

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

District Office – Tampa, Florida (813) 933-5571
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.lynwoodcdd.org

Board of Supervisors
Lynwood Community
Development District

May 6, 2021

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lynwood Community Development District will be held on **Friday, May 14, 2021 at 11:00 a.m.** at the offices of Lennar Homes, 4600 W. Cypress St., Tampa FL 33607, unless otherwise notified. The following is the agenda for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors'
Meeting held on February 12, 2021 Tab 1
 - B. Consideration of Operations & Maintenance
Expenditures for February & March 2021 Tab 2
4. **BUSINESS ITEMS**
 - A. Establish Audit Committee
 - B. Presentation of September 30, 2020 Audit Tab 3
 - C. Consideration of Midge Fly Proposal Tab 4
 - D. Consideration of Landscape Maintenance Proposals Tab 5
 - E. Presentation of FY 2021-2022 Proposed Budget Tab 6
 - F. Consideration of Resolution 2021-03; Approving
FY 2021-2022 Proposed Budget and
Set Public Hearing Tab 7
5. **STAFF REPORTS**
 - A. District Counsel
 - i. Presentation of E-Verify Memorandum Tab 8
 - B. District Engineer
 - C. District Manager
 - i. Announcement Regarding Number of
Registered Voters Tab 9
6. **AUDIENCE COMMENTS**
7. **SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

Debby Wallace

Debby Wallace
District Manager

Tab 1

MINUTES OF MEETING

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

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Lynwood Community Development District was held on **Friday, February 12, 2021 at 11:00 AM** at the offices of Lennar, located at 4600 W. Cypress Street, Suite 300, Tampa, FL 33607.

Present and constituting a quorum were:

Kelly Evans	Chairman
Laura Coffey	Vice Chair
David Jae	Assistant Secretary

Also present were:

Debby Wallace	District Manager; Rizzetta & Co.
Scott Brizendine	Vice President Operations; Rizzetta & Co.
John Vericker	District Counsel; Straley Robin Vericker

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and roll call performed, confirming that a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

No Audience was present.

THIRD ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Meeting held on October 9, 2020

Mr. Brizendine presented the Minutes from the Board of Supervisors' meeting held October 9, 2020.

On a Motion by Ms. Evans, seconded by Ms. Coffey, with all in favor, the Board of Supervisors approved, as presented, the Minutes of the Board of Supervisors' meeting held on October 9, 2020 for the Lynwood Community Development District.
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FOURTH ORDER OF BUSINESS

**Ratification of Operations &
Maintenance Expenditures for
September through December 2020 &
January 2021**

Mr. Brizendine presented the September through December 2020 and January 2021 Operation and Maintenance Expenditures to the Board.

On a Motion by Ms. Evans, seconded by Ms. Coffey, with all in favor, the Board of Supervisors ratified the September 2020 (\$19,956.66), October 2020 (\$3,843.17), November 2020 (\$27,351.11), December 2020 (\$9,252.31 and January 2021 (\$13,949.08) Operation and Maintenance Expenditures, for the Lynwood Community Development District.

FIFTH ORDER OF BUSINESS

**Presentation of Arbitrage Rebate
Calculation Series 2019 Report**

Mr. Brizendine presented the Arbitrage Rebate Calculation Series 2019 Report to the Board.

On a Motion by Mr. Jae, seconded by Ms. Evans, with all in favor, the Board of Supervisors accepted the Arbitrage Rebate Calculation Series 2019 report, for the Lynwood Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-02;
Re-Designating Assistant Secretaries**

On a motion by Ms. Evans, seconded by Ms. Coffey, with all in favor, the Board of Supervisors adopted Resolution 2021-02; Re-Designating Assistant Secretaries, for the Lynwood Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report. Ms. Evans asked if the E-Verify has been completed.

B. District Engineer

Not present.

C. District Manager

Mr. Brizendine informed the Board that the next scheduled meeting will be held on Friday, March 12, 2021 at 11:00 a.m. at the offices of Lennar, located at 4600 W. Cypress Street, Suite 300, Tampa FL 33607.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Ms. Evans stated Phase III permitting is in process and at next meeting going green with Solar Street Lighting in Phase IIIB. The agreement will be presented at the next meeting. She also stated fencing will be installed around the commercial areas and Phase IIIB is under construction. A vehicular bridge will be in the District and costs will need to be added in the budget.

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Coffey, seconded by Mr. Jae, with all in favor, the Board adjourned the meeting at 11:14 a.m. for the Lynwood Community Development District.

Assistant Secretary

Chair / Vice Chair

Tab 2

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$6,342.43**

Approval of Expenditures:

_____	Chairperson
_____	Vice Chairperson
_____	Assistant Secretary

Lynwood Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	001139	9086894852	2303 Dandelion St Rclm	\$ 40.61
		01/21	01/21	
Rizzetta & Company, Inc.	001140	INV0000056021	District Management Fees	\$ 3,850.00
			02/21	
Rizzetta Technology Services	001141	INV0000006817	Monthly Website Services	\$ 100.00
			02/21	
Sitex Aquatics	001144	4521B	Monthly Lake Maintenance	\$ 495.00
			02/21	
Straley Robin Vericker	001142	19357	Legal Services 01/21	\$ 212.50
TECO	001143	211018276116	2282 NE 19th Ave	\$ 0.66
		01/21	Columns 01/21	
TECO	001143	211018542954	Subdivision on 19th Ave	\$ 1,053.27
		01/21	Lights 01/21	
TECO	001143	211018619067	2398 NE 19th Ave Sign	\$ 1.90
		01/21	01/21	
TECO	001143	221008015820	Lynwood Ph2 On 19th Ave	\$ 588.49
		01/21	Lights 01/21	
Report Total				<u>\$ 6,342.43</u>

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures March 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2021 through March 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$12,497.21**

Approval of Expenditures:

_____	Chairperson
_____	Vice Chairperson
_____	Assistant Secretary

Lynwood Community Development District

Paid Operation & Maintenance Expenditures

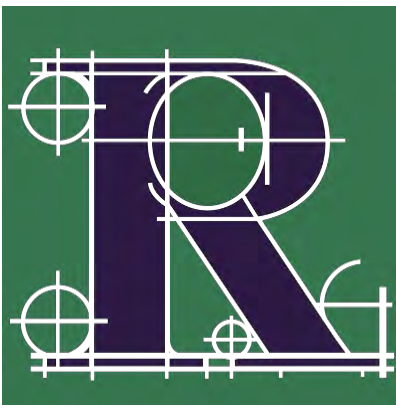
March 1, 2021 Through March 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	001145	9086894852	2303 Dandelion St Rclm	4.64
		02/21	02/21	
Fieldstone Landscaping Services	001146	8530	Irrigation Repairs 01/21	206.31
Fieldstone Landscaping Services	001146	8728	Landscaping Maintenance	2,468.00
			02/21	
Fieldstone Landscaping Services	001151	9315	Landscaping Maintenance	2,468.00
			03/21	
Rizzetta & Company, Inc.	001147	INV0000056988	District Management Fees	3,850.00
			03/21	
Rizzetta Technology Services	001148	INV0000006916	Monthly Website Services	100.00
			03/21	
Sitex Aquatics	001152	4627B	Monthly Lake Maintenance	495.00
			03/21	
Straley Robin Vericker	001149	19466	Legal Services 02/21	427.00
Straley Robin Vericker	001153	19595	Legal Services 03/21	593.50
TECO	001150	211018276116	2282 NE 19th Ave	26.39
		02/21	Columns 02/21	
TECO	001150	211018542954	Subdivision on 19th Ave	1,181.27
		02/21	Lights 02/21	
TECO	001150	221008015820	Lynwood Ph2 On 19th Ave	<u>677.10</u>
		02/21	Lights 02/21	

Report Total

\$ 12,497.21

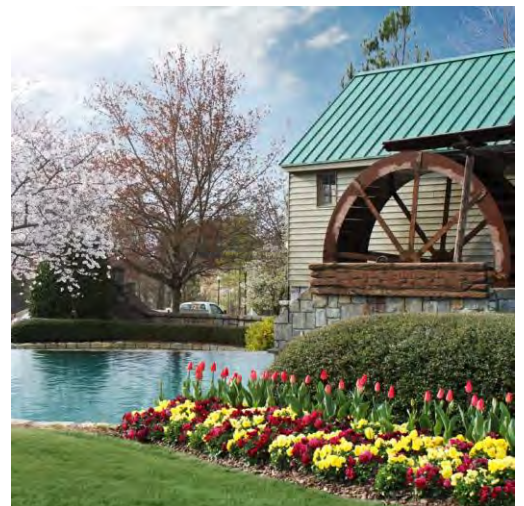
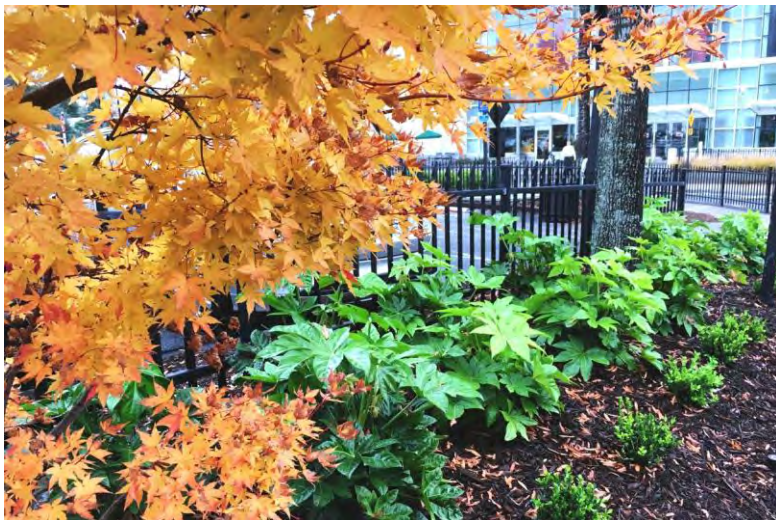
Tab 5



ATLANTA + CHARLESTON + DESTIN + NASHVILLE + SAVANNAH + TAMPA

PROPOSAL FOR PARTNERSHIP

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT
LANDSCAPE & IRRIGATION MAINTENANCE



UNMATCHED IN THE INDUSTRY

May 5, 2021

RE: LYNWOOD COMMUNITY DEVELOPMENT DISTRICT - LANDSCAPE & IRRIGATION
MAINTENANCE

As landscape service provider for the Lynwood CDD, Russell Landscape's primary objective will be to enhance the experience of all those who experience the Community through sound economical delivery of landscape management services and to ensure all residents, guests, and employees return home safely every day. We are well versed in working on similar high profile and expansive sites, clear of the level of expectation, and capable of delivering it. Working in concert with Lynwood CDD to manage and enhance the grounds through a systematic phased approach will be a principle focus for Russell Landscape. We are prepared to deliver a general outline of our plan and would welcome a chance to present.

Clear communication will be key in the day-to-day management and continual improvement of the community's landscapes. Our dedicated account manager will conduct evaluations of the property before and after service, noting any unique landscape maintenance items for completion over the next service as well as any issues with structures, safety, lighting, parking, or anything of note the community should be aware of. Any issues will be communicated to community management as needed. These evaluations will be key in driving the quality and continual improvement of the community's grounds as well as addressing concerns in a timely manner.

As one of the largest family-owned commercial landscape companies in the southeast, we have a vast amount of support available beyond the crews dedicated to the management of the Lynwood CDD grounds. In the unusual event of severe storm, surprise events, or other unknown need, our staff of nearly 500 will always be available to get across whatever finish line presents itself. With all the daily challenges the management of the community presents, you can feel confident Russell Landscape will assume ownership your grounds as our own. We would be honored to be your partner.

Truly,

Teddy Russell

CEO

Russell Landscape

Lynwood CDD

COMPANY HISTORY

Founded in 1987 by Dr. W.E. “Bill” Russell, Russell Landscape is a family owned and managed commercial landscape company. Based in Sugar Hill, Georgia, it has grown to be one of the largest landscape firms in the southeast. Russell Landscape offers a complete scope of diverse landscape services catering to master planned communities, municipalities, community improvement districts, commercial buildings, retail centers, schools, home-owners associations, and townhome and condominium communities. These services include landscape design and installation, hardscapes, irrigation, maintenance, chemical, and technical services. Russell Landscape has received numerous awards from the Urban Agriculture Council, for projects both installed and maintained. The company has consistently been listed in the Business Chronicle’s best commercial landscape contractors for more than 20 years and is also listed in the Top 60 landscape contractors in the country. Russell Landscape has been fortunate enough to provide maintenance and installation services to numerous master planned communities, corporate campuses and high-profile sites throughout the southeast including the Federation of King’s Point Associations, the SanDestin Owner’s Association, the Sugarloaf Community Improvement Community, The City of Atlanta, the Infinite Energy Center and Arena, Kennesaw State University, and the Hilton Sandestin Beach Golf Resort & Spa, just to name a few.

Russell Landscape produced approximately 43 million dollars in annual landscape revenues in 2020 while providing landscape services to over 1,400 properties. At Russell, we take pride in our work and are committed to providing our customers the highest level of professional, personalized services, available in the industry. Our goal is to create a memorable and impactful environment for all users while ensuring minimal disturbance to users and distraction to our customers. Russell Landscape’s vast support system is populated with highly educated and trained landscape professionals specializing in each facet of our business. The company’s local branch is in Ruskin, FL and in the event additional support is needed, the Savannah, Destin, and 3 Atlanta branches are available at a moment’s notice. We take great pride in the people that represent our company and the approximately 500 Russell Landscape employees have the full support of one of the southeast’s largest family owned landscape contractors. The company, its ownership, and team of employees have always strived to be good stewards to the community and the environment. Each year Russell Landscape donates a great deal of time and resources to raise funds for different sectors of the community. The company is also highly focused on issues relating to clean water, conservation, and the protection of our environment. We are involved with the U.S. Green Building Council, Urban Agriculture Council, various Water Councils, and the Clean and Beautiful Campaigns. Our ownership and executive team believe these initiatives and affiliations help create a specific company culture in which every employee strives toward the same goal, which translates to delivery of the highest level of service available in the industry.

ABOUT OUR TEAM

Teddy Russell is the owner and Chief Executive Officer of Russell Landscape and holds a Bachelor of Business Administration degree from the University of Georgia's Terry College of Business. Teddy's primary role and responsibility is hiring, identifying, and developing his dream team of professionals along with making sure they have the resources necessary to provide the same customer experience that his father demanded since starting the company in 1987. Teddy can be reached via email at TeddyR@RussellLandscape.com or cell phone at 770-560-2315

Hugh Cooper is the Chief Operating Officer for Russell Landscape and has been a leader in the landscape industry for 25 years. He holds a Bachelor of Science in Landscape Architecture and a minor in Horticulture from the University of Georgia. He is a member of the Turfgrass Association, the Urban Agriculture Council, and the Community Association Institute. Hugh has spent his entire career managing ornamental landscape in the southeast and is a wealth of knowledge that will ensure no pest, disease, or fertility issues go untreated. Hugh will be integrally involved with the service and management of the Lynwood CDD and is available via e-mail at HughC@RussellLandscape.com or cell phone at 678-537-1155.

Will Dutton manages our Tampa area operations and will be overseeing the day-to-day management of the Lynwood CDD. Will's first position held with Russell Landscape was as a laborer on one of our maintenance trucks, but with 20 years of experience under his belt in the commercial landscape management field, he was quickly promoted through the ranks to the management position he holds today. Keeping the client's expectations at the center of his focus while always delivering a quality product has endeared him to his customers and entrenched him a true leader to his crews and peers. Will can be reached via email at WilliamD@RussellLandscape.com or cell phone at 407-399-8602.

Oscar Rosales, Account Manager in our Ruskin, FL branch, will be handling the day-to-day management of the Lynwood CDD. Oscar has worked in the commercial landscape industry for over 10 years and is well versed in all aspects of landscape management. Oscar is a relatively new addition to the Russell Landscape team with two years of service and exemplifies our dedication to hire the best and brightest in the industry. His experience includes horticulture services, landscape installation, floriculture services, irrigation services, commercial maintenance, and landscape enhancement services. Oscar can be reached via email at OscarR@RussellLandscape.com or cell phone at 813-610-1100.

OPERATIONAL PLAN:

Russell Landscape is well equipped to help and excited about the prospect of becoming a long-term partner of the Lynwood CDD. Immersing ourselves and our operation in the day to day activity, community, and culture, will be a joy.

After carefully measuring all landscape areas that comprise the included scope for the Lynwood CDD, Russell Landscape has determined the specific number of man hours required to maintain each individual area as well as all areas as whole. Each area was measured to determine the specific turf type and square footage, linear footage of edging, seasonal pruning, and leaf removal time.

Russell Landscape will utilize a 3-person maintenance crew to manage the grounds of the Lynwood CDD. We plan to operate in 1, 8-hour day, however, should additional service be required, additional crews will be available on Fridays and weekends to address any additional requests or complete any weekly service visit items that were not completed during the regular service visits. The crew will have a complete set of all necessary maintenance equipment; large mowers, push mowers, metal blade edgers, string trimmers, blowers, and back pack sprayers, as well various hand tools such as any necessary pruning equipment, shovels, tarps, rakes, brooms, etc.

All turf, tree, shrub and groundcover fertilization and pesticide applications shall be performed by the dedicated Russell Landscape horticultural services department whose only focus is plant health. These applications will be applied using our logoed spray vehicles and personnel applying both liquid and granular products at the proper rates per material label and under EPA guidelines and restrictions. Russell Landscape currently has 4 employees possessing licenses with the state of Florida to apply pesticides, as well as the necessary licenses from the state to apply as a company.

All Russell Landscape service teams mentioned above will be under the direct supervision of an Account Manager. He will serve as the main point of contact as well as be responsible for the coordination of all activities of Russell Landscape employees managing the landscape for Lynwood CDD. The Account Manager will in turn report to his Branch Manager and our Chief Operating Officer. Any installation or renovation efforts will be handled by our Vice President of Construction and his group. This team of individuals will work seamlessly to ensure all quality expectations are being met and exceeded. Biographies are above.

TRANSITION PLAN:

First 30 Days:

- Conduct inspections of service location with the Lynwood CDD team. Provide typed results of inspection with items to address within the first 30 days by Russell's operational team. Ensure all have a clear understanding of the primary concerns and expectations to ensure site improvement from day one.
- Russell's irrigation team will conduct a complete evaluation of any existing irrigation systems, checking irrigation heads, valves, controllers, and settings. Check to ensure each controller has automatic rain sensors and zone separation. Note irrigation issues such as broken heads, electrical issues, broken lateral lines or main lines. Provide the Lynwood CDD team a detailed irrigation inspection report. Detailed irrigation mapping of the system showing main line shut offs, types of heads, zone coverage, and recommendations to improve/reduce water usage can be provided at an additional fee after system functionality has been restored.
- Obtain soil samples of turf from multiple areas for base line reading of pH and soil needs. Depending on soil test results update our recommended turf program for the coming year. Address any broad leaf weeds and grassy weeds in the turf and establish chemical plan based on existing stand of turf grass.
- Inspect planting beds, review mulching schedule, and address bare areas in the planting beds. Establish defined bed lines using bed line trencher and shovels incorporating all-natural areas and bare spots due to tree cover or other natural cause. Identify/address unsightly plants-and make recommendations, remove dying or dead plants and develop a replacement plan for Lynwood CDD if desired.
- Seasonal color team to inspect all seasonal color beds, treat insect infested or diseased plants, apply fertilizer, and touch up with fresh mulch. Schedule a meeting with the Lynwood CDD team to discuss spring color designs and goals for the future.
- International Society of Arboriculture (ISA) Certified Arborist to conduct a tree inspection, note pruning requirements, insect disease or fertility issues, and make recommendations to address any safety issues. Insure we have building clearance and security lights are not being obstructed by tree limbs.
- Begin building Integrated Pest Management (IPM) program
- Provide Lynwood CDD leadership with our 24/7 contact information, including cell phone numbers and email addresses for contacting our managers in the event of an emergency.

- Take pictures of sites to document existing conditions and to demonstrate improvements moving forward

First 60 days:

- Conduct our 2nd inspection with Lynwood CDD team to review prior month's results and insure all items have been addressed. Provide a written report and grade the property from an overall impression to determine focus for next 30 days.
- Make recommendations with cost estimates for enhancements to Lynwood CDD's team for budgeting purposes specifically looking for security issues and visual improvement. Intent is to ensure the overall safety and curb appeal of the campus with an agreed plan for execution with the Lynwood CDD team.
- Follow up with our seasonal color designs for next scheduled color install.
Seasonal color team to have completed several inspections and treatments by this point. Evaluate progress and make necessary changes in protocol to get results expected.
- Evaluate turf quality and plant health, related to fertility, insect and disease and overall plant vigor. Make necessary changes to plant healthcare program of Integrated Pest Management (IPM) strategy to maximize plant and turf vigor.
- Irrigation team to evaluate irrigation systems operational performance.
- Adjust systems operations based on input from maintenance am.

First 90 days:

- Conduct our 3rd inspection with the Lynwood CDD team, review previous property inspection to insure all items have been addressed. Provide property inspection report and grade the property assessment.
- Monitor success of IPM system and modify as needed to insure plant and turf vigor
- Seasonal color team to identify any beds in need of rework prior to next change out so we capture as part of the planting for next season

REPORTS AND ACCOUNTABILITY:

At Russell Landscape, we strive to provide both the highest level of available quality and customer service. To that end, we have several internal protocols in place to keep lines of communication open and keep the service level at its highest. We will conduct a monthly walk of the property with the property manager to evaluate the current condition of the grounds, look at possible enhancement projects, ensure any prior requests have been completed, and hopefully eliminate as many surprises as possible. A written report with photographs will be generated from the walk and distributed to the property manager that will serve as our marching orders for the next 30 days and can be used internally by the property manager to update property owners, tenants, and superiors on current conditions and upcoming plans. Additionally, we conduct periodic internal scoring of each property that we then use to evaluate our teams, managers, and crew leaders. These scores are then used as teaching and motivational tools to inspire competition among our teams and give opportunities to celebrate successes. Between these two reporting methods, we ensure several sets of eyes are on each property monthly, proactive solutions are delivered quickly for any emerging issues, and consistent communication is achieved.

Below is an example of our monthly report:



Russell Landscape



Item 1

Whitestone Way and Middle Fork Trail -
Turf overall looks great.

Discuss with crew to fully remove grass
clippings during cleanup.



Item 2

Whitestone Way - Remove woody
volunteers and control crack weeds.



Item 3

Lochsa Lane - Start discussion to remove
lower limbs that are unsightly. One option
would be to continue Viburnum on
opposite side of fence as a screen for
Moore Rd.



Russell Landscape



Item 4

Moore Rd Entrance - Review azaleas that are defoliated and determine if these should be replaced.



Item 5

Moore Rd - Remove general fallen limbs along natural area along sidewalk.



Item 6

Moore Rd - Continue to control and eradicate Wisteria vines.



Item 7

Moore Rd - Control weeds populating in ground-cover with selective herbicide.

Item 8

April Checklist

- + Apply fertilizer to Bermuda grass & Zoysia grass
- + Apply weed control to turf
- + Prune new growth on shrubs (as needed)
- + Start-up irrigation systems
- + Inspect trees, turf, shrubs for insects & disease, treat as needed
- + Start spring flower installation
- + Apply pre-emergent herbicide to Fescue in late April

Brandon Thomas
Russell Landscape

REFERENCES:

Federation of Kings Point – Section 3

Full service landscape management of 19 neighborhood associations including 1,400+ homes
1904 Clubhouse Dr, Sun City Center, FL 33573

Jack Davidson – Federation Board President

256-341-8613

Jack0511@msn.com

Bev Weaver – Radison 1 Association President

813-337-8039

Bw4230@gmail.com

Bill Bussen – Southampton 2 Association President

630-306-4298

bbussen3@yahoo.com

Sandestin Owner's Association – Letter from end of year one of service

Approximately 2400 acres of managed landscape area

185 Grand Boulevard, Sandestin, FL 32550
Rusty Decker, Landscape Committee Chair
850-424-5955



185 Grand Blvd.
PO Box 6868 Sandestin, FL 32550
www.sandestinowners.com

November 16, 2012

Russell Landscape Group, Inc.
Attn: Mr. Lee Padgett

Re: Performance Review

Dear Lee,

On behalf of the SOA Landscaping Committee and the Board of Directors, I would like to share our opinion of where we are with Russell Landscaping as we draw to a close of our first year of working together.

Given the less than ideal condition in which the property was transferred into your care, the most unusual winter, and the abnormally wet summer, all of us feel that we're off to a tremendous start. The property hasn't looked this good in several years.

While we are pleased to have achieved the savings that hiring Russell promised, I believe the biggest benefit that you have brought to the SOA is your solution based method of doing business. It has been a refreshing change to have fellow members remark about how nice the resort looks, instead of complaining about the landscaping.

We all look forward to the next four years – keep up the good work.

Please feel free to share these comments with everyone at Russell Landscape, as well as any business prospects you care to.

Sincerely,

A handwritten signature in black ink that reads "Rusty Decker". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Rusty Decker
SOA Board Member
Landscape Committee Chairman

Communications: 850.424.5955
Customer Service: 850.424.5950
ARB Administrator: 850.424.5930
Accounting: 850.424.5940
Security: 850.424.5933

Communications Fax: 850.424.5963
Customer Service Fax: 850.424.5963
ARB Fax: 850.424.5965
Accounting Fax: 850.424.5964
Security Fax: 850.424.5963

Sandestin Owner's Association – Letter from end of 2018 year of service

Approximately 2400 acres of managed landscape area

185 Grand Boulevard, Sandestin, FL 32550

Kyle Ray, Director of Property Services

850-424-5955



185 Grand Blvd.

PO Box 6868 Sandestin, FL 32550

T. 850.424.5960 | F. 850.424.5963

www.sandestinoowners.com

January 3, 2018

Russell Landscape Group, Inc.

Attn: Mr. Teddy Russell

Re: New Year

Dear Teddy,

The end of 2017 marked the sixth year of Russell Landscaping working in Sandestin. I wanted to let you know that in my twenty plus years with Sandestin, your company has been the most pleasurable to do business with. Russell Landscaping has given us top notch service at a very competitive price.

As you know, we have had much experience with nationwide landscaping firms and I have found that the family run nature of Russell Landscaping has been a most positive change. Your managers are all good at what they do and all show a positive attitude towards their work. I believe that speaks volumes to the type of culture you have in your business.

I also wanted to express my thanks for all the help that Russell Landscaping provided to us during this year's busy hurricane season. Our brushes with several of the tropical systems left quite a mess for your crews. Each time we got grazed, your guys came in like gangbusters and had everything cleaned up in rapid fashion. They also provided much appreciated assistance during our trouble with salt water getting into our irrigation ponds.

You have a great company and a great team; please keep up the good work.

Best regards,

A handwritten signature in black ink that reads "Kyle Ray". The signature is written in a cursive, flowing style.

Kyle Ray

Director of Property Services

Infinite Energy Center

Approximately 90 acres of managed landscape area

Service Time: 2001 - Present

6400 Sugarloaf Parkway, Duluth, GA 30097

Ron Jackson, Assistant General Manager

RJackson@infiniteenergycenter.com

770-853-7500

"Russell Landscape is one of the most dedicated and reliable service providers I contract with at The Infinite Energy Center. Our grounds of nearly 90 acres are immaculate and they do a fantastic job for us throughout the year. They have been providing landscape services for the Infinite Energy Center Complex since day 1 over 20 years ago. Not only is their team here on the ground excellent, the support we get from our account manager is outstanding with quick responses to special needs and questions. Finally, they are extremely active in the community and a huge supporter of the arts and entertainment industry and are active in charitable work throughout Gwinnett County. I cannot recommend them highly enough. They are a fantastic partner of the Infinite Energy Center and would make a great partner for your organization."

Hamilton Mill Community Association

Master planned community association with 27 managed subdivisions and 2200 homes

Service Time: 2010 - Present

1669 Hamilton Mill Pkwy, Dacula, GA 30019

Maureen Murphy, Onsite Association Manager

maureen@shabenandassociates.com

678-546-3737

"I have greatly enjoyed working with Russell Landscape at my community. Our Account Manager is always quick to respond to any request. He is also very good at bringing solutions to issues that we may have, sometimes even before I am aware that there is a concern. I am constantly hearing what a beautiful community Hamilton Mill is and I know that is because of the time and pride that the Account Manager and his crew put into their work."

Number of contracts Russell Landscape has executed with community development districts and/or similar communities during the past five (5) years and the names of the entities as well as the length of the contract and whether each such community is still a current client.

*****The following is not an all inclusive list but all have a similar annual contract value to the Lynwood CDD, are similar product types, and is intended to verify our qualification*****

1. The Federation of Kings Point Associations – Section 3 – 1.5 years – Current
2. The Sandestin Owners Association – 8 years – Current
3. The Turnberry Owners Association – 6 years – Current
4. The Hamilton Mill Homeowners Association – 10 years – Current
5. The Windermere Homeowners Association – 10 years – Current
6. The Ridge Homeowners Association – 3 years – Current
7. The River Club Homeowners Association – 3 years – Current
8. The Bridgetown Owners Association – 3 years – Current
9. The White Columns Owners Association – 2 years - Current
10. The Cumberland Community Improvement District – 10 years – Current
11. The Gwinnett Place Community Improvement District – 12 years – Current
12. The Aerotropolis Community Improvement Districts – 4 years – Not Current
13. The North Fulton Community Improvement District – 8 years – Current
14. The Sugarloaf Community Improvement District – 3 years – Current
15. The Evermore Community Improvement District – 6 years – Current
16. The Metro South Community Improvement District – 2 years – Current
17. The Upper Westside Community Improvement District – 3 years – Not current
18. The City of Atlanta – 4 years – Current
19. The City of Chamblee – 3 years – Current
20. The City of Lawrenceville – 7 years – Current

EQUIPMENT LIST:

The following equipment and tools are available for utilization in the management of the Lynwood CDD grounds

- eXmark 96-inch riding mowers
- eXmark 60-inch walk-behind mowers
- eXmark 48-inch walk-behind mowers
- eXmark 21-inch push mowers
- Stihl backpack blowers
- Stihl backpack sprayers
- Stihl weed-eaters
- Stihl stick edgers
- Stihl hedge trimmers
- Stihl gas shears
- Stihl pole chainsaws
- Stihl 21" chainsaws
- Honda pressure washer
- Ventrac aerator
- Little Wonder street blower
- Isuzu 1-ton trucks with 600-gallon spray rigs
- Isuzu 1-ton equipment trucks
- Bed-trenching machine
- Assorted hand tools, shovels, rakes, ladders, etc.

SAFETY

Russell Landscape has a moral and business obligation to provide a safe work environment for its employees, subcontractors, and the public. It is, therefore, the company's policy to abide by the Occupational Safety and Health Standards and to initiate and maintain appropriate practices that promote safety in the work environment.

All of our employees and subcontractors are required to attend a weekly safety program. All employees and Subcontractors are also given a company Safety Manual as well as Company Safety Rules upon hire, for their review and signature. These items include, but are not limited to:

- Safety Acknowledgement Form
- Highway Right of Way Safety Training
- Construction Jobsite Safety Rules
- Substance Abuse Policy
- Hazard Communication/ MSDS
- Regular Safety Training
- Fire Extinguisher Safety
- Fall Protection Safety
- Lawn Maintenance Safety
- Emergency Planning
- Ladder Safety
- Housekeeping/ Clean-up
- Electrical Safety
- Excavation and Trenching Safety
- Crane and Rigging Safety
- Vehicle Safety
- Accident Reporting

In addition, all employees are required to wear official Russell Landscape work shirts, khaki work pants, hard toe boots, yellow reflective logoed safety vests, and all appropriate PPE (Personal Protective Equipment) as determined by job specifics.

HIRING AND TRAINING PROCEDURES

A. Hiring and Training Procedures

a. New Hire Procedure

Once a potential candidate has expressed interest in working for Russell Landscape an application is completed and submitted to our Human Resources Manager and an interview is scheduled with the appropriate Branch or Account Manager. After an interview has been conducted and a job offer is extended and accepted, a Russell landscape hire packet is completed by the employee. This packet includes the following:

- i. All required state and federal tax documentation
- ii. I-9 employment eligibility paperwork and documentation
- iii. Drug screening consent
- iv. Background check consent
- v. Personal Protection Equipment Contract
- vi. Russell Landscape Safety Contract

b. Team Member Training

Russell Landscape prides itself on having the most qualified and well-trained staff of professional men and women in the industry. All Russell Landscape employees are required to complete a series of training programs at different milestones of their tenure starting from the very first day of employment and continuing throughout their careers with Russell.

Initial Training:

New employees are teamed with experienced Training Crew Leaders for their first 30 days of employment, regardless of their previous experience. During this initial period, newly hired individuals will be evaluated and taught the skillsets necessary to deliver Russell quality service. This includes but is not limited to:

- i. Proper use of safety equipment
- ii. Handling and usage of stick equipment such as edgers and weed eaters
- iii. Handling and usage of mowing equipment
- iv. Handling and usage of blowers
- v. Handling, storage and use of common herbicides and pesticides
- vi. Plant and turf identification
- vii. Proper pruning technique for the most common plant species

Once a newly hired team member has demonstrated proficiency in these areas he or she is then assigned to a permanent crew.

Ongoing Training:

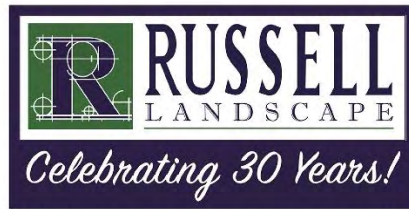
All team members are required to participate in ongoing training programs that focus on particular areas of landscape maintenance such as but not limited to:

- i. Advanced pruning techniques
- ii. Turf, shrub and plant disease and stress identification
- iii. Advanced pesticide, herbicide and fungicide use
- iv. First-aid and CPR

On Site Training:

Every property is different, and all Russell employees understand the importance of personalized service. Prior to any crew commencing service on any property of any kind, a thorough walk of the property is performed with the Crew Leader and the Account manager where all areas of special interest or special instructions are identified. The first 30 days of service on all new properties are governed by a specific set of guidelines pertaining to maintenance, irrigation, herbicide, pesticide, and fertilizer applications. Account Managers, Property Managers and Crew Leaders will be in very close contact to ensure that all obligations and expectations are met and exceeded.

MAINTENANCE PERSONNEL UNIFORMS



Official Maintenance Crew Uniform



Name Tag





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/16/2020

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

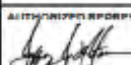
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer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

PRODUCER Yates Insurance Agency 2800 Century Parkway NE Suite 300 Atlanta GA 30345		CONTACT NAME: PHONE (A/C No.): 404-633-4321 FAX (A/C No.): 404-633-1312 E-MAIL ADDRESS: certs@yatesins.com															
INSURED Russell Landscape Florida, LLC 435 South County Hwy 393, Suite 1 Santa Rosa Beach FL 32459		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: National Trust Insurance Company</td> <td>20141</td> </tr> <tr> <td>INSURER B: Old Republic Insurance Company</td> <td>24147</td> </tr> <tr> <td>INSURER C: Nautilus Insurance Company</td> <td>17370</td> </tr> <tr> <td>INSURER D: FCCI Insurance Company</td> <td>10178</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: National Trust Insurance Company	20141	INSURER B: Old Republic Insurance Company	24147	INSURER C: Nautilus Insurance Company	17370	INSURER D: FCCI Insurance Company	10178	INSURER E:		INSURER F:	
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INSURER D: FCCI Insurance Company	10178																
INSURER E:																	
INSURER F:																	

COVERAGES		CERTIFICATE NUMBER: 835527347		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR. LTR.	TYPE OF INSURANCE	ADD'L SUBR. INSD. WVD.	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 type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC. <input type="checkbox"/> OTHER:		CPP10005831000	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMBOP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input checked="" type="checkbox"/> AUTOS ONLY <input checked="" type="checkbox"/> Hired <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED <input type="checkbox"/> AUTOS ONLY		CA10005831300	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input checked="" type="checkbox"/> RETENTION \$ 10,000		UMB10005830000	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below:	Y/N N	MWC31401320	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability		COP202453613	7/1/2020	7/1/2021	\$1,000,000 Occ
C	Pollution Liability		COP202453613	7/1/2020	7/1/2021	\$1,000,000 Occ
						\$2,000,000 Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Subject to policy terms, conditions, forms and exclusions, the insurance coverage afforded by the policies above include the following when required by written contract for the certificate holder and/or entities listed below: Blanket Additional Insured in regards to General Liability for ongoing and completed operations, Leased/Rented Equipment, Owner, Lessor or Manager of Premises, Automobile Liability and Umbrella Liability; Blanket Primary & Noncontributory in regards to General Liability, Automobile Liability and Umbrella Liability; Blanket Waiver of Subrogation in regards to General Liability, Automobile Liability, Workers Compensation and Umbrella Liability. Per Project Aggregate and Per Location Aggregate applies to the General Liability.

FORMS:
 CGL084 10-13 - Additional Insured - Owners, Lessees Or Contractors - Automatic Status When Required In Construction Agreement With You - Ongoing
 See Attached...

CERTIFICATE HOLDER <p>**For Information Only**</p>	CANCELLATION <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHENTICATED REPRESENTATIVE </p>
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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: RUSSCO01-C

LOC #:



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Yates Insurance Agency		NAMED INSURED Russell Landscape Florida, LLC 435 South County Hwy 393, Suite 1 Santa Rosa Beach FL 32459	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Operations And Products - Completed Operations
CGL088 01-15 - First Choice Contractors Liability Endorsement
CAU058 05-19 - Auto First Choice Coverage Endorsement
CAU082 01-15 - Automatic Insured - Business Auto Policy Primary/Non Contributory When Required By Contract
WC000313 04-84 - Waiver Of Our Right To Recover From Others Endorsement
1-LINCUM-9549 09-16 Schedule of Underlying Insurance
CU0001 4-13 - Commercial Liability Umbrella Coverage Form
UMB 179 07-09 - Additional Insured Primary / Non-Contributory Coverage
CU2403 09/00 - Waiver Of Transfer Of Rights Of Recovery Against Others To Us

Form (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">W-9</h2> <h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3> <p style="margin: 0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p style="margin: 0;">Give Form to the requester. Do not send to the IRS.</p>																																																		
<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>Russell Landscape Florida, LLC</p>																																																				
<p>2 Business name/disregarded entity name, if different from above</p>																																																				
Print or type. See Specific Instructions on page 3.	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>																																																			
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Apply to accounts maintained outside the U.S.)</small></p>																																																			
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>PO BOX 63104</p>	<p>Requester's name and address (optional)</p>																																																		
	<p>6 City, state, and ZIP code</p> <p>CHARLOTTE, NC 28263-3104</p>																																																			
<p>7 Last account number(s) here (optional)</p>																																																				
<h3 style="text-align: center;">Part I Taxpayer Identification Number (TIN)</h3> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>			Social security number																				or										Employer identification number																			
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or																																																				
Employer identification number																																																				
<h3 style="text-align: center;">Part II Certification</h3> <p>Under penalties of perjury, I certify that:</p> <p>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</p> <p>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</p> <p>3. I am a U.S. citizen or other U.S. person (defined below); and</p> <p>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p> <p>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.</p>																																																				
<p>Sign Here</p>	<p>Signature of U.S. person ▶ <i>Zan Knight</i></p>	<p>Date ▶ 4/21/2020</p>																																																		
<h3 style="text-align: center;">General Instructions</h3> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>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.</p> <h4 style="text-align: center;">Purpose of Form</h4> <p>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:</p> <ul style="list-style-type: none"> • 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) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>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.</i></p>																																																				
Cat. No. 10231X Form W-9 (Rev. 10-2018)																																																				

STATE OF FLORIDA Department of Agriculture and Consumer Services BUREAU OF LICENSING AND ENFORCEMENT		
Date September 25, 2020	File No. JB289109	Expires August 31, 2021
THE PEST CONTROL COMPANY FIRM NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE / PERIOD EXPIRING: August 31, 2021		
		AT
1002 EAST SHELL POINT RD. RUSKIN, FL 33570		
RUSSELL LANDSCAPE FLORIDA LLC 4000 WOODWARD WAY SUGAR HILL, GA 30518		Lawn and Ornamental
		
<i>Nicole Fried</i> NICOLE "NIKE" FRIED, COMMISSIONER		

State of Florida

Department of State

I certify from the records of this office that RUSSELL LANDSCAPE FLORIDA, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 27, 2011, effective October 27, 2011.

The document number of this limited liability company is L11000122917.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021, that its most recent annual report was filed on January 18, 2021, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighteenth day of January,
2021*



Ronald R. DeSantis
Secretary of State

Tracking Number: 0928938889CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

SECTION B

PRICING

PLEASE PROVIDE YOUR PRICING FOR THE SCOPE OF SERVICES IN SECTION A ABOVE AND THE MAP IN SECTION C BELOW.

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire scope of work, in accordance with said specifications, for the sum of:

PART 1

General Landscape Maintenance

\$ 41,843.00 Yr

FOR ADDITIONAL INFORMATION ONLY

PART 2

Fertilization (All labor and materials)

\$ 17,020.00 Yr

(Include any and all turf pesticide/herbicide/fungicide mixtures you intend to use throughout the year)

BAHIA (per specifications in Part 2)

MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	46-0-5	1 lb	845	\$3,257.00
April	46-0-5	0.5 lb	422	\$1,628.00
June	21-0-10 SRN	1 lb	2,121	\$4,515.00
August	Mega Micro mix & 0-0-25	Micro Mix 3 oz/1k 0-0-25 6 oz/1k	1.65 gal - Micro Mix / 0.8 gallons - 0-0-25 1.59 gal - Imidacloprid	\$2,877.00
October	46-0-5	1 lb	1,400	\$3,257.00

- Storm Cleanup \$ \$65.00 /hr

- Freeze Protection (description of ability) Installation of trunk wrapping and frost cloths as requested. Any amount can be provided at time and materials basis at \$55/hour plus materials.

\$ NA /application

- Hand Watering

\$ \$45 /hr for employee with hand-held hose

\$ \$65 /hr for water truck/tanker

These prices are informational only and NOT to be included in General Landscape Maintenance Cost

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
February	24-0-11	5 lb	60	\$106.00
April	22-0-12 Liquid with Imidacloprid	8 oz/1k N & 0.6 oz/1k Imidacloprid	1.0 gal - fert 0.2 gal - Imidacloprid	\$80.00
May	26-0-11 75% SRN	5 lb	60	\$80.00
July	Mega Micro mix & 0-0-25 with Imidacloprid	Micro Mix 3 oz/k 0-0-25 6 oz/1k	0.05 gal - Micro Mix / 0.03 gallons - 0-0-25 0.01 gal - Imidacloprid	\$80.00
September	Mega Micro mix & 0-0-25 with Imidacloprid	Micro Mix 3 oz/k 0-0-25 6 oz/1k	0.05 gal - Micro Mix / 0.03 gallons - 0-0-25 0.01 gal - Imidacloprid	\$80.00
November	19-0-19	5 lb	60	\$106.00

ORNAMENTALS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	12-6-6 + Micros SRN	5	75	\$318.00
June	12-6-6 + Micros SRN	5	75	\$318.00
October	12-6-6 + Micros SRN	5	75	\$318.00

PALMS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (1.5 LBS. /100 SF PALM CANOPY)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	8-2-12 SRN	1.5 lb / 100 sf	2.16	Included
June	8-2-12 SRN	1.5 lb / 100 sf	2.16	Included
September	8-2-12 SRN	1.5 lb / 100 sf	2.16	Included
November	8-2-12 SRN	1.5 lb / 100 sf	2.16	Included

Please list any additional fertilization for those plant materials requiring specialized applications.

SPECIALTY PLANT MATERIALS				
MONTH	FORMULA	PLANTS TO BE FERTILIZED (i.e., Crape, Loropetalum, Knockout Roses, etc.)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March	5-10-5 SRN + Micros	1 lb / 1000 SF	As needed	No charge
June	5-10-5 SRN + Micros	1 lb / 1000 SF	As needed	No charge
September	5-10-5 SRN + Micros	1 lb / 1000 SF	As needed	No charge

The totals in the “Cost per application” column should equal your Total Fertilization Cost for the year.

PART 3

Pest Control (All labor and materials)

\$ 667.00 Yr
(if entire pesticide allowance is required) *

* This is an allowance for treatments of trees, ornamentals, groundcovers, etc. and should include only those pesticides/herbicides not already included in the turf fertilizer section. This dollar amount will not be equally divided amongst the monthly invoices. The portion of the allowance used on any particular event shall be billed the month after services are rendered. Contractor shall continue to be responsible for the eradication/control of all weeds, pests and diseases after the allowance listed above has been exhausted.

OTC Injections will be performed at the discretion of the District's BOS – FOR ADDITIONAL INFORMATION ONLY

(This shall not be included in either the Pest Control cost listed above nor shall it be included in the Grand Total or Contract Amount.)

OTC Injections (All labor and materials)

\$ 1,560.00 /Yr (based on quantities below)

(OTC injections per specs - do not include in Grand Total)

Palm Type	Palm Qty	# of Inoculations per quarter per palm (based on size) (i.e. (2) inoculations per large Canary Palm per 1/4, etc.)	Cost per Individual Inoculation (One Cartridge)	Total Cost per Year (4x per year)
Sabal	6	1	\$65.00	\$1,560.00

The CDD reserves the right to subcontract out any and all OTC Injection events.

Application of Top Choice for annual treatment of Fire Ants

For informational purposes only, please provide a cost to apply Top Choice for the annual control of fire ants in all Finished Landscaped Areas as described in Scope of Services. \$ 7,867.00 / Yr

Top Choice application will be performed at the sole discretion of the District's BOS

(This shall not be included in either the Pest Control cost listed above nor shall it be included in the Grand Total or Contract Amount.)

PART 4

Irrigation (All labor and materials)

\$ \$5,828.00 /Yr

Freeze Protection (description of ability) Gravity drain all pipes by closing meter and activating each individual zone, higher zones first, then proceed successively towards the lower elevations.
Open any hose bibs and open test cocks on the backflow.

\$1,015.00/application **(do not include in Irrigation Total or Grand Total)**

After hours emergency service hourly rate \$ 150.00 /hr. (i.e. broken mainlines, pump & wells, etc.)

PART 5

Installation of Mulch

Based on quantities determined by Contractor's field measurements at time of bidding, Contractor shall install:

70 CY Grade "A" Shredded Cypress Mulch per specs for the first top-dressing at
\$ \$4,305.00 /CY (October Application)

And

70 CY Grade "A" Shredded Cypress Mulch per specs for the second top-dressing at
\$ \$4,305.00 /CY (April Application)

Installation of Grade "A" Shredded Cypress Mulch \$ 8,610.00 /Yr
(This is the total cost if both top dressings are performed - do not include in Grand Total)

Each top-dressing shall leave all beds with a depth of 3" after compaction

PART 6

Annual Installation (All labor and materials)

Contractor shall install NA (estimate) (4") annuals four (4) times per year **per specs** at the direction of the District at \$ 3.52 /annual.

\$ NA /rotation

\$ NA /Yr (based on four (4) rotations) **(Do not include in Grand Total)**

GRAND TOTAL (PARTS 1, 2, 3 & 4 - This is what contract will be written for)

\$ 65,853.00 /Yr

FIRST ANNUAL RENEWAL \$ 66,833.00 /Yr

SECOND ANNUAL RENEWAL \$ 67,835.00 /Yr

Contractor/Firm Name Russell Landscape Florida, LLC

Firm Address 1002 East Shell Point Drive

City/State/Zip Ruskin, FL 33570

Phone Number 813-998-4396 Fax Number 770-441-9026

Name and Title of Representative Arnaldo Caceres / Business Development
(Please Print)

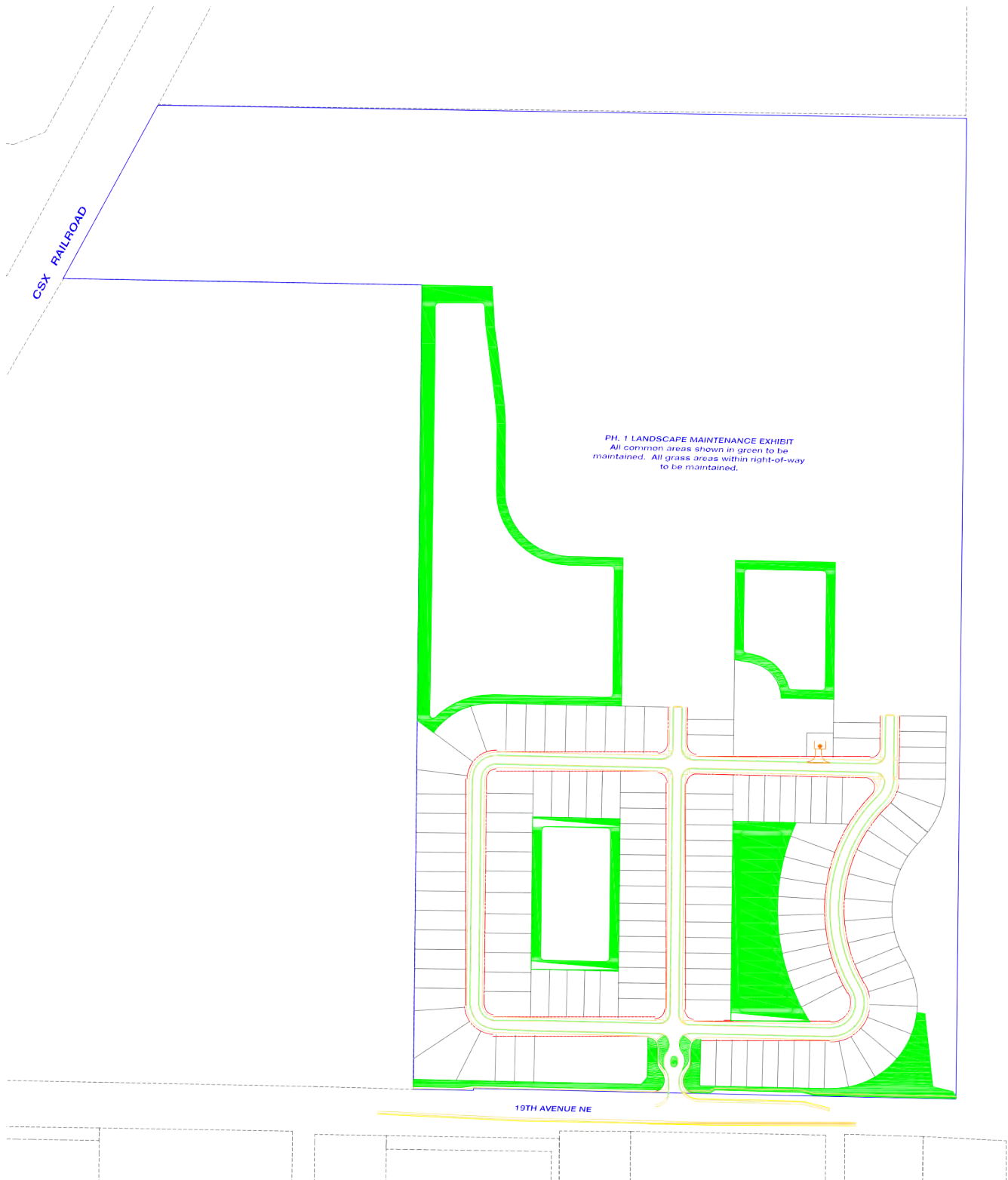
Representative's Signature *Arnaldo Caceres*

Date 05/06/2021

[END OF SECTION]

SECTION C

LANDSCAPE AND IRRIGATION MAINTENANCE MAP



Total Labor & Materials: \$2,485.00

Terms and Conditions

No.

TAMPA

Total:

\$2,485.00

1. This agreement is made between the property (hereinafter referred to as "Client/Owner", and Russell Landscape (hereinafter referred to as "Contractor"), and shall be construed in accordance with the laws of the State in which services are performed.
2. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Workers Compensation Insurance, and any other insurance required by law or Client / Owner has specified in writing prior to commencement of work.
3. All work is to be performed in a workman like manner according to standard practices. Contractor shall be responsible for leaving work site clean and free of its debris, and the site shall be free of debris prior to Contractor starting work. An extra charge will be assessed if Contractor must clean or prepare this site. Contractor assumes no responsibility for problems or damages due to unseen, unknown or concealed conditions including, but not limited to, rock, water or other obstacles encountered in excavation, weather conditions, vandalism or acts of God.
4. Access to Jobsite: Client / Owner shall provide all utilities to perform the work and all underground utilities will be located and marked. Client / Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required during normal business hours.
5. Contractor reserves the right to hire qualified subcontractors to perform specialized functions.
6. Contractor warrants all plant material to be in a healthy condition for 60 days from the date of planting. The warranty is extended to one (1) year from the date of planting as long as the Client / Owner enters into a separate Landscape Maintenance Contract with the Contractor. Any replacements made under this provision shall be made one time at the end of the warranty period or as determined by the Contractor due to seasonal conditions. Client / Owner must provide written notice 30 days prior to the date of the warranty to be valid. The warranty is void if damage to landscape is the result of vandalism, acts of God, damage by severe weather conditions, war or civil disturbance, and non-compliance any recommendations given by the Contractor with respect to maintain and care of plant material or irrigation systems. Warranty is void if irrigation system is not available to sustain plant material. Contractor does not guarantee plant material transplanted from Client / Owner's site or Client / Owner provided material. Contractor will provide water truck at the rate of \$75.00 an hour.
7. All invoices are due 15 days after invoice date, unless stated otherwise herein. Should payment not be received within 15 days of invoice date, Contractor shall be entitled to all cost of collection, including attorney's fee and one and half (1 1/2%) percent per month on any unpaid invoice more than 15 days old. FAILURE TO MAKE PAYMENT DUE MAY RESULT IN A LEIN BEING PLACED ON THE PROPERTY.
8. This work order may be terminated by either party with or without cause, upon fifteen (15) days advanced written notice. Client / Owner will be required to pay for all materials purchased and work completed to the date of termination.
9. We utilize the federal E-Verify program as required by Florida State law in contracts with public employers.

Acceptance of Terms and Conditions:

NOTE: THE PRICING OFFER LISTED IN THE ENCLOSED DOCUMENT IS ONLY VALID FOR 30 DAYS FROM DATE OF ISSUE. After 30 days, price, materials, and time frames are subject to change based on cost of business or changes in conditions. Payment must be made in-full and according to the terms of this agreement for WARRANTY to be valid.

Client / Owner

Russell Landscape Group

Email: _____

FAX: _____ 770-441-9061

By: _____
Signature / Title

By: _____

Printed Name / Date







Terms and Conditions

No.

TAMPA

Total:

\$1,780.00

1. This agreement is made between the property (hereinafter referred to as "Client/Owner", and Russell Landscape (hereinafter referred to as "Contractor"), and shall be construed in accordance with the laws of the State in which services are performed.
2. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Workers Compensation Insurance, and any other insurance required by law or Client / Owner has specified in writing prior to commencement of work.
3. All work is to be performed in a workman like manner according to standard practices. Contractor shall be responsible for leaving work site clean and free of its debris, and the site shall be free of debris prior to Contractor starting work. An extra charge will be assessed if Contractor must clean or prepare this site. Contractor assumes no responsibility for problems or damages due to unseen, unknown or concealed conditions including, but not limited to, rock, water or other obstacles encountered in excavation, weather conditions, vandalism or acts of God.
4. Access to Jobsite: Client / Owner shall provide all utilities to perform the work and all underground utilities will be located and marked. Client / Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required during normal business hours.
5. Contractor reserves the right to hire qualified subcontractors to perform specialized functions.
6. Contractor warrants all plant material to be in a healthy condition for 60 days from the date of planting. The warranty is extended to one (1) year from the date of planting as long as the Client / Owner enters into a separate Landscape Maintenance Contract with the Contractor. Any replacements made under this provision shall be made one time at the end of the warranty period or as determined by the Contractor due to seasonal conditions. Client / Owner must provide written notice 30 days prior to the date of the warranty to be valid. The warranty is void if damage to landscape is the result of vandalism, acts of God, damage by severe weather conditions, war or civil disturbance, and non-compliance any recommendations given by the Contractor with respect to maintain and care of plant material or irrigation systems. Warranty is void if irrigation system is not available to sustain plant material. Contractor does not guarantee plant material transplanted from Client / Owner's site or Client / Owner provided material. Contractor will provide water truck at the rate of \$75.00 an hour.
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Client / Owner

Russell Landscape Group

Email: _____

FAX: _____ 770-441-9061

By: _____
Signature / Title

By: _____

Printed Name / Date



Terms and Conditions

No.

TAMPA

Total:

\$29,025.00

1. This agreement is made between the property (hereinafter referred to as "Client/Owner", and Russell Landscape (hereinafter referred to as "Contractor"), and shall be construed in accordance with the laws of the State in which services are performed.
2. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Workers Compensation Insurance, and any other insurance required by law or Client / Owner has specified in writing prior to commencement of work.
3. All work is to be performed in a workman like manner according to standard practices. Contractor shall be responsible for leaving work site clean and free of its debris, and the site shall be free of debris prior to Contractor starting work. An extra charge will be assessed if Contractor must clean or prepare this site. Contractor assumes no responsibility for problems or damages due to unseen, unknown or concealed conditions including, but not limited to, rock, water or other obstacles encountered in excavation, weather conditions, vandalism or acts of God.
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Client / Owner

Russell Landscape Group

Email: _____

FAX: _____ 770-441-9061

By: _____
Signature / Title

By: _____

Printed Name / Date



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**LYNWOOD COMMUNITY DEVELOPMENT DISTRICT
LANDSCAPE & IRRIGATION MAINTENANCE
REQUEST FOR PROPOSALS
APRIL 30, 2021**

SECTION A – SCOPE OF SERVICES

SECTION B – PRICING

SECTION C – LANDSCAPE AND IRRIGATION MAINTENANCE MAP

SECTION A

SCOPE OF SERVICES

PART 1

GENERAL LANDSCAPE MAINTENANCE

1) MOWING – All grass areas will be mowed on the following schedule:

MARCH 1 – NOVEMBER 1 – Once a week

NOVEMBER 1 – MARCH 1 – Once every two weeks

This schedule estimates that there will be between 41 – 45 cuts annually based on standard growing periods in Florida, however, requires a minimum of 52 visits (weekly) to perform those duties, other than mowing, that cannot remain unattended for two weeks. (i.e., weed control, selective mowing, debris clearing, and general detailing of property, etc.) Notwithstanding the above, at no time will the grass (or weeds within turf) be allowed to grow beyond a maximum height of five (5) inches. Each mowing should leave the St. Augustine & Bahia grass at a height of three and one half (3 1/2) to four (4) inches. Do not remove more than 1/3 of the height of the leaf blade at any one mowing. All blades shall be kept sharp at all times to provide a high-quality cut and to minimize disease. The DISTRICT requires mowers to be equipped with a mulching type deck. Clippings may be left on the lawn as long as no readily visible clumps remain on the grass after mowing. Otherwise large clumps of clippings **MUST** either be collected and removed by the CONTRACTOR **OR** be left to dry out on the lawn for no more than one day and then re-distributed across the lawn. This is to re-introduce nutrients in the clippings back into the soil system. In case of fungal disease outbreaks, the clippings will be collected until the disease is under control. The CONTRACTOR shall restore any noticeable damage caused by the CONTRACTOR'S mowing equipment within twenty-four hours from the time the damage is caused at his sole cost and expense. Contractor shall be responsible for training all its personnel in the technical aspects of the CDD's Landscape Maintenance Program and general horticultural practices. This training will also include wetland species identification as it relates to lake banks & wetland areas. The Contractor shall be held responsible for all damage to wetlands, littoral shelves, mitigation areas and uplands due to mowing/fertilizing, etc. Weekend work is permitted when necessary upon prior approval.

1A) POND MOWING - All ponds identified as such on the overall Maintenance Exhibit shall be mowed incorporating the same mowing schedule as the common areas stated above. Contractor is to leave a "No Mow" zone around the perimeter of every Pond. The "No Mow" zone shall extend up the bank from the Normal Water Line no more than 18"-24" and shall be

maintained between 8"-10" high. Line trimming at control structures, mitered end sections and any other storm water structures shall occur each and every time the pond is mowed. Each mowing shall leave the grass at a height of four (4) to four and one half (4½) inches. This is slightly higher than the mow height in common flatter areas to minimize pond bank erosion. Careful attention must be paid to mower height on pond banks so as not to scalp at the crest of the lake bank and increase the chances for pond bank erosion. Contractor shall be careful to keep trimmings from entering water. Excessive clippings shall be hand removed. Mowers must blow all clippings away from pond banks. It is understood that trash debris of any kind and other debris within arm's reach of water's edge shall be removed & disposed of by Contractor during every normal service event.

2) EDGING AND TRIMMING – All hard-edged areas (curbs, sidewalks, etc.) shall be vertically edged at each and every mowing event and soft-edged areas (tree rings, shrub and groundcover bed lines) shall be edged a minimum of every other week. All edging shall be performed to the sole satisfaction of the DISTRICT. **Chemical edging shall not be permitted anywhere on property.**

AT NO TIME SHALL LAWN BE ALLOWED TO GROW IN AN UNSIGHTLY MANNER. SHOULD THIS OCCUR, CONTRACTOR AGREES TO CORRECT WITHIN TWENTY-FOUR HOURS OF NOTICE BY DISTRICT. CONTRACTOR SHALL COMPLETE ALL LAWN MAINTENANCE ACTIVITIES (MOWING, EDGING, LINE TRIMMING, BLOWING OFF SIDEWALKS, DRIVEWAYS, CURB & GUTTERS, ETC.) IN RELATIVELY SMALL, MANAGEABLE SECTIONS. CONTRACTOR IS NOT TO LEAVE GRASS CLIPPINGS, TRIMMED WEEDS, TURF, DIRT OR DEBRIS ON ANY SURFACES FOR MORE THAN TWO HOURS. IF A MOWING EVENT IS MISSED, EVERY EFFORT SHALL BE MADE TO PERFORM THE MOWING SERVICE THE SAME WEEK (INCLUDING SATURDAYS WITH PRIOR APPROVAL). IF THIS IS NOT POSSIBLE, THE CONTRACTOR SHALL PROVIDE THE DISTRICT A CREDIT FOR FUTURE SERVICES OR ADD A MOWING EVENT TO BE PROVIDED AT A LATER DATE. THE DISTRICT SHALL DETERMINE WHETHER THE CREDIT OR EXTRA MOWING SHALL BE USED.

3) TREE AND SHRUB CARE – All deciduous trees shall be pruned when dormant to ensure proper uniform growth. All evergreen trees shall be pruned in the early summer and fall to ensure proper growth and proper head shape. Sucker growth at the base of the trees shall be removed by hand continuously throughout the year. Aesthetic pruning shall consist of the removal of dead and/or broken branches as often as necessary to have trees appear neat at all times. Branches will be pruned just outside the branch collar. Contractor is responsible for the removal of all branches and limbs up to a 4" diameter and up to a 15' height to keep them from encroaching onto buildings (including roofs), signage structures, play structures, fences & walls, as well as pruned to prevent street lights and traffic signage from being blocked. Additionally, trees shall be pruned over sidewalks, nature trails, parking lots and roadways so as not to interfere with pedestrians or cars. (This is to include maintaining at all times a minimum of ten to fifteen (10-15) feet of clearance under all limbs depending on location and species of tree but shall vary according to DOT specs.) All moss hanging from trees shall be removed from all trees up to a 15' height on an as-needed basis.

All shrubs will be pruned as necessary to retain an attractive shape and fullness, removing broken or dead limbs as necessary to provide a neat and clean appearance. Shrubs shall not be clipped into balled or boxed forms unless such forms are required by design. Shrubs shall be pruned in accordance with the

intended function of the plant in its present location. Flowering shrubs shall be pruned immediately after the blossoms have cured with top pruning restricted to shaping the terminal growth. All pruning shall be done with horticultural skill and knowledge to maintain an overall acceptable appearance consistent with the current aesthetics of. The Contractor agrees that pruning is an art that must be done under the supervision of a highly trained foreman and shall make provisions for such supervision. Individual plants pruned into rounded balls or unnatural shapes will not be allowed. **Contractor shall sterilize all pruning equipment** prior to pruning the next shrub grouping; particularly when fungal diseases are known to be present. All clippings and debris from pruning will be carted away at the time pruning takes place. It is of utmost importance that all plant material within clear site lines and visibility triangles at roadway intersections and medians is maintained at or below the required heights. It is the Contractor's responsibility to bring to the attention of the District all areas that are not in compliance. If pruning will bring the area into compliance, then the Contractor, after conferring with District's representative, will proceed with the pruning activity. However, if pruning will NOT bring the area into compliance, perhaps due to permanent existing grades, then another solution will need to be proposed and executed.

Palms: All palms (regardless of height) shall receive pruning as often as necessary to appear neat and clean at all times. This includes the removal of brown and/or broken fronds and inflorescence. Removal of green or even yellowing fronds is unnecessary and pruning palms above the nine o'clock – three o'clock line is prohibited. Fronds should be removed only once they turn brown or become broken or are disrupting flow of pedestrian/vehicular traffic or are hanging on architectural structures. Fruit pods shall be removed prior to development. Tarpaulins shall be used in areas where date palms and other palm fruits may stain sidewalks & pavement including, but not limited to, pool decks. Contractor shall be responsible for the removal of all palm fruit stains. Contractor shall sterilize all pruning equipment prior to pruning the next palm, paying careful attention when pruning Medjool, Sylvester, Reclinata and Canary Palms.

4) WEEDS AND GRASSES – All groundcover, turf areas, shrub beds & tree rings shall be kept reasonably free of weeds and grasses, and be neatly cultivated and maintained in an orderly fashion at all times. This may be accomplished by carefully applied applications of pre & post emergent herbicides as part of fertilizer mixtures and post-emergent herbicide spot treatments on an as-needed basis. Condition of turf is to be determined by the DISTRICT at its sole discretion. All shrub and bed areas shall be maintained each mowing service by removing all weeds, trash and other undesirable material and debris (leaf and other) to keep the area neat and tidy. This is to be accomplished through hand pulling or the careful application of a post-emergent herbicide. **AT NO TIME SHALL POST-EMERGENT HERBICIDES BE PERMITTED WHEN WEEDS HAVE ESTABLISHED THEMSELVES AS TO DOMINATE PLANTING BEDS. HAND PULLING MUST BE PERFORMED.** **NON-SELECTIVE, POST-EMERGENT HERBICIDES SHALL NEVER BE USED TO CONTROL WEED/SOD GROWTH AROUND STRUCTURES OF ANY TYPE (I.E. STREET SIGNS, UTILITY BOXES, STREET LIGHTS, PAVEMENT, TREE RINGS, ETC.) THE FIRST OFFENSE WILL RESULT IN A VERBAL WARNING; THE SECOND OFFENSE WILL RESULT IN A SECOND VERBAL WARNING AND THE BOARD OF SUPERVISORS FOR THE DISTRICT WILL BE NOTIFIED; THE THIRD OFFENSE MAY TERMINATE THIS CONTRACT FOR CAUSE AT THE DISTRICT'S DISCRETION.**

The CONTRACTOR shall be responsible for the replacement of ornamental plants killed or damaged by herbicide application. All fence lines shall be kept clear of landscape shrubs growing through, weeds, undesirable vines and overhanging limbs.

5) MAINTENANCE OF PAVED AREAS – All paved areas shall be kept weed & debris free. This may be accomplished by mechanical means (line trimmer) or by applications of post/pre-emergent herbicides. Weeds greater than two (2) inches in height or width shall be pulled from paved areas, not sprayed. No sprays with dyes may be used on any paved areas. Contractor is not to use non-selective herbicides to eradicate weeds in curblane expansion joints where the chemical can travel back into the turf causing regularly spaced dead patches behind the curbs and sidewalks.

6) CLEAN UP – At no time will CONTRACTOR leave the premises after completion of any work in any type of disarray. All clippings, trimmings, debris, dirt or any other unsightly material shall be removed promptly upon completion of work. CONTRACTOR shall use his own waste disposal methods, never the property dumpsters. Grass clippings shall be blown off sidewalks, streets and curbs within a relatively short time frame and are not to be left for more than two hours. Also grass clippings shall be blown into turf areas, never into mulched bed areas or tree rings as these are to be maintained free of grass clippings. Grass clippings at highly trafficked areas shall be blown off immediately after mowing and edging have taken place. **NO CLIPPINGS SHALL BE BLOWN DOWN CURB INLETS.**

7) REPLACEMENT OF PLANT MATERIAL – Trees and shrubs in a state of decline should immediately be brought to the attention of the DISTRICT. Dead or unsightly plant material shall be removed upon notification of the DISTRICT. CONTRACTOR shall be responsible for replacement if due to his negligence. New plant material shall be guaranteed for a period of one (1) year for trees and ninety (90) days for shrubs, ground cover and lawn after final acceptance.

PART 2

FERTILIZATION

NO PERSON SHALL APPLY FERTILIZERS CONTAINING NITROGEN AND/OR PHOSPHORUS TO TURF AND/OR LANDSCAPE PLANTS DURING ONE OR MORE OF THE FOLLOWING EVENTS: i) IF IT IS RAINING AT THE APPLICATION SITE, OR ii) WITHIN THE TIME PERIOD DURING WHICH A FLOOD WATCH OR WARNING, OR A TROPICAL STORM WATCH OR WARNING, OR A HURRICANE WATCH OR WARNING IS IN EFFECT FOR ANY PORTION OF THE COUNTY, ISSUED BY THE NATIONAL WEATHER SERVICE, OR iii) WITHIN 36 HOURS PRIOR TO A RAIN EVENT GREATER THAN OR EQUAL TO 2 INCHES IN A 24 HOUR PERIOD IS LIKELY.

All Bahia Sod:

March	A complete fertilizer based on soil tests + PreM
April	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)
June	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)
August	Fe For foliar application, use ferrous sulfate (2 oz/3-5 gal. H ₂ O/1,000 SF)
October	A complete fertilizer based on soil tests + PreM

All St. Augustine Sod:

February	A complete fertilizer based on soil tests + PreM
April	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)
May	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)
July	Fe For foliar application, use ferrous sulfate (2 oz/3-5 gal. H ₂ O/1,000 SF)
August	SRN (Slow Release Nitrogen applied at 1.0 lbs. N/1000 SF)
October	A complete fertilizer based on soil tests + PreM

Prior to final fertilization selection, a complete soil test should be performed to test for soil pH as well as N, P & K levels. Should change be of merit, the Contractor shall notify the District in writing prior to the implementation of such change. At times environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to ensure that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the contractor to determine specific needs and requirements and notify the resident project representative when these additional applications are needed.

Fertilizers containing iron shall be immediately removed from all hard surfaces to avoid staining before the sprinklers are activated after application of the fertilizer. Any stains caused by a failure to do so will be the responsibility of the contractor to remove.

Fertilizer shall be applied in a uniform manner. If streaking of the turf occurs, correction will be required immediately at no additional cost to owner. Fertilizer shall be swept/blown off of all hard surfaces onto lawns or beds in order to avoid staining. **IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMOVE ANY STAINS FROM ANY HARD SURFACES ON THE PROPERTY CAUSED BY THEIR MISHANDLING OF FERTILIZER.** Fertilizer shall not be applied within ten (10) feet of the landward extent of any surface water. Spreader deflector shields are required when applying

fertilizer by use of any broadcast or rotary spreader. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters.

SHRUB, TREE & GROUNDCOVER FERTILIZATION:

For purposes of this RFP, All SHRUBS, GROUNDCOVERS and TREES shall be fertilized according to the following specifications:

3 Times a year – (March, June, October)

A complete fertilizer (formula will vary according to soil test results) at a rate of 4-6 lbs. N/1000 sq. ft./year. (A minimum 50% Nitrogen shall be in a slow-release form)

Fertilizer shall be applied by hand in a uniform manner, broadcast around the plants, but never in direct contact with stems or trunks. Fertilizer shall never be piled around plants. All fertilizer remaining on the leaves of the plants is to be brushed or blown off. **IT IS THE CONTRACTOR'S RESPONSIBILITY TO REPLACE ANY PLANT MATERIAL DAMAGED BY FERTILIZATION BURN DUE TO HIS MISHANDLING OF PRODUCT.**

PALM FERTILIZATION:

All Palms shall receive 1 ½ pounds of 8N-2P2O5-12K2O+4Mg with micronutrients per 100 SF of palm canopy four times per year (March, June, September & November). 100% of the N, K & Mg **MUST** be in slow release form. All micronutrients must be in water soluble form. Fertilizer shall be broadcast evenly under the dripline of the canopy but must be kept at least 6" from the palm trunk.

Fertilizer shall be included in the contract amount and billed monthly.

PART 3

PEST CONTROL

Insects and Disease in Turf Insect and disease control spraying in turf shall be provided by the Contractor every month with additional spot treatment as needed. During the weekly inspections the Contractor is responsible for the identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinchbugs, grubs, nematodes, fireants, mole crickets, etc. Contractor shall pay for chemicals. Please list all chemicals that you will include in your fertilizer applications in the space allocated for "formula" under the fertilization section in the bid form. Also include the cost of these chemicals as part of the fertilizer application. Any anticipated additional treatments shall be included in the Pest Control portion of the bid form.

Insects and Disease Control for Trees, Palms and Plants The Contractor is responsible for treatment of insects and diseases for all plants. The appropriate insecticide or fungicide will be applied in accordance with state and local regulations, and as weather and environmental conditions permit. Contractor shall pay for chemicals. Contractor will be fully responsible in the treatment of such afflictions. At the CDD's discretion, this may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Texas Phoenix Palm Decline. The cost of these inoculations should be included as a separate line item in your Pest Control price. Contractor is to identify those species of

palms susceptible and supply a list of species and quantities with proposal. Each susceptible palm shall receive quarterly injections. Each injection site/valve can be used only twice. The third quarterly injection requires a new valve and injection site. Contractor is asked to provide cost per injection (material & labor) multiplied by quantity of susceptible palms multiplied by four inoculations per year in bid form. **The CDD reserves the right to subcontract out any and all OTC Injection events. This will not be included in the Contract Amount.**

The Contractor is required to inspect all landscaped areas during each visit for indication of pest problems. When control is necessary, it is the responsibility of the Contractor to properly apply low toxicity and target-specific pesticide. If pesticides are necessary, they will be applied on a spot treatment basis when wind drift is a threat.

Careful inspection of the property on each visit is crucial to maintaining a successful program. It is the Contractor's full responsibility to ensure that the person inspecting the property is properly trained in recognizing the symptoms of both insect infestations and plant pathogen damage (funguses, bacteria, etc.). It is also the Contractor's responsibility to treat these conditions in an expedient manner.

If at any time the District should become aware of any pest problems, it will be the Contractor's responsibility to treat pest within five (5) working days of the date of notification.

Fire Ant Control Contractor is required to inspect property each visit for evidence of fire ant mounds and immediately treat upon evidence of active mounds. In small areas control can be achieved by individual mound treatment. Active mounds in larger turf areas will require broadcast application of bait.

Pest Control shall be included in the contract amount and billed monthly.

PART 4

IRRIGATION SYSTEM MONITORING AND MAINTENANCE

Irrigation System: The Contractor shall inspect and test ALL irrigation system components one (1) time per month.

A. Irrigation Controllers

1. Semi-automatic start of the automatic irrigation controller
2. Check for proper operation.
3. Program necessary timing changes based on site conditions, seasonal changes and local water restriction ordinances.
4. Lubricate and adjust mechanical components.
5. Test back up programming support devices
6. Regular replacement of batteries when necessary. Depending on type of battery-operated controller being used, it is recommended two 9-volt batteries be used to extend battery life from approximately one (1) year to two (2) years. Some battery-operated controllers will require new batteries every other month.
7. Inspect and replace as necessary each rain shutoff device.

B. Irrigation Systems

1. Manual test and inspection of each irrigation zone, including all drip zones.
2. Clean and raise heads as necessary.
3. Adjust arc pattern and distance for required coverage areas.
4. Clean out irrigation valve boxes.
5. Clean out any filters.

C. Report

1. Irrigation operation time
2. Irrigation start time
3. Maintenance items performed.
4. General comment and recommendations

The above list is for routine maintenance and adjustment of the existing irrigation system components. Locating and repairing or replacing automatic valves or control wires and irrigation controller or pump repairs as well as other larger scale repairs are to be considered additional items. Contractor shall provide a list of additional charges and unit pricing for routine & non-routine maintenance as a separate price from this bid. (i.e. valves of varying sizes, solenoids, etc.)

Routine irrigation maintenance is to be completed monthly. Each zone is to be turned on and operated for as long as necessary to verify proper operation. Each head, seal, nozzle and strainer is to be inspected for adjustment and shall be aligned, packed, cleaned and repaired as necessary. Shrubs, groundcovers and turf around sprinkler heads shall be trimmed to maintain maximum clearance at all times for the greatest coverage. All below ground repairs including valves, pumps and wiring require an estimate. Upon written approval from Management, Contractor shall proceed. In the event of an emergency, Contractor shall make a diligent effort to contact, with the approximate price or estimate of repairs, Management or their assign prior to making such repair.

Upon being awarded contract, Contractor shall have a period of thirty (30) days from date of commencement to perform a thorough audit of the entire irrigation system listing items that need repair/replacement in order for the system to operate properly. A separate audit may be provided by the Contractor listing those items that would improve the irrigation system. Any action taken regarding the Irrigation Audit will be at the Board of Supervisors' discretion.

Assuming the Board of Supervisors approves the repairs listed in the 30-day audit and after such repairs have been made, after the thirty (30) day period has expired and for the duration of the contract, Contractor shall assume responsibility for any and all unreported maintenance deficiencies, including parts and labor, associated with the irrigation system of 2 inches or less, to include sprinkler heads, nozzles, drip, main and delivery lines and any associated fittings. Said repairs shall be performed immediately. The District Manager shall be notified what day and time of the week the irrigation tech will be available servicing the community. The Contractor will keep detailed irrigation reports consisting of run times and correct operation of system. A copy of this report will be maintained by the Contractor and a copy delivered to the District Manager or his designee, along with the weekly report. At no time shall the Contractor leave the property knowing of the need for a repair and not reporting it.

Watering schedules shall meet all government regulations, and zone times will be adjusted depending on job conditions, climactic conditions and all watering restrictions of the County or any other governmental agencies. It is the responsibility of the Contractor to ensure the turf and plant material remains healthy. If the Contractor finds that the irrigation system cannot adequately cover the District in the allotted time, it will be the Contractor's responsibility to bring this to the attention of the District representative and apply for a variance. **Violations and/or fines imposed by any local or state agency will be deducted from the Contractor's monthly payment.**

Emergency service shall be available after normal working hours and an emergency telephone number will be provided to Management or their assign. Broken mainlines and irrigation valves stuck in the "open" position are to be considered emergencies.

Freeze Protection. The Contractor shall describe ability and cost per application to provide freeze protection for pumps/wells.

Irrigation Monitoring and Maintenance shall be included in the contract amount and billed monthly.

PART 5

INSTALLATION OF MULCH

After prior approval by the Board of Supervisors, Contractor shall top dress all currently landscaped areas as shown on the maintenance map (landscaped beds, tree rings) with Grade "A" Shredded Cypress Mulch up to twice per year during the months of April and October. In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction.

Contractor is responsible for all necessary clean up related to this procedure.

Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. In addition to the aesthetics of this, it is also done to facilitate mechanical edging of these areas. Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" & beveled to reduce mulch washout. This procedure has not been practiced in the past and Contractor is to include any additional labor in the cost of the mulch for all trenching. Mulch shall not be piled around tree trunks or bases of plants. Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Owner.

Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

If, after installation is complete and it is determined that additional mulch is required to attain the required total depth of 3", sufficient mulch shall be supplied by Contractor at no additional cost to District.

This item will not be included in the contract amount and shall be invoiced separately the month after service is rendered. Contractor shall provide a price per cubic yard and estimated quantities to be installed per top dressing (based on his own field measurements) and shall submit with bid.

The CDD reserves the right to subcontract out any and all mulching events.

PART 6

ANNUAL INSTALLATION

Planting of Annuals. After prior approval by the Board of Supervisors, Contractor shall replace annuals in 4" pots up to four (4) times per year in designated areas and maintain annuals to ensure a healthy appearance. PROVIDE A SEPARATE UNIT PRICE IN SECTION B, PRICING. The Contractor will have the type of annual to be installed pre-approved by the District or its representative in writing. An Annual Options Presentation for the entire year stipulating plant options and timing for each rotation shall be submitted to the District shortly after execution of contract in order for the CDD or its representative to select annual choice(s). Annuals shall be hand watered at the time of installation. The Contractor will remove dead or dying annuals before the appearance of such annuals could be reasonably described as an eyesore. If the beds are left bare prior to the next planting, the Contractor will keep such beds free of weeds at all times until the next planting rotation occurs. Timing shall be centered around a holiday rotation being planted no later than the end of the first week of December and rotate accordingly every three months. (Dec, Mar, Jun, Sep)

Annual installation price shall include the removal of all dead annuals prior to placing new plants, regular dead-heading, necessary soil adjustments, soil additives, fungicides and **monthly slow-release** nutritional requirements **at no additional cost to District.** Contractor shall replace at his expense any annual that dies, fails to thrive or is damaged by insects/disease. Contractor shall also include in the summer rotation (June) **at no additional cost to District,** a major renovation of all annual beds. A potting mix specifically blended for annuals shall be used at this time and shall be replenished as

necessary prior to each changeout throughout the year. All annual beds shall be raised at least eight inches and covered with a layer of Pine Fines 1" thick. **All this shall be provided at no additional cost to the District.**

Should the District choose to institute a tri-annual installation of annuals, Contractors are asked to provide a price per 4" plant to include the same specifications as listed above (i.e., monthly slow-release fertilization, dead-heading, fungicide/insect treatments, etc.) for a four-month period. Timing shall be centered around a holiday rotation being planted no later than the end of the first week of December and rotate accordingly every four months. (Dec, Apr, Aug)

This item will not be included in the contract amount. Contractor shall provide a price per 4" plant as requested and shall submit with bid. This work shall be invoiced separately in the month after service is rendered.

The CDD reserves the right to subcontract out any and all annual installation events.

[END OF SECTION]

SECTION B

PRICING

PLEASE PROVIDE YOUR PRICING FOR THE SCOPE OF SERVICES IN SECTION A ABOVE AND THE MAP IN SECTION C BELOW.

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire scope of work, in accordance with said specifications, for the sum of:

PART 1

General Landscape Maintenance

\$ 29,520.00 Yr

FOR ADDITIONAL INFORMATION ONLY

PART 2

Fertilization (All labor and materials)

\$ 3,240.00 **Yr**

(Include any and all turf pesticide/herbicide/fungicide mixtures you intend to use throughout the year)

BAHIA (per specifications in Part 2)

MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March				
April				
June				
August				
October				

As Required

- Storm Cleanup \$ 65.00/hr Per man hour

- Freeze Protection (description of ability) Not Applicable

\$ N/A /application

- Hand Watering

\$ 65.00/hr for employee with hand-held hose

\$ 500.00*/hr for water truck/tanker

These prices are informational only and NOT to be included in General Landscape Maintenance Cost

*\$500.00 per day price, not per hour.

ST. AUGUSTINE (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
February				
April				
June				
August				
October				
December				

ORNAMENTALS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March				
June				
October				

PALMS (per specifications in Part 2)				
MONTH	FORMULA	APPLICATION RATE (1.5 LBS. /100 SF PALM CANOPY)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
March				
June				
September				
November				

Please list any additional fertilization for those plant materials requiring specialized applications.

SPECIALTY PLANT MATERIALS				
MONTH	FORMULA	PLANTS TO BE FERTILIZED (i.e., Crape, Loropetalum, Knockout Roses, etc.)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
	Fertilization to be scheduled with ornamentals / supplement as needed			

The totals in the "Cost per application" column should equal your Total Fertilization Cost for the year.

PART 3

Pest Control (All labor and materials)

\$ 1,080.00 Yr
(if entire pesticide allowance is required) *

* This is an allowance for treatments of trees, ornamentals, groundcovers, etc. and should include only those pesticides/herbicides not already included in the turf fertilizer section. This dollar amount will not be equally divided amongst the monthly invoices. The portion of the allowance used on any particular event shall be billed the month after services are rendered. Contractor shall continue to be responsible for the eradication/control of all weeds, pests and diseases after the allowance listed above has been exhausted.

OTC Injections will be performed at the discretion of the District’s BOS – FOR ADDITIONAL INFORMATION ONLY

(This shall not be included in either the Pest Control cost listed above nor shall it be included in the Grand Total or Contract Amount.)

OTC Injections (All labor and materials)

\$ N/A /Yr (based on quantities below)
(OTC injections per specs - do not include in Grand Total)

Palm Type	Palm Qty	# of Inoculations per quarter per palm (based on size) (i.e. (2) inoculations per large Canary Palm per 1/4, etc.)	Cost per Individual Inoculation (One Cartridge)	Total Cost per Year (4x per year)

The CDD reserves the right to subcontract out any and all OTC Injection events.

Application of Top Choice for annual treatment of Fire Ants

For informational purposes only, please provide a cost to apply Top Choice for the annual control of fire ants in all Finished Landscaped Areas as described in Scope of Services. \$ 1,850.00 / Yr

Top Choice application will be performed at the sole discretion of the District’s BOS

(This shall not be included in either the Pest Control cost listed above nor shall it be included in the Grand Total or Contract Amount.)

PART 4

Irrigation (All labor and materials) \$ 5,040.00 /Yr

Freeze Protection (description of ability) Not Applicable

\$ 0 /application **(do not include in Irrigation Total or Grand Total)**

After hours emergency service hourly rate \$ 85.00 /hr. (i.e. broken mainlines, pump & wells, etc.)

PART 5

Installation of Mulch

Based on quantities determined by Contractor's field measurements at time of bidding, Contractor shall install:

150 CY Grade "A" Shredded Cypress Mulch per specs for the first top-dressing at
\$ 50.00 /CY (October Application)

And

150 CY Grade "A" Shredded Cypress Mulch per specs for the second top-dressing at
\$ 50.00 /CY (April Application)

Installation of Grade "A" Shredded Cypress Mulch \$ 25,000 /Yr
(This is the total cost if both top dressings are performed - do not include in Grand Total)

Each top-dressing shall leave all beds with a depth of 3" after compaction

PART 6

Annual Installation (All labor and materials)

Contractor shall install 0 (estimate) (4") annuals four (4) times per year **per specs** at the direction of the District at \$ N/A /annual.

\$ N/A /rotation

\$ 0 /Yr (based on four (4) rotations) **(Do not include in Grand Total)**

GRAND TOTAL (PARTS 1, 2, 3 & 4 - This is what contract will be written for)

\$ 38,880.00 /Yr

FIRST ANNUAL RENEWAL \$ 40,824.00 /Yr

SECOND ANNUAL RENEWAL \$ 42,865.20 /Yr

Contractor/Firm Name Steadfast Contractors Alliance

Firm Address 30435 Commerce Drive Suite 102

City/State/Zip San Antonio, FL 33576

Phone Number 844-347-0702 Fax Number

Name and Title of Representative Chris Wallen, Maintenance Division Manager / Co-Owner
(Please Print)

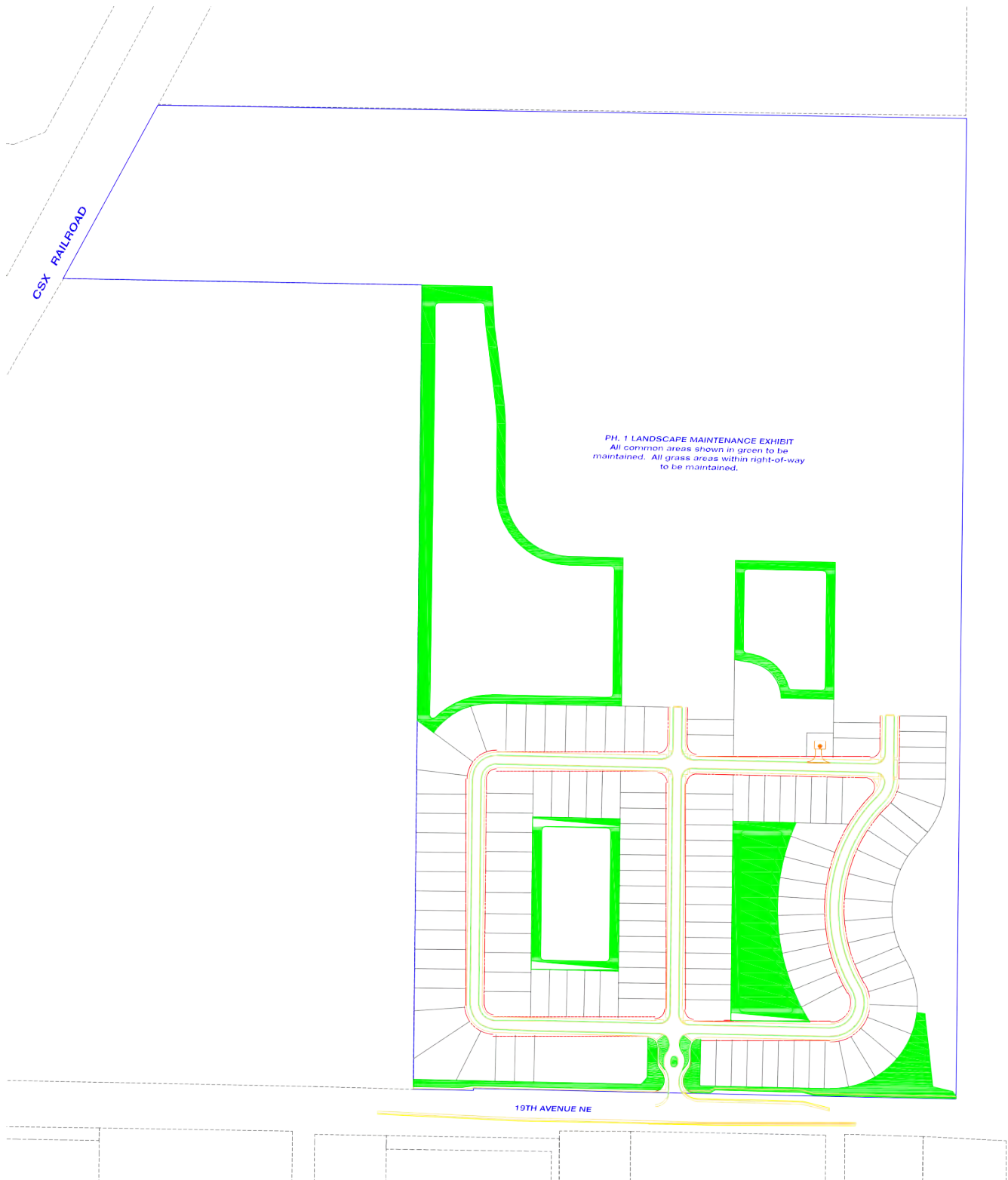
Representative's Signature 

Date May 5, 2021

[END OF SECTION]

SECTION C

LANDSCAPE AND IRRIGATION MAINTENANCE MAP



Tab 7

RESOLUTION 2021-03

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

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

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

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

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

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

DATE: August 13, 2021

HOOR: 11:00 a.m.

LOCATION: The Offices of Lennar Homes
4600 W. Cypress Street, Suite 200
Tampa, Florida 33607

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

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

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

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

PASSED AND ADOPTED ON MAY 14, 2021.

Attest:

**Lynwood Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

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

Exhibit A: Proposed Budget for Fiscal Year 2021/2022