



Rizzetta & Company

# Chapel Creek Community Development District

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## Board of Supervisors' Meeting June 2, 2020

Via conference call pursuant to Governor DeSantis'  
Executive Order 20-69 (as extended by Executive  
Order 20-112) at <https://zoom.us/j/6015680675/>  
Meeting ID: 601 568 0675 One tap mobile  
+19292056099,,6015680675# US (New York)

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

## CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT

<b>Board of Supervisors</b>	Chip Jones	Chairman
	Bob Bishop	Vice Chairman
	Milton Andrade	Assistant Secretary
	Brian Walsh	Assistant Secretary
	John Blakley	Assistant Secretary
<b>District Manager</b>	Jordan Lansford	Rizzetta & Company, Inc.
<b>District Counsel</b>	Tracy Robin	Straley Robin Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. 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.

May 26, 2020

Board of Supervisors  
Chapel Creek Community  
Development District

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Chapel Creek Community Development District will be held on **Tuesday, June 2, 2020 at 11:00 a.m. via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112) at <https://zoom.us/j/6015680675/>, Meeting ID: 601 568 0675 or audio only at +19292056099,,6015680675# US (New York)**. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on May 5, 2020.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for the Month of April 2020.....Tab 2
  - C. Ratification of Series 2006A & B Capital Improvement Requisitions – None
- 4. BUSINESS ITEMS**
  - A. Consideration of Resolution 2020-08; Approving Amenity Policies.....Tab 3
  - B. Consideration of Resolution 2020-06; Adopting the Third Amendment to the Assessment Methodology Report.....USC
  - C. Consideration of Landscape Proposals.....Tab 4
  - D. Consideration of Aquatics Proposals..... USC
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

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

Sincerely,

*Jordan Lansford*

Jordan Lansford  
District Manager

# Tab 1

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**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.

**CHAPEL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on **Tuesday, February 4, 2020 at 11:02 a.m.** at the offices of Rizzetta and Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Chip Jones	<b>Board Supervisor, Chairman</b>
Bob Bishop	<b>Board Supervisor, Vice Chairman</b>
Milton Andrade	<b>Board Supervisor, Assistant Secretary</b> <i>(via conference call)</i>
Brian Walsh	<b>Board Supervisor, Assistant Secretary</b> <i>(via conference call)</i>
John Blakely	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Jordan Lansford	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tracy Robin	<b>District Counsel, Straley Robin Vericker</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting</b> <i>(via conference call)</i>

Audience	<b>Not Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Lansford called the meeting to order and read the roll call confirming a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

The Board heard no audience comments.

**CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT**

**February 4, 2020 Minutes of Meeting**

**Page 2**

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes from the  
Board of Supervisors' Meeting held on  
December 3, 2019**

Ms. Lansford presented the December 3, 2019 Meeting Minutes to the Board of Supervisors.

On a Motion by Mr. Bishop, seconded by Mr. Blakley, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors Meeting held on December 3, 2019, as presented, for Chapel Creek Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for October  
and November 2019**

Ms. Lansford presented the October and November 2019 Operation and Maintenance Expenditures to the Board of Supervisors.

**FIFTH ORDER OF BUSINESS**

**Consideration of Solitude Waterway  
Maintenance Add-On**

Ms. Lansford presented the Solitude Waterway Maintenance Add-On to the Board for consideration. The Board has agreed to table this.

**SIXTH ORDER OF BUSINESS**

**Ratification of First Addendum to  
Contract for Professional District  
Services**

Ms. Lansford presented the First Addendum to Contract for Professional District Services to the Board for ratification.

On a Motion by Mr. Jones, seconded by Mr. Blakely, with all in favor, the Board of Supervisors ratified the First Addendum to Contract for Professional District Services, for Chapel Creek Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-02;  
Amending Fiscal Year 2019-2020  
Budget**

Ms. Lansford presented Resolution 2020-02; Amending Fiscal Year 2019-2020 Budget to the Board for consideration.

**Revenue Amounts Totaled:**

- a. Tax Roll: \$108,040.00
- b. Off Roll: \$62,864.00
- c. SPE Contributions: \$33,270.00
- d. Clayton Funding: \$69,171.00
  - i. Total: \$273,345.00

On a Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors accepted Resolution 2020-02; Amending Fiscal Year 2019-2020 Budget, for Chapel Creek Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of FY 2019-2020 Budget  
Funding Agreements**

Ms. Lansford presented the Fiscal Year 2019-2020 Budget Funding Agreement to the Board for consideration.

On a Motion by Mr. Bishop, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the Fiscal Year 2019-2020 Budget Funding Agreement, for Chapel Creek Community Development District.

Ms. Lansford presented Fiscal Year 2019-2020 Deficit Budget Funding Agreement to the Board for approval.

On a Motion by Mr. Blakely, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approved Fiscal Year 2019-2020 Deficit Budget Funding Agreement, for Chapel Creek Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposal for  
Additional Landscape Maintenance**

Ms. Lansford presented the Proposal for Additional Landscape Maintenance to the Board for consideration. The Board chose to table this topic.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Robin gave an update. It was noted that amending the assessment methodology, per Highland's new development plan for Fiscal Year 2020-21, will be discussed at the next meeting.

**B. District Engineer**

No report.

CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT

February 4, 2020 Minutes of Meeting

Page 4

C. District Manager

Ms. Lansford reminded the Board of the next regular meeting is scheduled for Tuesday, March 3, 2020 at 11:00 a.m.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Lansford asked if there were any Supervisor Requests and there were none.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Lansford stated that if there was no further business to come before the Board then a motion to adjourn the meeting would be in order.

On a Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors adjourned the meeting at 11:26 a.m. at the office of Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544, for Chapel Creek Community Development District.

Assistant Secretary

Chairman/Vice Chairman



## Chapel Creek Community Development District

### Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	001816	Duke Summary 03/20	Duke Energy Summary 03/20	\$ 855.17
Pasco County BOCC	001819	13235825	6405 Clifton Down Dr 02/20	\$ 36.95
Rizzetta & Company, Inc.	001815	INV0000048060	District Management Fees 04/20	\$ 3,333.33
Rizzetta Technology Services, LLC	001814	INV0000005640	Website Hosting 04/20	\$ 100.00
Solitude Lake Management LLC	001817	PI-A00375588	Lake & Pond Management Services 03/20	\$ 2,178.00
Solitude Lake Management LLC	001820	PI-A00387399	Lake & Pond Management Services 04/20	\$ 726.00
Straley Robin Vericker	001818	18198	Monthly Legal Services 02/20	<u>\$ 1,028.80</u>
Report Total				<u>\$ 8,258.25</u>

**Duke Energy**  
for Chapel Creek CDD  
**Mar-20**

Account #	Inv Date	Amount	Due Date	Service Address	Object Code	Credit
01534 56396	4/1/2020	\$72.47	4/23/2020	6336 Clifton Down Dr	4301	Pump
21599 97316	4/1/2020	\$122.54	4/23/2020	6601 Clifton Down Dr	4301	Meter
67727 91158	4/1/2020	\$97.45	4/23/2020	35019 Long Island Ct	4301	Meter
23858 38391	4/1/2020	\$157.31	4/23/2020	34882 Arley Rd	4301	Irrigation
32817 61272	4/1/2020	\$120.66	4/23/2020	6724 Clifton Down Dr	4301	Meter
89497 76450	4/1/2020	\$127.06	4/23/2020	6506 Clifton Down Dr	4301	Irrigation
29296 35283	4/1/2020	\$55.90	4/23/2020	6351 Clifton Down Dr	4301	Meter
22497 28285	4/1/2020	\$34.44	4/23/2020	6405 Clifton Down Dr	13107	Mail Kio
34542 93525	4/1/2020	\$67.34	4/23/2020	6405 Clifton Down Dr	13107	Cabana

Grand Total **\$855.17**

GL CODE	Object Codes	Amount
53100	4301	\$753.39 Utility Service
13107		\$101.78 Utility Service- Recreation
53100	4307	\$0.00 Utility Service - Lights

**APR 09 2020**

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
D/M approval GL Date 4-13-2020  
Date entered APR 09 2020  
Fund 001 GL 53100 OC 8  
Check # \_\_\_\_\_



**215999731610000001225490000000000000000000001225490100000000009**





# STATEMENT OF ELECTRIC SERVICE

APRIL 2020



ACCOUNT NUMBER

23858 38391

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

CHAPEL CREEK CDD  
5844 OLD PASCO RD  
SUITE 100  
WESLEY CHAPEL FL 33544

SERVICE ADDRESS  
34882 ARLEY RD,  
\*IRRIGATION AND LITE

DUE DATE  
APR 23 2020

TOTAL AMOUNT DUE  
157.31

NEXT READ  
DATE ON OR  
ABOUT  
MAY 04 2020

DEPOSIT AMOUNT  
ON ACCOUNT  
Blanket Cash

PIN: 966336613

## METER READINGS

METER NO. 003358668  
PRESENT (ACTUAL) 045557  
PREVIOUS (ACTUAL) 044418  
DIFFERENCE 001139  
TOTAL KWH 1139

PAYMENTS RECEIVED AS OF MAR 26 2020

181.93 THANK YOU

GS-1 060 GENERAL SERVICE - NON DEMAND SEC

BILLING PERIOD..03-03-20 TO 04-01-20 29 DAYS

CUSTOMER CHARGE			14.00
ENERGY CHARGE	1139 KWH @	8.66500¢	98.69
FUEL CHARGE	1139 KWH @	3.35000¢	38.16
ASSET SECURITIZATION CHARGE	1139 KWH @	0.22200¢	2.53

\*TOTAL ELECTRIC COST  
GROSS RECEIPTS TAX

153.38  
3.93

TOTAL CURRENT BILL

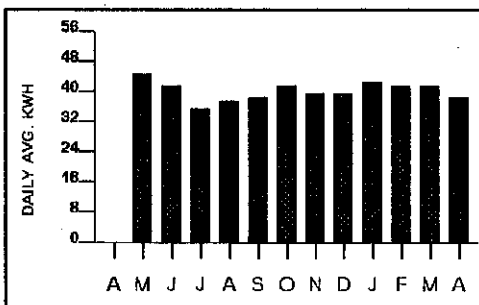
157.31

TOTAL DUE THIS STATEMENT

\$157.31

RECEIVED  
APR - 6 2020

BY: .....



## ENERGY USE

DAILY AVG. USE - 39 KWH/DAY  
USE ONE YEAR AGO - 44 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$5.29

APR 08 2020

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_

D/M approval \_\_\_\_\_ Date \_\_\_\_\_

Date entered \_\_\_\_\_

Fund \_\_\_\_\_ GL \_\_\_\_\_ OC \_\_\_\_\_

Check # \_\_\_\_\_

BF\_BL\_DEF\_20200401\_210005\_2.CSV-412-000000315

DETACH AND RETURN THIS SECTION

MM 0003408

BILL # 4 OF 7 GRP 221

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 23858 38391

000412 000000315



CHAPEL CREEK CDD  
5844 OLD PASCO RD STE 100  
WESLEY CHAPEL FL 33544-4010

P.O. BOX 1004  
CHARLOTTE,  
NC 28201-1004

DUE DATE

APR 23 2020

TOTAL DUE

157.31

PLEASE ENTER  
AMOUNT PAID

157 31

23858383911000000157313000000000000000000001573130100000000000



**894977645070000001270680000000000000000001270680100000000009**



292963528350000000559050000000000000000000559050100000000009

**22497282859000000344470000000000000000000000003444701000000000009**



# STATEMENT OF ELECTRIC SERVICE

APRIL 2020



2 5

ACCOUNT NUMBER  
**34542 93525**

FOR CUSTOMER SERVICE OR  
PAYMENT LOCATIONS CALL:  
1-877-372-8477

WEB SITE: [www.duke-energy.com](http://www.duke-energy.com)

TO REPORT A POWER OUTAGE:  
1-800-228-8485

CHAPEL CREEK CDD  
5844 OLD PASCO RD  
STE 100  
WESLEY CHAPEL FL 33544

SERVICE ADDRESS  
6405 CLIFTON DOWN DR, CABANA  
ZEPHYRHILLS FL 33541

DUE DATE  
APR 23 2020

TOTAL AMOUNT DUE  
67.34

NEXT READ  
DATE ON OR  
ABOUT  
MAY 04 2020

DEPOSIT AMOUNT  
ON ACCOUNT  
Blanket Cash

PIN: 966336613

## METER READINGS

METER NO. 001258759  
PRESENT (ACTUAL) 000020  
PREVIOUS (ACTUAL) 000000  
DIFFERENCE 000020  
TOTAL KWH 20

## NEW SERVICE, SERVICE CHARGE

61.00

GS-1 060 GENERAL SERVICE - NON DEMAND SEC

BILLING PERIOD..03-24-20 TO 04-01-20 8 DAYS

CUSTOMER CHARGE (PRORATED)		3.74
ENERGY CHARGE	20 KWH @ 8.66500¢	1.73
FUEL CHARGE	20 KWH @ 3.35000¢	.67
ASSET SECURITIZATION CHARGE	20 KWH @ 0.22200¢	0.04

\*TOTAL ELECTRIC COST  
GROSS RECEIPTS TAX

6.18  
.16

TOTAL CURRENT BILL

67.34

TOTAL DUE THIS STATEMENT

\$67.34

RECEIVED  
APR - 6 2020

APR 08 2020

Date Rec'd Rizzetta & Co., Inc.

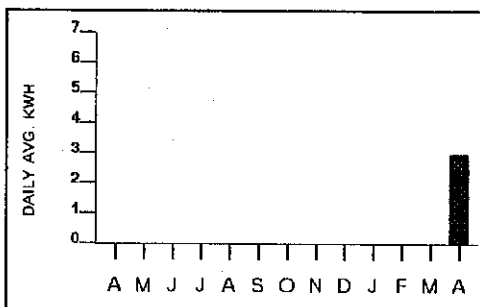
D/M approval Date

Date entered

Fund GL OC

Check #

It is our pleasure to welcome you as a customer at this location. We value your business and look forward to serving you.



## ENERGY USE

DAILY AVG. USE - 3 KWH/DAY  
USE ONE YEAR AGO - 0 KWH/DAY  
\*DAILY AVG. ELECTRIC COST - \$.77

BF\_BL\_DEF\_20200401\_210005\_1.CSV-26277-000018110

DETACH AND RETURN THIS SECTION

ZP03 0001714

Make checks payable to: Duke Energy

ACCOUNT NUMBER - 34542 93525

026277 000018110



CHAPEL CREEK CDD  
5844 OLD PASCO RD STE 100  
WESLEY CHAPEL FL 33544-4010

P.O. BOX 1004  
CHARLOTTE,  
NC 28201-1004

DUE DATE

APR 23 2020

TOTAL DUE

67.34

PLEASE ENTER  
AMOUNT PAID

34542935252000000067348000000000000000000000673480100000000009



UTILITIES SERVICES BRANCH  
CUSTOMER INFORMATION &  
SERVICE DEPT.  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012  
NEW PORT RICHEY (727) 847-8131  
DADE CITY (352) 521-4285  
[utilcustserv@pascocountyfl.net](mailto:utilcustserv@pascocountyfl.net)  
Pay By Phone: 1-844-450-3704



6426 1 1  
15-90015

CHAPEL CREEK PHASE 1A AMENITY CENTER

Service Address: **6405 CLIFTON DOWN DR**

Bill Number: 13235825

Billing Date: 3/23/2020

Billing Period: 2/12/2020 to 3/13/2020

New Water & Sewer rates, charges, and fees went into effect Jan. 1, 2020.  
Please visit [bit.ly/pcurates](http://bit.ly/pcurates) for additional details.

Account #	Customer #
0990555	01369943
Please use the 15-digit number below when making a payment through your bank	
099055501369943	

Service	Meter #	Previous		Current		# of Days	Consumption In thousands
		Date	Read	Date	Read		

Usage History

Transactions

*3-27 would have disregarded*

Previous Bill 36.95  
Payment 3/10/2020 -36.95 CR  
**Balance Forward 0.00**  
Current Transactions  
Water  
Water Base Charge 36.95  
**Total Current Transactions 36.95**  
**TOTAL BALANCE DUE \$36.95**

Date Rec'd Rizzetta & Co. **APR 23 2020**  
D/M approval *GL* Date **4-24-2020**  
Date entered 04/24/2020  
Fund 001 GL 13107 OC  
Check #

On 12/10/2019, the Pasco County BOCC approved a 2% increase to the existing water and wastewater rates to assist with the purchase of the Aqua Utility System. The increase went into effect on 1/1/2020. For more information: [bit.ly/pcurates](http://bit.ly/pcurates).



Please return this portion with payment

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

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

CHAPEL CREEK PHASE 1A AMENITY CENTER  
12750 CITRUS PARK LANE SUITE 115  
TAMPA FL 33625-3784

Account # 0990555  
Customer # 01369943

Balance Forward 0.00  
Current Transactions 36.95

**Total Balance Due \$36.95**  
**Due Date 4/9/2020**

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

Round Up Donation to Charity  
Amount Enclosed

☐ Check this box to participate in Round-Up.

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

013699439099055591323582590000036953

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

# Invoice

Date	Invoice #
4/1/2020	INV0000048060

**Bill To:**

CHAPEL CREEK CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
April	Upon Receipt	00135

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,458.33	\$1,458.33
Administrative Services 3100	1.00	\$375.00	\$375.00
Accounting Services 3201	1.00	\$1,200.00	\$1,200.00
Financial & Revenue Collections 3111	1.00	\$300.00	\$300.00
<p>Date Rec'd Rizzetta &amp; Co. Inc. <b>MAR 20 2020</b></p> <p>D/M approval <u>GL</u> Date <u>3-30-2020</u></p> <p>Date entered <b>MAR 26 2020</b></p> <p>Fund <u>00</u> GL <u>51300</u> OC _____</p> <p>Check # _____</p>			
<b>Subtotal</b>			\$3,333.33
<b>Total</b>			\$3,333.33

**Rizzetta Technology Services**

3434 Colwell Avenue

Suite 200

Tampa FL 33614

**Invoice**

Date	Invoice #
4/1/2020	INV0000005640

**Bill To:**

CHAPEL CREEK CDD  
3434 Colwell Avenue, Suite 200  
Tampa FL 33614

Services for the month of	Terms	Client Number
April		00135

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	0	\$15.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
		<b>Subtotal</b>	\$100.00
		<b>Total</b>	\$100.00

Date Rec'd Rizzetta & Co., Inc. MAR 20 2020  
D/M approval JL Date 3-30-2020  
Date entered MAR 26 2020  
Fund 001 GL 51300 OC 5103  
Check # \_\_\_\_\_

**INVOICE**

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00375588

Invoice Date: 03/01/20

PROPERTY: Chapel Creek Cdd

**SOLD TO:** Chapel Creek Cdd  
C/O Rizzetta & Company  
5844 Old Pasco Rd. Suite 100  
Wesley Chapel, FL 33544

CUSTOMER ID	CUSTOMER PO	Payment Terms
7379		Net 30
Sales Rep ID	Shipment Method	Ship Date
Jimmy E. Taylor		03/31/20

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR51129 12/01/19 - 12/31/19		726.00	726.00
1	Lake & Pond Management Services SVR51129 01/01/20 - 01/31/20		726.00	726.00
1	Lake & Pond Management Services SVR51129 02/01/20 - 02/29/20		726.00	726.00

**MAR 17 2020**

Date Rec'd Rizzetta &amp; Co., Inc. \_\_\_\_\_

D/M approval   JL   Date   3-30-2020  Date entered   03/27/20  Fund   001   GL   53800   OC   4605  

Check # \_\_\_\_\_

**PLEASE REMIT PAYMENT TO:**

1320 Brookwood Drive, Suite H  
Little Rock, AR 72202

Subtotal	2,178.00
Sales Tax	0.00
Total Invoice	2,178.00
Payment Received	0.00
<b>TOTAL</b>	<b>2,178.00</b>

**INVOICE**

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00387399

Invoice Date: 04/01/20

PROPERTY: Chapel Creek  
Cdd

**SOLD TO:** Chapel Creek Cdd  
C/O Rizzetta & Company  
5844 Old Pasco Rd. Suite 100  
Wesley Chapel, FL 33544

CUSTOMER ID		CUSTOMER PO		Payment Terms	
7379				Net 30	
Sales Rep ID		Shipment Method		Ship Date	Due Date
Jimmy E. Taylor					05/01/20
Qty	Item / Description	UOM	Unit Price	Extension	
1	Lake & Pond Management Services SVR51129 04/01/20 - 04/30/20 Lake & Pond Management Services		726.00	726.00	

Date Rec'd Rizzetta & Co., Inc. **APR 09 2020**  
D/M approval 9 L Date 4-13-2020  
Date entered **APR 09 2020**  
Fund 001 GL 53800 OC 4605  
Check # \_\_\_\_\_

**PLEASE REMIT PAYMENT TO:**

1320 Brookwood Drive, Suite H  
Little Rock, AR 72202

Subtotal	726.00
Sales Tax	0.00
Total Invoice	726.00
Payment Received	0.00
<b>TOTAL</b>	<b>726.00</b>



# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

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

Federal Tax Id. - 20-1778458

Chapel Creek Community Development District  
5844 OLD PASCO ROAD  
Wesley Chapel, FL 33544

April 03, 2020

Client: 001534

Matter: 000001

Invoice #: 18198

Date Rec'd Rizzetta & Co., Inc. APR 09 2020

D/M approval 9 L Date 4-13-2020

Date entered APR 09 2020

Page: 1

RE: General

Fund 001 GL 51400 OC 3107

Check # \_\_\_\_\_

For Professional Services Rendered Through March 15, 2020

## SERVICES

Date	Person	Description of Services	Hours	
2/25/2020	TJR	REVIEW COMMUNICATION AND ASSESSMENT TABLE RECEIVED FROM S. BRIZENDINE; TELEPHONE CONFERENCE WITH S. BRIZENDINE RE ALLOCATIONS, REVISED DEVELOPMENT PLAN, REDEMPTION OF BONDS, ETC.	1.1	
2/25/2020	VKB	PREPARE FOR AND ATTEND CONFERENCE CALL WITH S. BRIZENDINE, K. CONNELL, AND T. ROBIN RE: DEBT ASSESSMENTS FOR UNDEVELOPED LANDS; REVIEW PROPERTY RECORDS AND DEVELOPMENT PLANS RE: SAME.	0.9	
2/26/2020	VKB	TELECONFERENCE WITH S. BRIZENDINE AND L. SPOCK RE: DIRECT BILL O/M ASSESSMENT INVOICES.	0.2	
2/27/2020	TJR	REVIEW COMMUNICATION FROM J. LANSFORD; REVIEW LIENS RECEIVED FROM TITLE COMPANY AND REQUESTED AFFIDAVIT; CONTACT J. LANSFORD.	0.3	
2/28/2020	TJR	TELEPHONE CALL FROM J. LANSFORD RE TITLE COMPANY REQUEST FOR AFFIDAVIT; REVIEW AND RESPOND TO COMMUNICATION FROM C. JONES.	0.4	
3/2/2020	TJR	REVIEW COMMUNICATION FROM TITLE COMPANY; EXCHANGE COMMUNICATIONS WITH C. JONES RE HOUSE SALE AND TITLE COMPANY REQUEST FOR AFFIDAVIT; REVIEW AND RESPOND TO COMMUNICATIONS FROM S. BRIZENDINE RE ASSESSMENT REPORT, COMMERCIAL PROPERTY AND IMPACT ON BUDGET.	0.4	
Total Professional Services			3.3	\$1,028.50

April 03, 2020

Client: 001534

Matter: 000001

Invoice #: 18198

Page: 2

#### PERSON RECAP

Person	Hours	Amount
TJR Tracy J. Robin	2.2	\$726.00
VKB Vivek K. Babbar	1.1	\$302.50

#### DISBURSEMENTS

Date	Description of Disbursements	Amount
3/15/2020	Photocopies (2 @ \$0.15)	\$0.30
Total Disbursements		\$0.30

Total Services	\$1,028.50
Total Disbursements	\$0.30
Total Current Charges	\$1,028.80

<b>PAY THIS AMOUNT</b>	<b>\$1,028.80</b>
------------------------	-------------------

*Please Include Invoice Number on all Correspondence*

# Tab 3

**CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**AMENITY FACILITY POLICY**

Amenity Facilities Located at:  
6405 Clifton Down Drive  
Zephyrhills, FL 33541

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## I. DEFINITIONS

**“Access Code”** shall mean that certain code issued and administered by the District that provides access to Amenity Facilities.

**“Amenity Facility” or “Amenity Facilities”** – shall mean the properties and areas owned by the District and intended for recreational use, including, but limited to, the Chapel Creek clubhouse and pool, playground, dog park, and shade structures together with their appurtenant facilities and areas.

**“Amenity Facility Policy” or “Policies”** – shall mean all Amenity Facility Policy of Chapel Creek Community Development District, as amended from time to time.

**“Board of Supervisors” or “Board”** – shall mean the Board of Supervisors of the Chapel Creek Community Development District.

**“District”** – shall mean the Chapel Creek Community Development District.

**“District Manager” or “District Staff”** – shall mean the professional management company, including its employees, staff and agents, contracted by the District to provide management services to the District and/or manage all Amenity Facilities within the District.

**“Non-Resident(s)”** – shall mean any person or persons who are not a Resident(s) of the District.

**“Non-Resident User”** – shall mean A Non-Resident who pays a Non-Resident User Fee to the District for use of the Amenity Facilities.

**“Non-Resident User Fee”** – shall mean the fee established by the District for a Non-Resident who wishes use the Amenity Facilities. The amount of the Non-Resident User Fee is set forth herein and is subject to change from time to time.

**“Patron” or “Patrons”** – shall include Residents, Non-Resident Users, and/or their guest(s) using the Amenity Facilities in a lawful manner and in accordance with this Amenity Facility Policy.

**“Property Owner”** – shall mean the person(s) holding legal title and ownership of a residential detached home within the District.

**“Renter”** – shall mean any tenant residing in a residential home within the District under a valid rental or lease agreement with the Property Owner that includes the Renter’s use of the Amenity Facilities.

**“Resident”** – shall mean any person, spouse or registered domestic partner of a person, and/or immediate family, including minor and/or dependent children, lawfully residing in a residential detached home within the District.

## **II. HOURS OF OPERATION AND EMERGENCY CONTACT**

**Hours:** The District Amenity Facilities are available for use by Patrons during normal operating hours. Operating hours shall be established and posted by the District. Normal operating hours for the District pool shall be from sunrise to sunset each day.

**Emergencies:** In the event of an emergency, first call 9-1-1. After contacting 9-1-1, all emergencies and injuries occurring at the Amenity Facilities must be reported to the office of the District Manager at (813) 994-1001.

## **III. ENFORCEMENT AND AMENDMENT OF AMENITY FACILITY POLICY**

The Board, the District Manager, and any designated District staff shall have authority to enforce these Policies. However, the District Manager shall have the authority to waive strict application of any of these Policies when prudent, necessary or in the best interests of the District and its Patrons. A temporary waiver of any Policy by the District Manager shall not constitute a continuous, ongoing waiver of said Policy, and the District Manager shall have the right to enforce all of these policies at any time. The Board may amend this Amenity Facility Policy when necessary, from time to time.

This Amenity Facility Policy was adopted by the Board of Supervisors for the Chapel Creek Community Development District per Resolution 2020-08 on June 2, 2020 at a duly noticed public meeting.

## **IV. USE OF AMENITY FACILITIES IS AT PATRONS’ OWN RISK.**

Patrons lawfully on the premises of the Amenity Facilities are welcome to enjoy the Amenity Facilities at their own risk and pursuant to the District’s rules and policies. The District does not provide on-site staff dedicated for the purpose of monitoring the use of the Amenity Facilities or safety of the Patrons. Patrons interested in using the Amenity Facilities are encouraged to consult with a physician prior to commencing a fitness program. The District is not responsible for any injuries from the use of the Amenity Facilities or damage or theft of personal property.

## **V. ACCESS CODE**

The District operates an access system for entry into the Amenity Facilities to ensure that only Residents, Non-Resident Users and/or their guests may use the Amenity Facilities. All Residents and Non-Resident Users will be required to sign an Amenity Facilities registration form as a condition for receiving their Access Code and accessing the Amenity Facilities.

- (1) One (1) Access Code will be issued to each Property Owner upon purchase of a residential detached home in the District or upon payment of the Non-Resident User Fee

by a Non-Resident User. Proof of residence (Driver's License, State ID, utility bill or a vehicle registration) is required for Residents.

- (2) All Residents and Non-Resident Users must use their assigned Access Code to enter the Amenity Facilities.
- (3) The Access Code will be updated on a semi-annual basis. All Residents will be notified of the Access Code change.

## VI. ANNUAL NON-RESIDENT USER FEE

Non-resident Users may purchase an annual membership for use of the Amenity Facilities on a year to year basis. The Non-Resident User Fee is **\$1300.00 per year**, per family, payable in advance. The Non-Resident User is entitled to the Access Code for a family unit. The individual rate and the family rate are the same. Non-Resident User membership becomes effective upon the date full payment of the Non-Resident User Fee is received by the District. Annual renewal fees are due and payable on or before the expiration date of the prior term, and are subject to change from year to year based upon the costs of operation of the Amenity Facilities. Corporate or commercial memberships are not available for Non-Resident Users.

Due to the limited size and capacity of the Amenity Facility, the number of Non-Resident Users is limited to fifteen (15) at any time. The minimum age for Non-Resident Users is twenty-one (21) years of age.

## VII. RENTERS

- (1) **Assignment from Property Owner.** Property Owners who rent or lease their residential detached home(s) in the District to Renters may assign their use rights to the Amenities Facilities to the Renters. Renters who are designated as the assigned beneficial users of the Property Owner's Amenity Facilities privileges shall be entitled to all the Property Owner's privileges for the term of the lease. Likewise, a Property Owner who makes such an assignment surrenders their Amenity Facility privileges for the entire period during which the Renters occupy the property. Renters must submit written copy of the lease and evidence of the assignment, if not included in the lease, to District Staff. To reinstate the Property Owner's Amenity Facilities privileges, the Property Owner must demonstrate to District Staff that the lease has expired and/or the tenants are no longer in possession of the property.
- (2) **Payment of Annual Fee.** Unless the Property Owner's rights to use the Amenity Facilities are transferred to the Renter, or the Renter pays the Non-Resident User Fee and become a Non-Resident User, Renters are not permitted to use the Amenity Facilities. Renters who choose to pay the Non-Resident User Fee will have all the privileges of a Non-Resident User.



- (3) The Property Owner shall be responsible for all damages to District property caused by their Renters and any charges incurred by the Renters which remain unpaid after the customary billing and collection procedure established by the District. Property Owners are responsible for the deportment of their Renters.
- (4) Renters shall be subject to such other rules and regulations as the Board may adopt from time to time, and all policies applicable to the Amenity Facilities.

## **VIII. GUEST POLICIES**

- (1) Residents and Non-Resident Users shall at all times accompany their guests when using any Amenity Facility, and shall be responsible for any damages to District property caused by their guests.
- (2) **Minor Guest Policy for Amenity Facility.** Residents and Non-Resident Users under eighteen (18) years of age are not permitted to bring any guests into the pool area. Residents and Non-Resident Users eighteen (18) years of age or older are permitted to bring a maximum of two (2) guests each into the pool area. Residents and Non-Resident Users age sixteen (16) years and older are permitted to bring one (1) guest to all other Amenity Facilities except the pool area. The guest of the sixteen (16) year old Resident or Non-Resident User must be sixteen (16) years of age or older and must produce proper age identification upon request of District Staff.

## **IX. GENERAL FACILITY PROVISIONS**

- (1) The District Manager shall approve all programs and activities, including the number of participants, equipment and supplies usage, facility reservations, etc., at the Amenity Facilities, except the usage and rental fees established by the Board. The District Manager may authorize management-sponsored events and programs to better serve the Patrons, and may reserve any Amenity Facility for such events. This includes, but is not limited to, various athletic events and programs, and children's programs, social events, etc.
- (2) Disregard for any Amenity Facilities rules or policies may result in suspension or expulsion from the facility and/or loss of Amenity Facility privileges in accordance with the procedures set forth herein.
- (3) Patrons shall treat staff members with courtesy and respect. Patrons shall abide by and comply with all federal, state and local laws and ordinances while utilizing the Amenity Facilities, and shall ensure that any minor for whom they are responsible complies with the same.
- (4) Minor children under sixteen (16) years of age must be accompanied by a Resident or Non-Resident User aged eighteen (18) or older.
- (5) Dogs or other pets are not permitted at the clubhouse and pool area, with the exception of service animals. Where service animals are permitted on the grounds, they must be leashed. The owner of a service animal is responsible for promptly cleaning up after the animal.

- (6) Alcoholic beverages are not permitted to be served or consumed on the Amenity Facilities premises, except for pre-approved private parties only.
- (7) Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic.
- (8) Fireworks of any kind are not permitted on the Amenity Facilities or adjacent areas.
- (9) Only District Staff is allowed in the service areas of the Amenity Facilities.
- (10) Smoking is not permitted at or on the Amenity Facilities, except in designated areas.
- (11) Golf carts, off-road bikes/vehicles (including ATV's), and motorized scooters are prohibited on all property owned, maintained, and operated by the District or at any of the Facility Amenities within District.
- (12) Skateboarding is not allowed on or at any Amenity Facilities, including parking lots.
- (13) Commercial advertisements shall not be posted or circulated in the Amenity Facilities. Petitions, posters or promotional material shall not be originated, solicited, circulated or posted at or on the Amenity Facilities.
- (14) The Amenity Facilities shall not be used for commercial purposes without approval of the District's governing Board of Supervisors. The term "commercial purposes" shall mean those activities which involve, in any way, the provision of goods or services for compensation.
- (15) Firearms or any other weapons are prohibited at or on the Amenity Facilities.
- (16) No trespassing is allowed in designated wetland conservation and/or mitigation areas located on District property. Trespassers will be reported to the local authorities.
- (17) Loitering (the offense of standing idly or prowling in a place, at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity) is not permitted at the Amenity Facility.
- (18) Outdoor grilling is prohibited at the Amenity Facilities unless at a District pre-approved special event or in a designated area.
- (19) Inflatable equipment, such as bounce houses, is not permitted at the Amenity Facilities unless specifically authorized by the District.

## **X. INDEMNIFICATION**

Each organization, group or individual using or reserving the use of the Amenity Facilities shall indemnify and hold the District, and its officers, employees and agents harmless from any and all

liability, claims, actions, suits or demands by and person, corporation or other entity, for injuries, death, and property damage of any nature, arising out of or in connection with the use of the Amenity Facilities and/or other District property, including attorneys' fees, litigation related costs, and appellate proceedings related thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Florida Statutes.

The District and its agents, employees and officers shall not be liable for, and the Patrons shall release all such parties from claims for injury or damage to or loss of personal property or to the person, sustained by the user or any person claiming through the Patron resulting from any fire, accident, occurrence, theft or condition in or upon the District's lands, premises and/or facilities.

## **XI. DAMAGE TO PROPERTY OR PERSONAL INJURY**

Any Patron or other person who makes use of the Amenity Facilities for any purpose whatsoever does so at his or her own risk, and shall hold the District, its officers, agents and employees harmless for any and all losses, costs, claims, injuries, damages or liability sustained or resulting from such use.

Patrons are solely responsible for personal property brought onto the Amenity Facilities. The District is not responsible for the loss or damage to any personal property used or brought onto the Amenity Facilities.

All Patrons using the Amenity Facilities are required to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the District governing the Amenity Facilities. Violation of the District's policies and/or misuse or destruction of Amenity Facility equipment may result in the suspension or termination of District Amenity Facility privileges with respect to the offending Patron. The District may pursue further legal action and restitution in regard to destruction of Amenity Facility property or equipment. No person shall remove from the room in which it is placed or from the Amenity Facilities any property or furniture belonging to the District or its contractors without proper authorization. Patrons shall be liable for any property damage and/or personal injury caused by them at the Amenity Facilities. The District reserves all legal and equitable remedies for losses due to property damage or personal injury.

## **XII. POOL RULES**

- (1) All Patrons acknowledge that use of the pool is at their own risk. Posted at the District pool will be signage which reads: **"No lifeguard on duty – swim at your own risk."**
- (2) Swimming is permitted only during designated hours, as posted at the pool. Any person swimming during non-posted swimming hours may be suspended from using the facility and possibly all Amenity Facilities. Swimming after dusk is prohibited by the Florida Department of Health. Even during the designated swimming hours, Patrons swim at their own risk while adhering to swimming pool rules. Showers are required before entering the pools. Proper swim attire must be worn in the pool. No jeans or cutoffs will be allowed.

- (3) District pool availability may be limited in order to facilitate proper maintenance of the pool and surrounding area. The pool may be closed for various periods of time for maintenance and to maintain health code regulations. The District reserves the right to authorize all programs and activities at the Amenity Facilities.
- (4) All Residents and Non-Resident Users must use their assigned Access Code to enter the pool area. At any given time, a family may accompany a maximum of two (2) guests per adult present to the swimming pool.
- (5) Children under sixteen (16) years of age must be accompanied by an adult at all times for usage of the pool facilities.
- (6) **Prohibited Behavior and Items.** Diving is strictly prohibited. No jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area. No swinging on ladders, fences, or railings is allowed. Loud, profane, or abusive language is absolutely prohibited. No physical or verbal abuse will be tolerated. Pets (with the exception of service animals), bicycles, skateboards, roller blades, and scooters are not permitted on the pool deck area inside the pool gates at any time. Radios, tape players, CD players, MP3 players and televisions, and the like are not permitted unless they are personal units equipped with headphones.
- (7) Pool entrances must be kept clear at all times. Pool furniture is not to be removed from the pool area and outside furniture is not to be brought into the pool deck area.
- (8) **No Food, Alcohol or Glass Containers in Pool Area.** Alcoholic beverages are not permitted in the pool area. All coolers and containers are subject to search by District Staff. No food (including chewing gum) is permitted in the pool or on the pool deck area.
- (9) The changing of diapers or clothes is not allowed in the pool area or on the tables. Children under three (3) years of age, and those who are not reliably toilet trained, must wear swim diapers, as well as a swim suit over the swim diaper.
- (10) **Pool Contamination.** If pool contamination occurs, the pool will be closed for such time as necessary to comply with Florida law. Pool water will be treated to kill the bacteria, if necessary. Any Patron who does pollute or contaminate the pool may be liable for any costs incurred in treating and reopening the pool and may be subject to suspension of privileges, at the District's discretion. Chemicals used in the pool for regular treatment or for contamination cleanup may affect certain hair or fabric colors, or cause minor eye irritation. The District is not responsible for these effects.
- (11) No Patron should use the pool during inclement weather, especially when lightning and thunder is present.

## **XII. SUSPENSION AND TERMINATION OF PRIVILEGES & APPEAL PROVISIONS**

- (1) **Documentation of Violations.** The District Manager or other authorized agent shall record all violations, including repeat violations, on written incident reports, and shall include the date, time, name of the parties involved, and nature of the violation. The report shall be filed

with or by the District Manager within 24 hours of the incident. The District Manager shall maintain all records in accordance with public record laws. If a Patron subject to a suspension or termination is found on the premises, such Patron may be subject to arrest for trespassing.

(2) A Patron's privileges at the Amenity Facilities may be suspended or terminated for the following non-exhaustive list of violations or behaviors:

- Submitting false information on the application for an Access Code.
- Permitting unauthorized use of an Access Code.
- Exhibiting unsatisfactory behavior or appearance.
- Failing to pay fees or assessments owed to the District in a proper and timely manner.
- Failing to abide by any provision of this Amenity Facility Policy.
- Treating the District Staff, supervisors, contractors, other representatives, or other Patrons in an unreasonable or abusive manner.
- Engaging in conduct that is improper or likely to endanger the welfare, safety or reputation of the District, other Patrons, the Amenity Facility, and/or District Staff.
- Damaging or destroying District property.
- Committing or allegedly committing a crime on District property.

(3) **Suspension of a Patron's Privileges by the District Manager.** The District Manager may at any time suspend a Patron's privileges to use the Amenity Facilities for committing any of the violations listed above, and/or when such action is necessary to protect the health, safety and welfare of other Patrons, or to protect the District's Amenity Facilities from damage. The District Manager shall follow the process below for suspension or termination of a Patron's privileges:

- a. Request the Patron to leave the Amenity Facilities immediately, temporarily suspend the Patron's privileges, and/or call local law enforcement for assistance if the Patron fails to comply with the request.
- b. Such temporary suspension shall be for a maximum of thirty (30) consecutive days.
- c. In determining the length of any suspension, the District Manager, shall take into account the nature of the conduct and any prior violations.

(4) **Appeal of Suspension or Revocation of Privileges by a Patron.**

- a. At least seven (7) days prior to any Board meeting where a longer suspension of Amenity Facility privileges will be considered by the Board, the District shall send written notice to the Patron's last known address informing the Patron of the suspension or revocation of privileges and stating the opportunity for the Patron to appeal the suspension or revocation at the next meeting of the Board.
- b. That Patron may appeal the suspension or revocation of privileges by appearing at the next meeting of the Board.

- c. At that Board meeting, the offending Patron shall be provided reasonable time to present statements and/or evidence and witnesses on the Patron's behalf, subject to any reasonable restrictions imposed by the Board.
- d. The Board shall then determine the appropriate action to be taken by taking into account the evidence, nature of the offense, and any prior violations. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances to address the violations, including imposing a longer suspension for or permanent termination of a Patron's privileges to use the Amenity Facilities.

#### **XIV. NATURAL AREAS POLICY STATEMENT**

The following is the policy statement of the District regarding natural buffers or environmentally sensitive areas located in the District. This policy statement is consistent with the policies of other governments, including Pasco County and the State of Florida, as it relates to natural upland and wetland conservation/preservation areas, and may be amended by the Board from time to time.

The natural areas are not intended to be maintained. These areas are to be left untouched to allow for nature to take its normal course. Any vegetation that dies or is damaged by storms or other "acts of God" is to remain in its existing configuration within these areas to fulfill its role in nature's process.

Trees, within or immediately adjacent to these areas that have died and appear to pose a threat of falling and damaging an abutting property owner's property may be addressed by the abutting property owner. The abutting property owner must initially contact the Pasco County Development Review Division or the Southwest Florida Water Management District (SWFWMD) to assess the threat. Any subsequent trimming and/or removal, if warranted/permitted by the appropriate governing entity shall be done at the expense of the abutting property owner. The goal is to prohibit or minimize disturbance to these areas.

In the event that a tree does fall or threatens to fall onto another's property, that property owner has the right to cut back or "limb" the tree, as necessary to their individual property line. The rest of the tree is to be left alone. Notwithstanding, removal of native vegetation within and immediately surrounding these areas is discouraged and may be restricted or prohibited by Pasco County, and ultimately the Southwest Florida Water Management District (SWFWMD) to protect the upland/wetland area or water body. Ultimately, no one is allowed to encroach into the natural areas for any reason, from maintenance to placement of personal property of any kind.

## Chapel Creek Community Development District

### Incident Report

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ (am/pm)

**Party Involved:** \_\_\_\_\_ **Sex:** Male/Female

**Is this person 18 years or older?** Yes/No

**If not, name of Parent or Guardian:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Was local law enforcement called?** Yes/No

**Description of what happened (include location):**

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**Names, phone numbers, and addresses of who witnessed the incident:**

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**Immediately Suspended:** Yes/No

**If yes, the reason:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

**Name of Staff Member writing this report:** \_\_\_\_\_

**Signature of Staff Member writing this report:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Chapel Creek Community Development District

### Non-Resident User Application

Date of Application: \_\_\_\_\_ Date of Non-Resident User Fee Payment: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Total Number of Immediate Family Members: \_\_\_\_\_

Names of Adult Members: \_\_\_\_\_

\_\_\_\_\_

Names of Dependent Children Aged 18-22 and Ages: \_\_\_\_\_

\_\_\_\_\_

Number of Minor Children Age 16 or Older: \_\_\_\_\_

Number of Minor Children Age 15 or Younger: \_\_\_\_\_

Names of Minor Children and Ages: \_\_\_\_\_

\_\_\_\_\_

#### Emergency Contact Information:

##### **Primary Emergency Contact:**

Name(s): \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

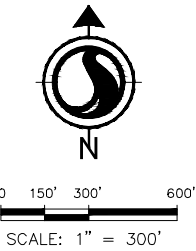
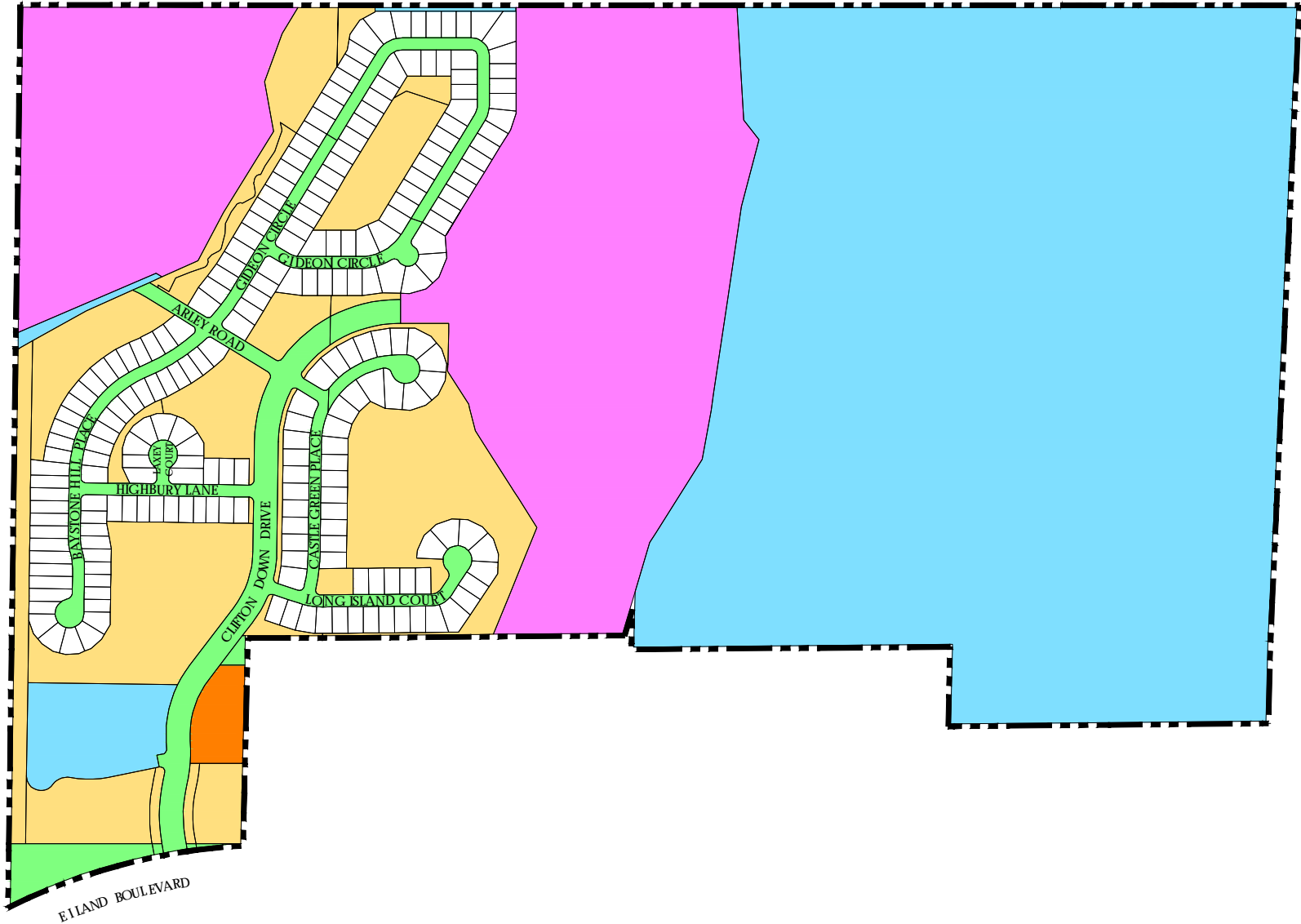
By executing this application, I agree to abide and be bound by all terms and conditions of the Amenity Facility Policy, including, without limitation, the indemnity and release provisions set forth in the policy, and acknowledge that my use of the District Amenity Facility is at my own risk. I understand and acknowledge that I may access the Amenity Facility Policy online at the District website at any time or may request a paper copy from the District Manager. I further acknowledge that I have read or had the opportunity to read the Amenity Facility Policy prior to signing this agreement.

\_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(print name)



V:\156\active\215610537\land\_development\drawing\active\sub\h\215610537-X01\_Ownership Map.dwg  
2/20/2018 2:05 PM by Name: Yvonne





Stantec

Stantec Consulting Services Inc.  
777 S. Harbour Island Blvd., Suite 600  
Tampa, Florida 33602 Tel. 813.223.9500  
www.stantec.com Fax. 813.223.0009  
Certificate of Authorization #Z7013  
Fl. Lic. # LC-C000170

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- Legend
- CDD BOUNDARY
  - CHAPEL CREEK CDD
  - CHAPEL CREEK CDD HOLDINGS LLC
  - CLAYTON PROPERTIES GROUP, INC
  - NEW CHAPEL CREEK LLC
  - PROPERTY OWNED BY PASCO COUNTY

Revision	By	Appd.	YY.MM.DD
Issued	By	Appd.	YY.MM.DD
File Name: 215610537-X01_OWNERSHIP MAP	VN	TLS	VN 20.05.18
	Own.	Chkd.	Dgn. YY.MM.DD
Permit-Seal			

Client/Project

CHAPEL CREEK  
COMMUNITY DEVELOPMENT DISTRICT

Pasco County, Florida

Title

OWNERSHIP MAP

Project No.  
215610537

Scale  
1" = 300'

Drawing No.  
X01

Sheet  
1 of 1

Revision  
0

## *Chapel Creek CDD*



**Chapel Creek CDD**

May 26, 2020

Lloyd Radder, BrightView Landscape Services

May 26, 2020

Ms. Jordan Lansford, Property Manager  
Rizzetta, Inc.  
Chapel Creek CDD  
Eiland Blvd./Clifton Down Drive  
Zephyrhills, FL

RE: Chapel Creek CDD 2020 Landscape Maintenance Proposal

Dear Jordan:

BrightView is pleased to submit a professional landscape proposal for the Chapel Creek CDD (Chapel Creek). Based on our history servicing apartment properties similar to the Chapel Creek CDD, as well as BrightView's 81 year service history, we will focus on being pro-active, providing consistent, high quality service, maintaining plant material health, strong contractor capabilities, fair pricing, and constant, written communication between your office, and our local BrightView branch.

The enclosed proposal was developed based on feedback and our experience. Our skilled team will continue to achieve your landscape goals and keep your property looking its best. Again, our service commitment will include these areas as a high priority:

- **Priority item #1: Plant Material Health screams “Curb Appeal” to Prospective Residents as well as Management.** BrightView understands that residents and visitors expect green turf, pruned palm fronds, no bed weeds and a working irrigation system. Healthy turf is a deep, dark green color signifying proper nutrients, appropriate irrigation and fertilization, as well as the care and pride of the community. We also understand the concern for following the “Florida Best Management Practices” directives established by the University of Florida. Items such as proper fertilization techniques, minimizing grass clippings into retention ponds, proper mowing and trimming techniques, and community landscape enhancement plantings. We further understand that trees and shrubs are expected to be healthy, upright, vigorous and colorful. To these ends, we will use the latest fertilizer formulations, irrigation techniques and Florida Friendly maintenance practices to achieve this high level curb appeal, with details presented later in this proposal.



- **Priority item #2: Communication.** Communication between the Chapel Creek board, Your Rizzetta Office, and BrightView will either make or break our contract. All the best intentions and service capabilities are useless if we do not communicate clearly with you. Our proposal will refer to specific reporting tools such as property management reports, irrigation inspection reports, and site specific enhancement ideas. These written reports, along with monthly property walks, will demonstrate not only our ability to keep the board informed of our services, but demonstrate our care and concern to constantly improve the Chapel Creek CDD's landscape investment.
- **Vendor Capabilities and Pricing.** Vendor Capabilities and Pricing together reflect the Ultimate Outcome of your Satisfaction. Too few hours on the job means services go missed. Inadequate training and service practices result in unsightly "curb appeal". Rest assured BrightView has extensive employee training, initial job assessment techniques, and a "value-driven" pricing program that results in a quality performance and customer satisfaction level second to none in the industry. All of this means our price and our service level is driven by your desired outcome for the property. Please note that our pricing that follows will be tied directly to your service expectations.

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. Feel free to contact me at 813 363-3400 or by email at lloyd.radder@brightview.com.

Sincerely,

Lloyd Radder  
Senior Business Developer

Terry McLane  
Branch Manager

## Solutions That Make a Difference

Because your 100% satisfaction is important to us, we have already formulated solutions that will show fast improvement as noted below. Additionally, we will be your eyes on the ground to look out for problems as they arise and offer creative solutions that achieve your goals while providing the safest, most cost-efficient and aesthetically appealing landscape possible.

Our solutions for the current high priority problems you identified include:

### **Grass Clippings Away From Ponds**

All our Mowing crews spend hours training, and then demonstrating their knowledge, of how to properly handle walk behind mowers, especially around retention ponds. Not only making certain that guards and shields are in place and in proper working order, but also to mow in a specific direction so as to minimize any grass clippings debris even towards a pond. They further train to be aware of pond bank erosions to avoid any additional damage to the pond banks, and to maintain a safe environment for their work.

### **Communicating Issues Proactively**

We use multiple forms of communication to proactively handle landscape issues that arise. Account Manager cell phone numbers, and email addresses are provided to all consultants and landscape committee members so immediate issues can be shared and addressed quickly. Follow up to all issues is assured with responses that include, but are limited to;

- 1) Site Inspections
- 2) Monthly Property Walks
- 3) Landscape Communication Forms
- 4) Door Hangers
- 5) Monthly Board Meeting Attendance

We will utilize all forms of communication, more specifically identified below, to make sure that we proactively keep landscape issues in front of all responsible community individuals.

## Results in the First 30 Days

Our goal is to show a noticeable difference within the first 30 days on the job. Through our onsite inspections, property reviews and conversations with you and your team, together we will construct service, communication and action plans best suited for the Chapel Creek CDD. Listed below are tasks we will fulfill in the first 30 days based on priorities you have already identified.

### IRRIGATION

- Check irrigation systems and components for proper operation
- Map the system showing locations of major components
- Sample the soil and adjust watering for desired moisture
- Recommend necessary repairs and upgrades

### SHRUBS AND BEDS

- Remove weeds
- Prune selected shrubs
- Remove plants too close to tree trunks, groundcover crowding shrubs, and poor performing plants
- Mulch planters showing bare dirt
- Bevel cut edges of groundcover adjacent to hardscape
- Apply insect and disease control to treatable diseased plant material

### SAFETY

- Trim plant material or trees hindering or blocking line of sight at intersections and monuments
- Ensure tree guy wires are sufficiently marked for visibility
- Fix tripping hazards in the turf and hardscape
- Identify drainage problems and propose solutions

### COMMUNICATION

- Introduce the Account Manager and walk the site together
- Determine your communication preferences

### TURF

- Apply broadleaf weed spray where necessary
- Apply pre-emergence weed spray to inhibit new weed growth

### TREES

- Prune selected trees
- Install tree wells as needed
- Replace or fix improperly installed tree stakes

## A Landscape Plan Designed for Your Property

Every property is different and thus has a unique set of maintenance needs. We evaluated the Chapel Creek CDD property, reviewed your Scope of Work, and took into consideration the issues you identified to create the maintenance plan below designed to keep your property looking its best year-round.

### **Healthy Plant Material**

#### **The life cycle and the value return from your landscape**

In preparing our landscape maintenance proposal for the Chapel Creek CDD, our goal is to address the issues outlined in our cover letter, including Turf Health, Plant Health, and Weed Control Issues. The Turf Health program is highlighted below.

### **Turf and Plant Care**

Along with a properly working irrigation system, a proactive turf care and shrub care program can help to improve the overall health of the entire plant palette on the premises. Our agronomic plan is designed to act as a benchmark for how we manage both turf and ornamentals.

## EXPERIENCE THE DIFFERENCE IN QUALITY

We strive to be the landscape service provider of choice in Zephyrhills. In large part, our ability to offer unmatched quality to our customers has been attributed to the tools and systems we have developed over our 70-year history. The primary systems that support our quality standards include:

### **COMMUNICATION SYSTEMS**

Proactive communication that allows us to be highly responsive to emergencies, special requests and acts of nature

### **QUALITY EVALUATIONS**

Management led evaluations that ensure our internal quality standards are met and our employees can achieve continuous improvement

### **CUSTOMER SATISFACTION**

Empirically measured customer satisfaction that is taken seriously. Our goal is 100% satisfied customers

### **TRAINING PROGRAMS**

Intensive skills, customer relations, and quality training ensure our team can consistently exceed your expectations

### **SAFETY STANDARDS**

Training and incentive programs ensure your property remains hazard free and our employees can return home safely.



## Chapel Creek CDD Operations Team

### Terry McLane – Branch Manager

Terry McLane currently supervises landscape maintenance activities in North Hillsborough and Pasco Co. and has been a key member of the BrightView Team since 2010

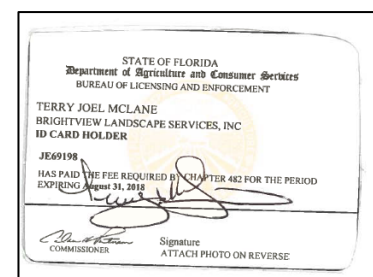
#### Education & Training

- 25 years in Green Industry Experience
- Completed Lead Training Program
- Completed AM 101 Training Program
- Best Management Practices Certified
- Limited Commercial Fertilizer Applicator card holder
- Pest Control Spray card Holder



**Terry's Primary Focus** – Customer Satisfaction - Producing & Sustaining an Attractive Landscape - Finding the Right Solution to all of your Needs - Increasing your Properties Value!

Terry will be on site regularly to inspect the property. He will work closely with the supervisor to schedule regular site walks with you as needed to review what is happening in your landscape. He will develop weekly schedules for the maintenance teams and all support services, such as Irrigation and Arbor Care. Please let Terry know if there is anything he can do to make you a **Highly Satisfied Customer**.





## Roy Harris – Account Manager

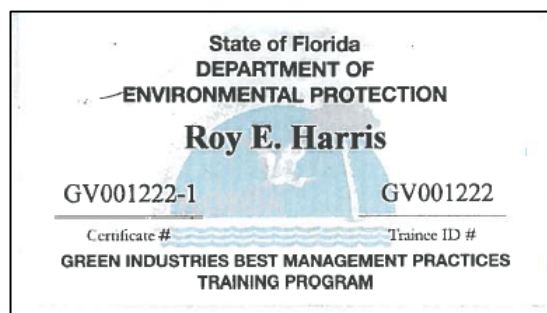
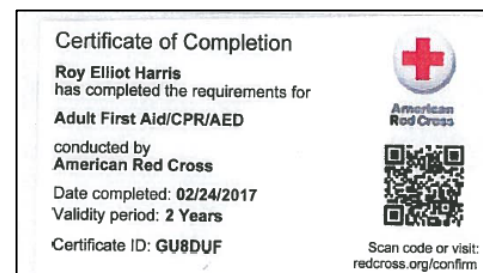
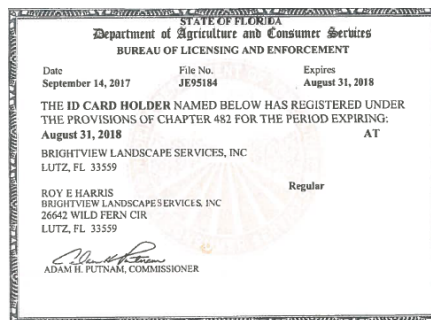
Roy will be onsite Manager for all your Landscape needs. Roy's currently supervises landscape maintenance Teams at the Tampa Bay Country Club and has been a key member of the BrightView Team since 2005.

### Education & Training

- Graduate of University of Florida in Gainesville with a degree in Criminal Justice where he played Defensive end for Steve Spurrier, drafted by the Falcons and Played 3 years in Atlanta and 2 years with Washington
- 18 years' experience in the green industry
- 13 year's employed with Brightview
- State of Florida department of environmental protection
- Best management practices certified
- First Aid CPR/AED certified



**Roy's' Primary Focus** – Provide outstanding customer service for client and assisting the onsite production supervisor with his daily task. Handle all contractual portion of the contract with our team to make sure all part of the contract is being executed. Helping creating landscapes budgets for beautification projects and attending board meeting including monthly property inspection with client. Also once per month I will provide a Quality Site Assessment (QSA) report that identifies current and carryover maintenance task and recommendations for our clients. Customer Satisfaction - Producing & Sustaining an Attractive Landscape - Finding the Right Solution to all of your Needs



## What Customers Are Saying about Us



Dear Mr. Radder,

It would be my pleasure to comment on our experience to date with BrightView. The decision to go with BV was not an easy one, as we have been doing the work in house for 30 years, and our Resort occupies a square mile of land.

BrightView has taken the landscape to a new dimension, and it is by far the best it has looked in the 20 years of my employment. The Management team is very proactive in their communication, and the property team has superior work ethic and pride. I have not experienced any issue where the team promised, yet did not follow through. Actually, it is quite the opposite; they are one step ahead of us and waiting for answers to their recommendations.

In a recent trip advisor the guest commented on the landscaping stating that it was lush and well kept; noting that they did not see one bush that was not trimmed perfectly.

I would highly recommend BrightView as a partner.

Please let me know if I can be of any more assistance,

Pat

Patrick J. Ciaccio  
General Manager



5700 Saddlebrook Way  
Wesley Chapel, FL 33543  
Direct: 813-907-4438  
Main: 813-973-1111  
Fax: 813-973-8438

[pciaccio@saddlebrook.com](mailto:pciaccio@saddlebrook.com)  
[www.saddlebrook.com](http://www.saddlebrook.com)

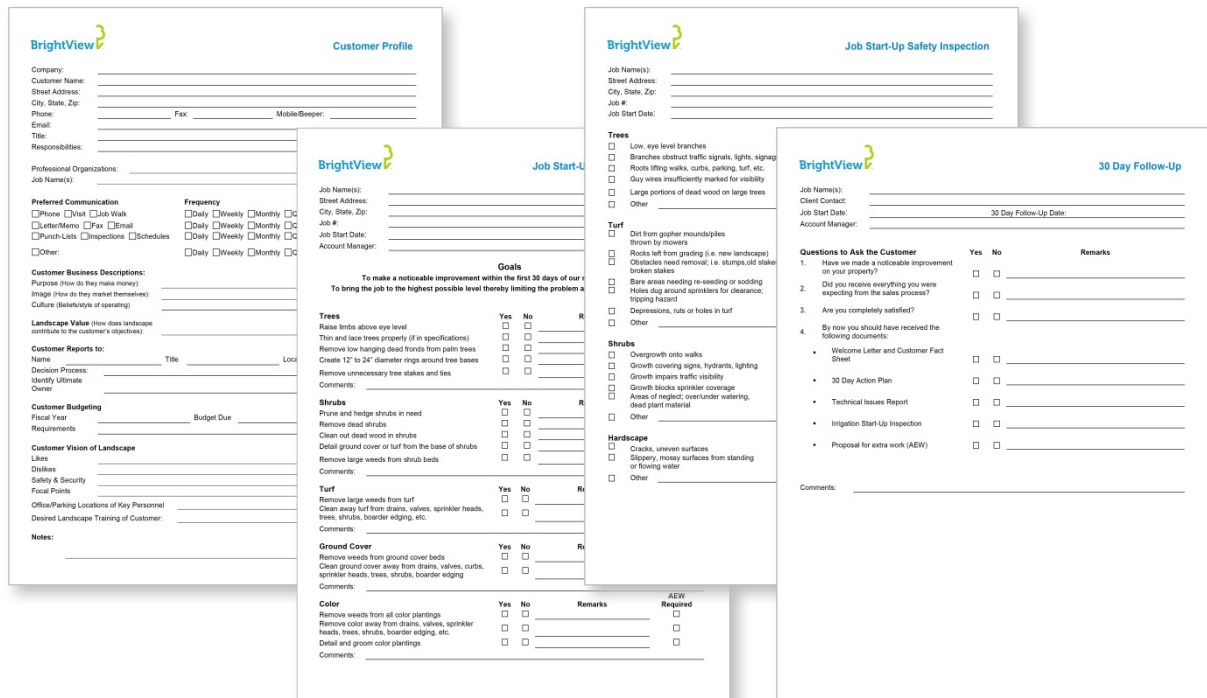
Find us on 

# Communication Catered to Your Style

To ensure a successful partnership, effective communication is one of our top priorities. We have found the best way to keep our customers highly satisfied is to always make sure we understand your current needs and priorities. We believe strongly in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

## Proactive Communication

- Walk your property with you to continually be aware of your priorities
- Report our daily maintenance activities as often as you prefer
- Provide digital photos to verify technical issues, damage and plant and tree health
- Attend board meetings at your request to present reports and educational content



**Customer Profile**

Company: \_\_\_\_\_  
 Customer Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile/Sleeper: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Professional Organizations: \_\_\_\_\_  
 Job Name(s): \_\_\_\_\_

**Preferred Communication**

Phone ☐ Visit ☐ Job Walk ☐ Letter/Memo ☐ Fax ☐ Email ☐ Punch-Card ☐ Inspections ☐ Schedules ☐ Other: \_\_\_\_\_

**Frequency**

Daily ☐ Weekly ☐ Monthly ☐  
 Daily ☐ Weekly ☐ Monthly ☐  
 Daily ☐ Weekly ☐ Monthly ☐  
 Daily ☐ Weekly ☐ Monthly ☐

**Customer Business Descriptions:**

Purpose (How do they make money): \_\_\_\_\_  
 Image (How do they market themselves): \_\_\_\_\_  
 Culture (Beliefs/ways of operating): \_\_\_\_\_

**Landscape Value** (How does landscape contribute to the customer's objectives): \_\_\_\_\_

**Customer Reports to:** \_\_\_\_\_ Title: \_\_\_\_\_ Location: \_\_\_\_\_

**Decision Process:** \_\_\_\_\_  
 Identify Ultimate Owner: \_\_\_\_\_

**Customer Budgeting**

Fiscal Year: \_\_\_\_\_ Budget Due: \_\_\_\_\_  
 Requirements: \_\_\_\_\_

**Customer Vision of Landscape**

Lives: \_\_\_\_\_  
 Dislikes: \_\_\_\_\_  
 Safety & Security: \_\_\_\_\_  
 Focal Points: \_\_\_\_\_  
 Office/Parking Locations of Key Personnel: \_\_\_\_\_  
 Desired Landscape Training of Customer: \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Job Start-Up**

Job Name(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Job #: \_\_\_\_\_  
 Job Start Date: \_\_\_\_\_  
 Account Manager: \_\_\_\_\_

**Goals**

To make a noticeable improvement within the first 30 days of our job  
 To bring the job to the highest possible level thereby limiting the problem as much as possible

**Trees**

Raise limbs above eye level ☐ Yes ☐ No ☐ R ☐  
 Thin and lace trees properly (if in specifications) ☐ ☐ ☐  
 Remove low hanging dead limbs from palm trees ☐ ☐ ☐  
 Create 12" to 24" diameter rings around tree bases ☐ ☐ ☐  
 Remove unnecessary tree stakes and ties ☐ ☐ ☐  
 Comments: \_\_\_\_\_

**Shrubs**

Prune and hedge shrubs in need ☐ Yes ☐ No ☐ R ☐  
 Remove dead shrubs ☐ ☐ ☐  
 Clean out dead wood in shrubs ☐ ☐ ☐  
 Detail ground cover or turf from the base of shrubs ☐ ☐ ☐  
 Remove large weeds from shrub beds ☐ ☐ ☐  
 Comments: \_\_\_\_\_

**Turf**

Remove large weeds from turf ☐ Yes ☐ No ☐ R ☐  
 Clean away turf from drains, valves, sprinkler heads, trees, shrubs, border edging, etc. ☐ ☐ ☐  
 Comments: \_\_\_\_\_

**Ground Cover**

Remove weeds from ground cover beds ☐ Yes ☐ No ☐ R ☐  
 Clean ground cover away from drains, valves, curbs, sprinkler heads, trees, shrubs, border edging ☐ ☐ ☐  
 Comments: \_\_\_\_\_

**Color**

Remove weeds from all color plantings ☐ Yes ☐ No ☐ R ☐  
 Remove color away from drains, valves, sprinkler heads, trees, shrubs, border edging, etc. ☐ ☐ ☐  
 Detail and groom color plantings ☐ ☐ ☐  
 Comments: \_\_\_\_\_

**Job Start-Up Safety Inspection**

Job Name(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Job #: \_\_\_\_\_  
 Job Start Date: \_\_\_\_\_

**Trees**

☐ Low, eye level branches  
☐ Branches obstruct traffic signals, lights, signage  
☐ Roots lifting walks, curbs, parking, turf, etc.  
☐ Guy wires insufficiently marked for visibility  
☐ Large portions of dead wood on large trees  
☐ Other: \_\_\_\_\_

**Turf**

☐ Dirt from gopher mounds/bites thrown by mowers  
☐ Rocks left from grading (i.e. new landscape)  
☐ Obstacles need removal, i.e. stumps, old stake broken stakes  
☐ Bare areas needing re-seeding or sodding  
☐ Holes dug around sprinklers for clearance; tripping hazard  
☐ Depressions, ruts or holes in turf  
☐ Other: \_\_\_\_\_

**Shrubs**

☐ Overgrowth onto walks  
☐ Growth covering signs, hydrants, lighting  
☐ Growth impacts traffic visibility  
☐ Growth blocks sprinkler coverage  
☐ Areas of neglect, over/under watering, dead plant material  
☐ Other: \_\_\_\_\_

**Hardscape**

☐ Cracks, uneven surfaces  
☐ Slippery, mossy surfaces from standing or flowing water  
☐ Other: \_\_\_\_\_

**30 Day Follow-Up**

Job Name(s): \_\_\_\_\_  
 Client Contact: \_\_\_\_\_  
 Job Start Date: \_\_\_\_\_ 30 Day Follow-Up Date: \_\_\_\_\_  
 Account Manager: \_\_\_\_\_

Questions to Ask the Customer	Yes	No	Remarks
1. Have we made a noticeable improvement on your property?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Did you receive everything you were expecting from the sales process?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are you completely satisfied?	<input type="checkbox"/>	<input type="checkbox"/>	
4. By now you should have received the following documents:			
• Welcome Letter and Customer Fact Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
• 30 Day Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	
• Technical Issues Report	<input type="checkbox"/>	<input type="checkbox"/>	
• Irrigation Start-Up Inspection	<input type="checkbox"/>	<input type="checkbox"/>	
• Proposal for extra work (AEW)	<input type="checkbox"/>	<input type="checkbox"/>	

**Comments:** \_\_\_\_\_

## Responsive Communication

- We will keep you informed when addressing unknown factors that occur from Mother Nature
- You will have 24/7 access to your Account Manager, Roy Harris, by telephone (813) 994-2309 and email [roy.harris@brightview.com](mailto:roy.harris@brightview.com). Our gardeners and irrigation specialists are also available around the clock.
- Emergencies that occur outside of regular business hours will be dealt with depending on the severity of the situation.
  - For minor irrigation issues, we will do everything possible to turn off the water supply within two hours or less of being notified and fix the problem the next business day.
  - All safety hazards will be resolved at the time we are notified.
  - You can expect a response and proposed solutions to after hours emergencies within two hours or less



## Our Eye Is Always on Quality and Continuous Improvement

Our team management will review your property periodically to ensure our crew is meeting quality standards and your expectations. This internal review process is an important element of our quality assurance and continuous improvement programs. The crew takes these reports very seriously as they impact their compensation.



## Your Complete Satisfaction is Our #1 Goal

We judge our success by the complete satisfaction of our customers. Every member of your landscape team will strive to earn your trust and loyalty through a proactive relationship in which we consistently perform work of the highest quality with unmatched responsiveness. To meet this goal, we continually collect feedback through a comprehensive customer satisfaction program. We use the valuable insight gained through our survey program to determine system improvements and guide the content of our employee training program.

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## Training Your Team to Exceed Your Expectations

We understand that well trained and tenured team members provide outstanding quality and customer service. Every Gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction.

Gardeners are offered training to progress along a career track within BrightView. We have found that our career progression opportunities and training motivates our team members to perform at their peak and remain committed to our company and our customers.

## A Safe Community and Workplace is Our Priority

The safety and well being of our customers, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

### Preserving a safe environment

- Criminal background checks
- Initial and random driving record checks
- Initial and random drug/alcohol screenings
- Fully uniformed crews with safety vests
- BrightView logo clearly displayed on vehicles
- "How's my driving?" stickers on vehicles
- Required use of cones to demark safety zone

### Crew Safety

- Extensive driver safety certification program
  - New hire safety orientation
  - Certification required to use all power equipment
  - Reward system for safety compliance
  - Mandatory weekly field crew safety meetings
  - Weekly management safety calls
-

## Preserving the Value of Your Asset

The leader in innovative landscape maintenance solutions, we seek out ways to help our customers save money through more efficient and healthier landscapes. Our integrated practice allows us to offer our customers additional services that protect the landscape and add value to the asset. This provides you with the ease of working with your one trusted service provider, BrightView, and frees you up from having to manage multiple third-party consultants saving you time and money. Value-added services we offer that could benefit your property include:

- Water Management
- Emergency Response
- Tree Care
- Seasonal Color Design and Installation



## Saving Water Makes Cents

Water is money and every drop counts. Thus, we will water your plant material based on actual need, no more, no less. Our water management expertise has helped our customers save significant amounts of water, which translates to significant savings. We will start with a thorough assessment of your current irrigation system and offer our recommendations for better managing your water supply. This includes:

- Perform a detailed irrigation evaluation of your current system
- Calculate potential savings based on past water usage and landscape needs
- Create a customized water management plan that ensures uniform coverage, reduced runoff and efficient operation
- Assess plant palette and make recommendations that can reduce overall water consumption
- Recommend smart controller options appropriate for your property with detailed information on pricing, water savings and other additional benefits you can expect
- Monitor existing and/or new system for stuck valves, breaks and other inefficiencies to prevent water-use waste and damage



Irrigation management technology



Irrigation analysis



## Emergency Response Team Ready When You Need Us

With hundreds of locations, we can dispatch faster than other landscape service providers in the event of a catastrophic situation, including but not limited to hurricanes, tornadoes / water spouts, and severe weather.

When a catastrophe occurs, your local Account Manager, Roy Harris, will personally draw on resources and pull equipment from within the BrightView network to ensure your property is quickly, properly and safely serviced.

Resources from branch offices will be available in the event of an emergency to ensure our customers have access to crews and equipment quickly.



## Protecting Your Trees One of Your Most Important Investments

You can count on us to preserve your trees, enhance their appearance, increase their production, improve safety and reduce liability – all to protect one of your most important investments on the Chapel Creek CDD. Our ISA Certified Arborists offer a comprehensive set of services and will be available to you for everything you may need to keep your trees healthy and beautiful. Tree Care services include:

- Tree pruning
- Soil and tissue analysis
- Annual and 3-5-year budget planning
- Cabling and bracing
- Emergency storm clearance
- Tree removal and stump grinding
- Inventory and management plans
- Insect and disease control
- Nutrient management
- Fertilization
- Transplant and relocation
- Nuisance fruit production control
- Hazard evaluation and management



Tree trimmed for proper building clearance

---

## Your Full Service Landscape Expert

BrightView takes pride in providing the highest-quality landscape and snow services with a worry-free, dependable service commitment. As the nation's leading landscape services company, we consistently bring excellent landscapes to life at thousands of clients' properties, fostering collaborative relationships to drive clients' success.

A full service landscape company, BrightView can mobilize quickly to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

At every stage of your property's lifecycle, BrightView is here to take care of your landscape.



Design	Develop	Maintain	Enhance
<ul style="list-style-type: none"> <li>• Landscape Architecture &amp; Planning</li> <li>• Design Build</li> <li>• Program Management</li> </ul>	<ul style="list-style-type: none"> <li>• Planting</li> <li>• Hardscaped</li> <li>• Pools &amp; Water Features</li> <li>• Compliance</li> <li>• Tree Growing &amp; Moving</li> </ul>	<ul style="list-style-type: none"> <li>• Landscape</li> <li>• Tree Care</li> <li>• Snow &amp; Ice</li> <li>• Specialty Turf</li> <li>• Exterior Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancements</li> <li>• Sustainability</li> <li>• Water Management</li> </ul>



# Insurance Certificate



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  

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

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

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. – New York Office 199 Water Street New York, NY 10038-3551		<b>CONTACT NAME:</b> <b>PHONE</b> (A/C No. Ext): (866) 283-7122		<b>FAX</b> (A/C, No): (800) 363-0105	
		<b>E-MAIL</b> <b>ADDRESS:</b>			
		<b>INSURER(S) AFFORDING COVERAGE</b>			
		<b>NAIC #</b>			
<b>INSURED</b> BrightView Landscape Development, Inc.		<b>INSURER A:</b> ACE American Insurance Company		22667	
		<b>INSURER B:</b> ACE American Insurance Company		22667	
		<b>INSURER C:</b> ACE American Insurance Company		22667	
		<b>INSURER D:</b> American Guarantee & Liability		26247	
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE LINE	TYPE OF INSURANCE	ADULT INSURER	SUBS	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>						
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$4,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR			G71078395	10/1/19	10/1/20	DAMAGE TO RENTED PREMISES (Ea occurrence) \$4,000,000
	<input checked="" type="checkbox"/> CONTRACTUAL LIABILITY						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> XUJ HAZARD						PERSONAL & ADV INJURY \$4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$4,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS – COMP/OP AGG \$4,000,000
B	<b>AUTOMOBILE LIABILITY</b>						
	<input checked="" type="checkbox"/> ANY AUTO			H09093722	10/1/19	10/1/20	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB			AUC 5085988-15	10/1/19	10/1/20	EACH OCCURRENCE \$ as req. by contract
	<input checked="" type="checkbox"/> EXCESS LIAB			(Follows Form)			AGGREGATE \$ as req. by contract
	<input type="checkbox"/> DED						
C	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NY)			C50800179	10/1/19	10/1/20	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$2,000,000
							E.L. DISEASE – EA EMPLOYEE \$2,000,000
							E.L. DISEASE – POLICY LIMIT \$2,000,000

DESCRIPTION OF OPERATION(S) / LOCATION(S) / VEHICLE(S) (Attach ACORD 101, Additional Remarks Schedule, if more space is required). Policy Provisions include a 30 day cancellation notice.

### SAMPLE FOR BID PURPOSES

<b>CERTIFICATE HOLDER</b>  (enter client name) (enter client street address) (enter client city state & zip)	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  Aon Risk Services Northeast, Inc.
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ACORD 25 (2010/05)

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# **BrightView Landscape Services Corporate Information**

Business Name: BrightView Landscape Services  
 Address: 26642 Wild Fern Circle, Lutz, FL 33559  
 Telephone: 813 994-2309 Fax: 813 973-3293  
 Web Site: www.brightview.com  
 E-Mail: lloyd.radder@brightview.com

Is the Applicant a Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation XX

BrightView is a Corporation, and is incorporated in the State of Florida.

BrightView is in good standing with the Florida Department of State, Division of Corporations. Yes ( X ) No ( )  
 Date incorporated December 15, 1988  
 Charter No. K51636  
 BrightView is registered with the State of Florida. Yes (X ) No ( )

How long in business? 81 years

ValleyCrest has merged with another business (The Brickman Group) and has changed its name during the past 5 years, to BrightView Landscape Services.

BrightView's officers and titles:

<u>Name</u>	<u>Title</u>
<u>Andrew Masterman</u>	<u>CEO</u>
<u>Michael Dozier</u>	<u>Senior Vice President</u>
<u>Paul Richau</u>	<u>General Manager</u>
<u>Keith Wilson</u>	<u>VP Sales</u>

Location of the BrightView business office responsible for the work

Street Address: 26642 Wild Fern Circle  
 City: Lutz State: FL Zip Code: 33559  
 Tel: 813 994-2309 Fax Number: 813 973-3293

Landscape Maintenance Gross Revenue (estimated) in 2015: \$ Over \$20 million

Headquarters location: 24151 Ventura Blvd., Calabasas, CA 91302

States in which BrightView operates: Thirty Six (36) states, coast to coast, with 198 service branches.