driskell, Sr.	GV19062-1	William	Maxwell	GV916046-1	Steve	Small	GV29846-1
Maria	Felix	GV911322-1	Paula	Means	GV34217-1	Kevin	Toole	GV406651-1
Stephen	Fletcher	GV19329-1	Angel	Miron	GV397990-1	Jose	Torres	GV912633-1
David	Fontanez	GV401471-1	Gabriel	Miron	GV397716-1	Bonifacio	Villegas	GV23038-1
William	Gipp	GV000037-1	Angel	Monterroso	GV401763-1	Alvin	Windham	GV911478-1
David	Gomez	GV4613-1	Jose	Montiel	GV911957-1			

## Florida Department of Agriculture and Consumer Services (FDACS)

Unfortunately, the same climate that makes Florida so ideal for gardening also provides conditions in which insects thrive. Many different insects attack our landscape and garden, and it's difficult to predict from one season to the next which of these pests will cause problems. A successful pest management program includes the ability to properly identify pests, monitor populations, and evaluate control methods based on the level of need. Our PMPs are skilled in the science of solving pest problems, and certified by the FDACS in the safe use, storage, and disposal of pesticides according to federal and state laws.



### Limited Commercial Fertilizer Applicator Licenses

Nelson	Calderon	LF233541
Alex	Figueroa	LF242457
Stephen	Fletcher	LF219686
Carlos	Gomez	LF225682
David	Mason	LF279730
Scott	Richardson	LF263836
Jose	Rios	LF284218
Robert	Tabone	LF184018
Bonifacio	Villegas	LF219742

### Pest Control Operator

Scott	Richardson	JF327415
Garth	Rinard	JF159948
Robert	Tabone	JF250513

### Limited Lawn & Ornamental Management Operator

Alex	Figueroa	JF287006
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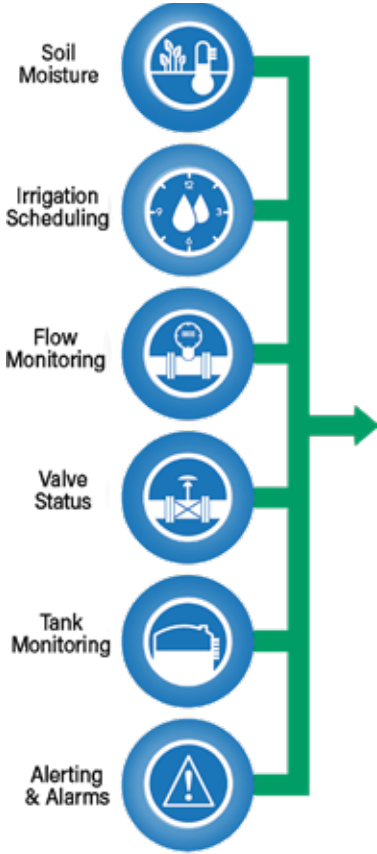
Pesticide Applicator License

Ramon	Barbosa	JE327033	Andres	Melo	JE266670
Joseph	Bond	JE207834	Angel	Miron	JE284078
Ricardo	Burgos-Sepulveda	JE252127	Gabriel	Miron Torres	JE201115
Nelson	Calderon	JE186565	Edgardo	Navarro	JE201115
Candido	Gaspar Juan	JE272937	Hector	Ortiz	JE280379
Michael	Davidson	JE116766	Esteban	Portillo-Castro	JE307203
Luis Ernesto	Diaz	JE266583	Ledarin	Ragins	JE205518
Alex	Figuroa	JE243326	Sotero	Ramos	JE277849
Stephen	Fletcher	JE199332	Scott	Richardson	JE254469
Carlos	Picazo Gomez	JE201112	Garth	Rinard	JE29820
Nayeli	Gomez Diaz	JE325314	Jose	Rios	JE283843
Alejandro	Juarez	JE252128	Rueben	Rivero Hernandez	JE280376
Rigaud	Lafortune	JE262585	Sergio	Rojas	JE257142
Felix Carlos	Laporte	JE237375	Jose	Ruiz	JE230001
Robert	Law	JE136722	Nicholas	Sanborn	JE170039
William	Leavens	JE138769	Roman	Santa Maria	JE312806
Auner	Lopez	JE243116	Luis	Santana	JE280377
Andres	Lopez Juan	JE257877	Steven	Small	JE170038
Erwing	Martinez	JE49895	Robert	Tabone	JE52727
David	Mason	JE174601	Lorenzo	Vargas	JE206681
William	Maxwell	JE309033	Bonifacio	Villegas	JE204496
Paula	Means	JE287366			

# Irrigation Certifications

Landscape Maintenance Professionals, Inc. is a licensed and insured certified irrigation system contractor that employs numerous certified irrigation technicians. The LMP Irrigation team is dedicated to providing the highest quality and the highest standard of customer satisfaction. We are fully vetted and ready to give the best solution for your commercial irrigation project.

Our goal at LMP is to provide each customer with the proper volume of sprinkler head coverage to move water around their lawn efficiently.



**Javier Bellido**  
has successfully completed the  
**X2 Controller Specialist**  
ONLINE TRAINING PROGRAM



**Sam Martel**  
has successfully completed the  
**Hunter Product Technician**  
ONLINE TRAINING PROGRAM



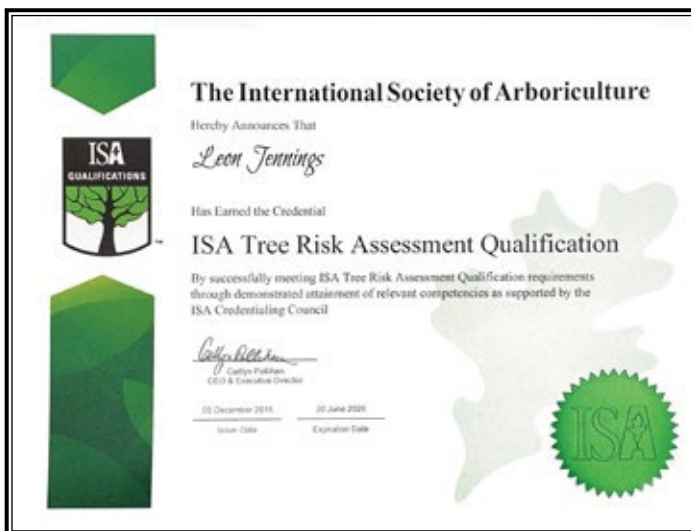
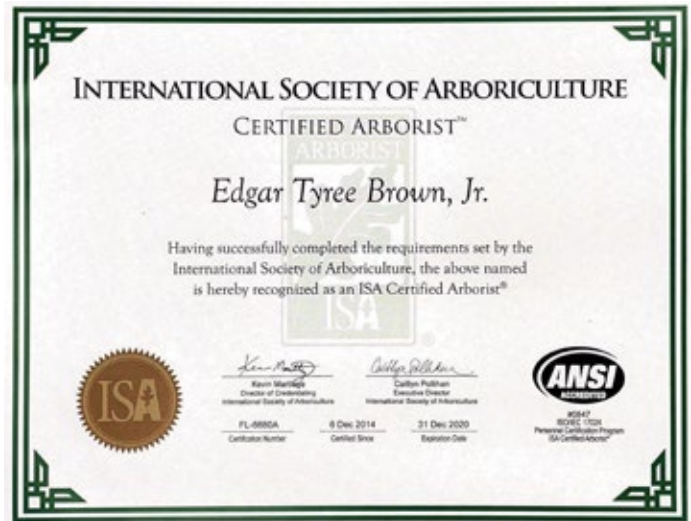
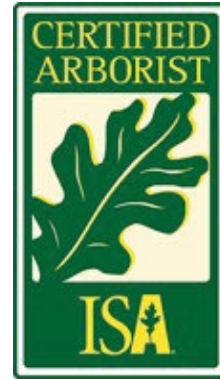




# Arbor Certifications

An arborist, by definition, is an individual trained in the art and science of planting, caring for, and maintaining individual trees. Arborists are knowledgeable about the needs of trees and are trained and equipped to provide proper care. Hiring an arborist is a decision that should not be taken lightly.

Proper tree care is an investment that can lead to substantial returns. Well-cared-for trees are attractive and can add considerable value to your property. Poorly maintained trees can be a significant liability. Pruning or removing trees, especially large trees, can be dangerous work. Tree work should be done only by those trained and equipped to work safely in trees.





## Arbor Certifications

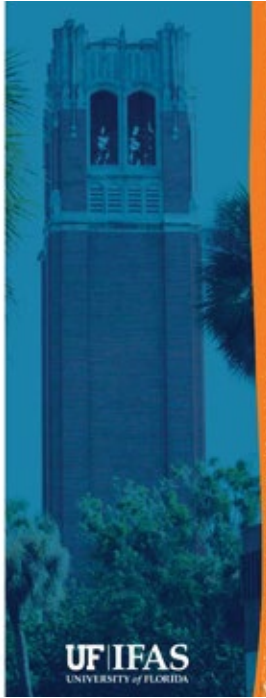


## We Abide By The Arborist Code of Ethics!

- 1) Strive for continuous self-development by increasing their qualifications and technical proficiency by staying abreast of technological and scientific developments affecting the profession.
- 2) Not misuse or omit material facts in promoting technical information, products or services if the effect would be to mislead or misrepresent.
- 3) Hold paramount the safety and health of all people, and endeavor to protect property and the environment in the performances of professional responsibilities.
- 4) Accurately and fairly represent their capabilities, qualifications and experience and those of their employees and/or agents.
- 5) Subscribe to fair and honest business practices in dealing with clients, suppliers, employees and other professionals.
- 6) Support the improvement of professional services and products through encouraging research and development.
- 7) Observe the standards and promote adherence to the ethics embodied in this code.

International Society of Arboriculture, Florida Chapter





# Continuing Education CERTIFICATE OF COMPLETION

LMP supports the professional development of employees. It helps our employees—and the organization overall—stay current and competitive. Committing to our employees’ continuing education is an investment, but this investment pays for itself over time.

- Creates New Leaders**
- Improves Productivity**
- Increases Employee Satisfaction and Engagement**
- Maintains Licensure**
- Develops New Skills**
- Creates a Healthier Workplace**
- Reduces Turnover**

Joseph Bond	Computer Pest Management	JE207834
Luis Diaz	More Than Ladybugs: Biocontrol for The Urban Landscape	JE266583
Alex Figueroa	4 Hr Core Course II	JF287006
Alex Figueroa	Ornamental and Turf Pests and Diseases	JF287006
Alex Figueroa	White Grubs in Turfgrass	JF287006
Alex Figueroa	4 Hr Core Course	JF287006
Felix LaPorte	More Than Ladybugs: Biocontrol for The Urban Landscape	JE237375
Robert Law	Groundwater Basics	JE136722
Robert Law	Pesticide Failure & Resistance	JE136722
Robert Law	“Pesticide Spray Drift”	JE136722
Robert Law	Pesticide Labels & Calculations	JE136722
Sam Martel	Landscape University	GV406648-1
David Mason	Disease Control for Lawn and Ornamentals	JE174601
Hector Navarro	Florida-Friendly Landscaping - GI-BMP Irrigation	JE280379
Scott Richardson	Green Industries Best Management	LF263836
Garth Rinard	Equipment Calibrations and Mixing Pesticide	JF159948
Garth Rinard	“Developing a Healthy Lawn”	JF159948
Garth Rinard	“Be Prepared for an Inspection”	JF159948
Garth Rinard	Major Grasses	JF159948
Garth Rinard	“Pesticide Labeling”	JF159948
Garth Rinard	“L&O 2012...Weeds Near Water”	JF159948
Garth Rinard	Chinch Bugs and Mole Crickets	JF159948
Garth Rinard	Storage of Pesticides	JF159948

# Continuing Education CERTIFICATE OF COMPLETION

*continued*

Garth	Rinard	“Understanding Fire Ants”	JF159948
Garth	Rinard	Harrell’s Customer Appreciation	JF159948
Garth	Rinard	Tackling Take-All Root Rot in Warm Season Golf Turf	JF159948
Garth	Rinard	Using PGR’s in Warm Season Turf - Golf	JF159948
Garth	Rinard	Is Your Water Impacting Product Performance	JF159948
Garth	Rinard	Water, Pesticides and Profits in Urban Agriculture	JF159948
Garth	Rinard	Maximizing Fertilizer Efficiency	JF159948
Garth	Rinard	Transporting, Storing & Disposing of Pesticides	JF159948
Jose	Ruiz	Great Expectations: Establishing Pest Management Goals for Your Clientele	JE230001
Jose	Ruiz	Thistle Be the End of Me: The Basics of Weed Control	JE230001
Jose	Ruiz	What’s that Bug? Introduction to Insects and Scouting	JE230001
Jose	Ruiz	More Than Ladybugs: Biocontrol For The Urban Landscape	JE230001
Jose	Ruiz	Dead Palms Tell No Tales: Palm Diseases & Pests	JE230001
Jose	Ruiz	The Grass Class	JE230001
Robert	Tabone	Effective Sedge, Broadleaf & Grassy Weed Mngement	JF250513
Robert	Tabone	Identify & Control Lawn & Landscape Pests	JF250513
Robert	Tabone	Soil Surfactant Overview	JF250513
Robert	Tabone	Computer Pest Management	JF250513
Robert	Tabone	Thistle Be the End of Me: The Basics of Weed Control	JF250513
Robert	Tabone	What’s That Bug? Introduction to Insects and Scouting	JF250513
Robert	Tabone	Dead Palms Tell No Tales: Palm Diseases & Pests	JF250513
Robert	Tabone	“The Grass Class”	JF250513
Robert	Tabone	Labels And How You Use Them	JF250513
Robert	Tabone	Southern Turf	JF250513
Robert	Tabone	“Insecticide Modes of Action”	JF250513
Robert	Tabone	Jeeppers Creepers? Managing Troublesome Vines	JF250513
Robert	Tabone	Fertilizing Effectively in Florida Sandy Soils	LF184018

**Continuing education is more than just a certification  
or a course completion credit, it maximizing our effectiveness and efficiency.  
By investing in our team members, they become more effective contributors  
to LMP on both an individual and a team level.**



# LMP Fleet & Equipment

A successful landscape maintenance engagement is driven by the performance of services by qualified and experienced individuals and their access to well-maintained equipment and vehicles. LMP has three full-time mechanics, supported by mechanic assistants, who oversee the vehicles in its fleet and minor engine repairs. LMP has over ninety vehicles in its fleet and more than four hundred pieces of equipment that it utilizes to perform professional services, including:

Make	Model	Year	Totals
Chevy	4500 LCF Crew Cab w/ 14ft Landscape Dump bed	2021 [2]	2
GMC	Canyon	2022 [1]	1
Chevy	Colorado	2022 [1] 2018 [4] 2021 [3] 2016 [3] 2020 [4] 2015 [2] 2019 [3]	20
Ford	F-150	2013 [3] 2009 [1] 2011 [6] 2006 [1] 2010 [4]	15
Ford	F-250	2022 [2] 2013 [1] 2020 [1] 2012 [5] 2017 [1] 2011 [5] 2016 [1] 2010 [1] 2015 [2] 2008 [3] 2014 [1] 2006 [3]	20
Ford	F-350	2006 [1] 1999 [1] 2002 [1]	3
Ford	F-450	2011 [1]	1
Ford	F-550	2001 [1] 1999 [1]	2
Freightliner	M2-106	2020 [1]	1
Isuzu	NPR Crew Cab	2016 [2]	2
Isuzu	NPR Crew Cab	2018 [3]	3
Isuzu	NPR HD	2020 [1]	1
Isuzu	NPR HD Crew Cab	2021 [2]	2
Isuzu	NPR w/ Dump Body	2022 [1]	1
Isuzu	NQR	2018 [2]	2
Isuzu	NQR w/ Dump Body	2020 [3]	3
Nissan	NV200	2018 [1] 2014 [2] 2015 [2]	5
Ford	Ranger	2011 [1] 2008 [1]	2
GMC	Sierra 1500	2008 [1]	1
Chevy	Silverado 1500	2013 [2] 2011 [1]	3
Isuzu	Spray	2005 [1]	1
Ford	Transit Connect XL Cargo Van LWB	2022 [3]	3

At Landscape Maintenance Professionals, we have the tools necessary to take care of your lawn properly. All of our equipment is state of the art and regularly maintained and cleaned to ensure you're getting the best service available for your commercial property.



Manufacturer	Description	In Rotation
Stihl	28.4 CC Edger	2
Stihl	28.4 CC Straight Shaft Trimmer	3
Sthil	Blower	105
Husqvarna	Blower	13
Billy Goat	Blower	4
Bread Cyclone	KB4 Pull Behind Blower	1
Bobcat	S570 T4 Bobcat	1
Echo	Chainsaw	1
Sthil	Chainsaw	10
Sthil	Edger	82
Husqvarna	Edger	13
Echo	Edger	2
John Deere	Gator	7
Sthil	Hedge Trimmer	36
Husqvarna	54" Stand On Mower	1
Husqvarna	Husqvarna 60" ZTR	1
Husqvarna	Husqvarna 72" ZTR	3
Toro	Lake Shore Trimmer	1
Stihl	Long Trimmer	3
TORRO	48" Recycle Kit Mower	2
TORRO	48" Walk-Behind Mower	2
TORRO	60" Recycle Kit Mower	16
TORRO	72" ZTR Turbo Force Mower	2
ExMark	Push Mower	1
ExMark	Riding Mower 60"	5
ExMark	Riding Mower 72"	8
ExMark	Walk-Behind Mower	10

Manufacturer	Description	In Rotation
ExMark	Zero Turn Mower	5
TORRO	Two Wheel Sulky	10
Stihl	Pole Pruner	11
Stihl	Pole Saw	6
Gravelly	Pro Stance	3
Little Wonder	Push Blower	2
Bravo 25	Push Mower	2
ExMark	Push Mower	2
Husqvarna	Push Mower	1
Mc Lane	Reel Mower	1
Stihl	Saw	6
Husqvarna	Saw	1
Stihl	Shear	7
Stihl	Short Trimmer	6
Husqvarna	Short Trimmer	2
ExMark	Sprayer	6
ExMark	Stand-on	8
Stihl	String Trimmer	94
ExMark	Turf Tracer	6
Pace	Push Mowers	2
Echo	Water Pumps	2
Echo	Weed Eater	4
Stihl	Whip	28
ExMark	Zero Turn Mower	9
Husqvarna	Zero Turn Mower	18
John Deere	Zero Turn Mower	1



# Community

We are proud to be a family-owned and operated business with a vision of success as we partner with our customers to enhance their properties. As a company comprised of managers and employees who live where we work, we're also focused on improving the areas we serve. Over the years, we have partnered with many organizations to help our community, and below are just a few.

- Department of Veterans Affairs | Beautification of the Community Living Center Gardens
- Dignity Memorial | Vietnam Wall Experience
- Keep Pinellas Beautiful | Honeymoon Island State Park Adopt-A-Dune
- Pasco County UFIFAS Extension Luggage of Love Drive
- Boricuas de Corazon Inc. Food Giveaway & Blood Donation
- Youth Garden Grant | Kid's Gardening
- Florida Water's Stewardship Program

# Associations

- Building Owners and Managers Association Greater Tampa Bay | BOMA
- Community Associate Institute Suncoast Chapter | CAI
- Community Associate Institute West Florida Chapter | CAI
- Certified Pest Control Operators Association of Florida | CPCO
- Commercial Real Estate Women Tampa Bay Executive Council | CREW
- Florida Gulfcoast Association of Realtors | FGCAR
- Florida Nursery, Growers & Landscape Association | FNGLA
- Leadership Tampa Bay Alumnae | LTB
- National Association of Landscape Professionals | NALP



# Awards

- Lawn & Landscape | Top 100 Landscaping Firms #86 | 2013
- Tampa Bay Business Journal | Top Commercial Landscape Firms | 2013 & 2017
- Tampa Bay Business Journal | Top 25 Minority-Owned Businesses | 2014
- Planet | National Landscape Award of Excellence | Cory Lakes CDD Merit Award | 2014
- Business Observer | Gulf Coast Top 500 Companies | 2017
- The American Registry | America's Most Honored Businesses Top 1% | 2018
- Landscape Management | LM150 Largest Landscape Companies | 2018
- Florida Community Association Journal | FLCAJ Readers' Choice Award | 2017 - 2018 - 2019
- BOMA | Toby Award | Suburban Office Park Mid-Rise (6-10 stories) Corporate Center I - IV at International Plaza Cousins Properties | Corporate Center at International Plaza | Patrick Gehm | 2020



## SECTION IV Experience



### Client Profiles

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**”** *We strive to build relationships that make things grow.*

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# Triple Creek Community Development District | CDD

Triple Creek is a 990-acre master-planned Community Development District (CDD) located in Hillsborough County, Florida. Landscape Maintenance Professionals, Incorporated was selected as the landscape provider for Triple Creek and as its construction partner for its ongoing land development initiatives.

Management Company	Rizzetta
Contact	Alex Garces
Telephone	(813) 699-9065
Email	boardmember5@triplecreek.com
Contract Start Date	December 1, 2020
Contract Value	\$503,108.00



Rizzetta & Company  
Professionals in Community Management





# Corporate Center at International Park | Commercial

The Corporate Centers at International Plaza, winners of the Building Owners and Managers (BOMA) “Building of the Year” in 2019 and 2020, encompasses four state of the art office complexes on a sprawling campus within walking distance to the upscale International Plaza, offering high visibility on Boy Scout Boulevard and is a LEED Gold Certified building.

Management Company	Cousins Properties
Contact	Patrick Gehm
Telephone	(813) 421-8702
Email	pgehm@cousins.com
Contract Start Date	March 15, 2015





# Cypress Creek Town Center | Retail

Cypress Creek Town Center is a Super Regional Shopping destination in the dynamic Wesley Chapel growth corridor on one of the most highly trafficked intersections in Florida.

The mixed-use Town Center comprises more than 150-acres surrounding the Tampa Premium Outlets and Costco at the intersection of I-75 & State Road 56. Anchored by Tampa Premium Outlets, with over 110 stores and Costco Wholesale. Tampa Premium Outlets opened in October 2015, and development is ongoing. Surrounded by nature, Cypress Creek Town Center features wetland conservation and borders the Cypress Creek Preserve, a nature park, and conservation land.

Management Company	Sierra Properties
Contact	Brent Whitley
Telephone	(813) 484-2288
Email	brentwhitley@sierra-properties.com
Contract Start Date	February 1, 2019



**SIERRA PROPERTIES**



# Harrison Ranch Community Development District | CDD

Harrison Ranch is a planned Community Development District (CDD) consisting of approximately nine hundred fifty-five (955.04) acres of land located in Manatee County. The unique features afforded the homeowners include access to seven miles of nature trails, soccer fields, community picnic areas, tennis courts, and a community pool.

Management Company	Rizzetta & Company, Inc.
Contact	Barbara McEvoy
Telephone	(941) 776-9725
Email	bmcevoy@rizzetta.com
Contract Start Date	November 18, 2019
Contract Value	\$364,800.00



Rizzetta & Company  
Professionals in Community Management





# Hunter's Green Community Association | HOA

Hunter's Green is a meticulously developed master-planned community in New Tampa. Beyond the stately, gated private entrance this premier Golf and Country Club community is exemplified by harmonizing suburban life and nature. Against a backdrop of 43 lakes on 65 acres of protected wetlands, families enjoy 23 unique enclaves taking advantage of community facilities with designated bike lanes, a pool, multiple playgrounds, lighted tennis, basketball, volleyball, soccer, and baseball facilities, a 1.5-mile jogging trail with a 15-station exercise circuit and an off-leash dog park.

It was voted the Top Master-Planned Community in the Southeast by the National Association of Home Builders at their Southeast Builders Conference and is the first major community in the state to earn the Florida Quality Development designation for exceeding strict environmental and planning guidelines.

Management Company	Wrathell, Hunt and Associates
Telephone	Wally Switzer
Email	wswitzer@huntersgreen.com
Contract Start Date	March 2022
Contract Value	\$260,000.00





# Urban Centre | Commercial & Hospitality

Urban Centre is a Class A multi-tenant office complex, hotel, and retail location in the Tampa Westshore market. Consisting of two 9-story buildings with exceptional amenities to its tenants and visitors, the Urban Centre provides direct access to the Westshore Grand Hotel through the office complex's lobby.

Management Company	Jones Lang LaSalle
Contact	Erin Smith
Telephone	(813) 286-4316
Email	erin.smith@am.jll.com
Contract Start Date	July 1, 2009





# Watergrass I Community Development District | CDD

WaterGrass is a 997-acre family-oriented residential community in Eastern Pasco County, known for its attention to detail. WaterGrass offers various amenities, including the multi-million dollar community center with athletic courts, resort-style pool, water park, junior Olympic pool, and a convenient park and bicycle path system. From the parks, the private lake, and trees, to the gentle curves of the streets and plant selection in the lush landscaping, it is a master-planned community like no other.

Management Company	Meritus Corp.
Contact	Gene Roberts
Telephone	813-873-7300 Ext. 397
Email	gene.roberts@merituscop.com
Contract Start Date	September 1, 2017
Contract Value	\$162,636.00





# Venetian Community Development District | CDD

The Venetian is a planned Community Development District (CDD) consisting of approximately nine hundred sixty-four (964.03) acres of land located in North Venice, situated on the Myakka River. A gated, golf course community, offering exceptional views of fairways, ponds, and nature.

Management Company	Rizzetta & Company, Inc.
Contact	Keith Livermore, District Field Manager
Telephone	(941) 485-8500
Email	fieldmanager@vcdd.org
Contract Start Date	September 26, 2019
Contract Value	\$332,845.00



Rizzetta & Company  
Professionals in Community Management





# Cory Lakes Community Development District | CDD

Cory Lake is a gated community offering a 165-acre skiing and boating lake, tennis courts, three playgrounds, a hockey/skate rink, beach volleyball court, basketball courts, and a large sand beach area for playing and sunning. Most homes are waterfront properties, have water views, or have views of the 1700 acre adjoining nature preserve. The community roads are elegantly brick-paved, and lush tropical foliage lines the two entries and other common areas.

Management Company	Wrathell, Hunt and Associates
Contact	John Hall
Telephone	(813) 924.4673
Email	clcddfm@corylakescdd.net
Contract Start Date	December 1, 2019
Contract Value	\$343,900.00





# 100 Carillon Parkway | Commercial

100 Carillon Parkway is a three-story, 79,701 square-foot Class A office building located in Carillon Park, Pinellas County's premier business park. Other features within Carillon Park include the BayCare Wellness Center, 4-Star Hilton Hotel, a nature preserve with boardwalks and running trails Professionally managed by Sabil Hill, the management company is committed to ensuring that the grounds of the office complexes are healthy, colorful, and well maintained.

Management Company	Sabal Hill, LLC
Contact	Rob Chisholm
Telephone	(813) 281-1281
Email	chisholm@sabalahill.com
Contract Start Date	March 8, 2008

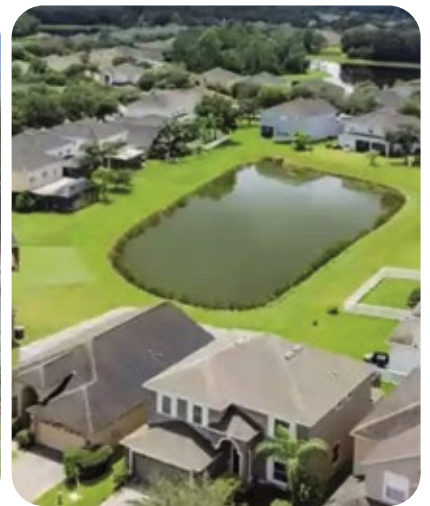




# Heritage Isles Golf & Country Club Community Development District | CDD

Heritage Isles Golf and Country Club is a large, master planned community in Hillsborough County, part of the City of Tampa. It is a community of over 866 single family Residences and 154 town homes, known as Nassau Pointe. Heritage Isles amenities include golf course, children's play area, recreational Center, volleyball, community swimming pools, sauna, tennis court, and security gate.

Management Company	Inframark, Infrastructure Management Services
Contact	Rich Unger, Director of CDD Operations
Telephone	(813) 907-7388
Email	HIManager@hicdd.org
Contract Start Date	October 1, 2009
Contract Value	\$194,900.00





# Belmont Community Development District | CDD

The Belmont community, located in Hillsborough County, FL, contains over 2,120 single-family residential homes. This master-planned community also includes a school, amenity center, and park site. Belmont is in the Bullfrog Creek basin and contains a natural habitat preserve surrounding the creek.

Management Company	GMS Management Services
Contact	Kristen Brooks, Chairman
Telephone	(404) 723-1245
Email	Boardmember5@belmontcdd.com
Contract Start Date	October 1, 2020
Contract Value	\$402,500.00





# Panther Trace Community Development District | CDD

Panther Trace is a planned Community Development District (CDD) consisting of over seven hundred eighty-five acres of land located entirely within Hillsborough County. The unique features afforded the homeowners include a pool, tennis, basketball, and volleyball courts, and a multipurpose field.

Management Company	DPFG, Inc.
Contact	Monica Vitale, Facilities Director
Telephone	(813) 671-8023
Email	ptrecentermanager@verizon.net
Contract Start Date	November 16, 2015
Contract Value	\$158,664.00





# The Amalfi Clearwater | Multifamily

The Amalfi at Clearwater is a multifamily residence with several outdoor amenities, including a Zen garden and a large pool area with a sundeck. Top Rated for 2020 by Apartment Ratings and Resident Satisfaction winner from Satisfacts for 2020!

Management Company	Richman Properties Services
Contact	Brian Murphree
Telephone	(727) 224-6050
Email	murphreeb@richmanmgt.com
Contract Start Date	February 1, 2012





# Sarah Vande Berg Tennis & Wellness Center | Commercial & Athletic

The Sarah Vande Berg Wellness Center is a health and wellness complex in Zephyrhills, Florida. Situated on 10 acres off Simons Road in Zephyrhills, the Sarah Vande Berg Tennis Center is a USTA sanctioned tennis facility featuring a variety of tennis courts to train every professional.

Management Company	SVB
Contact	Pascal Collard
Telephone	(610) 888-5599
Email	pascal.collard@svbtenniscenter.com
Contract Start Date	October 12, 2020





# Watergrass II Community Development District | CDD

WaterGrass is a 997-acre family-oriented residential community known for its attention to detail. WaterGrass offers a variety of amenities, including the multi-million dollar community center with athletic courts, resort-style pool, water park, junior Olympic pool, and a convenient park and bicycle path system. From the parks, the private lake, and trees, to the gentle curves of the streets and plant selection in the lush landscaping, it is a master-planned community like no other.

Management Company	Inframark, Infrastructure Management Services
Contact	Andy Mendenhall
Telephone	(813) 991-1116 Ext. 1002
Email	andy.mendenhall@inframark.com
Contract Start Date	February 1, 2021
Contract Value	\$518,580.00



# Tampa Bay Park Corporate Center | Commercial

Tampa Bay Park offers seven state-of-the-art buildings located within 72 acres of green space with 26 acres of lakes, and centrally located in Tampa Bay Park in the Westshore submarket at of Himes Avenue and Dr. M.L.K. Jr. Boulevard. The Tampa Bay Park campus encompass seven state-of-the-art office complexes with a parking garage, and common areas. Professionally managed by Highwoods Properties, the management company is committed to ensuring that the grounds of the office complexes are healthy, colorful, and well maintained.

Management Company	Highwood Properties
Contact	Mike Dean
Telephone	(813) 876-7000
Email	michael.dean@highwoods.com
Contract Start Dare	April 1, 2021





# Ventura Bay Homeowner's Association | HOA

Ventura Bay is a 206 single town home community located on 32 acres in Riverview, Florida. Ventura Bay Community is a fabulous place to call home with a large pool, clubhouse, playground, basketball courts, and walking trails.

Management Company  
Contact  
Telephone  
Email  
Contract Start Date

Leland Management  
Mary Fritzler  
(727) 451-7902  
Mfritzler@lelandmanagement.com  
March 4, 2019





# Willowbend Community Association | HOA

Willowbend is a maintenance-free community encompassing nearly 130 acres in Osprey, Florida. The property abuts Oscar Scherer State Park, with its fishing, canoeing, kayaking, bicycling, hiking, and bird-watching. Amenities include a community center with pool, fitness center, and outdoor kitchen, along with several outdoor amenities and an active community social calendar.

Management Company	Sentry Management
Contact	Scott Brundrett, President
Telephone	(770) 380-0225
Email	willowbendpresident@gmail.com
Contract Start Date	October 1, 2019





# Hawk's Point West Homeowner's Association | HOA

Hawks Point West Homeowners Association is a gated community comprised of 188 town homes and 220 single family homes in Ruskin. This community shares a clubhouse and gym with the Hawks Point community but also have their own pool and pavilion. Boasting several outdoor amenities, including two playgrounds, a dog park, swimming pool, clubhouse, and pavilion.

Management Company	Qualified Property Management
Contact	Rebecca Schulz
Telephone	(813) 649-0280
Email	hawkspoint@qualifiedproperty.com
Contract Start Date	February 25, 2019

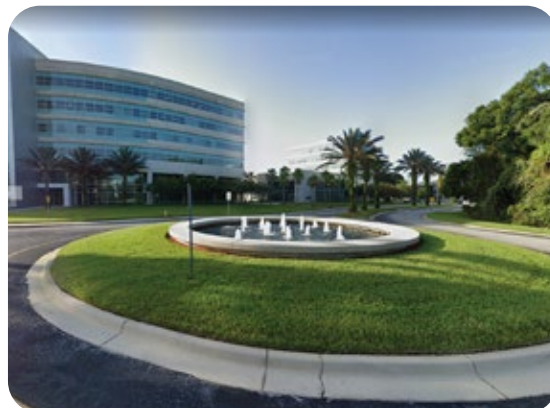




# Highwoods Preserve | Commercial

Highwood Preserve is a 1.8 million SF Class-A office, retail, and entertainment development in Hillsborough County. Professionally managed by Highwoods, the management company is committed to ensuring that the grounds of the office complexes are healthy, colorful, and well maintained. LMP was selected as the landscape provider of choice in 2017.

Management Company	Highwoods Properties
Contact	Venus Rodriguez
Telephone	(813) 416-3995
Email	venus.rodriguez@highwoods.com
Contract Start Date	January 1, 1999





## Belleair Place | Multifamily

Belleair Place is a multifamily residence in Clearwater, Florida, consisting of several outdoor amenities, including an outdoor picnic and barbecue area, playground, and large pool area with sundeck.

Management Company  
Contact  
Telephone  
Email  
Contract Start Date

Richman Properties Services  
Brian Murphree  
(727) 224-6050  
murphreeb@richmanmgt.com  
February 1, 2014



**R**ICHMAN  
PROPERTY  
SERVICES, INC.



## SECTION V The Partnership



### Pricing | Map | Details

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” *We strive to build relationships that make things grow.*

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**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**6B**



P.O. BOX 267 SEFFNER, FL 33583 – (813) 757-6500 – FAX (813) 757-6501 – SALES@LMPPRO.COM

## LANDSCAPE MAINTENANCE SERVICE AGREEMENT

Landscape Maintenance Professionals, Inc. (“LMP, Inc.”) appreciates the opportunity to propose to you how we can help enhance the overall quality of your landscape. Our team is committed to integrating the specific landscape needs of your property with your service expectations taking into account your budget considerations.

The contract does not attempt to address damage caused by vandalism, floods, hurricanes, poor drainage, or other incidents beyond the control of the contractor. The contractor will endeavor to address such contingencies upon client’s request by separate agreement.

This Agreement is by and between the following Parties:

**“Contractor”**

Landscape Maintenance Professionals, Inc.  
P.O. Box 267  
Seffner, FL 31583  
Phone: (813) 757-6500  
Fax: (813) 757-6501

**“Customer”**

Name: Heritage Pines CDD  
Contact: Chuck Adams  
Address: 2300 Glades Rd Suite 310W  
City, State, Zip: Boca Raton Fl, 33431  
Phone: (239) 464-7114  
Fax:

Any and all notices, written correspondences shall go to the above listed addresses for “Contractor and “Customer.”

Description of “**Property**” covered by this Agreement: “Areas at Heritage Pines CDD designated on included map EDRA’s and Paleo Park” 11524 Scenic Hills Blvd, Hudson, FL 34667

LMP, Inc., hereafter referred to as “Contractor,” agrees to furnish all supervision, labor, materials, supplies and equipment to perform the work hereinbelow.

**ACCORDING TO FLORIDA’S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A “NOTICE TO OWNER.” FLORIDA’S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.**

{00414918 2}

## Landscape Maintenance Specifications

### **A. EDRA's**

1. Mowing: Rotary lawn mowers will be used with sufficient horsepower to leave a neat, clean and uncluttered appearance 36 times per calendar year for EDRA's banks and 18 times per calendar year for EDRA bottoms . It is anticipated that mowing services shall be provided weekly during the growing season, April through October, and every other week during the non-growing season or as needed November through March. **EDRA's = Excavated Dry Retention Areas**

2. Trimming: Turf areas inaccessible to mowers: outfall structures and any other concrete structures in/near the EDRA's will be controlled by line-trimmer.

3. Weed, Insect and Disease Control: LMP, Inc. employs an IPM (Integrated Pest Management) program, which calls for only legally approved chemicals to be used as needed for weed, insect and disease issues. Any infestations will be treated on an as needed basis throughout the year and the customer will be made aware of the actions taken as well as the chemicals used. Pre-Emergent herbicides will be used from November 1st to April 1st and Post-Emergent herbicides will be used from April 1st to October 30th due to soil and air temperatures. (LMP, Inc. will not be held responsible for the post emergent control of common grassy weeds like crabgrass due to the absence of legal and selective post emergent herbicides for this use.) Ant mounds will be treated as they appear with Advion ant bait to eliminate mounds. (Contract pricing does not include Bayer's Top Choice or Chipco Choice or similar products that are used for guaranteed year long ant control.)

### **B. Tree, Palm, Shrub and Groundcover Care**

1. Pruning: All trees, palms, shrubs and ground cover shall be pruned as follows:

- A) All trees (up to 12 feet) shall be pruned 1 time per year to keep them away from walls and rooftops and to also eliminate any overhanging branches or foliage which obstructs and or hinders pedestrian or motor traffic.
- B) All palms (up to 15 feet) shall be pruned 1 time per year, removing dead fronds and spent seedpods. Loose boots will be removed and kept consistent in height.
- C) All shrubs shall be pruned and shaped a maximum of 12 times per calendar year. This will help the individual plant retain its natural form and eliminate branches which are rubbing against any structures.
- D) All Daylilies and Liriope shall be cut back in early Spring to remove all dead foliage, allowing for plants to be at optimum health during the growing season.
- E) Selective pruning of shrubs shall occur 1 time per year to balance infiltrating light, and remove dead wood and to promote maximum health and growth.
- F) The removal of diseased or injured branches and palms fronds will be performed as needed up to 12' on trees and 15' on palms. Any branches or fronds above these heights will be performed at an additional cost.
- G) All sucker growth from trunks and base of trees shall be removed as needed during every visit to property.
- H) Ground covers and vines will be maintained in a neat, uniform appearance.

2. Weeding: Weeds will be removed from all beds once a month during the non-growing season and twice a month during the growing season (18 times per year). Manual (hand pulling) and chemical (herbicides) will be used as control methods.

3. Insect and Disease Control: All landscape beds shall be monitored and treated with appropriate baits as needed throughout the year by our dedicated team. LMP, Inc. employs an IPM (Integrated Pest Management) program, which calls for chemicals to be used only as needed. Any infestations will be treated on an as needed basis and the customer will be made aware of the actions taken as well as the chemicals used. Plants will be monitored and issues addressed as necessary to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit. (Our pricing does not include Bayer's Top Choice or Chipco Choice or similar products).



### **C. Miscellaneous**

1. Clean-Up: During every visit to the property, areas designated by map shall be policed.

### **D. Additional Services**

1. Mulching: Upon written authorization of the client, contractor shall mulch all planting beds with pine bark or shredded mulch at a price of \$60.00 per yard ensuring that all areas have a 2” depth after installation. As a part of the mulch process, all bed lines shall be trenched and beveled at a depth of 3” along bed areas that are bordered by sidewalks, curbs and seasonal color bed areas to prevent mulch from washing out. If the amount quoted is not sufficient to mulch the entire property an additional count will be submitted for completion at the same price per yard.
2. Tall Palm Trimming: Upon written authorization of the client, contractor will trim all palms identified as being above 20 feet in overall height that will require a lift or bucket truck. Said palms will be priced per type of palm and will be clearly outlined in a proposal to client.
3. Special Palm Treatment Program: Due to the value of Canary Island Date Palms, Sylvestris Palms, Phoenix Dactylifra, Phoenix Reclinata and Medjool Palms, a special palm fertilization and pest program is highly recommended. Identified palms will be fertilized with a 8-2-12 with 4% mg blend designed to address nutrient needs of palms 4 times per year. A bud drench of systemic insecticide and fungicide will also be applied as a preventative for bud rots and borer insects for palms up to 20'. In addition, palms that have been identified as susceptible to Lethal Yellowing or Texas Phoenix Palm Decline, including Canary Island Date Palms, Sylvestris Palms, Phoenix Dactylifra and Phoenix Reclinata will be injected with the antibiotic oxytetracycline (OTC) 4 times per year. While it is noted that there is no program that can guarantee the prevention of pest infestations, LMP uses the highest industry recommendations to manage the risk of the loss of these palms.
4. Hand Pruning / Structural Pruning: Upon written authorization of the client, deep hand pruning and/or structural pruning will be performed 1 time per year during the dormant months to prune old wood and prune behind multiple breaks to maintain proper proportion, promote interior growth. Removal of up to 50% of the height and foliage of plants can take place during this pruning which will allow for the plant material to grow fuller during the growing season.

**E. Pricing Summary**

	<b>Price Per Month</b>	<b>Price Per Year</b>
<b>Base Maintenance Price</b>	\$10,791.75	\$129,501.00

<b>Additional Services</b>	<b>Estimated Qty.</b>	<b>Price Per Unit or Service</b>
Mulch (Upon approval by client)	85	\$60.00 Per yard
Tall Palm Trimming (Palms over 15')	N/A	Starting at \$30.00 Per Palm
Special Palm Treatment Program	N/A	\$200.00 per palm (entire year)
Hand Pruning / Structural Pruning	N/A	N/A

Contractor agrees to provide all of the above Base Maintenance Services for an annual fee of \$129,501.00 to be paid in monthly installments of \$10,791.75 Contractor will invoice Customer one week prior to the beginning of each month’s service. Customer agrees to pay each invoice within 30 days of the date of the invoice. Additional Services are not included as part of this Agreement or the Base Maintenance Services. Proposals for Additional Services must be executed by an Authorized Representative and are subject to all the terms and conditions of this agreement, which are hereby incorporated into such proposals for Additional Services by reference.

**F. Conditions**

The goal of this Agreement is that upon completion of each visit to the Customer, the landscape appearance shall be maintained to the highest reasonable standard possible given the nature of the Property and its individual condition.

1. **Term:** This Agreement will be in effect for an initial term of 12 months (1 year) with an effective start date of \_\_\_\_\_ and will remain in effect on an annual basis until canceled by either party. To ensure that Customer’s needs are being met, timely written notice of any deficiency or concern must be provided in order to give Contractor a reasonable opportunity to remedy the deficiency or concern prior to termination of this Agreement. While Contractor encourages Customer to communicate with on-site crews and its account manager, notice solely to them is insufficient. All notices under this paragraph must be provided in writing by Customer’s Authorized Representative to Contractor at the address specified above. Customer agrees to notify Contractor in writing within 10 days of the occurrence of any deficiency, concern, or default or damage Customer believes was caused by Contractor. Failure to do so constitutes a waiver both of any such claims by Customer and of the right of Customer to cancel this Agreement due to such claims. Customer may cancel this Agreement following an unremedied deficiency by providing written notice to Contractor by certified mail. The cost to Contractor of the work in certain seasons is higher than in others, but Contractor has agreed to invoice Customer in even monthly installments. Therefore, in consideration of these variable internal costs, and in order to ensure an effective transition following a cancellation by Customer, termination notices received during the months of April through September shall cause an effective final date of billable services of not less than thirty (30) days after date of receipt. Notices received in any other months shall cause an effective final date of billable services of not less than ninety (90) days after the date of receipt. Any notice of termination by Customer shall be sent to Contractor at the addresses indicated on this Agreement. Contractor may terminate this Agreement for Customer’s default if, after giving notice in writing to Customer’s Authorized Representative at the address for Customer specified above, Customer has not remedied the default within five (5) calendar days (the “Deadline”). Unless a different period is specified in Contractor’s written notice of termination for Customer’s default, the Contractor’s termination shall be effective on the first business day following the Deadline. Customer shall be liable to pay Contractor for all services rendered by Contractor through the effective date of termination for Customer’s default. Notwithstanding any other provision to the contrary, Contractor may, in its sole and complete discretion, terminate this Agreement for Contractor’s convenience by giving notice in writing to Customer’s Authorized Representative at the address for Customer specified above. Contractor may also provide Customer with a courtesy communication containing notice of termination via email or other method, but effective notice shall be only by written notice mailed to Customer as described herein. Unless a different period is specified in Contractor’s written notice of termination for convenience, the Contractor’s termination shall be effective twenty-one (21) days after the date of Contractor’s written notice of termination for convenience. Customer shall be liable to pay Contractor for all services rendered by Contractor through the effective date of

termination for convenience. In the event Contractor terminates this Agreement for Customer's default, and it is later determined that the Customer was not in default or that the default was excusable under the terms of this Agreement, then, in such event, the Contractor's termination shall be deemed a termination for convenience as described herein.

2. Performance: The Parties agree that Contractor's performance of this Agreement can be, and often is, subject to weather conditions, which are beyond the Contractor's control. Contractor shall not be liable for any performance deficiency caused by weather conditions. The Parties also agree that Contractor is a contractor as that term is defined in Chapter 713, *Florida Statutes* and that any and all work performed pursuant to this Agreement is an improvement to real property under Chapter 713, *Florida Statutes*.
3. Adjustment: This Agreement is subject to CPI adjustments annually effective the anniversary date or as otherwise agreed upon in writing by both parties.
4. Fuel Surcharge: Contract pricing is based on the Florida Regular Conventional Retail Gasoline Prices published every month. If the published monthly price shall increase by more than 10% than the cost of fuel at the time of bid and for 2 consecutive months upon commencement date, Contractor shall reserve the right to enact a fuel surcharge.
5. Payments: No finance charge will be imposed if invoices are paid in full within 30 days of invoice date. If not paid in full within 30 days, then a finance charge will be imposed from the invoice date on the balance due at a periodic rate of 1 ½% per month (18 % per annum) until paid. Contractor shall have the right to elect to stop work under this Agreement until all outstanding amounts, including Finance Charges, are paid in full. Payments will be applied to the previously billed Finance Charges, and thereafter, in order, to the previous invoices and finally to the New Invoices.
6. Authorized Representative: Customer agrees, simultaneous with the signing of this Agreement, to designate in writing an Authorized Representative or Authorized Representatives, with whom Contractor can interface concerning this Agreement. In the event Customer desires to change its Authorized Representative(s), Customer shall provide written notice of the change to Contractor. By designating an Authorized Representative, Customer is representing to Contractor that the Authorized Representative has the authority to bind Customer to actions taken pursuant to this Agreement until that authority is revoked or changed by Customer.
7. Order of Interpretation: In the event other documents, terms, or conditions are annexed to or otherwise designed to amend or supplement this agreement, should there be a conflict between one or more provisions of the other documents, terms, or conditions and the terms of this agreement, the terms of this agreement will control.
8. Collection: In the event Contractor must collect past due amounts under this Agreement, Contractor shall be entitled to all expenses incurred as part of those efforts, including any attorneys' fees and costs.
9. Subcontractors: Contractor may, at its sole discretion, utilize subcontractors to provide specific services under this Agreement. Contractor will remain as the single and primary contact for all activities as related to this Agreement. Proof of insurance and necessary licenses will be provided if requested by Customer. Contractor will also provide workman's compensation and proof thereof on employees if requested by Customer.
10. Acceptance: This Agreement is withdrawn unless executed within ninety (90) days of the date of this document.
11. Arbitration As the Sole Final Method of Dispute Resolution: Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach of this Agreement, which the Parties have not been able to resolve through their own discussions or negotiations, shall be settled by arbitration administered by the American Arbitration Association. Such arbitration, no matter the size, number of parties, or amount in dispute, shall be conducted in accordance with the 2020 Fast Track Procedures ("Procedures") of the Construction Industry Arbitration Rules of the American Arbitration Association, as modified hereby, unless the Parties agree otherwise. The arbitration shall be conducted before a single arbitrator. The final hearing is limited to one day, and it shall be held in person or, with the Parties' and the arbitrator's consent, via video conference. The final hearing shall be held not more than ninety (90) days after the arbitrator is appointed and the final decision shall be rendered not more than thirty (30) days after the conclusion of the final hearing, unless otherwise agreed by the Parties. The arbitrator's decision shall be a reasoned award. Notwithstanding anything contained in the Procedures to the contrary, the Exchange of Information contemplated by the Procedures shall occur no later than 15 days before the final hearing unless the arbitrator orders an earlier deadline. Unless the Parties agree in writing and the arbitrator consents, no Party shall be entitled to conduct



depositions or present experts in the arbitration proceeding. Florida Law shall be applied by the arbitrator in adjudicating any dispute. Except to the extent a different venue is required by law, or the arbitration is by video conference as provided herein, venue for the arbitration proceeding shall be in Hillsborough County, Florida to the exclusion of each and every other proper venue. Contractor shall be entitled to recover against the Customer its all of Contractor's attorney's fees and costs, including fees and costs incurred in connection with proving up the amount and reasonableness of the fees and costs to be awarded, should Contractor prevail in arbitration. Judgment on the award rendered by the arbitrator(s) may be entered into any court having jurisdiction thereof.

Thank you for the opportunity to submit this agreement. We look forward to becoming part of your team. In witness whereof the parties of this agreement have signed and executed it this \_\_\_\_\_ day of February 2023.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Contractor Printed

\_\_\_\_\_  
Customer Printed

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**6C**



P.O. BOX 267 SEFFNER, FL 33583 \* (877) 567-7761 \* FAX (813) 757-6501

### LIST OF LMP MAINTAINED CDD'S

<b>PROPERTY NAME</b>	<b>START</b>	<b>STATUS</b>	<b>CONTACT</b>	<b>PHONE</b>
<u>Belmont CDD</u>	<u>10/1/2019</u>	<u>ACTIVE</u>	<u>Kirsten Brooks</u>	<u>(404) 723-1245</u>
<u>Bobcat Trail CDD</u>	<u>10/1/2020</u>	<u>ACTIVE</u>	<u>Scott Verill</u>	<u>(941) 426-6189</u>
<u>Chapel Crossings CDD</u>	<u>8/1/2021</u>	<u>ACTIVE</u>	<u>Craig Weber</u>	<u>(813) 994-2277</u>
<u>Cory Lake Isles CDD</u>	<u>12/1/2019</u>	<u>ACTIVE</u>	<u>John Hall</u>	<u>(813) 924-4673</u>
<u>Covington Park CDD</u>	<u>10/1/2013</u>	<u>ACTIVE</u>	<u>Ronald Blue</u>	<u>(443) 254-1065</u>
<u>Estancia At Wiregrass CDD</u>	<u>7/1/2022</u>	<u>ACTIVE</u>	<u>Mark Buffano</u>	<u>(813) 494-0370</u>
<u>The Hammocks CDD</u>	<u>8/1/2022</u>	<u>ACTIVE</u>	<u>Melissa Wood</u>	<u>(813) 936-4120</u>
<u>Harrison Ranch CDD</u>	<u>11/1/2019</u>	<u>ACTIVE</u>	<u>Barbara McEvoy</u>	<u>(928) 451-2421</u>
<u>Hawks Point CDD</u>	<u>9/1/2018</u>	<u>ACTIVE</u>	<u>Chantal Copeland</u>	<u>(730) 359-4627</u>
<u>Heritage Isles CDD</u>	<u>5/1/2009</u>	<u>ACTIVE</u>	<u>Rich Unger</u>	<u>(813) 299-5539</u>
<u>Lakeside Plantation CDD</u>	<u>9/1/2022</u>	<u>ACTIVE</u>	<u>Margie Gerstmann</u>	<u>(941) 423-5500</u>
<u>Legends Bay CDD</u>	<u>6/1/2022</u>	<u>ACTIVE</u>	<u>Alba Sanchez</u>	<u>(813) 991-4014</u>
<u>Northwood CDD</u>	<u>11/1/2015</u>	<u>ACTIVE</u>	<u>Gene Roberts</u>	<u>(813) 440-7096</u>
<u>Oak Creek CDD</u>	<u>4/1/2016</u>	<u>ACTIVE</u>	<u>Mark Vega</u>	<u>(813) 991-1116</u>
<u>Panther Trace I CDD</u>	<u>11/1/2015</u>	<u>ACTIVE</u>	<u>Monica Vitale</u>	<u>(813) 671-8023</u>
<u>Panther Trace II CDD</u>	<u>9/1/2018</u>	<u>ACTIVE</u>	<u>Anna Ramirez</u>	<u>(813) 671-0831</u>
<u>Panther Trails CDD</u>	<u>11/1/2019</u>	<u>ACTIVE</u>	<u>Taylor Nielsen</u>	<u>(813) 533-2950</u>
<u>Silverado CDD</u>	<u>1/1/2022</u>	<u>ACTIVE</u>	<u>Colette Fuller</u>	<u>(813) 701-8548</u>
<u>South Fork III CDD</u>	<u>5/1/2022</u>	<u>ACTIVE</u>	<u>Mark Vega</u>	<u>(813) 295-5455</u>
<u>Suncoast CDD</u>	<u>8/15/2022</u>	<u>ACTIVE</u>	<u>Heather Dilley</u>	<u>(813) 523-1709</u>
<u>Triple Creek CDD</u>	<u>12/1/2020</u>	<u>ACTIVE</u>	<u>Alex Graces</u>	<u>(813) 699-9065</u>
<u>Venetian CDD</u>	<u>10/1/2019</u>	<u>ACTIVE</u>	<u>John Toborg</u>	<u>(813) 933-5571</u>
<u>Watergrass I CDD</u>	<u>11/1/2019</u>	<u>ACTIVE</u>	<u>Gene Roberts</u>	<u>(813) 440-7096</u>
<u>Watergrass II CDD</u>	<u>2/1/2021</u>	<u>ACTIVE</u>	<u>Craig Weber</u>	<u>(813) 994-2277</u>
<u>Waters Edge/Rivers Reach CDD</u>	<u>6/1/2016</u>	<u>ACTIVE</u>	<u>Mick Sheppard</u>	<u>(813) 408-0511</u>



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**7A**



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**7B**





**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
DECEMBER 31, 2022**



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2022**

	<u>Major Funds</u>	<u>Total Governmental Funds</u>
	<u>General</u>	
<b>ASSETS</b>		
Cash - SunTrust	\$ 672,662	\$ 672,662
SBA		
Operating A	783	783
Reserve A	1,909	1,909
Utility deposit	14,717	14,717
Undeposited funds	780	780
Total assets	<u>\$ 690,851</u>	<u>\$ 690,851</u>
<b>LIABILITIES &amp; FUND BALANCE</b>		
<b>Liabilities</b>		
Total liabilities	<u>-</u>	<u>-</u>
<b>Fund balance</b>		
Committed		
Disaster recovery	175,000	175,000
Future mower replacement	70,000	70,000
Working capital	150,000	150,000
Unassigned	295,851	295,851
Total fund balance	<u>690,851</u>	<u>690,851</u>
<b>Total liabilities and fund balance</b>	<u>\$ 690,851</u>	<u>\$ 690,851</u>

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
UNRECONCILED GENERAL FUND  
FOR THE PERIOD ENDED DECEMBER 31, 2022**

	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date	Budget	% of Budget
<b>REVENUES</b>															
Assessment levy	\$ -	\$ 118,608	\$ 141,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,203	\$ 282,722	92%
Interest & miscellaneous	11	13	16	-	-	-	-	-	-	-	-	-	40	1,000	4%
Total revenues	11	118,621	141,611	-	-	-	-	-	-	-	-	-	260,243	283,722	92%
<b>EXPENDITURES</b>															
<b>Professional &amp; administrative fees</b>															
Supervisors	1,076	-	-	-	-	-	-	-	-	-	-	-	1,076	7,000	15%
Management	2,704	2,704	2,704	-	-	-	-	-	-	-	-	-	8,112	32,450	25%
Legal	110	-	488	-	-	-	-	-	-	-	-	-	598	1,000	60%
Engineering	-	187	-	-	-	-	-	-	-	-	-	-	187	5,000	4%
Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500	0%
Assessment roll preparation	601	601	601	-	-	-	-	-	-	-	-	-	1,803	7,210	25%
Trustee fees	-	-	-	-	-	-	-	-	-	-	-	-	-	4,337	0%
Telephone	13	13	13	-	-	-	-	-	-	-	-	-	39	150	26%
Rentals and leases	155	155	155	-	-	-	-	-	-	-	-	-	465	1,860	25%
Postage	104	-	112	-	-	-	-	-	-	-	-	-	216	1,000	22%
Printing & binding	86	86	86	-	-	-	-	-	-	-	-	-	258	1,030	25%
Legal advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	350	0%
Annual district filing fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175	100%
Insurance	8,318	-	-	-	-	-	-	-	-	-	-	-	8,318	8,205	101%
Contingencies	45	45	138	-	-	-	-	-	-	-	-	-	228	1,000	23%
ADA website compliance	210	-	-	-	-	-	-	-	-	-	-	-	210	210	100%
Website	-	-	-	-	-	-	-	-	-	-	-	-	-	705	0%
Total Professional & Administrative Fees	13,597	3,791	4,297	-	-	-	-	-	-	-	-	-	21,685	79,182	27%
<b>Operations and maintenance</b>															
Electricity - street lighting	-	2,059	1,264	-	-	-	-	-	-	-	-	-	3,323	22,500	15%
Retention pond mowing/weed control	-	1,900	21,793	-	-	-	-	-	-	-	-	-	23,693	115,000	21%
Irrigation water	1,568	-	2,856	-	-	-	-	-	-	-	-	-	4,424	15,000	29%
Contingencies	-	1,451	-	-	-	-	-	-	-	-	-	-	1,451	1,000	145%
Aquatic weed control	2,961	1,586	1,586	-	-	-	-	-	-	-	-	-	6,133	20,000	31%
Dry retention pond refurbishment/planting	-	3,783	9,893	-	-	-	-	-	-	-	-	-	13,676	50,000	27%
Total operations and maintenance	4,529	10,779	37,392	-	-	-	-	-	-	-	-	-	52,700	223,500	24%
<b>EXPENDITURES (continued)</b>															
<b>Other fees and charges</b>															
Property appraiser	-	-	-	-	-	-	-	-	-	-	-	-	-	150	0%
Tax collector	-	2,372	2,831	-	-	-	-	-	-	-	-	-	5,203	5,890	88%
Total other fees and charges	-	2,372	2,831	-	-	-	-	-	-	-	-	-	5,203	6,040	86%
Total expenditures	18,126	16,942	44,520	-	-	-	-	-	-	-	-	-	79,588	308,722	26%
Excess/(deficiency) of revenues over/(under) expenditures	(18,115)	101,679	97,091	-	-	-	-	-	-	-	-	-	180,655	(25,000)	
Fund balance - beginning	510,196	492,081	593,760	690,851	690,851	690,851	690,851	690,851	690,851	690,851	690,851	690,851	510,196	466,744	
Fund balance - ending															
Committed															
Disaster recovery	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	
Future mower replacement	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	
Working capital	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
Unassigned	97,081	198,760	295,851	295,851	295,851	295,851	295,851	295,851	295,851	295,851	295,851	295,851	295,851	46,744	
Fund balance - ending	\$ 492,081	\$ 593,760	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 690,851	\$ 441,744	

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL LEDGER  
AS OF  
DECEMBER 2022**



**Heritage Pines CDD**  
**General Ledger**  
**As of December 31, 2022**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>101.000 · Suntrust Bank - Checking</b>							507,457.14
General Journal	10/07/2022	2918		A/P 10/06/2022		18,277.46	489,179.68
General Journal	10/21/2022	2936		SERVICE CHARGE		44.89	489,134.79
General Journal	10/24/2022	2926		BOARD MEETING - 10/18/22		923.50	488,211.29
General Journal	10/24/2022	2926		BOARD MEETING - 10/18/22		153.00	488,058.29
General Journal	10/28/2022	2929		A/P 09/30/2022 & 10/27/2022		14,451.93	473,606.36
General Journal	10/31/2022	2937		INTEREST INCOME	4.23		473,610.59
General Journal	11/04/2022	2934		TAX COLLECTION	5,833.30		479,443.89
General Journal	11/07/2022	2940		TAX COLLECTION	20,544.06		499,987.95
General Journal	11/07/2022	2933		TAX COLLECTION	4.56		499,992.51
General Journal	11/15/2022	2938		A/P 11/14/2022		14,524.57	485,467.94
General Journal	11/15/2022	2941		TAX COLLECTION	60,299.40		545,767.34
General Journal	11/17/2022	2939		FY 22 EXCESS FEES	1,075.00		546,842.34
General Journal	11/18/2022	2942		TAX COLLECTION	29,558.75		576,401.09
General Journal	11/21/2022	2938		ACCOUNT ANALYSIS FEE		44.56	576,356.53
General Journal	11/30/2022	2937		INTEREST INCOME	4.23		576,360.76
General Journal	12/02/2022	2943		TAX COLLECTION	91,040.99		667,401.75
General Journal	12/04/2022	2934		TAX COLLECTION	30,695.00		698,096.75
General Journal	12/07/2022	2945		A/P 12/06/2022		32,113.87	665,982.88
General Journal	12/15/2022	2937		TAX COLLECTION	6,940.58		672,923.46
General Journal	12/19/2022	2936		A/P 12/16/2022		10,305.44	662,618.02
General Journal	12/21/2022	2938		ACCOUNT ANALYSIS FEE		49.37	662,568.65
General Journal	12/31/2022	2937		INTEREST INCOME	5.73		662,574.38
General Journal	12/31/2022	2939		TAX COLLECTION	52.69		662,627.07
General Journal	12/31/2022	2940		TAX COLLECTION	10,035.23		672,662.30
Total 101.000 · Suntrust Bank - Checking					256,093.75	90,888.59	672,662.30
<b>151.000 · Investments</b>							2,666.56
<b>151.001 · SBA-Operating A Account</b>							775.75
General Journal	10/31/2022	2937		INTEREST INCOME	2.08		777.83
General Journal	11/30/2022	2937		INTEREST INCOME	2.51		780.34
General Journal	12/31/2022	2937		INTEREST INCOME	2.85		783.19
Total 151.001 · SBA-Operating A Account					7.44	0.00	783.19
<b>151.101 · SBA - Reserve A Account</b>							1,890.81
General Journal	10/31/2022	2937		INTEREST INCOME	5.06		1,895.87
General Journal	11/30/2022	2937		INTEREST INCOME	6.13		1,902.00
General Journal	12/31/2022	2937		INTEREST INCOME	6.95		1,908.95
Total 151.101 · SBA - Reserve A Account					18.14	0.00	1,908.95
Total 151.000 · Investments					25.58	0.00	2,692.14
<b>121.000 · Assessments Receivable</b>							1,079.56
General Journal	11/01/2022	2931		FY 22 EXCESS FEES		1,075.00	4.56
General Journal	11/04/2022	2933		TAX COLLECTION		4.56	0.00
Total 121.000 · Assessments Receivable					0.00	1,079.56	0.00
<b>1299 · Undeposited Funds</b>							0.00
General Journal	11/01/2022	2931		FY 22 EXCESS FEES	1,075.00		1,075.00
General Journal	11/04/2022	2933		TAX COLLECTION	4.56		1,079.56
General Journal	11/07/2022	2933		TAX COLLECTION		4.56	1,075.00
General Journal	11/17/2022	2939		FY 22 EXCESS FEES		1,075.00	0.00
General Journal	12/27/2022	2942		CAPITAL CREDITS REFUND - SEE ATTACH...	779.88		779.88

**Heritage Pines CDD  
General Ledger  
As of December 31, 2022**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 1299 · Undeposited Funds					1,859.44	1,079.56	779.88
<b>156.100 · Utility Deposit</b>							14,716.80
Total 156.100 · Utility Deposit							14,716.80
<b>202.000 · Accounts Payable - Year End</b>							-15,724.49
General Journal	10/06/2022	2917		A/P 10/06/2022		8,318.00	-24,042.49
General Journal	10/07/2022	2918		A/P 09/30/2022	9,959.46		-14,083.03
General Journal	10/07/2022	2918		A/P 10/06/2022	8,318.00		-5,765.03
General Journal	10/27/2022	2928		A/P 10/27/2022		8,686.90	-14,451.93
General Journal	10/28/2022	2929		A/P 09/30/2022	5,765.03		-8,686.90
General Journal	10/28/2022	2929		A/P 10/27/2022	8,686.90		0.00
General Journal	11/14/2022	2935		A/P 11/14/2022		14,524.57	-14,524.57
General Journal	11/15/2022	2938		A/P 11/14/2022	14,524.57		0.00
General Journal	12/06/2022	2944		A/P 12/06/2022		32,113.87	-32,113.87
General Journal	12/07/2022	2945		A/P 12/06/2022	32,113.87		0.00
General Journal	12/16/2022	2935		A/P 12/16/2022		10,305.44	-10,305.44
General Journal	12/19/2022	2936		A/P 12/16/2022	10,305.44		0.00
Total 202.000 · Accounts Payable - Year End					89,673.27	73,948.78	0.00
<b>271.000 · Unreserved Fund Balance</b>							43,724.92
Total 271.000 · Unreserved Fund Balance							43,724.92
<b>271.100 · Reserved Fund Balance</b>							-83,000.00
Total 271.100 · Reserved Fund Balance							-83,000.00
<b>3900 · Retained Earnings</b>							-470,920.49
Total 3900 · Retained Earnings							-470,920.49
<b>361.000 · Interest Income</b>							0.00
<b>361.100 · Interest Income - Surplus Acct</b>							0.00
General Journal	10/31/2022	2937		INTEREST INCOME		4.23	-4.23
General Journal	10/31/2022	2937		INTEREST INCOME		5.06	-9.29
General Journal	10/31/2022	2937		INTEREST INCOME		2.08	-11.37
General Journal	11/30/2022	2937		INTEREST INCOME		4.23	-15.60
General Journal	11/30/2022	2937		INTEREST INCOME		6.13	-21.73
General Journal	11/30/2022	2937		INTEREST INCOME		2.51	-24.24
General Journal	12/31/2022	2937		INTEREST INCOME		5.73	-29.97
General Journal	12/31/2022	2937		INTEREST INCOME		6.95	-36.92
General Journal	12/31/2022	2937		INTEREST INCOME		2.85	-39.77
Total 361.100 · Interest Income - Surplus Acct					0.00	39.77	-39.77
Total 361.000 · Interest Income					0.00	39.77	-39.77
<b>363.100 · Assessment Levy</b>							0.00
General Journal	11/04/2022	2934		TAX COLLECTION		5,833.30	-5,833.30
General Journal	11/04/2022	2934		TAX COLLECTOR FEE		119.05	-5,952.35
General Journal	11/07/2022	2940		TAX COLLECTION		20,544.06	-26,496.41
General Journal	11/07/2022	2940		TAX COLLECTOR FEE		419.26	-26,915.67
General Journal	11/15/2022	2941		TAX COLLECTION		60,299.40	-87,215.07
General Journal	11/15/2022	2941		TAX COLLECTOR FEE		1,230.60	-88,445.67
General Journal	11/18/2022	2942		TAX COLLECTION		29,558.75	-118,004.42
General Journal	11/18/2022	2942		TAX COLLECTOR FEE		603.25	-118,607.67
General Journal	12/02/2022	2943		TAX COLLECTION		91,040.99	-209,648.66
General Journal	12/02/2022	2943		TAX COLLECTION		1,857.97	-211,506.63
General Journal	12/04/2022	2934		TAX COLLECTION		30,695.00	-242,201.63

**Heritage Pines CDD**  
**General Ledger**  
**As of December 31, 2022**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
General Journal	12/04/2022	2934		TAX COLLECTOR FEE		626.43	-242,828.06
General Journal	12/15/2022	2937		TAX COLLECTION		6,940.58	-249,768.64
General Journal	12/15/2022	2937		TAX COLLECTOR FEE		141.65	-249,910.29
General Journal	12/31/2022	2939		TAX COLLECTION		52.69	-249,962.98
General Journal	12/31/2022	2940		TAX COLLECTION		10,035.23	-259,998.21
General Journal	12/31/2022	2940		TAX COLLECTOR FEE		204.80	-260,203.01
Total 363.100 · Assessment Levy					0.00	260,203.01	-260,203.01
<b>511.000 · Legislative</b>							0.00
<b>511.110 · Supervisor's Fees</b>							0.00
General Journal	10/24/2022	2926		BOARD MEETING - 10/18/22	153.00		153.00
Check	10/24/2022	DD	JANICE M. BENEDETTI	BOARD MEETING - 10/18/22	184.70		337.70
Check	10/24/2022	DD	ARTHUR RHODES	BOARD MEETING - 10/18/22	184.70		522.40
Check	10/24/2022	DD	MICHAEL V. WALSH	BOARD MEETING - 10/18/22	184.70		707.10
Check	10/24/2022	DD	KATHLEEN LONERGAN	BOARD MEETING - 10/18/22	184.70		891.80
Check	10/24/2022	DD	CAROL VAUGHAN	BOARD MEETING - 10/18/22	184.70		1,076.50
Total 511.110 · Supervisor's Fees					1,076.50	0.00	1,076.50
Total 511.000 · Legislative					1,076.50	0.00	1,076.50
<b>512.000 · Executive</b>							0.00
<b>512.311 · Management Fees</b>							0.00
Bill	10/27/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	10/22 MGMT FEE	2,704.16		2,704.16
Bill	11/14/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	11/22 MGMT FEE	2,704.16		5,408.32
Bill	12/06/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	12/22 MGMT FEE	2,704.16		8,112.48
Total 512.311 · Management Fees					8,112.48	0.00	8,112.48
Total 512.000 · Executive					8,112.48	0.00	8,112.48
<b>513.000 · Financial &amp; Administrative</b>							0.00
<b>513.310 · Assessment Roll Preparation</b>							0.00
Bill	10/27/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	10/22 MGMT FEE	600.83		600.83
Bill	11/14/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	11/22 MGMT FEE	600.83		1,201.66
Bill	12/06/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	12/22 MGMT FEE	600.83		1,802.49
Total 513.310 · Assessment Roll Preparation					1,802.49	0.00	1,802.49
<b>513.315 · Tax Collector</b>							0.00
General Journal	11/04/2022	2934		TAX COLLECTOR FEE	119.05		119.05
General Journal	11/07/2022	2940		TAX COLLECTOR FEE	419.26		538.31
General Journal	11/15/2022	2941		TAX COLLECTOR FEE	1,230.60		1,768.91
General Journal	11/18/2022	2942		TAX COLLECTOR FEE	603.25		2,372.16
General Journal	12/02/2022	2943		TAX COLLECTION	1,857.97		4,230.13
General Journal	12/04/2022	2934		TAX COLLECTOR FEE	626.43		4,856.56
General Journal	12/15/2022	2937		TAX COLLECTOR FEE	141.65		4,998.21
General Journal	12/31/2022	2940		TAX COLLECTOR FEE	204.80		5,203.01
Total 513.315 · Tax Collector					5,203.01	0.00	5,203.01
Total 513.000 · Financial & Administrative					7,005.50	0.00	7,005.50
<b>514.000 · Legal Counsel</b>							0.00
<b>514.310 · Legal Fees</b>							0.00
Bill	10/27/2022	22191	STRALEY ROBIN VERICKER	PROF SVCS THROUGH 10/15/2022	110.50		110.50
Bill	12/06/2022	22338	STRALEY ROBIN VERICKER	PROF SVCS THROUGH 11/15/2022	488.00		598.50

**Heritage Pines CDD**  
**General Ledger**  
**As of December 31, 2022**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 514.310 · Legal Fees					598.50	0.00	598.50
Total 514.000 · Legal Counsel					598.50	0.00	598.50
<b>519.000 · Other General Government</b>							0.00
<b>519.320 · Engineering</b>							0.00
Bill	11/14/2022	HPC1...	STROUD ENGINEERING CONSULTANTS	10/22 ENG. FEES	187.50		187.50
Total 519.320 · Engineering					187.50	0.00	187.50
<b>519.410 · Postage</b>							0.00
Bill	10/27/2022	7-917-...	FEDEX	7-917-75070	96.26		96.26
Bill	10/27/2022	7-925-...	FEDEX	7-925-00421	7.83		104.09
Bill	12/06/2022	7-967-...	FEDEX	7-967-82594	103.70		207.79
Bill	12/16/2022	7-975-...	FEDEX	7-975-90390	8.50		216.29
Total 519.410 · Postage					216.29	0.00	216.29
<b>519.411 · Telephone</b>							0.00
Bill	10/27/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	10/22 MGMT FEE	12.50		12.50
Bill	11/14/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	11/22 MGMT FEE	12.50		25.00
Bill	12/06/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	12/22 MGMT FEE	12.50		37.50
Total 519.411 · Telephone					37.50	0.00	37.50
<b>519.414 · ADA Website Compliance</b>							0.00
Bill	10/27/2022	2446	ADA SITE COMPLIANCE	Compliance Shield, Accessibility Policy, Tech...	210.00		210.00
Total 519.414 · ADA Website Compliance					210.00	0.00	210.00
<b>519.440 · Rentals and Leases</b>							0.00
Bill	10/27/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	10/22 MGMT FEE	155.00		155.00
Bill	11/14/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	11/22 MGMT FEE	155.00		310.00
Bill	12/06/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	12/22 MGMT FEE	155.00		465.00
Total 519.440 · Rentals and Leases					465.00	0.00	465.00
<b>519.450 · Insurance</b>							0.00
Bill	10/06/2022	16998	EGIS INSURANCE & RISK ADVISORS	INSURANCE PREMIUM - 10/01/22 -10/01/23	8,318.00		8,318.00
Total 519.450 · Insurance					8,318.00	0.00	8,318.00
<b>519.470 · Printing and Binding</b>							0.00
Bill	10/27/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	10/22 MGMT FEE	85.83		85.83
Bill	11/14/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	11/22 MGMT FEE	85.83		171.66
Bill	12/06/2022	2021-...	WRATHELL, HUNT & ASSOCIATES. LLC	12/22 MGMT FEE	85.83		257.49
Total 519.470 · Printing and Binding					257.49	0.00	257.49
<b>519.490 · Contingencies</b>							0.00
General Journal	10/21/2022	2936		SERVICE CHARGE	44.89		44.89
General Journal	11/21/2022	2938		ACCOUNT ANALYSIS FEE	44.56		89.45
Bill	12/06/2022	03518...	SAFEGUARD BUSINESS SYSTEMS	DEPOSIT TICKER 100044 FORMAT 2PT 1053	89.03		178.48
General Journal	12/21/2022	2938		ACCOUNT ANALYSIS FEE	49.37		227.85
Total 519.490 · Contingencies					227.85	0.00	227.85
<b>519.540 · Annual District Filing Fee</b>							0.00
Bill	10/27/2022	86047	DEPARTMENT OF ECONOMIC OPPORTUNITY	FY 2022/2023 SPECIAL DISTRICT FEE	175.00		175.00



**Heritage Pines CDD  
General Ledger  
As of December 31, 2022**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total 519.540 · Annual District Filing Fee					175.00	0.00	175.00
Total 519.000 · Other General Government					10,094.63	0.00	10,094.63
<b>539.000 · Field Maintenance</b>							0.00
<b>539.311 · Aquatic Weed Control</b>							0.00
Bill	10/27/2022	PSI-15...	SOLITUDE LAKE MANAGEMENT	10/22 AQUATIC WEED CONTROL	1,586.00		1,586.00
Bill	10/27/2022	PSI-21...	SOLITUDE LAKE MANAGEMENT	SPATTERDOCK TREATMENT	1,375.00		2,961.00
Bill	11/14/2022	PSI-24...	SOLITUDE LAKE MANAGEMENT	11/22 AQUATIC WEED CONTROL	1,586.00		4,547.00
Bill	12/16/2022	PSI-34...	SOLITUDE LAKE MANAGEMENT	12/22 AQUATIC WEED CONTROL	1,586.00		6,133.00
Total 539.311 · Aquatic Weed Control					6,133.00	0.00	6,133.00
<b>539.340 · Retention Pond Mowing/Weed Cont</b>							0.00
Bill	11/14/2022	10312...	HERITAGE PINES COMMUNITY ASSOCIATION,INC	10/22 EQUIPMENT USE	1,900.00		1,900.00
Bill	12/06/2022	INV13...	DOWN TO EARTH LANDSCAPE & IRRIGATION	10/22 MOWING SERVICES	7,252.28		9,152.28
Bill	12/06/2022	INV14...	DOWN TO EARTH LANDSCAPE & IRRIGATION	11/22 MOWING SERVICES	6,053.70		15,205.98
Bill	12/06/2022	11302...	HERITAGE PINES COMMUNITY ASSOCIATION,INC	11/22 EQUIPMENT USE	1,820.00		17,025.98
Bill	12/16/2022	INV14...	DOWN TO EARTH LANDSCAPE & IRRIGATION	10/22 MOWING SERVICES	6,666.78		23,692.76
Total 539.340 · Retention Pond Mowing/Weed Cont					23,692.76	0.00	23,692.76
<b>539.341 · Dry Retention Pond Refurbish</b>							0.00
Bill	11/14/2022	2022-3	LUPTON'S CONSTRUCTION SERVICES, LLC	CURB INLET TOP REPAIRS ONLY	3,782.85		3,782.85
Bill	12/06/2022	INV14...	DOWN TO EARTH LANDSCAPE & IRRIGATION	ORNAMENTAL GRASS CUT BACKS	7,488.00		11,270.85
Bill	12/06/2022	INV13...	DOWN TO EARTH LANDSCAPE & IRRIGATION	INSTALL SOD, CLEAN UP SLOPE AND TRIM	2,405.00		13,675.85
Total 539.341 · Dry Retention Pond Refurbish					13,675.85	0.00	13,675.85
<b>539.430 · Street Lighting</b>							0.00
Bill	11/14/2022	13069...	WITHLACOOCHEE RIVER ELECTRIC COOPERA...	1306910 11/04/22	1,583.28		1,583.28
Bill	11/14/2022	20415...	WITHLACOOCHEE RIVER ELECTRIC COOPERA...	2041547 11/02/22	475.69		2,058.97
Bill	12/16/2022	13069...	WITHLACOOCHEE RIVER ELECTRIC COOPERA...	1306910 12/07/22	1,576.62		3,635.59
Bill	12/16/2022	20415...	WITHLACOOCHEE RIVER ELECTRIC COOPERA...	2041547 12/05/22	467.54		4,103.13
General Journal	12/27/2022	2942		CAPITAL CREDITS REFUND - SEE ATTACH...		779.88	3,323.25
Total 539.430 · Street Lighting					4,103.13	779.88	3,323.25
<b>539.431 · Irrigation of Pond Banks</b>							0.00
Bill	10/27/2022	103122	HERITAGE PINES COMMUNITY ASSOCIATION,INC	10/22 RECLAIMED WATER	1,567.99		1,567.99
Bill	12/06/2022	113022	HERITAGE PINES COMMUNITY ASSOCIATION,INC	11/22 RECLAIMED WATER	2,855.84		4,423.83
Total 539.431 · Irrigation of Pond Banks					4,423.83	0.00	4,423.83
<b>539.490 · Contingencies</b>							0.00
Bill	11/14/2022	2022-4	LUPTON'S CONSTRUCTION SERVICES, LLC	CURB INLET TOP REPAIRS ONLY	1,255.93		1,255.93
Bill	11/14/2022	48137	KATHLEEN F LONERGAN	AVENTURA NURSERY INVOICE REIMBUR...	195.00		1,450.93
Total 539.490 · Contingencies					1,450.93	0.00	1,450.93
Total 539.000 · Field Maintenance					53,479.50	779.88	52,699.62
<b>TOTAL</b>					<b>428,019.15</b>	<b>428,019.15</b>	<b>0.00</b>

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
CHECK REGISTER  
THROUGH  
DECEMBER 2022**

## Heritage Pines CDD Check Detail December 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>12/07/2022</b>	<b>FEDEX</b>	<b>101.000 · Suntrust ...</b>		<b>-103.70</b>
Bill	7-967-82594	12/06/2022		519.410 · Postage	-103.70	103.70
TOTAL					-103.70	103.70
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>12/19/2022</b>	<b>WITHLACOOCHEE...</b>	<b>101.000 · Suntrust ...</b>		<b>-2,044.16</b>
Bill	1306910 120722	12/16/2022		539.430 · Street Lig...	-1,576.62	1,576.62
Bill	2041547 120522	12/16/2022		539.430 · Street Lig...	-467.54	467.54
TOTAL					-2,044.16	2,044.16
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>12/19/2022</b>	<b>FEDEX</b>	<b>101.000 · Suntrust ...</b>		<b>-8.50</b>
Bill	7-975-90390	12/16/2022		519.410 · Postage	-8.50	8.50
TOTAL					-8.50	8.50
<b>Bill Pmt -Check</b>	<b>2857</b>	<b>12/07/2022</b>	<b>DOWN TO EARTH ...</b>	<b>101.000 · Suntrust ...</b>		<b>-23,198.98</b>
Bill	INV136745	12/06/2022		539.340 · Retention...	-7,252.28	7,252.28
Bill	INV143909	12/06/2022		539.340 · Retention...	-6,053.70	6,053.70
Bill	INV141026	12/06/2022		539.341 · Dry Rete...	-7,488.00	7,488.00
Bill	INV136746	12/06/2022		539.341 · Dry Rete...	-2,405.00	2,405.00
TOTAL					-23,198.98	23,198.98
<b>Bill Pmt -Check</b>	<b>2858</b>	<b>12/07/2022</b>	<b>HERITAGE PINES ...</b>	<b>101.000 · Suntrust ...</b>		<b>-4,675.84</b>
Bill	113022	12/06/2022		539.431 · Irrigation ...	-2,855.84	2,855.84
Bill	113022EU	12/06/2022		539.340 · Retention...	-1,820.00	1,820.00
TOTAL					-4,675.84	4,675.84
<b>Bill Pmt -Check</b>	<b>2859</b>	<b>12/07/2022</b>	<b>SAFEGUARD BUSI...</b>	<b>101.000 · Suntrust ...</b>		<b>-89.03</b>
Bill	035188145	12/06/2022		519.510 · Office Su...	-89.03	89.03
TOTAL					-89.03	89.03
<b>Bill Pmt -Check</b>	<b>2860</b>	<b>12/07/2022</b>	<b>STRALEY ROBIN ...</b>	<b>101.000 · Suntrust ...</b>		<b>-488.00</b>

**Heritage Pines CDD**  
**Check Detail**  
 December 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	22338	12/06/2022		514.310 · Legal Fees	-488.00	488.00
TOTAL					-488.00	488.00
<b>Bill Pmt -Check</b>	<b>2861</b>	<b>12/07/2022</b>	<b>WRATHELL, HUNT...</b>	<b>101.000 · Suntrust ...</b>		<b>-3,558.32</b>
Bill	2021-2361	12/06/2022		512.311 · Managem...	-2,704.16	2,704.16
				513.310 · Assessm...	-600.83	600.83
				519.411 · Telephone	-12.50	12.50
				519.440 · Rentals a...	-155.00	155.00
				519.470 · Printing a...	-85.83	85.83
TOTAL					-3,558.32	3,558.32
<b>Bill Pmt -Check</b>	<b>2862</b>	<b>12/19/2022</b>	<b>DOWN TO EARTH ...</b>	<b>101.000 · Suntrust ...</b>		<b>-6,666.78</b>
Bill	INV141082	12/16/2022		539.340 · Retention...	-6,666.78	6,666.78
TOTAL					-6,666.78	6,666.78
<b>Bill Pmt -Check</b>	<b>2863</b>	<b>12/19/2022</b>	<b>SOLITUDE LAKE ...</b>	<b>101.000 · Suntrust ...</b>		<b>-1,586.00</b>
Bill	PSI-34265	12/16/2022		539.311 · Aquatic ...	-1,586.00	1,586.00
TOTAL					-1,586.00	1,586.00



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
BANK STATEMENTS**



999-99-99-99 40386 0 C 001 30 50 004  
HERITAGE PINE COMMUNITY DEVELOPMENT  
DISTRICT  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

## Your account statement

For 12/30/2022

## Contact us



Truist.com



(844) 4TRUIST or  
(844) 487-8478

### ■ PUBLIC SPECIAL MRC 0615006011053

#### Account summary

Your previous balance as of 11/30/2022	\$576,823.66
Checks	- 40,450.45
Other withdrawals, debits and service charges	- 2,205.73
Deposits, credits and interest	+ 128,682.30
<b>Your new balance as of 12/30/2022</b>	<b>= \$662,849.78</b>

#### Interest summary

Interest paid this statement period	\$5.73
2022 interest paid year-to-date	\$59.25
Interest rate	0.01%

#### Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
12/07	2855	187.50	12/19	2859	89.03	12/23	2862	6,666.78
12/19	*2857	23,198.98	12/19	2860	488.00	12/27	2863	1,586.00
12/21	2858	4,675.84	12/20	2861	3,558.32			

\* indicates a skip in sequential check numbers above this item

**Total checks = \$40,450.45**

#### Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
12/09	INTERNET PAYMENT DEBIT FEDERAL EXPRESS EPA96137822	103.70
12/20	ACH CORP DEBIT WEB PMTS Withlacoochee Ri HERITAGE PINES C OM DE CUSTOMER ID Y4T0SK	2,044.16
12/21	INTERNET PAYMENT DEBIT FEDERAL EXPRESS EPA96446252	8.50
12/21	SERVICE CHARGES - PRIOR PERIOD	49.37

**Total other withdrawals, debits and service charges = \$2,205.73**

#### Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
12/02	TAX ACC PASCOTAX HERITAGE PINES CDD CUSTOMER ID 00000000001008	91,040.99
12/09	TAX ACC PASCOTAX HERITAGE PINES CDD CUSTOMER ID 00000000001008	729.79
12/09	TAX ACC PASCOTAX HERITAGE PINES CDD CUSTOMER ID 00000000001008	29,965.21
12/20	TAX ACC PASCOTAX HERITAGE PINES CDD CUSTOMER ID 00000000001008	1,572.69
12/20	TAX ACC PASCOTAX HERITAGE PINES CDD CUSTOMER ID 00000000001008	5,367.89
12/30	EFFECTIVE DATE 12-31-22 INTEREST PAYMENT	5.73

**Total deposits, credits and interest = \$128,682.30**

**Changes are being made effective February 3, 2023** to the Commercial Bank Services Agreement ("CBSA") that governs your account, including revisions to the paragraph titled "Duty to Review Account Statement" and the addition of provisions pertaining to the use of Night Deposit Services which will supersede and replace any prior agreement with Truist pertaining to such services. Continued use of your account after the effective date constitutes your acceptance of the changes. The most current version of the CBSA can be obtained

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
INVOICES**



<b>Invoice Number</b> 7-967-82594	<b>Invoice Date</b> Dec 05, 2022	<b>Account Number</b> [REDACTED]	Page 1 of 4
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FedEx Tax ID: 71-0427007

**Billing Address:**  
HERITAGE PINES CDD  
BOCA RATON FL 33431-8556

**Shipping Address:**  
FRAUD--HERITAGE PINES CDD  
BOCA RATON FL 33431-8556

**Invoice Questions?**  
**Contact FedEx Revenue Services**  
Phone: 800.645.9424  
M-F 7-5 (CST)  
Internet: fedex.com/usgovt

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### Invoice Summary

#### FedEx Express Services

Total Charges	USD	\$103.70
<b>TOTAL THIS INVOICE</b>	<b>USD</b>	<b>\$103.70</b>

Other discounts may apply.

To pay your FedEx invoice, please go to [www.fedex.com/payment](http://www.fedex.com/payment). Thank you for using FedEx.



519.410  
001

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Detailed descriptions of surcharges can be located at [fedex.com](http://fedex.com)





<b>Invoice Number</b> 7-967-82594	<b>Invoice Date</b> Dec 05, 2022	<b>Account Number</b> [REDACTED]	Page 2 of 4
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### FedEx Express Shipment Summary By Payor Type

#### FedEx Express Shipments (Original)

Payor Type	Shipments	Rated Weight lbs	Transportation Charges	Special Handling Charges	Ret Chg/Tax Credits/Other	Discounts	Total Charges
Recipient	1	4.0	7.94	6.23			14.17
Third Party	7	7.0	51.87	37.66			89.53
<b>Total FedEx Express</b>	<b>8</b>	<b>11.0</b>	<b>\$59.81</b>	<b>\$43.89</b>			<b>\$103.70</b>

**TOTAL THIS INVOICE USD \$103.70**

### FedEx Express Shipment Detail By Payor Type (Original)

<b>Ship Date:</b> Nov 29, 2022	<b>Cust. Ref.:</b> HERITAGE PINES 12.6.22 A	<b>Ref.#2:</b>
<b>Payor:</b> Recipient	<b>Ref.#3:</b>	

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

		<b>Sender</b>	<b>Recipient</b>	
Automation	INET	Daphne Gillyard	Chuck Adams-Cleo Adams	
Tracking ID	770623025198	WHA	NORTH FORT MYERS FL 33917 US	
Service Type	FedEx Standard Overnight	BOCA RATON FL 33431 US		
Package Type	Customer Packaging			
Zone	02			
Packages	1			
Rated Weight	4.0 lbs, 1.8 kgs			
Delivered	Nov 30, 2022 17:52	Transportation Charge		7.94
Svc Area	A3	Fuel Surcharge		0.93
Signed by	see above	Residential Delivery		5.30
FedEx Use	000000000/161357/02	<b>Total Charge</b>		<b>USD \$14.17</b>
			<b>Recipient Subtotal</b>	<b>USD \$14.17</b>

### FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to [fedex.com](https://fedex.com) to sign up today!



<b>Invoice Number</b> 7-967-82594	<b>Invoice Date</b> Dec 05, 2022	<b>Account Number</b> [REDACTED]	Page 3 of 4
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**Ship Date:** Nov 29, 2022      **Cust. Ref.:** HERITAGE PINES 12.6.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	770622986062	Daphne Gillyard	Kim Norton
Service Type	FedEx Standard Overnight	WHA	Heritage Pines Country Club
Package Type	FedEx Pak	BOCA RATON FL 33431 US	HUDSON FL 34667 US
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Nov 30, 2022 15:09		
Svc Area	A3	Transportation Charge	7.41
Signed by	C.ROSETTA	Fuel Surcharge	0.52
FedEx Use	000000000/161333/	<b>Total Charge</b>	<b>USD \$7.93</b>

**Ship Date:** Nov 29, 2022      **Cust. Ref.:** HERITAGE PINES 12.6.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	770622986143	Daphne Gillyard	Mr. Kurt D. Heath, P.E.
Service Type	FedEx Standard Overnight	WHA	Stroud Engineering Consultants
Package Type	FedEx Pak	BOCA RATON FL 33431 US	ODESSA FL 33556 US
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Nov 30, 2022 13:57	Transportation Charge	7.41
Svc Area	A2	Fuel Surcharge	0.89
Signed by	see above	Residential Delivery	5.30
FedEx Use	000000000/161333/02	<b>Total Charge</b>	<b>USD \$13.60</b>

**Ship Date:** Nov 29, 2022      **Cust. Ref.:** HERITAGE PINES 12.6.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	770622986305	Daphne Gillyard	Janice Benedetti
Service Type	FedEx Standard Overnight	WHA	HUDSON FL 34667 US
Package Type	FedEx Pak	BOCA RATON FL 33431 US	
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Nov 30, 2022 15:06	Transportation Charge	7.41
Svc Area	A3	Fuel Surcharge	0.89
Signed by	see above	Residential Delivery	5.30
FedEx Use	000000000/161333/02	<b>Total Charge</b>	<b>USD \$13.60</b>

**Ship Date:** Nov 29, 2022      **Cust. Ref.:** HERITAGE PINES 12.6.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	770622986706	Daphne Gillyard	MICHAEL WALSH
Service Type	FedEx Standard Overnight	WHA	HUDSON FL 34667 US
Package Type	FedEx Pak	BOCA RATON FL 33431 US	
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Nov 30, 2022 15:20	Transportation Charge	7.41
Svc Area	A3	Fuel Surcharge	0.89
Signed by	see above	Residential Delivery	5.30
FedEx Use	000000000/161333/02	<b>Total Charge</b>	<b>USD \$13.60</b>





<b>Invoice Number</b> 7-967-82594	<b>Invoice Date</b> Dec 05, 2022	<b>Account Number</b> [REDACTED]	Page 4 of 4
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**Ship Date:** Nov 29, 2022      **Cust. Ref.:** HERITAGE PINES 12.6.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	770622987058	Daphne Gillyard	Arthur Rhodes
Service Type	FedEx Standard Overnight	WHA	Heritage Pines CDD
Package Type	FedEx Pak	BOCA RATON FL 33431 US	HUDSON FL 34667 US
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Nov 30, 2022 15:18	Transportation Charge	7.41
Svc Area	A3	Fuel Surcharge	0.89
Signed by	see above	Residential Delivery	5.30
FedEx Use	000000000/161333/02	<b>Total Charge</b>	<b>USD \$13.60</b>

**Ship Date:** Nov 29, 2022      **Cust. Ref.:** HERITAGE PINES 12.6.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	770622987231	Daphne Gillyard	Kathleen Lonergan
Service Type	FedEx Standard Overnight	WHA	HUDSON FL 34667 US
Package Type	FedEx Pak	BOCA RATON FL 33431 US	
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Nov 30, 2022 15:04	Transportation Charge	7.41
Svc Area	A3	Fuel Surcharge	0.89
Signed by	see above	Residential Delivery	5.30
FedEx Use	000000000/161333/02	<b>Total Charge</b>	<b>USD \$13.60</b>

**Ship Date:** Nov 29, 2022      **Cust. Ref.:** HERITAGE PINES 12.6.22 A      **Ref.#2:**  
**Payor:** Third Party      **Ref.#3:**

Fuel Surcharge FedEx has applied a fuel surcharge of 18.75% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
Tracking ID	770622987551	Daphne Gillyard	Carol E. Vaughan
Service Type	FedEx Standard Overnight	WHA	HUDSON FL 34667 US
Package Type	FedEx Pak	BOCA RATON FL 33431 US	
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Nov 30, 2022 15:36	Transportation Charge	7.41
Svc Area	A3	Fuel Surcharge	0.89
Signed by	see above	Residential Delivery	5.30
FedEx Use	000000000/161333/02	<b>Total Charge</b>	<b>USD \$13.60</b>

<b>Third Party Subtotal</b>	<b>USD</b>	<b>\$89.53</b>
<b>Total FedEx Express</b>	<b>USD</b>	<b>\$103.70</b>



Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Account Number **1306910** Cycle **04**  
Meter Number  
Customer Number 10183439  
Customer Name HERITAGE PINES COM DEV

Bill Date **12/07/2022**  
Amount Due **1,576.62**  
Current Charges Due **12/30/2022**

District Office Serving You  
Bayonet Point

See Reverse Side For More Information

Service Address PUBLIC LIGHTING  
Service Classification Public Lighting

ELECTRIC SERVICE									
From		To		Multiplier	Dem. Reading	KW Demand	kWh Used		
Date	Reading	Date	Reading						

Comparative Usage Information		
Average kWh		
Period	Days	Per Day

BILLS ARE DUE WHEN RENDERED  
A 1.5 percent, but not less than \$5, late charge will apply to unpaid balances as of 5:00 p.m. on the due date shown on this bill.



1 0 1 8 3 4 3 9

You have 24-hour access to manage your account on-line through Smarthub at [www.wrec.net](http://www.wrec.net). If you would like to make a payment using your credit card, please call 844-209-7166. This number is WREC's Secure Pay-By-Phone system.

Previous Balance 1,583.28  
Payment 1,583.28CR  
Balance Forward 0.00

Light Energy Charge 150.05  
Light Support Charge 107.11  
Light Maintenance Charge 227.77  
Light Fixture Charge 271.93  
Light Fuel Adj 5,321 KWH @ 0.05500 292.67  
Poles (QTY 103) 513.00  
FL Gross Receipts Tax 14.09

Total Current Charges 1,576.62  
Total Due Please Pay 1,576.62

539.430  
001

Lights/Poles	Type/Qty	Type/Qty	Type/Qty	Type/Qty	Type/Qty
	105 81	205 16	305 7	455 2	960 9
	150 3	270 4	360 1	910 94	



Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Please Detach and Return This Portion With Your Payment To Ensure Accurate Posting.

See Reverse Side For Mailing Instructions

Bill Date: 12/07/2022

Use above space for address change ONLY.

District: BP04

1306910 BP04  
HERITAGE PINES COM DEV  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

Make check payable to W.R.E.C. MUST BE IN BLACK OR BLUE INK.

Current Charges Due Date	12/30/2022
TOTAL CHARGES DUE	1,576.62
Total Charges Due After Due Date	1,600.27

000130691000015766200016002707





Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Account Number **2041547** Cycle 02  
Meter Number  
Customer Number 10183439  
Customer Name HERITAGE PINES COM DEV

Bill Date **12/05/2022**  
Amount Due **467.54**  
Current Charges Due **12/27/2022**

District Office Serving You  
Bayonet Point

See Reverse Side For More Information

Service Address PUBLIC LIGHTING  
Service Classification Public Lighting

**ELECTRIC SERVICE**

From		To		Multiplier	Dem. Reading	KW Demand	kWh Used
Date	Reading	Date	Reading				

Comparative Usage Information

Average kWh  
Period Days Per Day

BILLS ARE DUE WHEN RENDERED  
A 1.5 percent, but not less than \$5, late charge will apply to unpaid balances as of 5:00 p.m. on the due date shown on this bill.

Previous Balance **475.69**  
Payment **475.69CR**  
Balance Forward **0.00**



1 0 1 8 3 4 3 9

You have 24-hour access to manage your account on-line through Smarthub at [www.wrec.net](http://www.wrec.net). If you would like to make a payment using your credit card, please call 844-209-7166. This number is WREC's Secure Pay-By-Phone system.

Light Energy Charge **6.01**  
Light Support Charge **10.65**  
Light Maintenance Charge **140.59**  
Light Fixture Charge **173.50**  
Light Fuel Adj 547 KWH @ 0.05500 **30.09**  
Poles(QTY 29) **105.50**  
FL Gross Receipts Tax **1.20**

Total Current Charges **467.54**  
Total Due **467.54** Please Pay

**539.430**  
**001**

Lights/Poles	Type/Qty	Type/Qty	Type/Qty	Type/Qty
	205 4	210 25	910 4	935 25



Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Please Detach and Return This Portion With Your Payment To Ensure Accurate Posting.

See Reverse Side For Mailing Instructions

Bill Date: 12/05/2022

Use above space for address change ONLY.

District: BP02

2041547 BP02  
HERITAGE PINES COM DEV  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431 8556

Make check payable to W.R.E.C. MUST BE IN BLACK OR BLUE INK.

Current Charges Due Date	12/27/2022
<b>TOTAL CHARGES DUE</b>	<b>467.54</b>
Total Charges Due After Due Date	474.55

000204154700004675400004745502



<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Account Number</b>	Page
7-975-90390	Dec 12, 2022	[REDACTED]	1 of 2

FedEx Tax ID: 71-0427007

**Billing Address:**  
HERITAGE PINES CDD  
BOCA RATON FL 33431-8556

**Shipping Address:**  
FRAUD--HERITAGE PINES CDD  
BOCA RATON FL 33431-8556

**Invoice Questions?**  
**Contact FedEx Revenue Services**  
Phone: 800.645.9424  
M-F 7-5 (CST)  
Internet: fedex.com/usgovt

**Invoice Summary**

**FedEx Express Services**

Total Charges	USD	\$8.50
<b>TOTAL THIS INVOICE</b>	<b>USD</b>	<b>\$8.50</b>

519.410  
001

Other discounts may apply.

To pay your FedEx invoice, please go to [www.fedex.com/payment](http://www.fedex.com/payment). Thank you for using FedEx.



Detailed descriptions of surcharges can be located at [fedex.com](http://fedex.com)





Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



October 2022  
 INV136745

**Customer**

Heritage Pines CDD  
 Wrathell, Hunt and Associates, LLC  
 9220 Bonita Springs Rd  
 Suite 214  
 Bonita Springs FL 34135  
[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)

539.340  
 001

Project/Job	Invoice Date	Due Date	Terms	PO #
CDD Expenses September 2022 - Estimate 38152	10/7/2022	11/6/2022	Net 30	

Item	Qty	Rate	Amount
<b>Scope of Work Monthly Maintenance for the CDD at Heritage Pines.</b>			
<b>4000 - Mow/Weedeat Retentions</b>			
Diesel - 1 Gallon	106	\$4.77	\$505.62 ✓
Maintenance Labor - Hours	101.5	\$25.00	\$2,537.50 ✓
<b>Sub Total</b>			\$3,043.12
<b>Z-Mow Weedeat Retentions</b>			
Equipment Repair & Maintenance - Hours	2.5	\$30.00	\$75.00 ✓
Maintenance Labor - Hours	43	\$25.00	\$1,075.00 ✓
Miscellaneous Equipment Parts - Dollar	1	\$325.00	\$325.00 ✓
Unleaded Gasoline - 1 Gallon	36	\$4.25	\$153.00 ✓
<b>Sub Total</b>			\$1,628.00
<b>Spraying Beds, Dry Retentions</b>			
Glyphosate 41% - 1 Gallon	8	\$29.52	\$236.16 ✓
Paleo Park Labor - Hours	9	\$25.00	\$225.00 ✓



Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



October 2022  
 INV136745

Item	Qty	Rate	Amount
Spray Labor - Hours	57	\$25.00	\$1,425.00 ✓
<b>Sub Total</b>			\$1,886.16
Clean Drains			
Rake Retentions - Hours	16	\$25.00	\$400.00 ✓
<b>Sub Total</b>			\$400.00
Irrigation Inspection & Repairs			
Irrigation Labor - Hours	10	\$27.50	\$275.00 ✓
Miscellaneous Irrigation Parts - Each	1	\$20.00	\$20.00 ✓
<b>Sub Total</b>			\$295.00

Subtotal	\$7,252.28
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$7,252.28</b>

**We are not responsible for Deer and Rabbit (or other critters) destruction of plantings. Different plants and areas are being affected continually, often times after plantings. We cannot be held responsible for the ever changing site conditions.**

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



CDD Man Hours Back-up

SEPT. 2022

DAY	Ken - Mechanic Burden Rate \$30.00		Pat Rate - \$ 25.00			Bill Rate - \$25.00				David G - irrigation Rate - \$27.50		OTHER JOBS Rate - \$25.00					Keith/Tim - Supervisor Rate - \$30.00			
	4000	Zmow	4000	WE	Bush Hog	Zmow	WE	Other	Paleo	Heads	Repairs/hr	Rake	Drains	Spray	Paleo	Till	Till	Spray	WE	Other
1																				
2			2.2	0.25		1.4														
3			6	0.5		1.5				Irr. Check	2	4		6						
4			5.3	0.5		2	0.25							3						
5	1		5.2			2.7				Irr. Check	1			3						
6			4.9	0.5		1.8	0.25							3						
7																				
8																				
9			3	0.25		2.3	0.25			Irr. Check	1			2	4					
10			8			2.4								5						
11			5.7	0.25		2.6	0.25							5						
12			3.2			1.5						4		2						
13			5.4	0.25		0.8	0.25			Irr. Check	1									
14																				
15																				
16			6.5	0.25		1.9	0.25							5						
17			5.8			4	0.25							3						
18			3.7	0.25		2.6				Irr. Check	2			1						
19			4.3	0.25		2.8						4		2						
20			5.1	0.25		2	0.25													
21																				
22																				
23			5.8	0.5		2.1	0.25			Irr. Check	2			1						
24	1.5		5.3	0.25		2.1						4		2						
25			3.9			2	0.25			Irr Repair	1			5						
26			3	0.5										4	5					
27			4.2	0.25		1.5	0.5							5						
28																				
29																				
30																				
31																				
	2.5 ✓	0	0	96.5 ✓	5 ✓	0	40 ✓	3 ✓	0	0	1 Rotor	10 ✓	16 ✓	0	57 ✓	9 ✓	0	0	0	0

CDD Expenses September 2022

<b>Routine Mowing Operations</b>				<b>Total</b>
Toro 4000 operator (incl weed eat)	101.5 Hrs	\$25.00 Per Hr		\$2,537.50
Toro Z Mower operator (incl weed eat)	43 Hrs	\$25.00 Per Hr		\$1,075.00
Machinery Maintenance Parts*		\$270		\$325.00 ✓
Machinery Maintenance Labor**	2.5 Hrs	\$30.00 Per Hr		\$75.00
Fuel Cost 4000 and Bush Hog	106 Gallons	\$4.77 Per Gal		\$505.62
Fuel Cost Z Mower	36 Gallons	\$4.25 Per Gal		\$153.00
Spraying beds in retentions	57 Hrs	\$25.00 Per Hr		\$1,425.00
Clean drains/WE/Rake Waste Areas	16 Hrs	\$25.00 Per Hr		\$400.00
Bush Hog	0 Hrs	\$25.00 Per Hr		\$0.00
Till/Rake Waste Areas/Spray	0 Hrs	\$30.00		\$0.00
<b>Total Mowing Operations</b>				<b>\$6,496.12</b>
Rodeo	8 Gallons	\$29.52		\$236.16 ✓
Mulch Prep - Paleo Park				
Labor	9 Hrs	\$25.00 Per Hr		\$225.00
Irrigation				
Parts	1 Rotors	\$20.00 Ea		\$20.00 ✓
	0 Misc fittings	\$10.00 Ea		\$0.00
	0 knockon	\$18.00 Ea		\$0.00
	0 Solenoid	\$50.00 Ea		\$0.00
	0 Golf Drive	\$160.00 Ea		\$0.00
	0 Valve	\$120.00 Ea		\$0.00
	0 ESP Timer	\$130.00 Ea		\$0.00
Labor	10 Hrs	\$27.50 Per Hr		\$275.00
<b>Total Other Operations</b>				<b>\$756.16</b>
<b>Month Total</b>				<b>\$7,252.28</b>

	August	September	Hours Run
4000 hours	2620	2716.5	96.5
Z Mower hours	1919.4	1959.4	40

\*Install new blades on 4000 and safety check. Install new pulley and blades on Zmower and safety check.

Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



**PAST DUE**  
 October 2022  
 INV136746

**Customer**

Heritage Pines CDD  
 Wrathell, Hunt and Associates, LLC  
 9220 Bonita Springs Rd  
 Suite 214  
 Bonita Springs FL 34135  
[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)

**539.341**  
**001**

Project/Job	Invoice Date	Due Date	Terms	PO #
Sod and slope clean up - Estimate 38286	10/7/2022	11/6/2022	Net 30	

Item	Qty	Rate	Amount
<b>Scope of Work</b> Install sod, clean up slope and trim in pre-determined area.			

Sod and slope clean-up			
Install sod, clean up slope and trim - Each	1	\$2,405.00	\$2,405.00
<b>Sub Total</b>			<b>\$2,405.00</b>

Subtotal	\$2,405.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$2,405.00</b>

CA

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Dry retention maintenance  
 dry retention pond refurbishment planting





Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



**PAST DUE**  
 October 2022  
 INV141026

**Customer**

Heritage Pines CDD  
 Wrathell, Hunt and Associates, LLC  
 9220 Bonita Springs Rd  
 Suite 214  
 Bonita Springs FL 34135  
[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)

**539.341  
 001**

Project/Job	Invoice Date	Due Date	Terms	PO #
Ornamental Grass Cutback - Estimate 37770	10/27/2022	11/26/2022	Net 30	

Item	Qty	Rate	Amount
<b>Scope of Work</b> Ornamental grass cut backs at pre-determined locations.			

<b>Grass cutbacks</b>			
Ornamental Grass Cut Backs - Each	1	\$7,488.00	\$7,488.00
<b>Sub Total</b>			<b>\$7,488.00</b>

Subtotal	\$7,488.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$7,488.00</b>

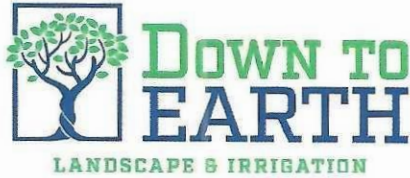
CA

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Dry retention maintenance



Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



November 2022  
 INV143909

**Customer**

Heritage Pines CDD  
 Wrathell, Hunt and Associates, LLC  
 9220 Bonita Springs Rd  
 Suite 214  
 Bonita Springs FL 34135  
[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)

539.340  
 001

Project/Job	Invoice Date	Due Date	Terms	PO #
CDD Expenses November 2022 - Estimate 42056	11/30/2022	12/30/2022	Net 30	

Item	Qty	Rate	Amount
<b>Scope of Work</b>			
Monthly Maintenance for the CDD at Heritage Pines.			

<b>4000 - Mow/Weedeat Retentions</b>			
Diesel - 1 Gallon	78	\$4.77	\$372.06 ✓
Maintenance Labor - Hours	74.45	\$25.00	\$1,861.25 ✓
		<b>Sub Total</b>	\$2,233.31

<b>Z-Mow Weedeat Retentions</b>			
Equipment Repair & Maintenance - Hours	4	\$30.00	\$120.00 ✓
Maintenance Labor - Hours	30.2	\$25.00	\$755.00 ✓
Miscellaneous Equipment Parts - Dollar	1	\$60.00	\$60.00 ✓
Unleaded Gasoline - 1 Gallon	25	\$4.25	\$106.25 ✓
		<b>Sub Total</b>	\$1,041.25

<b>Spraying Beds, Dry Retentions</b>			
Glyphosate 41% - 1 Gallon	7	\$29.52	\$206.64 ✓
Paleo Park Labor - Hours	9	\$25.00	\$225.00 ✓
Spray Labor - Hours	47	\$25.00	\$1,175.00 ✓
		<b>Sub Total</b>	\$1,606.64

<b>Clean Drains</b>			
Rake Retentions - Hours	16	\$25.00	\$400.00 ✓

Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



November 2022  
 INV143909

Item	Qty	Rate	Amount
		<b>Sub Total</b>	\$400.00
<b>Irrigation Inspection &amp; Repairs</b>			
Irrigation Labor - Hours	11	\$27.50	\$302.50 ✓
Miscellaneous Irrigation Parts - Each	1	\$470.00	\$470.00 ✓
		<b>Sub Total</b>	\$772.50

Subtotal	\$6,053.70
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$6,053.70</b>

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.









CDD Expenses November 2022

<b>Routine Mowing Operations</b>				<b>Total</b>
Toro 4000 operator (incl weed eat)	74.45 Hrs	\$25.00	Per Hr	\$1,861.25
Toro Z Mower operator (incl weed eat)	30.2 Hrs	\$25.00	Per Hr	\$755.00
Machinery Maintenance Parts*		\$60		\$60.00 ✓
Machinery Maintenance Labor**	4 Hrs	\$30.00	Per Hr	\$120.00
Fuel Cost 4000 and Bush Hog	78 Gallons	\$4.77	Per Gal	\$372.06 ✓
Fuel Cost Z Mower	25 Gallons	\$4.25	Per Gal	\$106.25 ✓
Spraying beds in retentions	47 Hrs	\$25.00	Per Hr	\$1,175.00
Clean drains/WE/Rake Waste Areas	16 Hrs	\$25.00	Per Hr	\$400.00
Bush Hog	0 Hrs	\$25.00	Per Hr	\$0.00
Till/Rake Waste Areas/Spray	0 Hrs	\$30.00		\$0.00
<b>Total Mowing Operations</b>				<b>\$4,849.56</b>
Rodeo	7 Gallons	\$29.52		\$206.64 ✓
Mulch Prep - Paleo Park				
Labor	9 Hrs	\$25.00	Per Hr	\$225.00
Irrigation				
Parts	6 Rotors	\$20.00	Ea	\$120.00 ✓
	3 Misc fittings	\$10.00	Ea	\$30.00 ✓
	0 knockon	\$18.00	Ea	\$0.00
	0 Solenoid	\$50.00	Ea	\$0.00
	2 Golf Drive	\$160.00	Ea	\$320.00 ✓
	0 Valve	\$120.00	Ea	\$0.00
	0 ESP Timer	\$130.00	Ea	\$0.00
Labor	11 Hrs	\$27.50	Per Hr	\$302.50
<b>Total Other Operations</b>				<b>\$1,204.14</b>
<b>Month Total</b>				<b>\$6,053.70</b>

	October	November	Hours Run
4000 hours	2810.1	2880.3	70.2
Z Mower hours	1981	2004.2	23.2

\*Replace spindle and belt on Z Mower.  
 \*\*Labor to repair spindle/belt on Z Mower and safety check on 4000.



Country Club Community

11524 Scenic Hills Blvd.  
Hudson, FL 34667  
(727) 861-7784

# STATEMENT

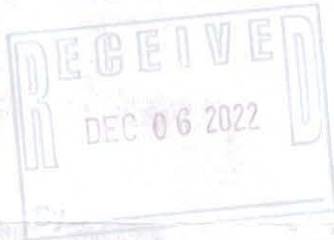
Heritage Pines CDD  
Wrathell, Hart & Hunt  
2300 Glades Rd. Ste 410W  
Boca Raton FL 33431

HPCCDD	Nov 30/22
MEMBER	DATE

AMOUNT DUE \$ 2,855.84

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

DATE	REF NO	DESCRIPTION	AMOUNT	SVC/GRAT	TAX	TOTAL
		Balance Forward				5,467.99
Nov 3/22	194743	Personal- Check- On Account				-3,567.99
Nov 21/22	195258	Personal- Check- On Account				-1,900.00
Nov 23/22		CLUB	2,855.84	0.00	0.00	2,855.84
<p>Your November club charges are due by December 20, 2022.  All payments after December 20th are considered late.  Please pay by December 20th to avoid a \$25.00 late fee.  Any account past 60 days will be reviewed for collections, legal fees may apply.  IF YOU ARE SET UP FOR AUTO PAY THIS IS JUST FOR YOUR RECORDS.</p>						
			2,855.84	0.00	0.00	2,855.84



0.00	2,855.84	0.00	0.00	0.00	2,855.84
CREDIT BOOK	CURRENT BAL.	30 DAYS BAL.	60 DAYS BAL.	90 DAYS BAL.	AMOUNT DUE

Member Account Inquiry

From: Nov 1/22 to Nov 30/22

HPCCDD - Heritage Pines CDD

Wraithell, Hart & Hunt  
2300 Glades Rd. Ste 410W  
Boca Raton FL 33431

Phone : 561.571.0010  
Alt. No: EXT 305  
Status : A  
Unspent Min: 0.00

Email : HeritagePinesCDD@districtap.com  
Cell :

DATE	TYPE	REF#	DESCRIPTION	CHARGES	TAX/SVC	AMOUNT	DUE DATE	AREA
	BF		Balance Forward	0.00	0.00	5,467.99		
Nov 03,2022	PY	02194743	Personal- Check- On Account	0.00	0.00	-3,567.99		CLUB
Nov 21,2022	PY	02195258	Personal- Check- On Account	0.00	0.00	-1,900.00		CLUB
Nov 23,2022	CH	SJ0710	NOV RECLAIMED WATER	2,855.84	0.00	2,855.84	Nov 23,2022	CLUB

INQUIRY TOTALS:

AREA	CURRENT	1 MTH	2 MTHS	3 MTHS	4 MTHS+	TOTAL
CLUB	2855.84	0.00	0.00	0.00	0.00	2855.84

==== End of Report =====

539.431  
001



PASCO COUNTY UTILITIES  
 CUSTOMER INFORMATION &  
 SERVICES  
 P.O. BOX 2139

LAND O' LAKES (813) 235-6012  
 NEW PORT RICHEY (727) 847-8131  
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net  
 Pay By Phone: 1-855-786-5344

1 0 1  
 10-20160

HERITAGE PINES COMMUNITY ASSOCIATION

Service Address: **18801 GRAND CLUB DR**

Bill Number: 17541027

Billing Date: 11/21/2022

Billing Period: 10/7/2022 to 11/7/2022

Account #	Customer #
0010470	01016692
Please use the 15-digit number below when making a payment through your bank	
001047001016692	

**New Water, Sewer, Reclaim rates, fees, and charges take effect Oct. 1, 2022.**  
 Please visit [bit.ly/pcurates](http://bit.ly/pcurates) for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption In thousands
		Date	Read	Date	Read		
Reclaim	13349042	10/7/2022	962805	11/7/2022	990371	31	27566

Usage History  
 Water

November 2022	27566
October 2022	15135
September 2022	23273
August 2022	20879
July 2022	23439
June 2022	24504
May 2022	26040
April 2022	18020
March 2022	17494
February 2022	15162
January 2022	18879
December 2021	20648

Transactions

Previous Bill	5,599.95
Payment 11/14/22	-5,599.95 CR
<b>Balance Forward</b>	0.00
Current Transactions	
Reclaimed	
Reclaimed	27,566 Thousand Gals X \$0.37 10,199.42
<b>Total Current Transactions</b>	10,199.42
<b>TOTAL BALANCE DUE</b>	<b>\$10,199.42</b>

*10199.42 x 28% = \$2,855.84*

Visit [PascoCountyUtilities.com](http://PascoCountyUtilities.com) to find answers to frequently asked questions about your Pasco County Utilities. New updates posted monthly including events, and conservation tips.

Please return this portion with payment



TO PAY ONLINE, VISIT [pascoeasyway.pascocountyfl.net](http://pascoeasyway.pascocountyfl.net)

Check this box if entering change of mailing address on back.

Account # 0010470  
 Customer # 01016692  
 Balance Forward 0.00  
 Current Transactions 10,199.42

<b>Total Balance Due</b>	<b>\$10,199.42</b>
<b>Due Date</b>	<b>12/8/2022</b>

10% late fee will be applied if paid after due date

**The Total Due will be electronically transferred on 12/08/2022.**

HERITAGE PINES COMMUNITY ASSOCIATION  
 11524 Scenic Hills BOULEVARD  
 HUDSON FL 346675601

PASCO COUNTY UTILITIES  
 CUSTOMER INFORMATION & SERVICES  
 P.O. BOX 2139  
 NEW PORT RICHEY, FL 34656-2139



**HERITAGE PINES**  
*Community Association*  
Heritage Pines Community Association, Inc.  
11524 Scenic Hills Blvd.  
Hudson, FL 34667

Date: December 5, 2022

To: Heritage Pines CDD

Attn: Chuck Adams

Below is the list of hours and equipment used for the month of November 2022 and the total amount payable to HPCA.

<u>Equipment</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Trap Rake	16	\$30.00	\$480.00
Utility Cart (Spray Cart)	47	\$20.00	\$940.00
Utility Cart (Drain Cleaning)	0	\$20.00	\$0.00
Utility Cart (Irrigation)	11	\$20.00	\$220.00
Utility Cart (Paleo Park)	9	\$20.00	\$180.00
John Deere/Bush Hog	0	\$40.00	\$0.00
Total			\$1,820.00

539.340  
001

Thank you



Herb Hurley, GM

Heritage Pines Community Assoc.

Member Account Inquiry

From: Nov 1/22 to Nov 30/22

HPCCDD - Heritage Pines CDD

Wraithell, Hart & Hunt  
 2300 Glades Rd. Ste 410W  
 Boca Raton FL 33431

Phone : 561.571.0010  
 Alt. No: EXT 305  
 Status : A  
 Unspent Min: 0.00

Email : HeritagePinesCDD@districtap.com  
 Cell :

DATE	TYPE	REF#	DESCRIPTION	CHARGES	TAX/SVC	AMOUNT	DUE DATE	AREA
	BF		Balance Forward	0.00	0.00	5,467.99		
Nov 03,2022	PY	02194743	Personal- Check- On Account	0.00	0.00	-3,567.99		CLUB
Nov 21,2022	PY	02195258	Personal- Check- On Account	0.00	0.00	-1,900.00		CLUB
Nov 23,2022	CH	SJ0710	NOV RECLAIMED WATER	2,855.84	0.00	2,855.84	Nov 23,2022	CLUB
Nov 30,2022	CH	SJ0767	NOV EQUIPMENT USE	1,820.00	0.00	1,820.00	Nov 30,2022	CLUB

INQUIRY TOTALS:

AREA	CURRENT	1 MTH	2 MTHS	3 MTHS	4 MTHS+	TOTAL
CLUB	4675.84	0.00	0.00	0.00	0.00	4675.84

==== End of Report =====



FRED SEARL  
334 EAST LAKE ROAD #214  
PALM HARBOR, FL 34685

# Invoice

**INVOICE TERM:** NET 30  
**LATE CHARGE:** 11/2% per Month or Maximum Allowable Rate  
Minimum of \$.50 Per Month  
**FEDERAL TAX ID:** 23-1689322

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HERITAGE PINES CDD  
ROUYI - C/O WRATHELL HUNT  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

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HERITAGE PINES CDD  
ROUYI - C/O WRATHELL HUNT  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

**519.510**  
**001**

00V9-09						PYM1MW		CD59L6		LUCY		035188145		11/18/2022	
150	DT1000442N DP1N044NNMWH2 P	DEPOSIT TCKT 100044 FORMAT 2PT 1053										65.38			
												SUBTOTAL		65.38	
												SHIPPING & PROCESSING TOTAL		23.65	
														89.03	
SAFEGUARD MESSAGE:														\$89.03	

**TO ENSURE PROPER CREDIT, RETURN THIS STUB WITH YOUR REMITTANCE.**



For Inquires call:  
FRED SEARL  
(866)888-0990

INVOICE NUMBER		DUE DATE	
35188145		12/18/2022	
CUSTOMER NUMBER		AMOUNT DUE	
PYM1MW		\$89.03	

SAFEGUARD BUSINESS SYSTEMS  
PO BOX 645624  
CINCINNATI OH 45264-5624

Pay online at [gosafeguardpayment.com](https://gosafeguardpayment.com)  
to authorize payment via a debit to your  
checking account for no fee,  
or credit card for a nominal fee.

PYM1MW 35188145 000008903 6

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Heritage Pines Community Development District  
c/o Wrathell Hunt & Associates  
9220 Bonita Beach Rd., Suite 214  
Bonita Springs, FL 34135

December 01, 2022  
Client: 001044  
Matter: 000001  
Invoice #: 22338

Page: 1

RE: CDD - General Matters

For Professional Services Rendered Through November 15, 2022

## SERVICES

Date	Person	Description of Services	Hours	Amount
10/17/2022	DCC	REPLY TO M. REISS REGARDING UPCOMING MEETING; REVIEW AGENDA; PREPARE FOR MEETING.	0.2	\$61.00
10/18/2022	DCC	ATTEND MEETING.	0.9	\$274.50
10/19/2022	DCC	CONFER WITH M. REISS REGARDING BOARD DISCUSSION ON OUT PARCEL; FOLLOW UP WITH DISTRICT MANAGER AND CHAIR WITH SUMMARY OF CALL.	0.5	\$152.50
Total Professional Services			1.6	\$488.00

514.310  
001



December 01, 2022

Client: 001044

Matter: 000001

Invoice #: 22338

Page: 2

Total Services	\$488.00	
Total Disbursements	\$0.00	
Total Current Charges		\$488.00
Previous Balance		\$110.50
<i>Less Payments</i>		<i>(\$110.50)</i>
<b>PAY THIS AMOUNT</b>		<b>\$488.00</b>

*Please Include Invoice Number on all Correspondence*

# Wrathell, Hunt & Associates, LLC

2300 Glades Rd.  
Suite 410W  
Boca Raton, FL 33431

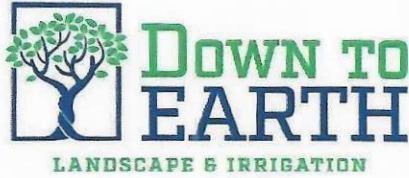
# Invoice

Date	Invoice #
12/1/2022	2021-2361

Bill To:
Heritage Pines CDD 2300 Glades Rd. Suite 410W Boca Raton, FL 33431

Description	Amount
Management 512.311	2,704.16
Assessment Services 513.310	600.83
Telephone 519.411	12.50
Rentals & Leases 519.440	155.00
Printing & Binding 519.470	85.83
001	
<i>Building client relationships one step at a time ...</i>	<b>Total</b> \$3,558.32

Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



**PAST DUE**  
 October 2022  
 INV141082

**Customer**  
 Heritage Pines CDD  
 Wrathell, Hunt and Associates, LLC  
 9220 Bonita Springs Rd  
 Suite 214  
 Bonita Springs FL 34135  
[adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)

539.340  
 001

Project/Job	Invoice Date	Due Date	Terms	PO #
CDD Expenses October 2022 - Estimate 40258	10/31/2022	11/30/2022	Net 30	

Item	Qty	Rate	Amount
<b>Scope of Work</b> Monthly Maintenance for the CDD at Heritage Pines.			

**4000 - Mow/Weedeat Retentions**

Diesel - 1 Gallon	106	\$4.77	\$505.62 ✓
Maintenance Labor - Hours	99.35	\$25.00	\$2,483.75 ✓
		<b>Sub Total</b>	\$2,989.37

**Z-Mow Weedeat Retentions**

Equipment Repair & Maintenance - Hours	2	\$30.00	\$60.00 ✓
Maintenance Labor - Hours	24.85	\$25.00	\$621.25 ✓
Unleaded Gasoline - 1 Gallon	36	\$4.25	\$153.00 ✓
		<b>Sub Total</b>	\$834.25

**Spraying Beds, Dry Retentions**

Glyphosate 41% - 1 Gallon	8	\$29.52	\$236.16 ✓
Paleo Park Labor - Hours	11	\$25.00	\$275.00 ✓
Spray Labor - Hours	52	\$25.00	\$1,300.00 ✓
		<b>Sub Total</b>	\$1,811.16

**Clean Drains**

Rake Retentions - Hours	16	\$25.00	\$400.00 ✓
		<b>Sub Total</b>	\$400.00

Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 291-7618 Ext. 3342



**PAST DUE**  
 October 2022  
 INV141082

Item	Qty	Rate	Amount
<b>Irrigation Inspection &amp; Repairs</b>			
Irrigation Labor - Hours	8	\$27.50	\$220.00 ✓
Miscellaneous Irrigation Parts - Each	1	\$412.00	\$412.00 ✓
<b>Sub Total</b>			<b>\$632.00</b>

Subtotal	\$6,666.78
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$6,666.78</b>

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.





CDD Expenses October 2022

**Routine Mowing Operations**

				<b>Total</b>
Toro 4000 operator (incl weed eat)	99.35 Hrs	\$25.00	Per Hr	\$2,483.75
Toro Z Mower operator (incl weed eat)	24.85 Hrs	\$25.00	Per Hr	\$621.25
Machinery Maintenance Parts		\$0		\$0.00
Machinery Maintenance Labor*	2 Hrs	\$30.00	Per Hr	\$60.00
Fuel Cost 4000 and Bush Hog	106 Gallons	\$4.77	Per Gal	\$505.62 ✓
Fuel Cost Z Mower	36 Gallons	\$4.25	Per Gal	\$153.00 ✓
Spraying beds in retentions	52 Hrs	\$25.00	Per Hr	\$1,300.00
Clean drains/WE/Rake Waste Areas	16 Hrs	\$25.00	Per Hr	\$400.00
Bush Hog	0 Hrs	\$25.00	Per Hr	\$0.00
Till/Rake Waste Areas/Spray	0 Hrs	\$30.00		\$0.00
<b>Total Mowing Operations</b>				<b>\$5,523.62</b>

Rodeo 8 Gallons \$29.52 \$236.16 ✓

Mulch Prep - Paleo Park Labor 11 Hrs \$25.00 Per Hr \$275.00 ✓

Irrigation Parts

5 Rotors	\$20.00	Ea	\$100.00 ✓
0 Misc fittings	\$10.00	Ea	\$0.00
0 knockon	\$18.00	Ea	\$0.00
0 Solenoid	\$50.00	Ea	\$0.00
0 Golf Drive	\$160.00	Ea	\$0.00
0 Valve	\$120.00	Ea	\$0.00
2 ESP Timer	\$156.00	Ea	\$312.00 ✓

Labor 8 Hrs \$27.50 Per Hr \$220.00

**Total Other Operations** \$1,143.16

**Month Total** **\$6,666.78**

	August	September	Hours Run
4000 hours	2716.5	2810.1	93.6
Z Mower hours	1959.4	1981	21.6

\*Safety check and clean 4000 and Z Mower.





# INVOICE

Page: 1

**Please Remit Payment to:**

Solitude Lake Management, LLC  
1320 Brookwood Drive  
Suite H  
Little Rock, AR 72202  
Phone #: (888) 480-5253  
Fax #: (888) 358-0088

Invoice Number: PSI-34265  
Invoice Date: 12/8/2022

Bill To: Heritage Pines CDD  
9220 Bonita Beach Road, Suite 214  
Bonita Springs, FL 34135

Ship To: Heritage Pines CDD  
9220 Bonita Beach Road, Suite 214  
Bonita Springs, FL 34135

Ship Via  
Ship Date 12/8/2022  
Due Date 1/22/2023  
Terms Net 45

Customer ID H2224  
P.O. Number  
P.O. Date 12/8/2022  
Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance December Billing 12/1/2022 - 12/31/2022 Heritage Pines Cdd LAKE ALL		1	1	1,586.00	1,586.00

539.311  
001

Amount Subject to Sales Tax 0.00  
Amount Exempt from Sales Tax 1,586.00

**Subtotal:** 1,586.00  
Invoice Discount: 0.00  
Total Sales Tax: 0.00  
Payment Amount: 0.00  
**Total:** 1,586.00

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**



**DRAFT**

**MINUTES OF MEETING  
HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Heritage Pines Community Development District held a Regular Meeting on December 6, 2022 at 2:00 p.m., in the Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667.

**Present were:**

Kathleen Lonergan	Chair
Arthur Rhodes	Vice Chair
Carol Vaughan	Assistant Secretary
Janice Benedetti	Assistant Secretary
Michael Walsh	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Kurt Heath	District Engineer
Tim Gatz	Down to Earth Landscaping (DTE)
Residents	

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 2:00 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**Public Comments: Agenda Items [3 minutes per person]**

There were no public comments.

**FOURTH ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors, Kathleen Lonergan [Seat 4] and Carol Vaughan [Seat 5] (*the following to be provided in separate package*)**

43 Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath  
44 of Office to Ms. Lonergan and Ms. Vaughan. Both are familiar serving on a CDD Board.

45 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

46

47 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2023-01,**  
48 **Designating Certain Officers of the District,**  
49 **and Providing for an Effective Date**

50

51 Mr. Adams presented Resolution 2023-01. Mr. Walsh nominated the following slate:

- |    |                   |                     |
|----|-------------------|---------------------|
| 52 | Kathleen Lonergan | Chair               |
| 53 | Arthur Rhodes     | Vice Chair          |
| 54 | Chuck Adams       | Secretary           |
| 55 | Carol Vaughan     | Assistant Secretary |
| 56 | Janice Benedetti  | Assistant Secretary |
| 57 | Michael Walsh     | Assistant Secretary |
| 58 | Craig Wrathell    | Assistant Secretary |

59 No other nominations were made. Prior appointments by the Board for Treasurer and  
60 Assistant Treasurer remain unaffected by this Resolution.

61

62 **On MOTION by Mr. Walsh and seconded by Ms. Benedetti, with all in favor,**  
63 **Resolution 2023-01, Designating Certain Officers of the District, as nominated,**  
64 **and Providing for an Effective Date, was adopted.**

65

66

67 **SIXTH ORDER OF BUSINESS** **Consideration of Down to Earth Landscape**  
68 **& Irrigation Estimates**

69

70 **A. #41086 for Bahia Sod Installation**

71 Mr. Gatz presented the estimate to install sod on the slope, north of EDRA #28 and  
72 reported that the irrigation system was installed a few weeks ago.

73

74 **On MOTION by Mr. Walsh and seconded by Mr. Rhodes, with all in favor,**  
75 **Down to Earth Landscape & Irrigation Estimate #41086, to install sod at the**  
76 **slope, north of EDRA #28, in the amount of \$14,040, was approved.**

77

78

79 **B. #41063 for Red Cypress Mulch Installation**

80 Mr. Gatz presented the estimate for mulch installation. Ms. Lonergan listed the  
81 installation areas, which are near EDRA#s #44A, #24B, #20B, #15A, #7, #30 and #40. These areas  
82 were taken from Mr. Gatz’s email. The project will commence in the summer.

83 Discussion ensued regarding mulch installation frequency, a recommendation to install  
84 mulch annually and inspecting areas throughout the year to determine need.

85

86 **On MOTION by Ms. Vaughan and seconded by Mr. Walsh, with all in favor,**  
87 **Down to Earth Landscape & Irrigation Estimate #41063, to install red cypress**  
88 **mulch in areas near EDRA#s #44A, #24B, #20B, #15A, #A7, #A30 and #40, as**  
89 **itemized, in the amount of \$18,486, was approved.**

90

91

92 **SEVENTH ORDER OF BUSINESS**

**Discussion: Pine Tree Removal on Front  
Property per Arborists Report**

93

94

95 Ms. Lonergan discussed the recommendations in the Arborist’s Report distributed at the  
96 last meeting and recommended Mr. Gatz obtain estimates to remove the tagged trees and,  
97 once removed, have the Arborist inspect and make further recommendations.

98 This item will remain on the agenda.

99

100 **EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of October 31, 2022**

101

102

103 Mr. Adams presented the Unaudited Financial Statements as of October 31, 2022.

104 Discussion ensued regarding confirming that DTE’s late invoices for Fiscal Year 2022  
105 were processed and included for the upcoming audit, which is underway.

106 Mr. Adams stated that, once finalized, the September 30, 2022 Reconciliation Report  
107 will be emailed to the Board.

108

109 **On MOTION by Mr. Vaughan and seconded by Mr. Rhodes, with all in favor,**  
110 **the Unaudited Financial Statements as of October 31, 2022, were accepted.**

111

112

113 **NINTH ORDER OF BUSINESS**

**Approval of October 18, 2022 Regular  
Meeting Minutes**

114

115

116 Ms. Lonergan presented the October 18, 2022 Regular Meeting Minutes. The following  
117 change was made:

118 Line 30 and throughout: Change "Rosellan" to "Routten"

119 Line 31: Delete duplicate entry "Barry Musick"

120 Line 142: Change "Rice" to "Reiss"

121 Lines 283, 286 and 297: Change "Hurley" to "Gatz"

122

123 **On MOTION by Mr. Walsh and seconded by Mr. Rhodes, with all in favor, the**  
124 **October 18, 2022 Regular Meeting Minutes, as amended, were approved.**

125

126

127 • **To Do Action Items List**

128 Items 8, 9 and 16: Descriptions updated.

129 Items 11, 14 and 17 were completed.

130

131 **TENTH ORDER OF BUSINESS**

**Staff Reports**

132

133 **A. District Counsel: *Straley Robin Vericker, P.A.***

134 There was no report.

135 **B. District Engineer: *Stroud Engineering Consultants***

136 Mr. Heath stated he expects the South Florida Water Management District (SFWMD) to  
137 approve the shortfall modification to allow the Village to level the area in EDRA 9B, Winding  
138 Way Village.

139 Mr. Heath distributed proposals from Lupton's Construction and Schaer Developments  
140 for varied scopes of work to repair the 36" storm drain pipe. The \$8,552.08 estimate will be  
141 approved when the project commences in the spring, when water levels recede.

142 Treatment of Lake 33 was discussed.

143 Mr. Adams will ask SOLitude how they access the lakes.

144 Mr. Gatz stated he is obtaining proposals to repair the pipe causing the depression in  
145 EWRA #3C, near Hole #7. He will tell Mr. Hurley to email the maintenance proposals he is  
146 obtaining to the Board prior to the next meeting.

147 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

- 148 • **NEXT MEETING DATE: February 21, 2023 at 2:00 P.M.**



149                   ○       **QUORUM CHECK**

150                   The next meeting would be held on February 21, 2023.

151                   Regarding videotaping and providing a microphone at CDD meetings, Ms. Lonergan  
152                   stated a microphone will be obtained. Mr. Adams stated that the CDD is not required to  
153                   videotape meetings.

154

155       **ELEVENTH ORDER OF BUSINESS****Audience Comments: Non-Agenda Items [3  
156                   minutes per person]**

157

158                   A resident stated he did not receive a notice about the election and asked if it was  
159                   publicly noticed. Mr. Adams stated that the ad ran in the newspaper's legal section, as required  
160                   by Florida Statutes. It was noted that announcements of upcoming elections are included in  
161                   the CDD's minutes, which are on the CDD website, and interested candidates must contact the  
162                   Supervisors of Elections office directly to qualify as a candidate.

163

164       **TWELFTH ORDER OF BUSINESS****Supervisors' Requests**

165

166                   Ms. Benedetti noted that residents are concerned about wild animals accessing the  
167                   property and asked if the Board considered installing fencing around the retention areas.

168                   Discussion ensued regarding ways to limit or block access by wildlife and addressing this  
169                   in the future if it becomes a safety issue.

170                   Mr. Rhodes asked for the minutes to capture the Board's concern over fixed versus  
171                   variable and, if it does go over the fixed cost, then that opens it up to other considerations,  
172                   which he hopes will get back to her. And that the Board is happy with \_\_\_\_\_ and sees no  
173                   reason to change that from where the CDD is now but the Board will be open to adjustments to  
174                   costs as they may seem appropriate.

175

176       **THIRTEENTH ORDER OF BUSINESS****Adjournment**

177

178

179                   **On MOTION by Mr. Rhodes and seconded by Mr. Walsh, with all in favor, the**  
180                   **meeting adjourned at 2:47 p.m.**

181  
182  
183  
184  
185  
186

---

Secretary/Assistant Secretary

---

Chair/Vice Chair

**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
1	12.03.19	Mr. Adams to send copies of engagement letters & other CDD communications to all Supervisors. <b>Revised 12.01.20</b> Mr. Adams to email bank statements for months between reg mtgs. <b>06.21.22/12.06.22</b> Mr. Adams to email Reconciliation Reports to Board monthly.	ONGOING	
2	06.09.20	Mr. Gatz to inspect and address plant beds and overgrowth at several east and west EDRA areas, before the mulch is applied. <b>Revised 09.08.20</b> Pond 15A & 15B: inspect sparse plant bed. <b>Revised 12.01.20</b> Mr. Gatz to install plant material instead of sod near Pond 15A and add sod to reduce the erosion in the area. <b>Revised 04.19.22</b> Mr. Gatz to submit a proposal to install sod at EDRA #21 and at Pond 15A.	ONGOING	
3	07.14.20	SOLitude to send Monthly Reports during first week of the following month.	ONGOING	
4	04.20.21	Mr. Heath to survey the area of erosion on the non-irrigated north bank at EDRA 25.	ONGOING	
5	06.29.21	DTE Staff to have pipes at Hole #17 at NWRA #38 and EDRA #47 cleaned out, and inspect entire community. <b>07.20.21</b> Monitor areas, prepare list to address during April or May dry seasons and obtain proposals.	ONGOING	
6	06.29.21	Staff to increase spraying Paleo Park twice each month and mulch as needed. <b>06.21.22</b> Remove the tree in middle of the path. <b>07.19.22</b> Ms. Vaughan noted that the CDD's maintenance responsibilities at Paleo Park include the following: <ul style="list-style-type: none"> <li>➤ Mulch installation.</li> <li>➤ Raking leaves.</li> <li>➤ Taking care of the water and the sinkhole. (Per Mr. Gatz: SOLitude does this.)</li> <li>➤ Removal of dead branches and debris</li> <li>➤ Mowing of certain small areas</li> <li>➤ Spraying weeds</li> </ul>	ONGOING	
7	06.29.21	Mr. Gatz to have pipe at Hole #18 behind the T-box unclogged, possibly charge for time to remove it all and get Mr. Heath involved, if needed.	ONGOING	
8	09.21.21	Mr. Gatz to obtain proposal for sod to install at EDRA #58 <b>07.20.21</b> This is an HOA, not CDD issue. <b>09.21.21</b> Added back to list for follow-up: Replace patch of sod by maintenance shed. <b>10.19.21</b> Mr. Gatz to order with next sod order. <b>12.06.22</b> Mr. Gatz to order extra sod to recently approved proposal.	ONGOING	

**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
9	09.21.21	Mr. Heath to inspect and monitor 18445 Fairway Green Drive for EDRA #35 for erosion around a cypress tree that should be inspected and monitored.	ONGOING	
10	09.21.21	Mr. Heath to inspect 11701 and 11705 Scenic Hills Boulevard. The area was filled in but inspection must wait until the water level drops.	ONGOING	
11	06.21.22	Mr. Gatz: Inspect landscaping & erosion to determine best course of action at the “snake pit” lake and the two islands. <b>07.19.22</b> Ms. Lonergan stated these items identified will be compiled on a monthly list. Asked if plants in the area would be removed or sod installed, Mr. Walsh stated that would be determined when the area is inspected. Ms. Vaughan noted that complaints were received residents who felt that the grass should be cut.	ONGOING	
12	06.21.22	Going forward, Ms. Lonergan and Mr. Walsh to participate in annual pipe inspection with Mr. Gatz and Mr. Heath during the dry season.	ONGOING	
13	10.07.22	Mr. Hurley will obtain bids for services being performed by DTE. <b>12.06.22</b> Mr. Gatz to advise Mr. Hurley to email the bids to the Board prior to the meeting.	ONGOING	
14	10.07.22	RE: Slope Hazards at the Two Islands - Mr. Gatz: Obtain pricing for mulch. Staff will trim back vegetation, control weeds and make these areas more presentable. Once the proposals are obtained, they will be provided to Mr. Adams <b>12.06.22</b> Approved proposal, mulch project to commence in the summer.	ONGOING	
15	12.06.22	Mr. Gatz to obtain proposals to remove the tagged pine trees listed in the Arborists’ Report and present at the next meeting..	ONGOING	
16	12.06.22	Lupton’s Construction Services, LLC \$8,552.08 estimate to be approved once project to repair the 36” storm drainage pipe commences in the Spring.	ONGOING	
17	12.06.22	Mr. Adams to ask SOLitude how they access the lakes and email information to the Board.	ONGOING	
18	12.06.22	Mr. Adams to purchase microphone to use in CDD meetings.	ONGOING	



**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

**COMPLETED  
TO DO LIST ACTION ITEMS**

(To remain on Completed List for one year from date moved to Completed.)

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
1	06.29.21	Staff to have overgrown areas at EDRA #47 trimmed.	COMPLETE	02.15.22
2	09.21.21	Mr. Gatz to inspect the area next to Grand Club Drive for the presence of two large Brazilian Pepper trees.	COMPLETE	02.15.22
3	09.21.21	Mr. Gatz to inspect Paleo Park for poison ivy to the left around the corner when entering the park, past the bench. <b>04.19.22</b> Mr. Gatz to monitor this continually.	COMPLETE	04.19.22
4	12.07.21	Revisit removal of trees along the wall at NWRA 33, in Spring 2022.	COMPLETE	04.19.22
5	02.15.22	Mr. Adams to request Mr. Martinjak provide DTE's Staff's hourly rates and to negotiate the contract to commence March 1, 2022.	COMPLETE	04.19.22
6	02.15.22	Mr. Gatz to have DTE remove downed tree at NWRA 33.	COMPLETE	04.19.22
7	02.15.22	Mr. Gatz to have DTE remove dead branches and debris from Paleo Park.	COMPLETE	04.19.22
8	02.15.22	Mr. Gatz to inspect all the areas where the Brazilian Pepper trees were removed for regrowth. <b>04.19.22</b> Mr. Gatz to monitor this continually.	COMPLETE	04.19.22
9	04.19.22	Mr. Adams: Invite Auditor to present Audit for Fiscal Year 2021 at the next meeting.	COMPLETE	06.21.22
10	06.09.20	<b>ITEM 2-Revised 04.19.22</b> Mr. Gatz to submit a proposal to install sod at EDRA #21 and at Pond 15A. <b>06.21.22</b> Task for EDRA #21 was completed.	COMPLETE	06.21.22
11	09.21.21	<b>ITEM 11</b> Ms. Lonergan and Mr. Walsh to compile a list of pipe repairs for Mr. Gatz and Mr. Heath to be addressed during dry season. <b>02.15.22</b> Inspection date is March 16, 2022, 10:00 a.m., meeting up at the maintenance building. Inspection to include EDRA #22. <b>06.21.22</b> Inspection held after the April 19, 2022 meeting and concluded most of the issues required DTE cleanup services versus engineering services.	COMPLETE	06.21.22
12	04.19.22	Mr. Gatz to inspect integrity of the wall at NWRA 33 and remove any vegetation. <b>06.21.22</b> This was removed at it is not a CDD item.	COMPLETE	06.21.22
13	04.19.22	Mr. Adams to send a copy of the SOLitude HPCC Enhanced Waterbody Assessment Report to the person at SOLitude in the Audubon Department for review and make	COMPLETE	10.18.22

**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

		recommendations if needed.		
14	06.21.22	Mr. Gatz: Submit a proposal to refurbish slope of EDRA #28 with sod and address irrigation.	COMPLETE	10.18.22
15	06.21.22	Mr. Adams to coordinate SOLitude treating EDRA #33 at the same time as EDRA #38 in October and increase treatment to three times a year; March, June and October.	COMPLETE	10.18.22
16	06.21.22	Mr. Adams designated point of contact with HPCV's Counsel to address their request to have leaning hazardous trees removed. Mr. Adams also to engage the HPCA's Arborist to survey the area and implement an annual Firewise monitoring program for the undeveloped property to commence February 2023. <b>07.19.22</b> Ms. Lonergan stated the Arborist surveyed the area. Mr. Adams stated he would forward the electronic report to the Board Members. Ms. Lonergan stated action would be taken at the next meeting.	COMPLETE	10.18.22
17	06.21.22	Mr. Heath to give vendor photo of broken storm grate to include in proposal for next mtg.	COMPLETE	10.18.22
18	06.21.22	Mr. Adams: Add HPCA interest in purchasing CDD property or Land Lease on July agenda.	COMPLETE	10.18.22
19	02.15.22	Mr. Adams to pay outstanding DTE invoices at old rate. <b>04.19.22</b> Mr. Adams waiting on Jan & Feb correct invoices from DTE to process payment. Mr. Adams to give Mr. Hurley and all Supervisors copy of executed Addendum to DTE contract.	ONGOING	12.06.22
20	07.19.22	Mr. Gatz to meet with Mr. Hurley, Mr. Walsh and Ms. Lonergan regarding inspecting areas to be refurbished.	ONGOING	12.06.22
21	10.07.22	Mr. Adams: Email September bank statements to the Board tomorrow.	ONGOING	12.06.22

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS**

**HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*Heritage Pines Country Club Meeting Room, 11524 Scenic Hill Boulevard, Hudson, Florida 34667*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 18, 2022</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>December 6, 2022</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>February 21, 2023</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>April 18, 2023</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>June 20, 2023</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>July 18, 2023</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>2:00 PM</b>
<b>September 19, 2023</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>