



Rizzetta & Company

# Gramercy Farms Community Development District

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**Board of Supervisors'  
Regular Meeting  
August 23, 2023**

District Office:  
8529 South Park Circle, Suite 330  
Orlando, Florida 32819  
407.472.2471

[www.gramercyfarmscdd.org](http://www.gramercyfarmscdd.org)

**GRAMERCY FARMS  
COMMUNITY DEVELOPMENT DISTRICT**

at The park entering Fieldwood Circle, St. Cloud, Florida 34772

[www.gramercyfarmscdd.org](http://www.gramercyfarmscdd.org)

<b>Board of Supervisors</b>	Rolando Fernandez Joel Sanchez Elizabeth Fernandez Maria Borrero Bob Bishop	Chairman Vice Chairman Board Supervisor Board Supervisor Board Supervisor
<b>District Manager</b>	Brian Mendes	Rizzetta & Company, Inc.
<b>District Counsel</b>	Wes Haber	Kutak Rock
<b>District Engineer</b>	Tonja Stewart	Stantec

**All cellular phones must be placed on mute while in the meeting room.**

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 472-2471. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

# GRAMERCY FARMS DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.gramercyfarmscdd.org](http://www.gramercyfarmscdd.org)

**Board of Supervisors  
Gramercy Farms Community  
Development District**

**August 16, 2023**

## FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Gramercy Farms Community Development District will be held on **August 23, 2023, at 9:00 a.m.** at the park entering Fieldwood Circle, St. Cloud, Florida 34772. The following is the agenda for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. COMMUNITY UPDATES**
  - A. Landscape Inspection Report ..... Tab 1
  - B. HP Home solutions Project Update
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on July 26, 2023 ..... Tab 2
  - B. Ratification of Operation and Maintenance Expenditures for July 2023(Under Separate Cover) ..... **Tab 3**
  - C. Consideration of Resolution 2023-05; Redesignating an Assistant Secretary ..... Tab 4
  - D. Consideration of Resolution 2023-08; Redesignating the Secretary ..... Tab 5
- 5. BUSINESS ITEMS**
  - A. Consideration of Resolution 2023-09; Adopting Fiscal Year 2023-2024 Annual Meeting Schedule ..... Tab 6
  - B. Consideration of Interim Landscape and Irrigation Maintenance Agreement (Under Separate Cover) ..... **Tab 7**
  - C. Consideration of Community Maintenance Proposal ..... Tab 8
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    1. OUC Update
- 7. SUPERVISOR REQUESTS AND COMMENTS**
- 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 (407) 472-2471.

Very truly yours,  
*Brian Mendes*  
Brian Mendes

**TAB 1**



# GRAMERCY FARMS

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## LANDSCAPE INSPECTION REPORT



August 9, 2023  
Rizzetta & Company  
Bryan Schaub - Landscape Specialist



Rizzetta & Company  
Professionals in Community Management



# Summary, Dog Park & Main Entrance

## General Updates, Recent & Upcoming Maintenance Events

- Continue rotations to prune back overgrowing plants from the natural areas.
- Playground mulch was installed & power washing of the walls has commenced.
- Diagnose and treat all Schilling's Holly. It is spreading.

The following are action items for **Down To Earth Landscaping** to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Orange** is for Staff.

1. **At the dog park parking area, directly north of the sidewalk & property-wide, drip irrigation is raised, has been cut with an edger in the past & repaired. Bury the drip grid to avoid this occurring again. (Pic 1)**



2. **At the main entrance, by the courts, there were sections of Viburnum hedge that declined from a fungus with multiple units dying. The Viburnum hedges adjacent to the walls being repainted have been rejuve cut to provide access to the walls. The section to the east of the basketball court has not & still needs a treatment solution. We will see the results from the rejuve cut sections in the future. (Pic 2 >)**

3. **Property-wide, remove all mosses from trees and shrubs.**
4. **Repairs to the drip grids has been completed, but there are sections of exposed drip lines that need to be stapled.**
5. Near the courts, set strong bed lines for the beds.
6. **Property-wide, remove the suckers from all trees, especially the Crape Myrtles.**
7. Vendor to discontinue leaving dead clippings on the shrubs & hedge units after pruning events.





# GFB, Court & Main Entrance

8. Around the dog park & at the main entrance area, detail beds including weeding, edge & generally maintain the areas. (Pic 8)



9. To the east of the dog fence, remove the vines from the Viburnum. (Pic 9)



10. Around the dog park & at the main entrance area, remove all suckers growing up in the beds.
11. East of the basketball court in the Viburnum hedge row, there is a stump left from a dead Viburnum. It is a tripping hazard and needs to be flush cut to under grade or have the stump and root ball removed and filled in with topsoil.

12. In the beds near either entrance monument, remove all weeds. Hand pull or dig out the large weeds. (Pic 12)



13. Property-wide, prune all plants that are contacting structures, including buildings and fencing.
14. In both ROWs of GFB, remove the vines in the Viburnum. They were rejuve cut, but the vines were sheered off and not removed. There is excellent access to the stems and root of these vines, currently.
15. At the main entrance, diagnose & treat the Flax Lily as they appear to have Tip Fungus.
16. Along Old Hickory, detail all beds as they are overgrown with vines & weeds. (Pic 16)





# GFB, Entrance & Townhomes

**17. In the north ROW, more of the newly installed Muhly Grasses are dying. Also, the new Croton are dying. Diagnose, treat & replace. (Pic 17)**



18. At both monuments, diagnose & treat the struggling Ixora.

**19. At both monuments, I recommend moving the Ti plants to another location.**

20. Behind the north monument, remove all vines from the Schilling's Holly.

**21. Along both ROWs of GFB, the fungus in the Schilling's Holly is back. It appears to be Cylandrocladium Leaf Spot. Diagnose, treat & prune dead material. It is spreading rapidly. Replace dead Schilling's Holly units. (Pic 21)**



**22. Property-wide, set strong bed lines including the tree rings.**

**23. Lift tree branches to FDOT standards over sidewalks, roadways & maintained areas, property-wide.**

24. At the corner of Mosshire & GFB, prune the Roses & treat the stressed units.

**25. Along GFB, remove all grassy weeds from the shrubs & hedges.**

**26. All natural areas especially around pond banks need to be cut back.**

27. In the NW corner of the Townhomes area, vendor to remove all grass clippings blown into the existing, unmaintained bed and to discontinue this practice. (Pic 27)



28. In the NW corner of the Townhomes area, detail the beds containing Ornamental Trees & Firebush. Include pruning into consistent shapes & for plant separation, weed removal & setting strong bed lines.

29. In the same area & throughout the Townhomes area, diagnose & treat stressed Ornamental Trees, prune out dead plant material, blow clippings out of tree rings, remove all large weeds and generally detail all areas. (Pic 29 >)





# Townhomes, Round About & Shelburne

30. Remove the Brazilian Pepper Tree that is growing on the edge of the mowed area in between the Townhomes & GFB. (Pic 30)



36. Along both ROWs and the median of GFB, prune the Ornamental Grasses to remove the dead material & to achieve plant separation. Treat for Mites. (Pic 36)



31. In multiple locations in the Townhomes area, line trimming was missed & weeds in the sidewalk & parking areas need to be sprayed.

37. Property-wide, remove all suckers on the Live Oaks. They are getting long.

**32. Diagnose & treat the Juniper at the Round About.**

**38. Detail the bush/tree clusters near the creek between Baler Trails & Valley Creek.**

33. In the NE corner of the Round About, line trim around trees near the creeks.

**39. In the north boundary from 2801 to 2839 Shelburne & at cul-de-sac, there is still brush growing into back yards. This area needs to be cleared & all maintained regularly. (Pic 39)**

34. In the same area, remove all dead Ornamental grasses and report numbers.

35. In the same area, diagnose & treat the stressed Crinum Lily & Gold Mound Duranta.



40. At the Shelburne cul-de-sac, line trim boundary edge grasses back to the conservation signage.





# GFB, Baler, Ivy Stable

41. In both ROWs & the median of GFB, remove all weeds as they are taking over. (Pic 41)



46. At the driveway to the lift station try to grow each sides' Holly bushes to equal heights.

47. At the lift station, clear the water flow structures.

48. In the same area, there are repairs needed for the tire damage caused by machinery used to clear boundary areas.

49. The neighbor's fence posts need to be repaired. Asking for board direction.

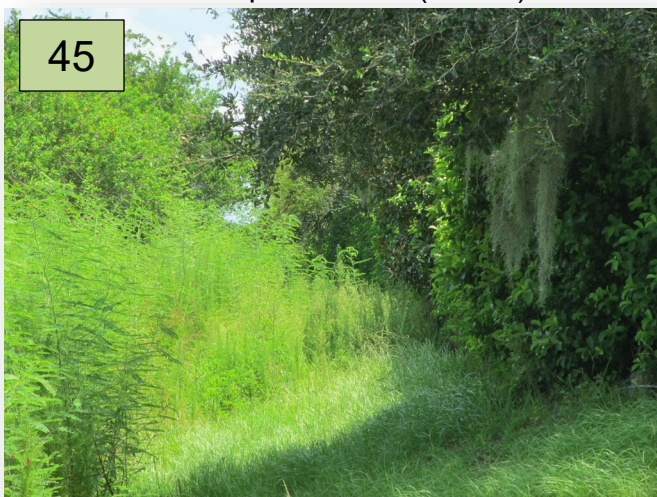
50. Along the areas behind Baler & Orchard Grove, the beds need to be detailed, strong bed lines set, pruning, and mowing. Grasses & weeds are over 7-feet tall in areas.

42. At the Baler small park area, diagnose & treat the Magnolia as it has leaf necrosis, leaf distortions & leaf drop.

43. At the Baler lift station, weed the Holly hedge beds, diagnose & treat the Holly hedge & prune the Holly hedge.

44. In the Viburnum hedges running east & south from the lift station, set bed lines, prune to consistent height & prune for plant separation.

45. In the same area, vendor to mow the bank adjacent to the Viburnum hedge & the complete lift station area. It has not been mowed in multiple weeks. (Pic 45)



51. In the same areas, a Wax Myrtle has fallen over & needs to be removed before mowing this area. (Pic 51)



52. In the Ivy Stable park, treat the turf for weeds. They are taking over.

53. Diagnose & treat the Viburnum hedge at the Ivy Stable park. It looks to have Leaf Spot.

54. In the same park, remove all weeds/vines, set strong bed lines, prune the Ornamental Grasses & treat the Grasses for Mites.





# Harlow & Sweet Acres

55. Near the end of GFB at Harlow, diagnose & treat the Roses. Prune out dead material & deadhead.

56. In the same area, diagnose & treat the Juniper. This may have been caused by the irrigation repairs. If so, remove and replace dead units. (Pic 56)



**57. At the end of GFB at Harlow on the back side of the pond, diagnose and treat the stressed Magnolia. Also, straighten the tree. Remove the dead plant material, weeds beds, set strong bed lines & prune.**

58. The boundary beds along Sweet Acres are becoming inaccessible due to resident fencing. Looking for direction.

**59. Treat the turf at the park on Sweet Acres, for Sedge, grassy weeds & broadleaf weeds as they are taking over. Improve the vigor & coverage of the turf and then start reel mowing. (Pic 57 >)**

60. In the same park, the trees were re-staked & look good. Great Job! Please, remove the one remaining 2x4 stake from the previous vendor.

61. In the Sweet Acres park & property-wide, remove all expansion joint crack weeds.

**62. At the Sweet Acres park, diagnose & treat the stressed Oak trees. It has spread to more trees. (Pic 60)**



63. At the park on Sweet Acres, remove all weeds from the beds especially the Pink Fuzzy Bean.

64. In the same park, remove all vines from the shrubs & hedges.

65. Detail the beds including pruning hedge into a consistent shape & to achieve plant separation, weeding & setting strong bed lines for the beds to the west of the pond between Glencrest & Sweet Acres. This bed looks to have been missed. (Pic 65 >)

66. Property-wide treat all active ant mounds. Raking out inactive mounds.



# Harlow & Old Hickory

**67. At the Harlow mail kiosk, detail the beds & tree rings.**

68. Along the stretch of Harlow between 2946 & 2970, detail the tree rings including setting strong bed lines & remove the suckers from the Live Oaks.

**69. In the same area, fix this bubbler on the Live Oak. (Pic 69)**



70. Check for any water flow structures that are overgrown. Report & these will need to be cleared.





# Walls, Fences, Benches & Equipment

1. The roof on the pavilion at the dog park needs to be cleaned, There is also new graffiti & new vulgar graffiti on the posts & columns. (Pic 1 >)

2. In the same park, the water fountains are not working. The dog fence repairs are completed.

3. At the same park, there is bent playground equipment.

4. In the same park, all the benches have exposed and/or rusty metal areas. There are also, new, bent areas of metal, present.

5. At all three parks with playground equipment, the playground mulch is too low.

6. At the courts, one of the basketball nets is ripped.

7. In the north ROW of GFB between Mosshire & the Round About, the Round About speed sign is bent and leaning.

8. At the Ivy Stable park, the benches have rust and more NEW damage. (Pic 8 >)

9. At the Sweet Acres park, there is a sign down on the turf.

10. At the Sweet Acres & Ivy Stable parks, there are more new fence sections with mildew. (Pic 10 >)

11. At the Ivy Stable park, the pavilion roof has rust, moss & mildew. There is, also graffiti on the pavilion.

12. At the Sweet Acres park on the south side near the sidewalk entrance, there are two broken fence runners.

13. At the Sweet Acres pavilion there is rust on the beams/posts & graffiti on the posts.



14. At the Sweet Acres park, there is mold/mildew & graffiti on the playground equipment.

15. At the intersection of GFB & Harlow, the stop sign is leaning.



# Walls, Fences, Benches & Equipment

16. At the Ivy Stable park, the fence on the GFB side has more bent slats.
17. At the Sweet Acres playground, there is a busted panel of the equipment.
18. At the Ivy Stable park, there is broken playground equipment.
19. At the Sweet Acres park, there is more, newer graffiti and some vulgar graffiti on the benches. (Pic 19 >)



# Proposals

A large, empty rectangular box with a dark green border, intended for writing proposals.



**TAB 2**

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.

GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of Gramercy Farms Community Development District was held on Wednesday July 26, at 9:01 a.m. at the basketball court entering Fieldwood Circle, St. Cloud, Florida, 34769.

Present and constituting a quorum:

Rolando Fernandez	<b>Board Supervisor, Chairman</b>
Joel Sanchez	<b>Board Supervisor, Vice Chairman</b>
Maria Borrero	<b>Board Supervisor, Assistant Secretary</b>
Elizabeth Fernandez	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Scott Brizendine	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Brian Mendes	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Bryan Schaub	<b>Field Services Manager, Rizzetta &amp; Co, Inc (Via phone)</b>
Wes Haber	<b>District Counsel, Kutak Rock, LLP (Via phone)</b>
Kyle McGee	<b>District Counsel, Kutak Rock, LLP (Via phone)</b>
Stephen Campbell	<b>Aquatic Weed Management</b>

Audience Present

FIRST ORDER OF BUSINESS Call to Order

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

SECOND ORDER OF BUSINESS Audience Member Comments Regarding Agenda Items

There were no audience comments put forward at this time.

THIRD ORDER OF BUSINESS Aquatic Weed Management Report

Mr. Campbell spoke regarding his report. He noted that low sloping shorelines are causing vegetation growth and pond 5 is experiencing heavy growth. Mr. Campbell stated that he would provide a proposal for trash clean-up services and provide monthly reports as requested by the Board.

49  
50 **FOURTH ORDER OF BUSINESS** **Community Updates**  
51 **A. July 2023 Landscape Inspection Report**  
52 Mr. Schaub reviewed his report and the Down to Earth labor needs per contract.  
53 He stated that the district needs to prep the property for HP Homes Solutions to  
54 complete their pressure washing/painting project.  
55  
56 Discussion was held regarding the RFP process and the need for proposals for  
57 interim landscape maintenance.  
58

On a motion by Ms. Borrero, seconded by Mr. Sanchez, with all in favor, the Board authorized Staff to work with the Chairman on the FRP process to gather new proposals, for the Gramercy Farms Community Development District.

59  
60 **FIFTH ORDER OF BUSINESS** **Consideration of the Minutes of the**  
61 **Board of Supervisors Meeting held on**  
62 **June 28, 2023.**  
63

64 A request was made to adjust the District Engineer's name to include Stantec.  
65

On a motion by Mrs. Borrero, seconded by Mr. Sanchez, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on June 28, 2023, as amended, for the Gramercy Farms Community Development District.

66  
67 **SIXTH ORDER OF BUSINESS** **Ratification of Operation and**  
68 **Maintenance Expenditures for June 2023**  
69

On a motion by Mrs. Borrero, seconded by Mr. Sanchez, with all in favor, the Board ratified the operation and maintenance expenditures for June 2023 (\$48,136.25), for the Gramercy Farms Community Development District.

70  
71 **SEVENTH ORDER OF BUSINESS** **Audit of the Electric Accounts**  
72

73 It was noted that the District received a credit back in the amount of \$28,193.19 for  
74 the Phase 9 lights. The City owns property within the community and Mr. Fernandez was  
75 in communication with the City of St. Cloud regarding compensation share. Staff to follow  
76 up with the city on their participation in paying some of the electrical charge for the  
77 streetlights.  
78

79 **EIGHTH ORDER OF BUSINESS** **Consideration of Gramercy Farms CDD-**  
80 **FY 23-24 General Fund Budget Packet**  
81

82 The Board reviewed the budget and management suggested increasing the line item  
83 for streetlights by an additional \$25,000 to cover the cost of the Phase 9 lights and to reduce  
84 miscellaneous contingency by \$15,000 and the reserve fund by \$10,000. The Board  
85 agreed to those changes.

86  
87 **NINTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year 2023/2024**  
88 **Final Budget**  
89

On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board opened the public hearing on the fiscal year 2023- 2024 final budget, for the Gramercy Farms Community Development District.

90  
91 Audience comments were entertained regarding some landscaping areas that may  
92 need to be added to the contract.  
93

On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board closed the public hearing on the fiscal year 2023- 2024 final budget, for the Gramercy Farms Community Development District.

94  
95 **i. Consideration of Resolution 2023-06, Adopting FY 2023-2024 Final Budget**  
96

On a motion by Ms. Borrero, seconded by Ms. Fernandez, with all in favor, the Board approved Resolution 2023-06, adopting the fiscal year 2023-2024 final budget totaling \$729,715, for the Gramercy Farms Community Development District.

97  
98 **TENTH ORDER OF BUSINESS** **Public Hearing on Special Assessments**  
99

On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board opened the public hearing on imposing special assessments to fund 2023- 2024 final budget, for the Gramercy Farms Community Development District.

100  
101 There were no Supervisor or audience comments.  
102

On a motion by Ms. Borrero, seconded by Mr. Fernandez, with all in favor, the Board closed the public hearing on imposing special assessments to fund 2023- 2024 final budget, for the Gramercy Farms Community Development District.

103  
104 **i. Consideration of Resolution 2023-07, Imposing Special Assessments**  
105

On a motion by Ms. Borrero, seconded by Mr. Sanchez, with all in favor, the Board approved Resolution 2023-07, imposing special assessments to fund fiscal year 2023-2024 final budget and certifying the assessment roll, for the Gramercy Farms Community Development District.

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110  
111 **ELEVENTH ORDER OF BUSINESS** **Presentation of FY 2022 Financial Audit**  
112

113 Mr. Brizendine reviewed the audit and explained that the auditor provided their  
114 qualified opinion due to the same findings that were on the prior audits relative to the SPE.  
115

On a motion by Mr. Sanchez, seconded by Mr. Fernandez, with all in favor, the Board, accepted the financial audit for year ending September 30, 2022, and authorized its filing with the appropriate governmental entities, for Gramercy Farms Community Development District.

116  
117 **TWELFTH ORDER OF BUSINESS** **Consideration of Proposals for Pond**  
118 **Maintenance**  
119

120 Mr. Mendes reviewed proposals submitted by Aquagenix and Solitude. The Board  
121 decided to stay with Aquatic Weed Management and will wait on the proposal for additional  
122 trash clean up services. Aquatic Weed Management has been advised the Board is  
123 requesting monthly maintenance reports going forward.  
124

125 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Proposal for Top**  
126 **Choice Ant Treatments**  
127

128 This matter has been tabled until the next meeting.  
129

130 **FOURTEENTH ORDER OF BUSINESS** **Proposal for Trash Pick Up**  
131

132 Staff reviewed two additional proposals for porter service. The Board requested  
133 proposals for an overall handyman in the community that will be able to do general repairs,  
134 spot cleans, touch up paint work, as well as trash clean up services. It was stated that they  
135 had previously received a proposal for these services and would like to revisit with that  
136 company at the next meeting.  
137

138 **FIFTEENTH ORDER OF BUSINESS** **Proposal for Fence Direct**  
139

On a motion by Mr. Fernandez, seconded by Ms. Borrero, with all in favor, the Board, granted approval for HOA (Jedi Management) to purchase and install the fence along pond 1 based on the proposal from Fence Direct, for Gramercy Farms Community Development District.

140  
141 **SIXTEENTH ORDER OF BUSINESS** **Discussion on HOA Splitting Costs**  
142

143 There was no HOA member present.  
144  
145  
146  
147  
148



149  
150 **SEVENTEENTH ORDER OF BUSINESS**                      **Consideration of Proposal for Arbitrage**  
151 **Services**  
152

On a motion by Ms. Borrero, seconded by Mr. Sanchez, with all in favor, the Board, approved the proposal from LLS Tax Solutions in the amount of \$500/year, for Gramercy Farms Community Development District.

153  
154 **EIGHTEENTH ORDER OF BUSINESS**                      **Staff Reports**  
155  
156     A. District Counsel  
157         Mr. McGee informed the board that a demand notice was received from the attorney  
158         representing Juniper Landscaping for the payment of the final two invoices that the  
159         board withheld.  
160  
161         It was stated that Staff is continuing to work with Counsel on legal matters.  
162  
163     B. District Engineer  
164         Not Present.  
165  
166     C. District Manager  
167         Mr. Mendes informed the board that the next meeting will be held on Wednesday  
168         August 23, 2023, at 9:00 a.m. He spoke briefly on the proposal for Security cameras.  
169         No Board action was taken.  
170  
171         Mr. Mendez presented the painting renderings from HP Maintenance. The Board  
172         chose the Scheme 1 pattern with the Scheme 4 colors (body-elephant skin, trim-  
173         sand drift, sign-silver feather) for the front entrance and Scheme 4 colors for the  
174         community walls.  
175  
176         Mr. Brizendine informed the Board that Rizzetta will contact an Investment Banker  
177         and ask them to review the district for potential bond refunding of the Series 2011  
178         Bonds and will follow up at the next meeting.  
179

180 **NINETEENTH ORDER OF BUSINESS**                      **Supervisor Requests and Comments**  
181  
182         There were no Supervisor comments put forward.  
183

184 **TWENTIETH ORDER OF BUSINESS**                      **Adjournment**  
185

On a motion by Mrs. Borrero, seconded by Mr. Fernandez, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:04 a.m. for Gramercy Farms Community Development District.

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189                      \_\_\_\_\_                      \_\_\_\_\_  
                    Assistant Secretary                      Chairperson/Vice Chairman

**TAB 3**

# GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ORLANDO, FL 32819

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.GRAMERCYFARMSCDD.ORG

## Operation and Maintenance Expenditures July 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2023 through July 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:

**\$53,561.78**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Gramercy Farms Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Weed Management, Inc	100107	16163	Pond Maintenance 07/23	\$ 1,250.00
Berger, Toombs, Elam, Gaines & Frank CPA	100108	363291	Audit Financial Statements 06/23	\$ 3,575.00
Dewberry Engineers, Inc.	100117	2308631	Engineering Services 06/23	\$ 819.91
Elizabeth Fernandez	100118	EF072623	Board of Supervisors Meeting 07/26/23	\$ 200.00
HP Home Maintenance Solutions, LLC	100116	69	Deposit for Painting 07/23	\$ 29,985.43
Innersync Studio, Ltd	100109	21425	Website & Compliance Services 07/23	\$ 384.38
Innersync Studio, Ltd	100109	21473	Website & Compliance Services 07/23	\$ 384.38
Joel Sanchez	100110	JS062823	Board of Supervisors Meeting 06/28/23	\$ 200.00
Joel Sanchez	100119	JS072623	Board of Supervisors Meeting 07/26/23	\$ 200.00
Kutak Rock, LLP	100111	3239840	Legal Services 05/23	\$ 869.50
Maria V. Borrero	100112	MB062823	Board of Supervisors Meeting 06/28/23	\$ 200.00
Maria V. Borrero	100120	MB072623	Board of Supervisors Meeting 07/26/23	\$ 200.00

# Gramercy Farms Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2023 Through July 31, 2023

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Orlando Sentinel Communications	100114	75206215000	Legal Advertising 06/23	\$ 211.93
Rizzetta & Company, Inc.	100106	INV0000081334	District Management Fees 07/23	\$ 4,712.58
Rolando Fernandez	100113	RF062823	Board of Supervisors Meeting 06/28/23	\$ 200.00
Rolando Fernandez	100121	RF072623	Board of Supervisors Meeting 07/26/23	\$ 200.00
SSS Down To Earth Opco, LLC	100115	INV161054 Monthly Summary 06/23	Irrigation Start Up 06/23	\$ 9,579.11
Toho Water Authority	EFT	Autopay 225	Water-Sewer Services 06/23	\$ <u>389.56</u>
<b>Report Total</b>				<b>\$ <u>53,561.78</u></b>

# INVOICE



**Aquatic Weed Management,  
Inc.**  
PO Box 1259  
Haines City, FL 33845

WATERWEED1@AOL.COM  
+1 (863) 412-1919

## Gramercy Farms

**Bill to**  
Mr. Hernandez  
Gramercy Farms CDD  
c/o Rizzetta & Company  
3434 Caldwell Ave. Ste. 200  
Tampa, FL 33614

**Invoice details**  
Invoice no.: 16163  
Terms: Net 15  
Invoice date: 06/26/2023

Product or service	Amount
1. <b>Gramercy</b> Monthly pond herbicide maintenance on 8 ponds and 1 ditch. Services include treatments for ALL vegetation (emerged, submerged and floating) within the ordinary high water level. Priced as \$/treatment.	1 unit × \$1,250.00 \$1,250.00
<b>Total</b>	<b>\$1,250.00</b>

### Note to customer

The month on the date of the invoice should correspond to the month treatments were made. Thank you!

**RECEIVED**  
06/26/23



Berger, Toombs, Elam,  
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120  
FAX: 772/468-9278

RECEIVED  
JUN 28 2023

*GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT  
3434 COLWELL AVE  
SUITE 200  
TAMPA, FL 33614*

*Invoice No. 363291  
Date 06/26/2023  
Client No. 20682*

---

Services rendered in connection with the audit of the Basic Financial Statements  
as of and for the year ended September 30, 2022.

Total Invoice Amount \$ 3,575.00

We now accept Visa and MasterCard.

Please enter client number on your check.

Finance charges are calculated on balances over 30 days old at an annual percentage rate of 18%

Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms  
Private Companies Practice Section

Member FICPA

# INVOICE



Please remit to: DEWBERRY ENGINEERS INC.  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN: 13-0746510

Bill To: RIZZETTA & COMPANY, INC.  
BRIAN RADCLIFF  
GREATER LAKES/SAWGRASS BAY CDD  
8529 SOUTH PARK CIRCLE, SUITE 330  
ORLANDO FL 32819

Invoice #: 2308631  
Invoice Date: 7/26/2023  
Due Date: 8/25/2023  
Client #: 458919  
Contract #: 50078699  
Batch #: 3276252

Dewberry Project: 50078694 Greater Lakes/Sawgrass Bay CDD

Work Performed Thru Period Ending 6/30/2023

Job: 50078699 Greater Lakes/Sawgrass Bay CDD

## TIME & MATERIAL BILLING

Task ID	Task Description		CURRENT PERIOD BILLING		
T001	GENERAL ENGINEERING				
	<u>Description</u>	<u>Prev Amount Billed</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
	ENGINEER I	\$ 11,345.00	6.50	110.000	\$ 715.00
		<b>TOTAL HOURLY LABOR</b>	6.50		\$ 715.00
		<b>TOTAL FOR</b>	<b>T001</b>		\$ 715.00

Task ID	Task Description		CURRENT PERIOD BILLING		
T990	OTHER DIRECT COST				
	<u>Description</u>	<u>Prev Amount Billed</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
	Direct Fuel/Mileage	\$ .00			\$ 103.91
		<b>TOTAL OTHER DIRECT COST</b>			\$ 103.91
		<b>TOTAL FOR</b>	<b>T990</b>		\$ 103.91

TOTAL FOR JOB: 50078699 \$ 818.91

**TOTAL INVOICE AMOUNT DUE \$ 818.91**  
**BY 8/25/2023**

Please Reference Invoice Number with Payment

RECEIVED  
07/25/23

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number.

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.

REINARDO MALAVE DAVILA





WEEK BEGINNING		WEEK ENDING		EMPLOYEE NO.	NAME (Last, First, M.I.)	HOME B.U.	P.C.	WEEKLY TIMESHEET					
5/27/2023		6/2/2023		668458	BANFIELD, MOLLY J.	2705	2						
PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION/CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50078699	T0010000		General Engineering - backflow inspection coordination, wall repair proposal coordination Greater Lakes/Sawgrass Bay CDD				1.0		0.5	0.5	2.0
MOLLY BANFIELD 6/2/2023						PETER ARMANS 6/2/2023							
EMPLOYEE SIGNATURE						APPROVED BY							



WEEK BEGINNING		WEEK ENDING		EMPLOYEE NO.	NAME (Last, First, M.I.)	HOME B.U.	P.C.	WEEKLY					
6/3/2023		6/9/2023		668458	BANFIELD, MOLLY J.	2705	2	TIMESHEET					
PAY TYPE	WORK STATE	JOB/BU	COST CODE	WORK ORDER	DESCRIPTION / CREW INFO	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTALS
1	FL	50078699	T0010000		General Engineering - backflow inspection coordination Greater Lakes/Sawgrass Bay CDD						1.0	2.5	3.5





**Gramercy Farms CDD**  
**Meeting Date: 7/26/2023**

RECEIVED  
07/26/23

**SUPERVISOR PAY REQUEST**

<u>Name of Board Supervisor</u>	<u>Check if paid</u>
Rolando Fernandez	✓
Joel Sanchez	✓
Elizabeth Fernandez	✓
Bob Bishop	
Maria Borrero	✓

(\*) Does not get paid

*NOTE: Supervisors are only paid if checked.*

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	9:01 am
Meeting End Time:	11:04 am
Total Meeting Time:	2 hours

Time Over (?) Hours:

Total at \$ per Hour:

**ADDITIONAL OR CONTINUED MEETING TIMECARD**

Meeting Date:	07/26/23
Additional or Continued Meeting?	
Total Meeting Time:	
Total at \$175 per Hour:	

Business Mileage Round Trip	
IRS Rate per Mile	\$0.655
Mileage to Charge	\$0.00

DM Signature: 



## Check for EMERGENCY

### District Services Check – Special Delivery Instructions

District Code	
District Name	
Vendor Name	
Invoice Number(s)	
Check Amount	

#### Delivery Method

Vendor pickup at 3434 Colwell Suite #130 8:30AM-4:30PM – You must provide name of designated pickup person who will need to provide identification at pickup.

Pickup person (required)

Pickup signature

➤ *obtained at pickup*

Inter-office (usually delivered next day)

Office location (required)

Attention (required – Manager only)

UPS (United Parcel Service) - delivery address CANNOT be PO Box

Attention (required)

Phone # (required)

Next Day Air Saver (by EOB next business day)

Ground (deliveries within FL usually deliver by EOB next day but not guaranteed)

USPS (United States Postal Service)

First-Class (8-10 business days)

Certified (tracking with delivery confirmation)

Signature Required

Delivery Address (required if UPS or USPS selected)

Shipping Charges Code (if different than district code above)

➤ *500 should be charged if urgency was created by a Rizzetta employee error. Otherwise, the district should be charged.*

Requested by	
Submitted by	
Date	



Rizzetta & Company

# GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT

---

District Office · Orlando, Florida · (407) 472-2471  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
www.highlandmeadows2cdd.org

## Check Request

Amount: \$ 29,985.43

Description: Pressure Wash/ Paint Project

Date: 07/27/23

Payable to: HP Home Maintenance Solutions LLC

Address: 8529 South Park Circle, Orlando, FL, 32819  
Suite 330

Requestor: Brian Mendes

Approved by \_\_\_\_\_ Brian Mendes \_\_\_\_\_

ESTIMATE



**Prepared For**

Gramercy Farms Master HOA Cdd  
3434 Colwell avenue suite 200 Tampa, FL  
33614 Jcasanova@rizzetta.com  
Tampa, Florida 33614

**HP Home Maintenance Solutions LLC**

2812 Shelburne Way  
Saint Cloud , Florida 34772  
Phone: (407) 412-3731  
Email: hphomemaintenancesolutions@gmail.com  
Web: Www.hphomemaintenancesolutions.com

Estimate # 69  
Date 03/06/2023

**Description** **Total**

---

Pressure wash and paint \$49,975.73

Pressure wash and paint entrance wall on right side before entering the property, wall by town house, basketball, gazebo and concrete wall that is located on both sides of the main street, on gramercy farms community. Colors scheme (codes) to be provided by the CDD committee. Only front side of the wall will be painted. Also included on scope white fence on both park will be pressure wash. Sherwin william products will be use. ( super paint). Labor and materials are included. Before starting work 60 % down payment required. Second payment is due when work is completed

---

**Subtotal** \$49,975.73

**Total** **\$49,975.73**

**RECEIVED**  
07/18/23

By signing this document, the customer agrees to the services and conditions outlined in this document.

---

Gramercy Farms Master HOA Cdd



  
P.O. Box 18723  
Fairfield, OH 45018-0723

Your Website powered by  
  
and 

# INVOICE

**BILL TO**

Greater Lakes/Sawgrass Bay  
CDD  
12750 Citrus Park Lane  
Tampa, FL 33625

**INVOICE #** 21425

**DATE** 07/01/2023

**DUE DATE** 07/16/2023

**TERMS** Net 15

---

DESCRIPTION	AMOUNT
CDD Website Services - Hosting, support and training	150.00
CDD Ongoing PDF Accessibility Compliance Service	234.38
<hr/>	
Quarterly service	BALANCE DUE
	<b>\$384.38</b>

**RECEIVED**  
07/01/23+

**GREATER LAKES / SAWGRASS BAY  
COMMUNITY DEVELOPMENT DISTRICT**

---

DISTRICT OFFICE · 8529 SOUTH PARK CIRCLE, SUITE 330, ORLANDO, FLORIDA 32819

**Check Request**

Amount: \$384.38

Date: 08/11/2023

Payable to: Gramercy Farms CDD

Reason: Innersync Studio Invoice #21425 was paid under  
Gramercy Farms account

Requested by: Learsenn A Trimidal

Special Instructions: 001-51300-5102

Approved by: 

*Refund Check #100063 \$384.38 was deposited to Gramercy Op Account  
5467 on 8/18/23.*

  
P.O. Box 18723  
Fairfield, OH 45018-0723

Your Website powered by  
  
and 

# INVOICE

**BILL TO**

Gramercy Farms CDD  
3434 Colwell Ave.  
Suite 200  
Tampa, FL 33614

**INVOICE #** 21473

**DATE** 07/01/2023

**DUE DATE** 07/16/2023

**TERMS** Net 15

---

DESCRIPTION	AMOUNT
CDD Website Services - Hosting, support and training	150.00
CDD Ongoing PDF Accessibility Compliance Service	234.38
<hr/>	
Quarterly invoice	BALANCE DUE
	<b>\$384.38</b>

**RECEIVED**  
07/01/23

**Gramercy Farms CDD**  
Meeting Date: June, 28, 2023

**SUPERVISOR PAY REQUEST**



Name of Board Supervisor	Check if Paid
Rolando Fernandez	
Joel Sanchez	
Elizabeth Fernandez	
Bob Bishop	
Maria Borrero	

(\* ) Does not get paid

**NOTE: Supervisors are only paid if checked present.**

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	9:13
Meeting End Time:	10:55
Total Meeting Time:	1:42

Time Over ( 3 ) Hours:	0
------------------------	---

Total at \$175 per Hour:	\$0.00
--------------------------	--------

**ADDITIONAL OR CONTINUED MEETING TIMECARD**

Meeting Date:	
Additional or Continued Meeting?	
Total Meeting Time:	
Total at \$175 per Hour:	\$0.00

Business Mileage Round Trip	
IRS Rate per Mile	\$0.655
Mileage to Charge	\$0.00

DM Signature: \_\_\_\_\_



**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 29, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**ACH/Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3239840

Client Matter No. 8423-1

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

Mr. Richard Hernandez  
Gramercy Farms CDD  
Rizzetta & Company, Inc.  
Suite 200  
3434 Colwell Avenue  
Tampa, FL 33614

Invoice No. 3239840  
8423-1

Re: Gramercy Farms CDD - General Counsel

For Professional Legal Services Rendered

05/10/23	W. Haber	0.30	70.50	Review agenda for May meeting
05/17/23	W. Haber	0.20	47.00	Confer with Gallo regarding auditor request
05/19/23	W. Haber	0.20	47.00	Confer with Gallo regarding auditor request
05/23/23	W. Haber	0.40	94.00	Prepare for Board meeting
05/24/23	W. Haber	1.40	329.00	Prepare for and participate in Board meeting; begin letter to Juniper; confer with Brizendine regarding Down To Earth agreement
05/25/23	W. Haber	0.20	47.00	Confer with Gallo regarding correspondence to City regarding budget
05/26/23	W. Haber	0.50	117.50	Prepare follow up letter regarding unpaid invoices; confer with Brizendine regarding same
05/29/23	W. Haber	0.20	47.00	Confer with Brizendine regarding O&M assessment notice

**KUTAK ROCK LLP**

Gramercy Farms CDD  
June 29, 2023  
Client Matter No. 8423-1  
Invoice No. 3239840  
Page 2

05/30/23	W. Haber	0.30	70.50	Confer with Brizendine regarding amendment to DTE agreement
----------	----------	------	-------	---

TOTAL HOURS 3.70

TOTAL FOR SERVICES RENDERED \$869.50

TOTAL CURRENT AMOUNT DUE \$869.50

**RECEIVED**  
06/29/23

PO Box 8023  
 Willoughby, OH 44096  
 adbilling@tribpub.com  
 844-348-2445

**Invoice & Summary**

Billed Account Name: Gramercy Farms Cdd  
 Billed Account Number: CU00110659  
 Invoice Number: 075206215000  
 Amount: \$423.86  
 Billing Period: 06/01/23 - 06/30/23  
 Due Date: 07/30/23



**INVOICE/SUMMARY**

**JUL 10 2023**

Page 1 of 2

**Invoice & Summary Details**

Date	Invoice Reference #	Description	Ad Size/Units	Rate	Gross Amount	Total
		Balance Forward		<b>Paid 06/19/23 Check #100104</b>	\$211.93	211.93
<i>Current Activity</i>						
06/21/23	OSC75206215	Classified Listings, Online Public Hearing/Bid/Misc_Legal 7452190				211.93
<b>Total Current Advertising</b>						<b>211.93</b>

**Total: \$423.86**

**Account Summary**

Current	1-30	31-60	61-90	91+	Unapplied Amount
423.86	0.00	0.00	0.00	0.00	0.00

Please detach and return this portion with your payment.

**Remittance Section**

Billed Period: 06/01/23 - 06/30/23  
 Billed Account Name: Gramercy Farms Cdd  
 Billed Account Number: CU00110659  
 Invoice Number: 075206215000

PO Box 8023  
 Willoughby, OH 44096

Return Service Requested

4574003350 PRESORT 1350 1 MB 0.528 P1C7 <B>



GRAMERCY FARMS CDD  
 CHRISTINA HARTNETT  
 3434 COLWELL AVE STE 200  
 TAMPA FL 33614-8390

For questions regarding this billing, or change of address notification, please contact Customer Care:

Orlando Sentinel  
 PO Box 8023  
 Willoughby, OH 44096



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

**Invoice**

Date	Invoice #
7/1/2023	INV0000081334

**Bill To:**

GRAMERCY FARMS CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
--

Services for the month of	Terms	Client Number
July	Upon Receipt	00225

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,189.50	\$1,189.50
Administrative Services	1.00	\$409.50	\$409.50
Email Accounts, Admin & Maintenance	5.00	\$15.00	\$75.00
Financial & Revenue Collections	1.00	\$364.00	\$364.00
Landscape Consulting Services	1.00	\$700.00	\$700.00
Management Services	1.00	\$1,874.58	\$1,874.58
Website Compliance & Management	1.00	\$100.00	\$100.00
<b>Subtotal</b>			\$4,712.58
<b>Total</b>			\$4,712.58

**RECEIVED**  
 06/26/23



Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 263-2700 Ext. 3333



June 2023  
 INV161054

**Customer**

Gramercy Farms CDD  
 Rizzetta & Company  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614  
[cddinvoice@rizzetta.com](mailto:cddinvoice@rizzetta.com)

Project/Job	Invoice Date	Due Date	Terms	PO #
Irrigation Start Up Repairs - Estimate 51717	6/20/2023	6/20/2023	Due on receipt	

Item	Qty	Rate	Amount
<b>Scope of Work</b>			
The following proposal is for repairs noted during the initial irrigation inspections. There are multiple zone alarms along with broken heads/nozzles. Wire troubleshooting is also necessary to diagnose any non operational valves. Invoices are Due Upon Receipt.			

<b>Irrigation Repairs</b>			
1" Lateral Line Fitting - Each	15	\$0.67	\$10.05
1" Lateral Line Pipe - Foot	60	\$0.84	\$50.40
1" Repair Coupling - Each	6	\$6.94	\$41.64
3/4" Lateral Line Fitting - Each	12	\$0.46	\$5.52
3/4" Lateral Line Pipe - Foot	60	\$0.33	\$19.80
3/4" Repair Coupling - Each	5	\$6.16	\$30.80
Adjustable Bubbler - Each	18	\$2.01	\$36.18
Damaged 12" Valve Box (Standard) - Each	2	\$70.90	\$141.80
Drip Tube Staples - Each	100	\$0.30	\$30.00
Flex Funny Pipe - Foot	20	\$0.56	\$11.20
Funny Pipe Fittings - Each	15	\$0.66	\$9.90
Head broken -12"spray - Each	10	\$16.56	\$165.60
Head broken-6" Rotor - Each	22	\$36.25	\$797.50
Head broken-6" spray - Each	114	\$10.31	\$1,175.34
ICD 100 - Each	10	\$321.71	\$3,217.10
ICD 200 - Each	4	\$434.01	\$1,736.04

Down to Earth  
 Landscape & Irrigation  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 263-2700 Ext. 3333



June 2023  
 INV161054

Item	Qty	Rate	Amount
Irrigation Technician Labor - Hours	20	\$55.00	\$1,100.00
Nozzle-standard - Each	142	\$2.11	\$299.62
Rainbird Solenoid - Each	3	\$108.04	\$324.12
Staples - Each	100	\$0.64	\$64.00
XFD Drip Tube - Foot	500	\$0.55	\$275.00
XFD Drip Tube Fittings - Each	75	\$0.50	\$37.50
<b>Sub Total</b>			<b>\$9,579.11</b>

Subtotal	\$9,579.11
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$9,579.11</b>

Late payments are subject to an 18% per annum interest rate, applied daily, on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.  
 See Terms and Conditions at [www.dtlandscape.com/terms-and-conditions](http://www.dtlandscape.com/terms-and-conditions)



**Gramercy Farms CDD**

**Toho Utility Summary**

**June 23**

**Month: 06/23 Dated 06/21/23**

**05/11/23 - 06/11/23 Due Date: 07/12/23**

<u>Account</u>	<u>Customer #</u>	<u>Location</u>	<u>Service Address</u>	<u>Code</u>	<u>Amount</u>
39375	176860	IRRIGATION	3040 Old Hickory Tree Rd.	001 53600 4301	\$ 26.59
48448	176860	IRRIGATION	3000 Block Even Old Hickory Tr Rd LS83	001 53600 4301	\$ 6.54
48909	176860	IRRIGATION	300 Block Even Old Hickory Tree Rd.	001 53600 4301	\$ 22.78
50195	176860	IRRIGATION	0 Gramercy Farms Boulevard Irr.	001 53600 4301	\$ 21.67
50564	176860	IRRIGATION	4500 Block Odd Baler Trails Dr.	001 53600 4301	\$ 21.67
52699	176860	IRRIGATION	4500 Block Even Orchard Grove Rd.	001 53600 4301	\$ 21.67
53301	176860	IRRIGATION	4500 Block Even Gramercy Farms Blvd.	001 53600 4301	\$ 7.98
56930	183236	IRRIGATION	2800 Block Even Mosshire Circle	001 53600 4301	\$ 73.26
57874	183236	IRRIGATION	3100 Block Odd Sweet Acres Plance	001 53600 4301	\$ 179.42
58972	176860	IRRIGATION	3000 Block Odd Lakes Crest Avenue 2	001 53600 4301	\$ 7.98
<b>TOTAL</b>					<b>\$ 389.56</b>
<b>Utility Services</b>				<b>Summary</b>	
				<b>001 53600 4301</b>	<b>\$ 389.56</b>
				<b>Total</b>	<b>\$ 389.56</b>



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



Customer Number: 000176860 Account Number: 00039375  
Customer Name: GRAMERCY FARMS COMMUNITY DEV  
Service Address: 3040 OLD HICKORY TREE ROAD #IRR  
Bill Date: 6/28/2023 Due Date: 7/19/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

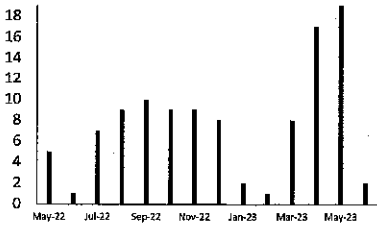
Trash and Recycling information, please visit [stcloudfl.gov](http://stcloudfl.gov).

Irrigation restrictions are in place. Please visit [www.stcloudfl.gov/utilities](http://www.stcloudfl.gov/utilities) to view the watering schedule, or call 407-957-7344.

**Summary of Charges**

	Consumption	Charge
<b>Previous Balance</b>		<b>\$0.00</b>
<b>Toho Water Authority Charges</b>		
Reclaim Base Charge		\$21.67
Reclaim Consumption Tier 1	2 TGAL @ 2.46	\$4.92
<b>Toho Sub Total</b>		<b>\$26.59</b>
<b>Total Current Charges</b>		<b>\$26.59</b>
<b>Total Amount Due</b>	<b>JUL - 3 2023</b>	<b>\$26.59</b>

Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	70268631	5/15/23	6/15/23	179	181 Regular	2

**Bank Draft  
Do Not Pay**

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**

Please return this portion with your payment

4228199



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Customer #: 000176860 Account #: 00039375  
Amount Due \$26.59 Due Date 7/19/2023

**Bank Draft  
DO NOT PAY**

Please use this number 00017686000039375 for online, bank or epay payments.

Please make checks payable to:

Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304



11 MAAD  
9 - 4288

GRAMERCY FARMS COMMUNITY DEV  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390



00017686000039375000002659202307190





1300 Ninth St.  
 St. Cloud, FL 34769  
 407-957-7344  
[www.stcloudfl.gov/utilities](http://www.stcloudfl.gov/utilities)



Customer Number: 000176860      Account Number: 00048448  
 Customer Name: GRAMERCY FARMS COMMUNITY DEV  
 Service Address: 3000 BLOCK EVEN OLD HICKORY TR ROAD LS83  
 Bill Date: 6/21/2023      Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

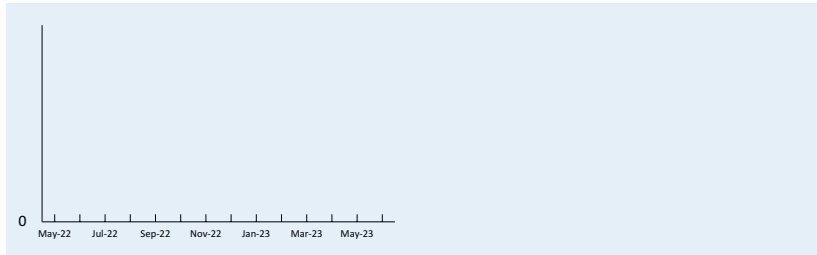
Trash and Recycling information, please visit [stcloudfl.gov](http://stcloudfl.gov).

Irrigation restrictions are in place. Please visit [www.stcloudfl.gov/utilities](http://www.stcloudfl.gov/utilities) to view the watering schedule, or call 407-957-7344.

**Summary of Charges**

	Consumption	Charge
<b>Previous Balance</b>		<b>\$0.00</b>
<b>Toho Water Authority Charges</b>		
Water Base Charge		\$6.54
<b>Toho Sub Total</b>		<b>\$6.54</b>
<b>Total Current Charges</b>		<b>\$6.54</b>
<b>Total Amount Due</b>		<b>\$6.54</b>

**Water**



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Water	91650960	5/11/23	6/12/23	4	4 Regular	0

**\*Bill due date applies to current charges only.  
 A previous balance could be subject to service interruption.**

**Bank Draft  
 Do Not Pay**



1300 Ninth St.  
 St. Cloud, FL 34769  
 407-957-7344  
[www.stcloudfl.gov/utilities](http://www.stcloudfl.gov/utilities)

Please return this portion with your payment

4220291

Customer #: 000176860      Account #: 00048448

Amount Due **\$6.54**      Due Date **7/12/2023**

**Bank Draft  
 DO NOT PAY**

Please use this number **00017686000048448** for online, bank or epay payments.

Please make checks payable to:

**Toho Water Authority  
 PO Box 31304  
 Tampa, FL 33631-3304**

GRAMERCY FARMS COMMUNITY  
 DEV  
 3434 COLWELL AVENUE SUITE 200  
 TAMPA FL 33614



00017686000048448000000654202307120



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



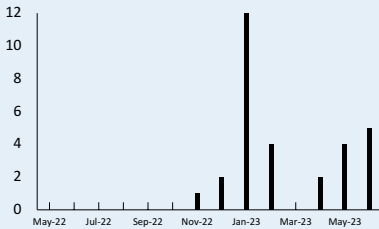
Customer Number: 000176860 Account Number: 00048909  
Customer Name: GRAMERCY FARMS COMMUNITY DEV  
Service Address: 300 BLOCK EVEN OLD HICKORY TREE ROAD  
Bill Date: 6/21/2023 Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Water	53000173	5/11/23	6/13/23	25	30 Regular	5

Summary of Charges		
	Consumption	Charge
<b>Previous Balance</b>		<b>\$0.00</b>
<b>Toho Water Authority Charges</b>		
Water Base Charge		\$12.28
Water Consumption	5 TGAL @ 2.10	\$10.50
<b>Toho Sub Total</b>		<b>\$22.78</b>
<b>Total Current Charges</b>		<b>\$22.78</b>
<b>Total Amount Due</b>		<b>\$22.78</b>

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**

**Bank Draft  
Do Not Pay**



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Please return this portion with your payment

4220292

Customer #: 000176860 Account #: 00048909

Amount Due **\$22.78** Due Date **7/12/2023**

**Bank Draft  
DO NOT PAY**

Please use this number **00017686000048909** for online, bank or e-pay payments.

Please make checks payable to:

**Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304**

GRAMERCY FARMS COMMUNITY  
DEV  
3434 COLWELL AVENUE SUITE 200  
TAMPA FL 33614



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1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



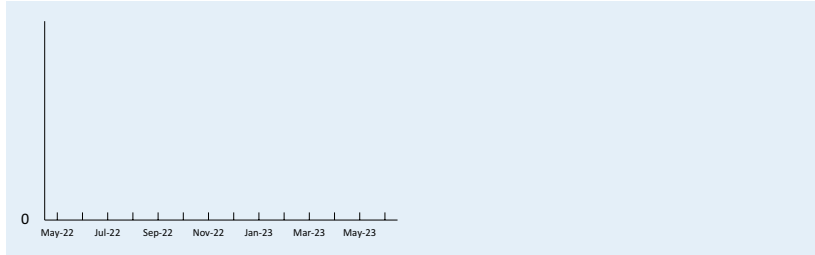
Customer Number: 000176860 Account Number: 00050195  
Customer Name: GRAMERCY FARMS COMMUNITY DEV  
Service Address: 0 GRAMERCY FARMS BOULEVARD IRR  
Bill Date: 6/21/2023 Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	70298106	5/11/23	6/13/23	3071	3071 Regular	0

Summary of Charges	
	Consumption Charge
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Toho Water Authority Charges</b>	
Reclaim Base Charge	\$21.67
<b>Toho Sub Total</b>	<b>\$21.67</b>
<b>Total Current Charges</b>	<b>\$21.67</b>
<b>Total Amount Due</b>	<b>\$21.67</b>

**Bank Draft  
Do Not Pay**

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Please return this portion with your payment

4220293

Customer #: 000176860 Account #: 00050195

Amount Due **\$21.67** Due Date **7/12/2023**

**Bank Draft  
DO NOT PAY**

Please use this number **00017686000050195** for online, bank or e-pay payments.

Please make checks payable to:

**Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304**

GRAMERCY FARMS COMMUNITY  
DEV  
3434 COLWELL AVENUE SUITE 200  
TAMPA FL 33614



00017686000050195000002167202307120



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



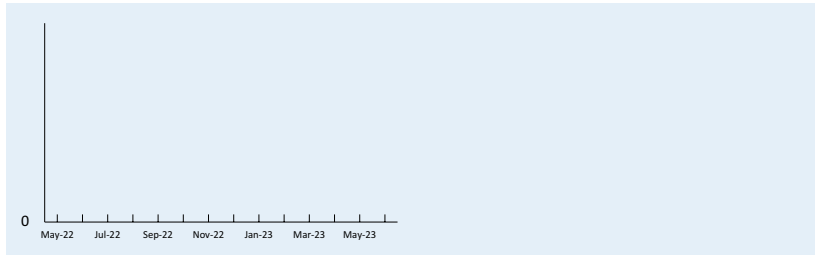
Customer Number: 000176860      Account Number: 00050564  
Customer Name: GRAMERCY FARMS COMMUNITY DEV  
Service Address: 4500 BLOCK ODD BALER TRAILS DRIVE  
Bill Date: 6/21/2023      Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	70304968	5/11/23	6/13/23	7305	7305 Regular	0

Summary of Charges		
	Consumption	Charge
<b>Previous Balance</b>		<b>\$0.00</b>
<b>Toho Water Authority Charges</b>		
Reclaim Base Charge		\$21.67
<b>Toho Sub Total</b>		<b>\$21.67</b>
<b>Total Current Charges</b>		<b>\$21.67</b>
<b>Total Amount Due</b>		<b>\$21.67</b>

**Bank Draft  
Do Not Pay**

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

**Bank Draft  
DO NOT PAY**

Please return this portion with your payment

4220294

Customer #: 000176860      Account #: 00050564

Amount Due **\$21.67**      Due Date **7/12/2023**

Please use this number **00017686000050564** for online, bank or e-pay payments.

Please make checks payable to:

**Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304**

GRAMERCY FARMS COMMUNITY  
DEV  
3434 COLWELL AVENUE SUITE 200  
TAMPA FL 33614



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1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



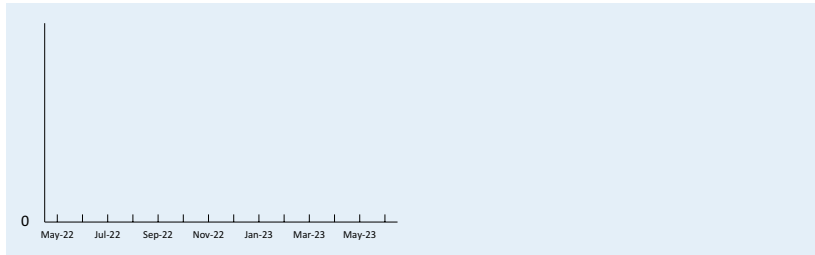
Customer Number: 000176860 Account Number: 00052699  
Customer Name: GRAMERCY FARMS COMMUNITY DEV  
Service Address: 4500 BLOCK EVEN ORCHARD GROVE ROAD RECLAIM  
Bill Date: 6/21/2023 Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

### Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	70325762	5/11/23	6/12/23	8909	8909 Regular	0

Summary of Charges	
	Consumption Charge
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Toho Water Authority Charges</b>	
Reclaim Base Charge	\$21.67
<b>Toho Sub Total</b>	<b>\$21.67</b>
<b>Total Current Charges</b>	<b>\$21.67</b>
<b>Total Amount Due</b>	<b>\$21.67</b>

**Bank Draft  
Do Not Pay**

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Please return this portion with your payment

4220295

Customer #: 000176860 Account #: 00052699

Amount Due **\$21.67** Due Date **7/12/2023**

**Bank Draft  
DO NOT PAY**

Please use this number **00017686000052699** for online, bank or e-pay payments.

Please make checks payable to:

**Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304**

GRAMERCY FARMS COMMUNITY  
DEV  
3434 COLWELL AVENUE SUITE 200  
TAMPA FL 33614



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1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



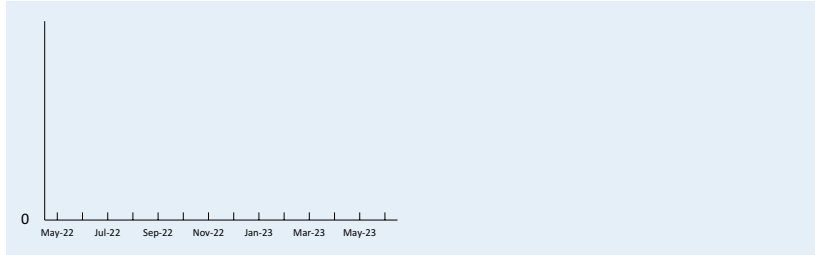
Customer Number: 000176860 Account Number: 00053301  
Customer Name: GRAMERCY FARMS COMMUNITY DEV  
Service Address: 4500 BLOCK EVEN GRAMERCY FARMS BOULEVARD  
Bill Date: 6/21/2023 Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	53265659	5/11/23	6/13/23	0	0 Regular	0

Summary of Charges	
	Consumption Charge
<b>Previous Balance</b>	<b>\$0.00</b>
<b>Toho Water Authority Charges</b>	
Reclaim Base Charge	\$7.98
<b>Toho Sub Total</b>	<b>\$7.98</b>
<b>Total Current Charges</b>	<b>\$7.98</b>
<b>Total Amount Due</b>	<b>\$7.98</b>

**Bank Draft  
Do Not Pay**

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Please return this portion with your payment

4220296

Customer #: 000176860 Account #: 00053301

Amount Due **\$7.98** Due Date **7/12/2023**

**Bank Draft  
DO NOT PAY**

Please use this number **00017686000053301** for online, bank or epay payments.

Please make checks payable to:

**Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304**

GRAMERCY FARMS COMMUNITY  
DEV  
3434 COLWELL AVENUE SUITE 200  
TAMPA FL 33614



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1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



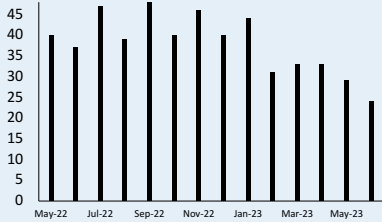
Customer Number: 000183236 Account Number: 00056930  
Customer Name: GRAMERCY FARMS, CDD  
Service Address: 2800 BLOCK EVEN MOSSHIRE CIRCLE  
Bill Date: 6/21/2023 Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	61036656	5/11/23	6/13/23	2148	2172 Regular	24

Summary of Charges		
	Consumption	Charge
<b>Previous Balance</b>		<b>\$0.00</b>
<b>Toho Water Authority Charges</b>		
Reclaim Base Charge		\$14.22
Reclaim Consumption Tier 1	17 TGAL @ 2.46	\$41.82
Reclaim Consumption Tier 2	7 TGAL @ 2.46	\$17.22
<b>Toho Sub Total</b>		<b>\$73.26</b>
<b>Total Current Charges</b>		<b>\$73.26</b>
<b>Total Amount Due</b>		<b>\$73.26</b>

**Bank Draft  
Do Not Pay**

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Please return this portion with your payment

4220353

Customer #: 000183236 Account #: 00056930

Amount Due **\$73.26** Due Date **7/12/2023**

**Bank Draft  
DO NOT PAY**

Please use this number **00018323600056930** for online, bank or epay payments.

Please make checks payable to:

**Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304**

GRAMERCY FARMS, CDD  
C/O RIZZETTA & COMPANY  
3434 COLEWELL AVENUE SUITE 200  
TAMPA FL 33614



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1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



Customer Number: 000183236 Account Number: 00057874  
Customer Name: GRAMERCY FARMS, CDD  
Service Address: 3100 BLOCK ODD SWEET ACRES PLACE  
Bill Date: 6/28/2023 Due Date: 7/19/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

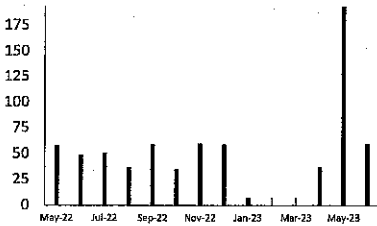
Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

JUL - 3 2023

Summary of Charges

	Consumption	Charge
Previous Balance		\$0.00
<b>Toho Water Authority Charges</b>		
Reclaim Base Charge		\$21.67
Reclaim Consumption Tier 1	27 TGAL @ 2.46	\$66.42
Reclaim Consumption Tier 2	26 TGAL @ 2.46	\$63.96
Reclaim Consumption Tier 3	7 TGAL @ 3.91	\$27.37
<b>Toho Sub Total</b>		<b>\$179.42</b>
<b>Total Current Charges</b>		<b>\$179.42</b>
<b>Total Amount Due</b>		<b>\$179.42</b>

Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	70372902	5/16/23	6/14/23	2158	2218 Regular	60

**Bank Draft  
Do Not Pay**

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**

Please return this portion with your payment

4228259



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Customer #: 000183236 Account #: 00057874  
Amount Due \$179.42 Due Date 7/19/2023

**Bank Draft  
DO NOT PAY**

Please use this number 00018323600057874 for online, bank or epay payments.

Please make checks payable to:

Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304



11 MAAD  
9 - 4289

GRAMERCY FARMS, CDD  
C/O RIZZETTA & COMPANY  
3434 COLWELL AVE STE 200  
TAMPA FL 33614-8390



00018323600057874 000017942202307190



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities



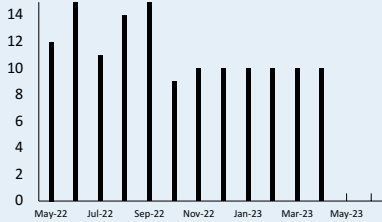
Customer Number: 000176860 Account Number: 00058972  
Customer Name: GRAMERCY FARMS COMMUNITY DEV  
Service Address: 3000 BLOCK ODD LAKES CREST AVENUE 2  
Bill Date: 6/21/2023 Due Date: 7/12/2023

Our payment service provider, Invoice Cloud, will be increasing their convenience fee for credit/debit card payments. Starting July 5, the fee will be \$3.25 per \$300.

Trash and Recycling information, please visit stcloudfl.gov.

Irrigation restrictions are in place. Please visit www.stcloudfl.gov/utilities to view the watering schedule, or call 407-957-7344.

Reclaimed Water



Service	Meter Number	From Date	To Date	Prev. Read	Curr. Read	Water Usage
Reclaimed Water	54671134	5/11/23	6/13/23	577	577 Estimate	0

Summary of Charges	
	Consumption Charge
Previous Balance	\$0.00
<b>Toho Water Authority Charges</b>	
Reclaim Base Charge	\$7.98
<b>Toho Sub Total</b>	<b>\$7.98</b>
<b>Total Current Charges</b>	<b>\$7.98</b>
<b>Total Amount Due</b>	<b>\$7.98</b>

Bank Draft  
Do Not Pay

**\*Bill due date applies to current charges only.  
A previous balance could be subject to service interruption.**



1300 Ninth St.  
St. Cloud, FL 34769  
407-957-7344  
www.stcloudfl.gov/utilities

Please return this portion with your payment

4220297

Customer #: 000176860 Account #: 00058972

Amount Due **\$7.98** Due Date **7/12/2023**

Bank Draft  
DO NOT PAY

Please use this number **00017686000058972** for online, bank or e-pay payments.

Please make checks payable to:

**Toho Water Authority  
PO Box 31304  
Tampa, FL 33631-3304**

GRAMERCY FARMS COMMUNITY  
DEV  
3434 COLWELL AVENUE SUITE 200  
TAMPA FL 33614



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**TAB 4**

**RESOLUTION 2023-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF GRAMERCY FARMS APPOINTING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Gramercy Farms Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hernando County, Florida; and

WHEREAS, the Board of Supervisors of the District now desires to appoint an Assistant Secretary.

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

Section 1. Scott Brizendine and Brian Mendes are appointed as Assistant Secretaries and Richard Hernandez is removed as an Assistant Secretary.

Section 2. This Resolution shall not supersede any appointments made by the Board other than specified in Section 1.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 24TH DAY OF AUGUST, 2023.**

**GRAMERCY FARMS  
COMMUNITY DEVELOPMENT DISTRICT**

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**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

**TAB 5**

**RESOLUTION 2023- 08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Gramercy Farms Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Osceola County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2020-05; and

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

Section 1.      Scott Brizendine is appointed Secretary

Section 2.      This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF AUGUST, 2023.**

**ATTEST:**

**GRAMERCY FARMS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**TAB 6**



**RESOLUTION 2023-09**

**A RESOLUTION OF THE GRAMERCY FARMS  
COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE  
ANNUAL MEETING SCHEDULE FOR FISCAL YEAR  
2023/2024**

WHEREAS, the Gramercy Farms Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within the City of St. Cloud, Osceola County, Florida; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings; and

WHEREAS, the Board has proposed the Fiscal Year 2023-2024 annual meeting schedule as attached in **Exhibit A**;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE GRAMERCY FARMS  
COMMUNITY DEVELOPMENT DISTRICT**

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with the City of St. Cloud and Osceola County, a schedule of the District's regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 23<sup>rd</sup> day of August 2023.

ATTEST:

**GRAMERCY FARMS  
COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**EXHIBIT "A"**  
**BOARD OF SUPERVISORS' MEETING DATES**  
**GRAMERCY FARMS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**

October 25, 2023  
November 22, 2023 \*\*\*  
December 27, 2023  
January 24, 2024  
February 28, 2024  
March 27, 2024 \*\*\*  
April 24, 2024  
May 22, 2024  
June 26, 2024  
July 24, 2024  
August 21, 2024  
September 25, 2024

All meetings will convene on the 4<sup>th</sup> Thursday of the month at 9:00 a.m.

(Meetings with a \* will be held at 6:00 p.m.) at the

Anthem Park Clubhouse, 2090 Continental Street, St. Cloud, Florida 34769.

**TAB 7**

**TAB 8**



## **MASTER SERVICE AGREEMENT**

THIS MASTER SERVICE AGREEMENT (this "Agreement") is made and entered into as of the Effective Date by and between PRESTIGE CLEANING GROUP, INC., a Delaware corporation (the "Contractor") and the person/entity below (the "Customer"). The Contractor and Customer may be referred to herein individually as a "party", and collectively as "the parties". The "Effective Date" of this Agreement shall be the date upon which the last party to sign this Agreement executes the same.

**Customer:**

Gramercy Farms CDD  
c/o Rizzetta & Co.  
8529 Southpark Circle Suite 330  
Orlando, FL 32819

**Service Site:**

Gramercy Farms Common Area  
St. Cloud

In consideration for the execution of this Agreement, as well as the mutual rights and obligations of the parties set forth hereinbelow, the parties agree as follows: **We offer a complete porter service to pick up trash and empty trash bins, common area cleanup (basketball court, pet station cleanup, three playgrounds, and shade pavilions). The service will be provided twice a week for 2 site visits.**

**Dog Waste Stations Service Includes: emptying all dog stations twice a week if needed, restocking the dog poop bag dispensers each week as needed, removing all waste, ensuring all stations are in good condition.**

**Common Area: pick up trash throughout the common areas, report any large items stored in the common areas to the manager, remove cobwebs from the common area. Report any pressure washing that is needed.**

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**1. Contractor's Services.** In consideration of the Customer's payment of the Compensation, the Contractor shall perform the services set forth in its Scope of Work attached hereto as Exhibit "A" (the "Services") at the service site set forth above (the "Property"). Unless otherwise specified, the Services are exclusive of any other services or labor not expressly set forth in Exhibit "A".

**2. Standards of Performance.** The Services shall be performed in a workmanlike manner. Contractor's personnel will wear Contractor's uniforms, as well as all safety and PPE required by the occupational Safety and Health Administration (OSHA), while at the Property. From time to time, Contractor may request Customer's on-site inspection of the Property and the Services to ensure the Customer's satisfaction. If a

request is made, Customer agrees to reasonably coordinate such site inspection with Contractor's personnel at a mutually agreeable time and location. Customer represents that Customer's representative who appears at such site inspection will have authority to approve the Services.

**3. Change Orders.** Any request or directive made by Customer or Customer's actual or apparent agent(s) to Contractor (whether in writing or verbally) to increase, modify, reduce, or alter in any way the Services or the Compensation, which request or directive is either accepted or performed by Contractor shall constitute a binding amendment to this Agreement (a "Change Order"). This Agreement shall fully govern a Change Order. In the event that no price is established for a Change Order, then the parties stipulate that the price

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**Service Agreement – Prestige Cleaning Group, Inc.**

term of a Change Order shall be the actual costs, fees, and expenses associated with Contractor's performance thereof (at the customary rates in effect at the time of such Change Order), together with Contractor's reasonable and customary profit and overhead in effect at the time of such Change Order.

**4. Insurance; Licensing.** The Contractor represents that Contractor is fully insured for required workers' compensation coverage on its employees, and carries general liability insurance covering its Services. Contractor shall provide a copy of the same to Customer upon request. Contractor shall be responsible for obtaining any licenses and/or permits required by law for activities at the Property.

**5. No Interference.** The Customer acknowledges that Contractor's performance of the Services may inconvenience residents, personnel, or guests at the Property. The Customer acknowledges that Contractor is not liable or responsible for such inconveniences or interference, and covenants to hold Contractor harmless from any claims for the same. The Customer shall promptly and continuously ensure that no residents or guests at the Property interfere with the Contractor or the Services in any way.

**6. Risk of Loss; Hold Harmless.** The Customer shall bear the risk of loss for any products, equipment, personal property, landscaping, flowers, grass, or shrubbery which are damaged by Contractor's Services, or any intervening or superseding cause. Furthermore, Contractor shall not be responsible for any pre-existing damage to items at the Property, even if such items are maintained as part of the Services. In addition, and without limiting the generality of the foregoing, Contractor is not responsible for, and Customer holds Contractor harmless for: (i). damage to or maintenance/replacement of any personal property, fixtures, furnishings, or equipment located at the Property; (ii). any damage due to vandalism, theft, or the actions/inactions of any third party; and (iii). any damage due to operation of Contractor's equipment in performing the Services.

**7. Compensation.** The Customer shall pay Contractor the compensation set forth in Exhibit "A" as and when due (the "Compensation"). If no time for payment is specified, all amounts shall be paid within thirty (30) calendar days from the date of performance of the portion of Services invoiced for. Time is of the essence. In the event of nonpayment, Contractor shall charge, and Customer agrees to pay, interest at the rate of one and a half percent (1.5%) per month on the total outstanding balance until paid in full. Customer's payment

of Compensation shall constitute Customer's acceptance of all Services performed to date. Contractor's continued performance of the Services is expressly conditional upon Customer's continued performance of its obligations hereunder. In the event of nonpayment, in addition to Contractor's other remedies, Contractor may immediately suspend performance of the Services without notice to Customer until payment is brought current in full. In addition, in the event of nonpayment, Contractor may condition its continued performance (after suspension) upon Customer's payment of a deposit equal to one (1) month's Services, which shall be applied to the last month of the Term (as defined below), or to any outstanding balance owed to Contractor by Customer in the Future.

**8. Term; Termination.**

a. This Agreement shall begin upon the Effective Date, and shall continue for a period of twelve (12) months therefrom (the "Term"). Unless otherwise terminated or renewed as provided for herein, upon the expiration of the Term, this Agreement shall automatically renew for successive twelve (12) month terms.

b. Termination for Cause. In the event of a material breach of this Agreement by either party, the other party may deliver written notice of such breach to the other party specifying such breach. Upon receipt of such notice, the breaching party shall have ten (10) days within which to cure the complained of breach. If the breaching party fails to cure such breach within this time period, then the other party may terminate this Agreement immediately upon additional written notice. Cause shall not exist if the alleged breach is something not the responsibility of a party hereunder.

c. Termination for Convenience. Either party may terminate this Agreement for any reason, or for no reason, by delivering written notice of their intent to terminate this Agreement of not less than sixty (60) days to the other party.

d. Continued Performance. During the pendency of any termination notice period, both parties shall continue to perform their obligations hereunder, unless otherwise excused by the provisions of this Agreement. Termination of this Agreement, regardless of reason or cause, by whom it is terminated, or whether proper



notice is given, shall not relieve Customer of its payment obligations hereunder.

**9. Force Majeure.** Contractor's performance of this Agreement may be delayed, prevented, made impracticable, or made cost prohibitive due to unforeseeable and unavoidable delays or circumstances, including, but not limited to, those caused by federal, state or municipal actions, statutes, ordinances or regulations, acts of god, pandemics, epidemics, biological risks, hurricanes, earthquakes, war, terrorism, civil strife, strike, material or labor shortage, or any act, condition, thing, or circumstance which is either beyond Contractor's reasonable control, is unforeseen or unanticipated by Contractor, or would render Contractor's continued performance impossible, impracticable, or cost ineffective as determined by Contractor in its sole and absolute discretion (each, a "Force Majeure Event", and collectively, "Force Majeure Events"). In the event that a Force Majeure Event occurs, then Contractor shall be entitled to, at its option, do any or all of the following, which shall not constitute a breach of this Agreement: (i). receive a reasonable extension and modification of the terms of this Agreement (including both Compensation and performance schedule); (ii). temporarily suspend performance of the Services, in which case an equitable adjustment to the Compensation shall be made; or (iii). terminate this Agreement or a Change Order (as the case may be), in which case Customer shall be responsible for all actual costs, fees, and expenses actually incurred by Contractor to the date thereof, together with all costs, fees, or expenses to be incurred thereafter which cannot be reasonably avoided by Contractor.

**10. Publicity.** Customer expressly permits Contractor to use Customer's branding in its promotional materials or for purposes of providing references to prospective clients. Contractor shall have the right to include photographic or artistic representations of its Services and the Property among Contractor's promotional and professional materials. This provision shall survive the termination of this Agreement.

**11. Notices; Counterparts.** All notices required or permitted to be sent by the parties to this Agreement shall be sent via certified mail, return receipt requested, or via electronic mail, to the addresses set forth herein for each party. Either party hereto may change their address for purpose of receiving notices by providing notice to the other party thereof pursuant to this section. This Agreement may be executed electronically, via facsimile, or via e-mail acceptance, and may be executed in counterparts—each of which shall constitute an original but, when taken together, shall constitute one and the same Agreement.

**12. No Waiver; Binding Effect.** All remedies of Contractor stated in this Agreement are cumulative, and not to the exclusion of any other remedy, whether contractual, legal, or equitable in nature. No failure by Contractor to insist upon the strict performance by Customer of its obligations hereunder shall constitute a waiver of Contractor's rights hereunder, or its ability to insist upon the strict performance by Customer of its obligations at a later date. This Agreement shall be binding upon, and shall inure to the benefit of each party and their respective successors and assigns. There are no third-party beneficiaries created or intended by virtue of this Agreement.

**13. Limitation.** NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS AGREEMENT, OR ANY AMENDMENT HERETO, CUSTOMER HEREBY RELEASES AND WAIVES ALL RIGHTS, CLAIMS, AND ACTIONS AGAINST CONTRACTOR AND ITS VENDORS, OFFICERS, AFFILIATES, REPRESENTATIVES, ASSIGNS, SUBSIDIARIES, CONTRACTORS, AND EMPLOYEES FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF USE, REVENUE, OR PROFITS.

**14. Pre-Suit Mediation.** AS AN EXPRESS AND ABSOLUTE CONDITION PRECEDENT TO THE INSTITUTION OR MAINTENANCE OF ANY ACTION ARISING FROM OR RELATED TO THIS AGREEMENT, EXCEPT FOR ACTIONS BY CONTRACTOR AGAINST CUSTOMER FOR NONPAYMENT, THE PARTIES EXPRESSLY AGREE TO FIRST ATTEND MANDATORY PRE-SUIT MEDIATION. MEDIATION SHALL OCCUR WITHIN NINETY (90) DAYS OF A PARTY'S REQUEST FOR THE SAME, WHICH REQUEST SHALL BE IN WRITING. MEDIATOR'S FEES SHALL BE BORNE IN EQUAL SHARES BY THE PARTIES. A PARTY'S REFUSAL TO ATTEND MEDIATION OR TIMELY SELECT A MEDIATOR SHALL RELEASE THE OTHER PARTY FROM THE CONDITION PRECEDENT ESTABLISHED HEREIN.

**15. Choice of Law; Venue; Jury Trial Waiver.** Venue for any legal action or mediation arising from or relating to either this Agreement or the Services shall be proper, convenient, and exclusively held in the courts of the county wherein Contractor's principal place of business is located. BOTH PARTIES HERETO EXPRESSLY AND IRREVOCABLY WAIVE THEIR RIGHT TO A TRIAL BY JURY IN ANY LEGAL ACTION ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SERVICES, AND EXPRESSLY CONSENT TO THE EXCLUSIVE PERSONAL JURISDICTION AND

VENUE OF THE FOREGOING COURTS. BOTH PARTIES EXPRESSLY AGREE THAT THE LAWS OF THE STATE OF FLORIDA, EXCLUSIVE OF ITS CHOICE OF LAWS PRINCIPLES, SHALL APPLY TO THIS AGREEMENT. BOTH PARTIES EXPRESSLY ACKNOWLEDGE AND AGREE THAT THIS AGREEMENT SHALL BE CONSIDERED TO HAVE BEEN MADE AND ENTERED INTO IN ORANGE COUNTY, FLORIDA, NOTWITHSTANDING ANY CONTRACTUAL PROVISION, LAW, OR EQUITABLE PRINCIPLE TO THE CONTRARY.

foregoing becomes untrue, then the below signatory hereby personally guarantees the Customer's obligations hereunder, jointly and severally with Customer, and in any legal action by Contractor, Contractor may proceed against such signatory in their individual capacity either with or in lieu of proceeding against Customer.

**16. Prevailing Party.** In the event that any legal action is taken by either party to enforce any provision of this Agreement against the other party, the prevailing party therefrom shall be entitled to recover from the non-prevailing party all costs, fees, and expenses arising from such legal action, including accounting costs, court costs, attorneys' fees, and all other reasonably related expenses. The term "prevailing party" means the party prevailing on the substantial matters of law at issue in such action.

**17. Construction; Headings.** The language used in this Agreement will be deemed the language chosen by the parties to express their mutual intent, and no rules of strict construction will be applied against either party. The headings of the sections of this Agreement are provided for the convenient reference of the parties, and shall in no way affect the interpretation or effect of the provisions to which they are attached.

**18. Entire Agreement.** This Agreement, together with any addenda, modification, or exhibits made hereto, represents the entire, final and exclusive agreement between the Customer and Contractor with regard to the subject matter contained in this Agreement and hereby supersedes any prior understanding or representation of any kind, whether written or verbal, express or implied, that is contrary to or in conflict with the terms and provision of this Agreement. In the event of a conflict or inconsistency between a provision of this Agreement and that of a Change Order or any Customer documentation or agreement signed by Contractor prior to, simultaneously with, or after the effective date of this Agreement, the provision granting the greater of rights to Contractor, or imposing the greater of obligations upon Customer, as the case may be, and as determined by Contractor in its sole and absolute discretion, shall control and apply.

**19. Authority.** The signatory below on behalf of the Customer hereby certifies, represents, and warrants that they have the full authority and capacity to bind the Customer to this Agreement. In the event that the

20. **Recognized Holiday.** The Contractor observes the following holiday

- Christmas Day (December 25th)

No Services shall be performed on the above Holidays without the prior written consent of Contractor, which

consent the Contractor may withhold in its sole and absolute discretion. Applicable fees and costs related to Services performed on the above Holidays will be borne exclusively by the Customer. If the above Holidays fall on either a Thursday or Friday, the Contractor will, at the Contractor's discretion, either perform services on the next business day, or issue a credit for that day.

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IN WITNESS WHEREOF, the parties executed this Agreement by affixing their signatures below:

**CUSTOMER**

**CONTRACTOR**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Yahaira DeLeon

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

Title: Vice President

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EXHIBIT "A"**

**Scope of Work & Compensation**

Monthly Service Fee: \$1,040 per month

The Monthly Fee stated above is due on or before the 1 day of each month during the Term. Effective September 1, 2023 through August 31, 2024.

Maintenance Services 2x per week (Days TBD)

**Frequency**

2 days per week

**Scope of work**

Porter services to pick up trash and empty trash bins, common area cleanup (basketball court, pet station cleanup, three playgrounds, and shade pavilions).

Dog Waste Stations Service Includes: emptying all dog stations twice a week if needed, restocking the dog poop bag dispensers each week as needed, removing all waste, ensuring all stations are in good condition.

Common Area: pick up trash throughout the common areas, report any large items stored in the common areas to the manager, remove cobwebs from the common area. Report any maintenance and pressure washing that is needed.

**Maintenance- Summary**

Perform regular maintenance such as check and replace light bulbs, interior and exterior, as needed. Provide minor paint touch up, minor electrical and electrical trouble shooting, minor drywall repairs or replacement, minor HVAC, and minor carpentry work. Pick up loose trash around the entire community, including, but not limited to playground, and other common areas. Prepare grounds for hurricane preparedness. Advise Manager of needed repairs and/or replace broken or damaged items.

**Exclusions –**

The client is responsible for materials needed. Emergency service call after hours \$75 per hour 3 hour minimum charge. Pressure washing, rust removal or any major project we will provide a proposal for approval.

Pressure wash/soft wash playground and concrete walkway quarterly \$750

**Exclusions:**

**Client is responsible trash liners and doggie refill bags**

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**Exhibit "A" – Scope of Work & Compensation**

Customer's Initials: \_\_\_\_\_

# INVOICE



## Bill To

Gramercy Farms Master HOA Cdd  
3434 Colwell avenue suite 200 Tampa, FL  
33614 Jcasanova@rizzetta.com  
Tampa, Florida 33614

## HP Home Maintenance Solutions LLC

2812 Shelburne Way  
Saint Cloud , Florida 34772  
Phone: (407) 412-3731  
Email: hphomemaintenancesolutions@gmail.com  
Web: Wwww.hphomemaintenancesolutions.com

Payment terms Due upon receipt  
Invoice # 214  
Date 08/16/2023

Description	Total
Property maintenance Property maintenance contract will include Pressure washer Pick up garbage through property,lakes Empty all garbage cans replacement of bags , Empty dog stations ,parks ,amenities, inspections of any mayot damages, 3 days per week 4 hours per day	\$1,456.00
<b>Subtotal</b>	<b>\$1,456.00</b>
<b>Total</b>	<b>\$1,456.00</b>



By signing this document, the customer agrees to the services and conditions outlined in this document.

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Gramercy Farms Master HOA Cdd



**BAHIA (per specifications in Part 2)**

MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
October	16-0-8 plus PreM	1 lb.	752 lbs.	\$630.00

**CELEBRATION BERMUDA (per specifications in Part 2)**

MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
September	16-2-8	1 lb.	84 lbs.	\$630.00

**ORNAMENTALS (per specifications in Part 2)**

MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
October	8-2-12 plus Micros	5 lbs.	340 lbs.	\$630.00

**PALMS (per specifications in Part 2)**

MONTH	FORMULA	APPLICATION RATE (LBS. /PALM)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
September	8-2-12 plus Micros	.5 lbs	75 lbs.	\$630.00

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

SPECIALTY PLANT MATERIALS				
MONTH	PLANT TYPE/FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

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) \$ Included in Fert Pricing /2 months  
 (If all 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’s**  
*(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)  
 \$ \_\_\_\_\_ / 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, etc.)	Cost per Individual Inoculation	Total Cost per Year (4x per year)

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

**PART 4**

**Irrigation** (All labor and materials)

\$ 2,688.00 /2 Months

Freeze Protection (description of ability) \_\_\_\_\_

\_\_\_\_\_

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

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

Contractor shall provide a list of additional charges and pricing for such items other than routine maintenance as a separate price from this bid.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 5**

**Installation of Pine Bark Mini-nugget Mulch** (All labor and materials) \$ \_\_\_\_\_ / Yr.  
**(If both topdressings are performed)**

**(Do not include in Grand Total)**

**The DISTRICT reserves the right to subcontract any mulching event to an outside vendor**

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

\_\_\_\_\_ CY Coco Cypress Mulch per specs for the first top-dressing at  
\$ \_\_\_\_\_ /CY (app. April)

And

\_\_\_\_\_ CY Coco Cypress Mulch per specs for the second top-dressing at  
\$ \_\_\_\_\_ /CY (app. October)

**Each top-dressing shall leave all beds with a depth of 3".**

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

\$ 39,000.00\* /2 MONTHS. (initial term)

*\*Or \$19,500.00 per month starting September 1, 2023\**

*\*Price excludes Palm Pruning\**

Contractor/Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name and Title of Representative \_\_\_\_\_  
(Please Print)

Representative's Signature Josean Lopez  
(signature)

Date \_\_\_\_\_



**GRAMERCY FARMS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**SCOPE OF SERVICES**  
**EXHIBIT 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), Celebration Bermuda at a height of three quarter (3/4) to one and one quarter (1 1/4) inches. **Reel type mowers are required to be used on all Celebration Bermuda turf.** Rotary Mowers are preferred for heights above one (1) inch for all other turf types. Do not remove more than 1/3 of the height of the leaf blade at anyone 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 if 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. And the mulching kit must be left in the “closed” position at all times, specifically when mowing pond banks and all parks. Additionally, when mowing pond banks, mowers must be used in a counter clock direction. 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. Contractor will be responsible for line-trimming these areas during each and every mow event. Contractor is to include in his proposal, any and all necessary equipment, protective clothing or any other gear necessary for crews to perform this work. No “extras” will be billed to the District. 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 District’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 Gramercy Farms Maintenance Exhibit shall be mowed incorporating the same mowing schedule as the common areas stated above. Line trimming at bridge entrances, water’s edge, 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 area Bahia plantings in flatter areas to minimize pond bank erosion. Pond banks will be mowed and trimmed to water’s edge. 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. Also, when line trimming to water's edge, Contractor shall be extremely careful not to scalp at the water's edge also increasing chances of pond bank erosion. Line trimming height shall be the same as mowing height (if not slightly higher). 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, bike paths, trails, 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. PARK SITES, CLUBHOUSES, PARKING LOTS AND ALL OTHER HIGH TRAFFIC AMENITIES ON THE PROPERTY SHALL BE CLEANED UP IMMEDIATELY AFTER MOWING AND EDGING TAKES PLACE. 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 streetlights 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 (as well as all ball moss) shall be removed up to a height of 15' from **all trees** on an as-needed basis. However, during the dormant season, ALL Crape Myrtles shall have ALL mosses removed from the entire tree regardless of height. Crape Myrtles are not to be "hat racked" at any time. Pencil pruning is the preferred method of Crape Myrtle pruning and should be performed after threat of frost has passed. The initial

removal of all Spanish and Ball Mosses shall be completed within ninety (90) days of contract commencement.

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 Gramercy Farms. 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. Contractor will also be responsible to keep mulch pulled away from the base of ALL landscape lights at ALL times, not just after a mulching event. This is specific to LED with circuit boards in base.

AREAS WHERE WETLANDS ARE ADJACENT TO TURF AREAS (WHETHER ALONG ROADWAYS OR LAKE BANKS) CONTRACTOR IS RESPONSIBLE TO KEEP ALL WETLAND MATERIAL CUT BACK AT ALL TIMES AND NOT LET THIS MATERIAL REDUCE THE SIZE OF THE TURF AREA.

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. CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE REPLACEMENT OF ALL TURF DAMAGED BY THE APPLICATION OR OVERSPRAY OF HERBICIDES (SELECTIVE OR NON-SELECTIVE).**

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 (including, but not limited to, pool deck pavers, other paver surfaces, sidewalk expansion joints, curb and gutters, curb and gutter expansion joints, bike lane edges along roadways) 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 curb line 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, unless otherwise noted above. 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 (i.e., tennis courts, clubhouse sidewalks, pool areas, walking trails, etc.) 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

Any fertilizer ordinance in place for Osceola County specifically banning fertilizers during a specific season(s), will be followed. It is required that those practices outlined in the GIBMP guidelines be followed.

For purposes of bidding and until a soil test is provided to indicate otherwise, all turf shall be fertilized according to the following IFAS Guidelines for a high maintenance level for central Florida turf: per GIBMP guidelines and University of Florida IFAS Extension. Only use turf types present on maintenance map.

#### All Bahia Areas:

February	A complete fertilizer based on soil tests + Pre-M
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)
October	A complete fertilizer based on soil tests + Pre-M

#### All St. Augustine Sod:

February	A complete fertilizer based on soil tests + Pre-M
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	SRN (Slow-Release Nitrogen applied at 1.0 lbs. N/1000 SF)
September	SRN (Slow-Release Nitrogen applied at 1.0 lbs. N/1000 SF)
November	A complete fertilizer based on soil tests + Pre-M

#### All Bermuda Sod:

February	A complete fertilizer based on soil tests + PreM
March	Nitrogen (soluble Nitrogen applied at 0.5 lbs. N/1000 SF)
April	SRN (Slow-Release Nitrogen applied at 1.0 lbs. N/1000 SF)
May	A complete fertilizer based on soil tests
June	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 <sub>2</sub> O/1,000 SF)
September	SRN (Slow-Release Nitrogen applied at 1.0 lbs. N/1000 SF)
November	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 & GROUND COVER FERTILIZATION:**

For purposes of bidding, All SHRUBS, GROUND COVERS 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-0P2O5-12K2O+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 not be billed equally on a monthly basis but invoiced the month after application.**

**CONTRACTOR shall provide the DISTRICT with all fertilizer analysis tags from the fertilizer in order to verify correct formulation and quantity.** Payment will not be made until correct quantity and formulation has been verified and applied. CONTRACTOR must notify the DISTRICT five (5) working days in advance of the day the property is scheduled to be fertilized. Failure on the part of the CONTRACTOR to so notify the DISTRICT may result in the CONTRACTOR forfeiting any and all rights to payment for the applications made without notification.

## 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, chinch bugs, grubs, nematodes, fire ants, 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. There are several afflictions that may be detrimental to the health of many trees and palms. Contractor will be fully responsible in the treatment of such afflictions. At the District’s discretion, this may include the quarterly inoculation of all palms susceptible to Lethal Yellowing and/or Lethal Bronzing, aka 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 District 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.

It shall also be the Contractor’s responsibility to furnish the resident project representative with a copy of the Pest Management Report (a copy of which is included), which he is to complete at every service as well as all certifications (including BMP Certifications) of all pesticide applicators. Contractor shall familiarize himself with all current regulations regarding the applications of pesticides and fertilizers.

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. Contractor shall be responsible to knock down and spread the soil out, once mounds are dead.

For informational purposes only, Contractor is asked to provide the cost for the annual application of Top Choice in all finished landscape areas at the Community Center grounds. UNLESS OTHERWISE DIRECTED, ONLY THOSE AREAS COVERED BY AUTOMATIC IRRIGATION ARE TO BE INCLUDED IN THIS NUMBER. This is not to include lake banks behind the residential properties or between ponds and conservation areas.

**Pest Control will not be included as a standard line item in each monthly billing but shall be invoiced as a separate line item the month after service is rendered.**

**Pest Control shall be included in the Contract Amount.**

## PART 4

### IRRIGATION SYSTEM MONITORING AND MAINTENANCE

**Irrigation System.** The Contractor shall inspect and test the irrigation system components one (1) time per month. Areas shall include all the existing irrigation systems.

#### 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
4. Lubricate and adjust mechanical components
5. Test back up programming support devices

#### B. Water Sources

1. Visual inspection of water source
2. Clean above ground strainers and filters
3. Test each pump at design capacities **weekly**; inform District Manager of any problems immediately. Contractor shall also confirm weekly that all backflow preventers are on and operating properly.
4. Test automatic protection devices

#### C. Irrigation Systems

1. Manual test and inspection of each irrigation zone
2. Clean and raise heads as necessary
3. Adjust arc pattern and distance for required coverage areas
4. Clean out irrigation valve boxes

#### D. 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 pricing for such items other than routine maintenance as a separate price from this bid.

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 are 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 for all such repairs. 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.**

**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 (includes spray heads and rotors), 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 irrigations 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 Lee 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/pager number will be provided to Management or their assign.

Freeze Protection. The Contractor shall describe ability and cost per man-hour to provide freeze protection for both landscape material and pumps/wells.

## 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 Medium Pine Bark Mulch once per year during the month of 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 bed lines 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 District reserves the right to subcontract out any and all mulching events.**

**GRAMERCY FARMS**

**COMMUNITY DEVELOPMENT DISTRICT**

**MAINTENANCE EXHIBIT B**







## Gramercy Farms Townhomes Landscape Management Service Pricing Sheet

### Townhomes Core Maintenance Services

**148 Townhomes at \$27 per door per month**

Mowing & Clean Up & Detailing

\$44,532.00

*Includes Mowing, Edging, String-Trimming, Clean-Up, Shrub Pruning,  
and Weed Removal*

IPM - Fertilization & Pest Control

\$3,420.00

*Fertilization/Fungicide/Insecticide/Herbicide/Weed Control*

Irrigation Inspections

\$3,900.00

*Includes Monthly Inspection & Minor Adjustments*

Grand Total Annual

\$47,952.00

Monthly

\$3,996.00

***\*Irrigation repairs and materials will be billed monthly after monthly inspection is completed.***