



Rizzetta & Company

Palma Sola Trace Community Development District

**Board of Supervisors' Meeting
October 25, 2018**

**District Office:
9428 Camden Field Parkway
Riverview, FL 33578
813.533.2950**

www.palmasolatracecdd.org

**PALMA SOLA TRACE
COMMUNITY DEVELOPMENT DISTRICT**

Palma Sola Trace Clubhouse, 7408 Hamilton Road, Bradenton, FL 34209

Board of Supervisors	Peter Gelman	Chairman
	Roger Ohlson	Vice Chairman
	Bruce Parker	Assistant Secretary
	Caryl Mason	Assistant Secretary
	Axel Bergman	Assistant Secretary
District Manager	Grant Phillips	Rizzetta & Company, Inc.
District Attorney	Jere Earlywine	Hopping Green & Sams, P.A.
District Engineer	Rick Schappacher	Schappacher Engineering

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 (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FL 33578
www.palmasolatracecdd.org

October 17, 2018

Board of Supervisors
Palma Sola Trace Community
Development District

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Thursday, October 25, 2018 at 1:30 PM** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209. The following is the revised agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors'
Regular Meeting held on August 23, 2018 Tab 1
 - B.** Consideration of Operations & Maintenance
Expenditures for Aug. 2018 & Sep. 2018 Tab 2
- 4. BUSINESS ITEMS**
 - A.** Consideration of Landscape-Related Proposals Tab 3
 - B.** Ratification of Insurance Renewal Proposal..... Tab 4
 - C.** Consideration of Contract for Professional
District Services Tab 5
- 5. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - i.** Update Regarding Pond Bank Restoration Tab 6
 - ii.** Presentation of Pond Deficiency Report Tab 7
 - iii.** Presentation of SWFWMD Re-Certification Tab 8
 - C.** District Manager
 - i.** Presentation of Unaudited Financial Statements Tab 9
 - ii.** Presentation of Pond Report..... Tab 10
 - iii.** Streetlight Status Update
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact me at (813) 533-2950.

Respectfully,

Grant Phillips

Grant Phillips
District Manager

Tab 1

MINUTES OF MEETING

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

**PALMA SOLA TRACE
COMMUNITY DEVELOPMENT DISTRICT**

The public hearing and regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District was held on **Thursday, June 21, 2018 at 2:31 PM** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

Peter Gelman	Board Supervisor, Chairman (via phone)
Roger Ohlson	Board Supervisor, Vice Chairman
Bruce Parker	Board Supervisor, Asst. Secretary
Caryl Mason	Board Supervisor, Asst. Secretary
Axel Bergman	Board Supervisor, Asst. Secretary

Also present were:

Grant Phillips	District Manager; Rizzetta & Company, Inc.
Jere Earlywine	District Counsel; Hopping Green & Sams (via phone)
Rick Schappacher	District Engineer; Schappacher Engineering

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no comments or questions from the audience.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors' Regular Meeting Held
on June 21, 2018**

Mr. Phillips presented the minutes of the regular meeting held June 21, 2018 to

the Board for consideration.

On a Motion by Mr. Bergman, seconded by Mr. Parker, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on June 21, 2018 as presented for the Palma Sola Trace Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for June
2018 and July 2018**

Mr. Phillips presented the Operation & Maintenance Expenditures for June 2018 and July 2018 to the Board for consideration.

On a Motion by Mr. Bergman, seconded by Ms. Mason, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for June 2018 (\$9,344.77) and July 2018 (\$9,946.37) as presented for the Palma Sola Trace Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Landscape-Related
Proposals**

Mr. Phillips introduced the topic to the Board. General discussion ensued, including with regard to weeds around pond #5, and trimming trees and around the street lights.

SIXTH ORDER OF BUSINESS

**Public Hearing on FY 2018-2019 Final
Budget**

Mr. Phillips presented the proposed final budget to the Board for consideration and asked for a motion to open the public hearing portion of the meeting on adoption of the final budget for Fiscal Year 2018-2019.

On a Motion by Mr. Bergman, seconded by Mr. Ohlson, with all in favor, the Board of Supervisors opened the public hearing on adoption of the final budget for Fiscal Year 2018-2019 for the Palma Sola Trace Community Development District.

As there were no comments or questions from the public, Mr. Phillips asked for a motion to close the public hearing portion of the meeting.

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT

August 23, 2018 Minutes of Meeting

Page 3

On a Motion by Mr. Ms. Mason, seconded by Mr. Parker, with all in favor, the Board of Supervisors closed the public hearing on adoption of the final budget for Fiscal Year 2018-2019 for the Palma Sola Trace Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-04,
Appropriation Resolution**

Mr. Phillips presented Resolution 2018-04, Adoption of Final Budget for Fiscal Year 2018-2019, to the Board for consideration.

On a Motion by Mr. Bergman, seconded by Mr. Parker, with all in favor, the Board of Supervisors adopted Resolution 2018-04, Adoption of Final Budget for Fiscal Year 2018-2019, for the Palma Sola Trace Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2018-05,
Assessment Resolution**

Mr. Phillips presented Resolution 2018-05, Imposing Special Assessments and Certifying Roll, to the Board for consideration.

On a Motion by Mr. Bergman, seconded by Ms. Mason, with all in favor, the Board of Supervisors adopted Resolution 2018-05, Imposing Special Assessments and Certifying Roll, for the Palma Sola Trace Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2018-06,
Adopting Fiscal Year 2018-2019
Meeting Schedule**

Mr. Phillips presented Resolution 2018-06, Adopting Fiscal Year 2018-2019 Meeting Schedule, to the Board for consideration. Brief discussion ensued. The Board agreed to set the meeting time for 1:30 PM unless otherwise noted.

On a Motion by Ms. Mason, seconded by Mr. Parker, with all in favor, the Board of Supervisors adopted Resolution 2018-06, Adopting the Fiscal Year 2018-2019 Meeting Schedule, for the Palma Sola Trace Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-07,
Declaring Vacancy**

Mr. Earlywine presented Resolution 2018-07, Declaring Vacancy, to the Board for consideration and addressed and answered general questions from the Board.

On a Motion by Mr. Ohlson, seconded by Ms. Mason, with all in favor, the Board of Supervisors adopted Resolution 2018-07, Declaring Vacancy, for the Palma Sola Trace Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of Resume for Board of Supervisors

Mr. Phillips introduced the topic to the Board. Discussion ensued. No action was taken.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Aquatics Report

Mr. Phillips introduced the topic and addressed and answered general questions from the Board. Discussion ensued.

B. District Counsel

Mr. Earlywine addressed and answered general questions from the Board.

C. District Engineer

Mr. Schappacher addressed and answered general questions from the Board. He noted that a SWFWMD inspection is due on the 10th.

i. Update Regarding FPL Meter Testing

Mr. Schappacher provided an update for the Board and addressed wattage counts. General discussion ensued.

D. District Manager

Mr. Phillips advised that the next regularly scheduled meeting will be held on October 25, 2018 at 1:30 PM.

i. Presentation of June 2018 Unaudited Financial Statements

Mr. Phillips presented the latest unaudited financial statements to the Board for review.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Mason discussed gate invoiced and street light numbering.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Bergman, seconded by Ms. Mason, with all in favor, the Board of Supervisors adjourned the meeting at 3:35 PM for the Palma Sola Trace Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures August 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2018 through August 31, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,361.07**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2018 Through August 31, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Aquagenix	003007	4027046	Aquatic Service 08/18	\$ 850.00
Bellmore Electric Inc.	003003	7432	Trouble Shoot Lights	\$ 85.00
Bellmore Electric Inc.	003003	7435	Trouble Shoot Lights	\$ 125.00
Bellmore Electric Inc.	003003	7436	Trouble Shoot Lights	\$ 110.00
Bellmore Electric Inc.	003003	7437	Trouble Shoot Lights	\$ 125.00
Bellmore Electric Inc.	003008	7445	Service Call	\$ 910.00
Bellmore Electric Inc.	003008	7446	Trouble Shoot Lights	\$ 110.00
BrightView Landscape services, Inc.	003009	5870138	Monthly Lawn Service 08/18	\$ 748.00
Florida Power & Light Company	003006	21937-71157 07/18	3724 Summerwind Cir # Gate 07/18	\$ 12.18
Florida Power & Light Company	003006	56695-14423 07/18	3804 Bridlecrest Ln # PUMP 07/18	\$ 112.22
Florida Power & Light Company	003004	75654-55537 07/18	3807 75th ST W # ST LTS 07/18	\$ 88.45
Florida Power & Light Company	003006	84373-03152 07/18	4095 Overture Cir # GATE 07/18	\$ 17.20
Hopping Green & Sams	003002	101679	General/Monthly Legal Services 06/18	\$ 534.50
Hopping Green & Sams	003010	98928	General/Monthly Legal Services 01/18	\$ 116.00
Rizzetta & Company, Inc.	003000	INV0000034119	District Management Fees 08/18	\$ 3,916.67
Rizzetta Technology Services, LLC	003001	INV0000003583	Website Email & Hosting 08/18	\$ 175.00
Schappacher Engineering, LLC	003005	1172	Engineering Services 07/18	\$ 37.50
Securt Holdings, LLC dba CIA Access	002999	11047072018	Service Call-Gate Repair	\$ 288.35
Report Total				<u>\$ 8,361.07</u>



Remit To:

100 N. Conahan Drive
 Hazleton, PA 18201
 904-262-2001 FAX 904-262-0010
 www.dbiservices.com/aquagenix

Please include our Invoice Number on your check

Invoice

Number
 4027046

Date
 01-AUG-18

Customer PO

Cust # 13801

Palmasola Trace CDD
 Grant Phillips
 C/O Rizzetta & Company, Inc.
 9428 Camden Field Parkwat
 Riverview FL 33578

Referral.
 Palma Sola Trace
 CDD

Quantity	Description	Unit Price	Amount
1	Aquatics Service	850.00	\$850.00
<p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>[Signature]</u> Date <u>8-AUG-2018</u></p> <p>Date entered <u>AUG 10 2018</u></p> <p>Fund <u>001</u> GL <u>53800</u> OC <u>4610</u></p> <p>Check# _____</p>			
Subtotal			\$850.00
Tax			\$0.00
TERMS -NET30: A Service Charge of 1 1/2% Per Month is Charged on Past Due Accounts (Annual Rate 18%)			
Total			\$850.00

Central Florida Branch Office
 St. Cloud, FL
 (407) 892-0136

Southeast Florida Branch Office
 Fort Lauderdale, FL
 (954) 943-5118

West Central Florida Branch Office
 Sarasota, FL
 (941) 371-8081

Southwest Florida Branch Office
 Ft. Myers, FL
 (239) 561-1420

West Palm/Treasure Coast Office
 West Palm Beach, FL
 (561) 881-1291

Tampa Bay Area Branch Office
 Tampa, FL
 (813) 627-8710

North Florida Branch Office
 Jacksonville, FL
 (904) 262-2001

Bellmore Electric Inc.
7410 241st Street East
Myakka City, Fl 34251
(941) 779-6148
bellmoreelectricinc@gmail.com
EC13004201

Invoice

Date	Invoice #
8/4/2018	7432

Bill To

Palma Sola Trace CDD
3434 COLWELL AVE, SUITE 200
TAMPA, FL. 33614

Project

LIGHT # 33

Terms

Net 15

Description

Amount

Quantity

Total

SCOPE OF WORK

85.00

1

85.00

TROUBLE SHOOT LIGHT NOT WORKING.

FOUND DISCONNECT FOR LIGHT WAS IN THE OFF POSITION. TURNED ON LIGHT AND LET
BURN FOR 15 MINUTES.

RECEIVED

AUG 09 2018

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval [Signature] Date 8-14-2018

Date entered AUG 10 2018

Fund 001 GL 54100 OC 4613

Check # _____

Thank you for your business.

Total

\$85.00

Invoice

Date	Invoice #
8/9/2018	7435

Bill To

Palma Sola Trace CDD
3434 COLWELL AVE, SUITE 200
TAMPA, FL. 33614

Project	Terms
LIGHT # 8	Net 15

Description	Amount	Quantity	Total
SCOPE OF WORK TROUBLE SHOOT LIGHT NOT WORKING. FOUND WIRE GOING UP THROUGH POLE WAS BAD. (REPLACED)	125.00	1	125.00
<p style="text-align: center;">RECEIVED</p> <p>Date Rec'd Rizzetta & Co., Inc. <u>AUG 09 2018</u></p> <p>D/M approval <u>[Signature]</u> Date <u>8-14-2018</u></p> <p>Date entered <u>AUG 10 2018</u></p> <p>Fund <u>001</u> GL <u>54100</u> OC <u>4613</u></p> <p>Check # _____</p>			
Thank you for your business.	Total		\$125.00

Bellmore Electric Inc.
7410 241st Street East
Myakka City, Fl 34251
(941) 779-6148
bellmoreelectricinc@gmail.com
EC13004201

Invoice

Date	Invoice #
8/9/2018	7436

Bill To

Palma Sola Trace CDD
3434 COLWELL AVE, SUITE 200
TAMPA, FL. 33614

Project	Terms
LIGHT # 46	Net 15

Description	Amount	Quantity	Total
SCOPE OF WORK	110.00	1	110.00
<p>TROUBLE SHOOT LIGHT NOT WORKING. FOUND THAT FUSES IN THE BASE OF THE POLE WERE BLOWN.</p> <p>(REPLACED)</p>			
<p style="text-align: right;">RECEIVED</p> <p style="text-align: right;">AUG 09 2018</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u><i>[Signature]</i></u> Date _____</p> <p>Date entered <u>AUG 10 2018</u></p> <p>Fund <u>001</u> GL <u>54100</u> OC <u>4613</u></p> <p>Check # _____</p>			

Thank you for your business.

Total

\$110.00

Invoice

Date	Invoice #
8/9/2018	7437

Bill To

Palma Sola Trace CDD
3434 COLWELL AVE, SUITE 200
TAMPA, FL. 33614

Project	Terms
LIGHT # 96	Net 15

Description	Amount	Quantity	Total
<p>SCOPE OF WORK</p> <p>TROUBLE SHOOT LIGHT N OT WORKING. FOUND THAT PHOTO CONTROL IN FIXTURE WAS BAD.</p> <p>(REPLACED)</p> <p style="text-align: right;">RECEIVED</p> <p style="text-align: right;">AUG 09 2018</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>Det Puntz</u> Date <u>8-14-2018</u></p> <p>Date entered <u>AUG 10 2018</u></p> <p>Fund <u>001</u> GL <u>54100</u> OC <u>4613</u></p> <p>Check # _____</p>	125.00	1	125.00

Thank you for your business.

Total	\$125.00
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Bellmore Electric Inc.
 7410 241st Street East
 Myakka City, Fl 34251
 (941) 779-6148
 bellmoreelectricinc@gmail.com
 EC13004201

Invoice

Date	Invoice #
8/22/2018	7445

Bill To

Palma Sola Trace CDD
 3434 COLWELL AVE, SUITE 200
 TAMPA, FL. 33614

Project

LIGHT # 33

Terms

Net 15

Description	Amount	Quantity	Total
SCOPE OF WORK REPLACE BAD LINE FROM DISCONNECT TO LIGHT POLE. TRENCH IN NEW LINE IN 3/4" CONDUIT FROM DISCONNECT TO LIGHT POLE 33. PULL IN #10 THHN COPPER WIRE & MAKE UP CONNECTIONS. CALL IN ALL LOCATES TO ENSURE UNDER GROUND UTILITIES. ***ALL LABOR AND MATERIAL GUARANTEED FOR ONE YEAR. ***ALL WORK DONE TO LOCAL CODES AND IN A WORKMAN LIKE MANNER.	910.00	1	910.00
	0.00	1	0.00

RECEIVED

AUG 22 2018

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval Jim P. M. E. Date 8-27-2018

Date entered AUG 23 2018

Fund 001 GL 54100 OC 4613

Check # _____

Thank you for your business.

Total \$910.00

Invoice

Date	Invoice #
8/22/2018	7446

Bill To

Palma Sola Trace CDD
3434 COLWELL AVE, SUITE 200
TAMPA, FL. 33614

Project	Terms
LIGHT #16	Net 15

Description	Amount	Quantity	Total
SCOPE OF WORK TROUBLE SHOOT LIGHT NOT WORKING. FOUND BURNED FUSE HOLDER IN BASE OF LIGHT POLE. REPLACE HOLDER LIGHT IS WORKING FINE. <div style="text-align: center;"> <p>RECEIVED</p> <p>AUG 22 2018</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>[Signature]</u> Date <u>8-27-2018</u></p> <p>Date entered <u>AUG 23 2018</u></p> <p>Fund <u>001</u> GL <u>54100</u> OC <u>4613</u></p> <p>Check # _____</p> </div>	110.00	1	110.00

Thank you for your business.

Total	\$110.00
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INVOICE

Palma Sola Trace CDD
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview FL 33578

Customer #: 15814541
Invoice #: 5870138
Invoice Date: 8/1/2018
Cust PO #:

Job Number	Description	Amount
341800291	Palma Sola Trace CDD Exterior Maintenance For August	748.00
<p>Date Rec'd Rizzetta & Co., Inc. <u>AUG 02 2018</u> D/M approval <u>[Signature]</u> Date <u>8-6-2018</u> Date entered <u>AUG 03 2018</u> Fund <u>001</u> GL <u>53900</u> OC <u>4604</u> Check# _____</p>		
Total invoice amount		748.00
Tax amount		
Balance due		748.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 941-383-0817

Please detach stub and remit with your payment

Payment Stub

Customer Account#: 15814541
Invoice #: 5870138
Invoice Date: 8/1/2018

Amount Due: \$748.00

Thank you for allowing us to serve you

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

Palma Sola Trace CDD
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview FL 33578

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



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52052193771157 8121000000

Please request changes on the back.
Notes on the front will not be detected.

B 8

5205



AUTO **R0 7820
1 132521

PALMA SOLA
TRACE CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Account number	Total amount you owe	New charges due by	Amount enclosed
21937-71157	\$12.18	Aug 29 2018	\$ 12.18

Your electric statement**Account number: 21937-71157**

For: Jul 09 2018 to Aug 08 2018 (30 days)

Customer name: PALMA SOLA

Statement date: Aug 08 2018

Service address: 3724 SUMMERWIND CIR # GATE

Next meter reading: Sep 07 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
12.22	12.22 CR	0.00	0.00	12.18	\$12.18	Aug 29 2018

Meter reading - Meter AC05813

Current reading 00762
Previous reading - 00750
kWh used 12

Amount of your last bill 12.22
Payment received - Thank you 12.22 CR
Balance before new charges \$0.00

Energy usage

	Last Year	This Year
kWh this month	11	12
Service days	29	30
kWh per day	0	0

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

Electric service amount	11.21**
Storm charge	0.01
Gross receipts tax	0.29
Franchise charge	0.67
Total new charges	\$12.18

****The electric service amount includes the following charges:**

Customer charge: \$10.18
Fuel: \$0.31
(\$0.026110 per kWh)
Non-fuel: \$0.72
(\$0.059710 per kWh)

Total amount you owe**\$12.18**

- Payment received after **October 29, 2018** is considered **LATE**; a late payment charge of **1%** will apply.
- The Florida Public Service Commission approved a refund for Hurricane Matthew recovery costs that is included in your August bill. Your credit of \$0.03 is included in the non-fuel portion of your bill.
- Two bill changes are expected to take effect in September that result in a net decrease for customer bills; a routine storm charge adjustment and rate adjustments reflecting the transfer of the Martin-Riviera lateral to Florida Southeast Connection, LLC. Learn more: FPL.com/rates

Date Rec'd Rizzetta & Co., Inc. AUG 14 2018D/M approval [Signature] Date 8-20-2018Date entered AUG 17 2018Fund 001 GL 53100 OC 4301

Check# _____

Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-3545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com





2 132521

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10631 5205566951442302221100000

Please request changes on the back.
Notes on the front will not be detected.

B 8 5205 0

PALMA SOLA TRACE CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Account number	Total amount you owe	New charges due by	Amount enclosed
56695-14423	\$112.22	Aug 29 2018	\$ 112.22

Your electric statement

For: Jul 09 2018 to Aug 08 2018 (30 days)

Customer name: PALMA SOLA TRACE CDD

Service address: 3804 BRIDLECREST LN # PUMP

Account number: 56695-14423

Statement date: Aug 08 2018

Next meter reading: Sep 07 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
122.10	122.10 CR	0.00	0.00	112.22	\$112.22	Aug 29 2018

Meter reading - Meter ACD1300

Current reading 40851
Previous reading - 39781
kWh used 1070

Energy usage

	Last Year	This Year
kWh this month	883	1070
Service days	29	30
kWh per day	30	36

****The electric service amount includes the following charges:**

Customer charge: \$10.18
Fuel: \$27.94
(\$0.026110 per kWh)
Non-fuel: \$63.88
(\$0.059710 per kWh)

Enroll now in FPL Budget Billing by paying \$106.31 in 1 payment by the due date instead of \$112.22. Your bill will be about the same each month & stabilized year-round. Learn more at FPL.com/bb

Amount of your last bill 122.10
Payment received - Thank you 122.10 CR
Balance before new charges \$0.00

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

Electric service amount 102.00**
Storm charge 1.37
Gross receipts tax 2.65
Franchise charge 6.20
Total new charges \$112.22

Total amount you owe \$112.22

- Payment received after **October 29, 2018** is considered **LATE**; a late payment charge of 1% will apply.
- The Florida Public Service Commission approved a refund for Hurricane Matthew recovery costs that is included in your August bill. Your credit of \$2.99 is included in the non-fuel portion of your bill.
- Two bill changes are expected to take effect in September that result in a net decrease for customer bills; a routine storm charge adjustment and rate adjustments reflecting the transfer of the Martin-Riviera lateral to Florida Southeast Connection, LLC. Learn more: FPL.com/rates

Date Rec'd Rizzetta & Co., Inc. AUG 14 2018

D/M approval [Signature] Date 8-20-2018Date entered AUG 17 2018Fund 001 GL 53100 OC 4301Check#

Please have your account number ready when contacting FPL.

Customer service: 1-800-375-2434

Outside Florida: 1-800-226-3545

To report power outages: 1-800-4OUTAGE (468-8243)

Hearing/speech impaired: 711 (Relay Service)

Online at: www.FPL.com



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5202756545553715488000000

Please request changes on the back.
Notes on the front will not be detected.

A A 8

5202 1



1 148980

PALMA SOLA TRACE COMM DEV
DISTRICT
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Account number	Total amount you owe	New charges due by	Amount enclosed
75654-55537	\$88.45	Aug 23 2018	\$ 88.45

Your electric statement**Account number: 75654-55537**

For: Jul 03 2018 to Aug 02 2018 (30 days)

Customer name: PALMA SOLA TRACE COMM DEV

Service address: 3807 75TH ST W # ST LTS

Statement date: Aug 02 2018

Next bill date: Sep 04 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
127.03	127.03 CR	0.00	0.00	88.45	\$88.45	Aug 23 2018

Total kWh used

1919

Energy usage

Last Year	This Year
10403	1919

kWh this month	10403	1919
Service days	29	30
kWh per day	359	64

****The electric service amount includes the following charges:**

Non-fuel energy charge: \$0.010600 per kWh
Fuel charge: \$0.025280 per kWh

Amount of your last bill 127.03
Payment received - Thank you 127.03 CR
Balance before new charges \$0.00
New charges (Rate: SL-1 STREET LIGHTING SERVICE)
Electric service amount 69.14**
Storm charge 17.10
Gross receipts tax 2.21
Total new charges \$88.45

Total amount you owe \$88.45

- Payment received after **October 24, 2018** is considered **LATE**; a late payment charge of 1% will apply.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.
- The Florida Public Service Commission approved a refund for Hurricane Matthew recovery costs that is included in your August bill. Your credit of \$37.61 is included in the non-fuel portion of your bill.
- Two bill changes are expected to take effect in September that result in a net decrease for customer bills; a routine storm charge adjustment and rate adjustments reflecting the transfer of the Martin-Riviera lateral to Florida Southeast Connection, LLC. Learn more: FPL.com/rates

Date Rec'd Rizzetta & Co., Inc. AUG 07 2018D/M approval 251/1919 Date 8/14/2018Date entered AUG 10 2018Fund 001 GL 5300 OC 4307

Check # _____

Please have your account number ready when contacting FPL.

Customer service: 1-800-375-2434

Outside Florida: 1-800-226-3545

To report power outages: 1-800-4OUTAGE (468-8243)

Hearing/speech impaired: 711 (Relay Service)

Online at: www.FPL.com



2 148980

Detail of Rate Schedule Charges for
Street Lights

5202 000343

PALMA SOLA TRACE COMM DEV
DISTRICT
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Account Number: 75654-55537

Service From: 07-03-2018

Service To: 08-02-2018

Service Days: 30

KWH/Day: 64

Service Address: 3807 75TH ST W # ST LTS, BRADENTON FL 34209

COMPONENT CODE	WATTS	LUMENS	* OWNER/ MAINT	QUANTITY	RATE/ UNIT	KWH USED	AMOUNT
19 KWH Energy			E	101	.560000	1,919	56.56
Energy sub total							56.56
Sub total						1,919	56.56
Energy conservation cost recovery							.81
Capacity payment recovery charge							.35
Environmental cost recovery charge							.52
Storm restoration recovery charge							37.61-
Storm charge							17.10
Fuel charge							48.51
Electric service amount							86.24
Gross receipts tax							2.21
Total						1,919	88.45

* F - FPL OWNS & MAINTAINS E - CUSTOMER OWNS & MAINTAINS R - CUSTOMER OWNS, FPL RELAMPS
H - FPL OWNS & MAINTAINS FIXTURE, CUST OWNS OTHER

Print Date: August 02, 2018

Page 1





FPL

3 132521

/ 27

52058437303152 0271000000

Please request changes on the back.
Notes on the front will not be detected.

B 8 5205

PALMA SOLA
TRACE CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Account number	Total amount you owe	New charges due by	Amount enclosed
84373-03152	\$17.20	Aug 29 2018	\$ 17.20

Your electric statement**Account number: 84373-03152**

For: Jul 09 2018 to Aug 08 2018 (30 days)

Customer name: PALMA SOLA

Service address: 4095 OVERTURE CIR # GATE

Statement date: Aug 08 2018

Next meter reading: Sep 07 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
16.82	16.82 CR	0.00	0.00	17.20	\$17.20	Aug 29 2018

Meter reading - Meter AC07429

Current reading 09456
Previous reading - 09391
kWh used 65

Energy usage

	Last Year	This Year
kWh this month	82	65
Service days	29	30
kWh per day	3	2

****The electric service amount includes the following charges:**

Customer charge: \$10.18
Fuel: \$1.70
(\$0.026110 per kWh)
Non-fuel: \$3.87
(\$0.059710 per kWh)

Amount of your last bill 16.82
Payment received - Thank you 16.82 CR
Balance before new charges \$0.00

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

Electric service amount 15.75**
Storm charge 0.09
Gross receipts tax 0.41
Franchise charge 0.95
Total new charges \$17.20

Total amount you owe \$17.20

- Payment received after **October 29, 2018** is considered **LATE**; a late payment charge of 1% will apply.
- The Florida Public Service Commission approved a refund for Hurricane Matthew recovery costs that is included in your August bill. Your credit of \$0.18 is included in the non-fuel portion of your bill.
- Two bill changes are expected to take effect in September that result in a net decrease for customer bills; a routine storm charge adjustment and rate adjustments reflecting the transfer of the Martin-Riviera lateral to Florida Southeast Connection, LLC. Learn more: FPL.com/rates

Date Rec'd Rizzetta & Co., Inc. AUG 14 2018
D/M approval [Signature] Date 8-20-2018
Date entered AUG 17 2018
Fund 001 GL 31300 OC 4301
Check# _____

Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-3545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com



FPL

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

July 31, 2018

Palma Sola Trace Community Development District
c/o Accounts Payable
9428 Camden Field Parkway
Riverview, FL 33578

Bill Number 101679
Billed through 06/30/2018

General Counsel/Monthly Meeting

PALMA 00001 JLE

FOR PROFESSIONAL SERVICES RENDERED

05/18/18	KEM	Prepare appropriation resolution.	0.10 hrs
05/31/18	JLK	Research ADA website compliance.	0.10 hrs
06/15/18	JLE	Prepare budget resolution, assessment resolution, and notice; email correspondence regarding the same.	0.40 hrs
06/21/18	JLE	Review agenda package and correspondence from Phillips; prepare for and attend Board meeting.	1.30 hrs
06/26/18	KEM	Research qualified electors.	0.10 hrs
06/28/18	KEM	Prepare letter to uncontested supervisor regarding sunshine laws.	0.10 hrs
06/29/18	JLK	Research, review and edit memorandum summarizing ADA website standards and related information; attend multiple conference calls with ADA consultants, district's insurance carrier and insurance defense counsel regarding ADA information; transmit information to district manager on same.	0.10 hrs
06/29/18	SRS	Conduct research and implement ADA compliance measures for special district websites.	0.20 hrs

Total fees for this matter \$534.50

MATTER SUMMARY

Earlywine, Jere L.	1.70 hrs	250 /hr	\$425.00
Kilinski, Jennifer L.	0.20 hrs	180 /hr	\$36.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	125 /hr	\$37.50
Sandy, Sarah R.	0.20 hrs	180 /hr	\$36.00

TOTAL FEES \$534.50

TOTAL CHARGES FOR THIS MATTER \$534.50

BILLING SUMMARY

Earlywine, Jere L.	1.70 hrs	250 /hr	\$425.00
Kilinski, Jennifer L.	0.20 hrs	180 /hr	\$36.00
Ibarra, Katherine E. - Paralegal	0.30 hrs	125 /hr	\$37.50
Sandy, Sarah R.	0.20 hrs	180 /hr	\$36.00

TOTAL FEES	\$534.50
------------	----------

TOTAL CHARGES FOR THIS BILL	\$534.50
------------------------------------	-----------------

Please include the bill number on your check.

RECEIVED

Date Rec'd Rizzetta & Co., Inc. JUL 31 2018

D/M approval [Signature] Date 8-6-2018

Date entered AUG 03 2018

Fund 001 GL 51400 OC 3107

Check #

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

February 28, 2018

Palma Sola Trace Community Development District
c/o Accounts Payable
9428 Camden Field Parkway
Riverview, FL 33578

Bill Number 98928
Billed through 01/31/2018

General Counsel/Monthly Meeting

PALMA 00001 JLE

FOR PROFESSIONAL SERVICES RENDERED

01/03/18	JLE	Review auditor request letter and draft response; follow-up regarding the same.	0.20 hrs
01/04/18	JLE	Review LED agreement and warranty provisions; confer with District Manager regarding the same.	0.70 hrs
01/04/18	LAK	Prepare response to auditor letter request.	0.80 hrs
Total fees for this matter			\$313.00

DISBURSEMENTS

Document Reproduction	3.00
Total disbursements for this matter	\$3.00

MATTER SUMMARY

Earlywine, Jere L.	0.90 hrs	250 /hr	\$225.00
Kuehlke, Lou Ann - Legal Asst	0.80 hrs	110 /hr	\$88.00

TOTAL FEES	\$313.00
TOTAL DISBURSEMENTS	\$3.00

TOTAL CHARGES FOR THIS MATTER	\$316.00
--------------------------------------	-----------------

BILLING SUMMARY

Earlywine, Jere L.	0.90 hrs	250 /hr	\$225.00
Kuehlke, Lou Ann - Legal Asst	0.80 hrs	110 /hr	\$88.00

TOTAL FEES	\$313.00
TOTAL DISBURSEMENTS	\$3.00

TOTAL CHARGES FOR THIS BILL	\$316.00
------------------------------------	-----------------

=====

Please include the bill number on your check.

pay \$116.00. Invoice was short paid.

RECEIVED

Date Rec'd Rizzetta & Co., Inc. AUG 21 2018

D/M approval [Signature] Date 8-21-18

Date entered AUG 23 2018

Fund 001 GL 51400 OC 3107

Check # _____

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

Invoice

Date	Invoice #
8/1/2018	INV0000034119

Bill To:

PALMA SOLA TRACE CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of		Terms	Client Number
August		Upon Receipt	00390
Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,633.33	\$1,633.33
Administrative Services 3100	1.00	\$450.00	\$450.00
Accounting Services 3201	1.00	\$1,416.67	\$1,416.67
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<p style="text-align: center;">RECEIVED</p> <p>Date Rec'd Rizzetta & Co., Inc. JUL 30 2018</p> <p>D/M approval <i>[Signature]</i> Date 7-30-2018</p> <p>Date entered JUL 30 2018</p> <p>Fund 001 GL 51300 OC SEE ABOVE</p> <p>Check #</p>			
Subtotal			\$3,916.67
Total			\$3,916.67

Rizzetta Technology Services

3434 Colwell Avenue

Suite 200

Tampa FL 33614

Invoice

Date	Invoice #
8/1/2018	INV0000003583

Bill To:

PALMA SOLA TRACE CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
August		00390

Description	Qty	Rate	Amount
EMail Hosting	5	\$15.00	\$75.00
Website Hosting Services	1	\$100.00	\$100.00
Subtotal			\$175.00
Total			\$175.00

RECEIVEDDate Rec'd Rizzetta & Co., Inc. JUL 30 2018D/M approval [Signature] Date 7-30-2018Date entered JUL 30 2018Fund 001 GL 51300 OC 5103

Check # _____

Schappacher Engineering LLC

PO Box 21256
Bradenton, FL 34204
941-251-7613

Invoice

Date	Invoice #
8/6/2018	1172

Bill To
Palma Sola Trace CDD Attn: Accounts Payable 9428 Camden Field Parkway Riverview, FL 33578

Terms	Project
Due on receipt	CDD Engineering Services

Serviced	Description	Quantity	Rate	Amount
7/20/2018	Follow up with Bellmore on LED lights.	0.25	150.00	37.50
<div>RECEIVED</div> <div>AUG 07 2018</div> <div>Date Rec'd Rizzetta & Co., Inc. _____</div> <div>D/M approval <u>[Signature]</u> Date <u>8-14-2018</u></div> <div>Date entered _____ AUG 10 2018</div> <div>Fund <u>001</u> GL <u>51300</u> OC <u>3103</u></div> <div>Check # _____</div>				
Due upon request. Please make checks payable to Schappacher Engineering				Total \$37.50



PO Box 1403, Osprey, FL 34229
www.CIAAccess.com
License: ES 12001211 / MC 01283

Invoice

Date	Invoice #
7/20/2018	11047072018

Bill To

Ship To

Palma Sola Trace
c/o Rizzetta & Company - Greg Cox
9428 Camden Field Parkway
Riverview, FL 33578

Palma Sola Trace
Palma Sola Trace Rd
Bradenton, FL 34209

Job #	Terms	Project	Requested by
19350	Due on receipt	19350 - Palma Sola T...	Grant via email

Qty	Description	Rate	Amount
1	Service Call for Access Control - Emergency vehicle reports gate not opening	90.00	90.00
0.75	Hours Technician Time - 7/20, Overall range of receiver had become very poor at the gate closest to the compactor. Antenna flanked by operator metal. Move antenna to the top of the fence, and wire into receiver. Range restored. Verified operation Tech: Chuck	95.00	71.25
1	Remote antenna kit w/coax cable	120.12	161.25
1	Fuel Surcharge - July 2018	6.98	120.12
<p>Date Rec'd Rizzetta & Co., Inc. JUL 25 2018 D/M approval <u>[Signature]</u> Date <u>7-30-2018</u> Date entered <u>JUL 30 2018</u> Fund <u>001</u> GL <u>54100</u> OC <u>4103</u> Check# _____</p> <p>On time. The Right Way. The First Time...Since 1981</p>			

	Total	\$288.35
Please contact us for all of your gate, access control and surveillance camera projects!	Payments/Credits	\$0.00
Phone: 941-359-3707 , Email: Sales@CIAAccess.com, Fax: 941-404-4648	Balance Due	\$288.35

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures September 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2018 through September 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,657.08**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Palma Sola Trace Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2018 Through September 30, 2018

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Aquagenix	003022	4030324	Aquatic Service 09/18	\$ 850.00
Axel Hamilton Bergman, Jr.	003011	AB082318	Board of Supervisors Meeting 08/23/18	\$ 200.00
Bellmore Electric Inc.	003023	7455	Replace Street Light Globes 09/18	\$ 300.00
Bellmore Electric Inc.	003023	7457	Replace Street Light Globes 09/18	\$ 300.00
BrightView Landscape services, Inc.	003024	5917221	Monthly Lawn Service 09/18	\$ 748.00
Bruce Parker	003016	BP082318	Board of Supervisors Meeting 08/23/18	\$ 200.00
Caryl Mason	003014	CM082318	Board of Supervisors Meeting 08/23/18	\$ 200.00
Egis Insurance Advisors, LLC.	003025	7655	Commercial Insurance Package FY 18/19	\$ 5,449.00
Florida Power & Light Company	003020	21937-71157 08/18	3724 Summerwind Cir # Gate 08/18	\$ 12.10
Florida Power & Light Company	003020	56695-14423 08/18	3804 Bridlecrest Ln # PUMP 08/18	\$ 115.16
Florida Power & Light Company	003020	75654-55537 08/18	3807 75th ST W # ST LTS 08/18	\$ 125.08
Florida Power & Light Company	003020	84373-03152 08/18	4095 Overture Cir # GATE 08/18	\$ 17.34
Hopping Green & Sams	003013	102287	General/Monthly Legal Services 07/18	\$ 105.50
Peter Gelman	003012	PG082318	Board of Supervisors Meeting 08/23/18	\$ 200.00
Rizzetta & Company, Inc.	003017	INV0000034727	District Management Fees 09/18	\$ 3,916.67
Rizzetta Technology Services, LLC	003018	INV0000003670	Website Email & Hosting 09/18	\$ 175.00
Roger Ohlson	003015	RO082318	Board of Supervisors Meeting 08/23/18	\$ 200.00
Schappacher Engineering, LLC	003021	1187	Engineering Services 08/18	\$ 375.00
Securt Holdings, LLC dba CIA Access	003019	11278083018	Service Call-Gate Repair 08/18	\$ 168.23
Report Total				<u>\$ 13,657.08</u>



Remit To:

100 N. Conahan Drive
 Hazleton, PA 18201
 904-262-2001 FAX 904-262-0010
 www.dbiservices.com/aquagenix

Please include our Invoice Number on your check

Invoice

Number
 4030324

Date
 01-SEP-18

Customer PO

Cust # 13801

Palmasola Trace CDD
 Grant Phillips
 C/O Rizzetta & Company, Inc.
 9428 Camden Field Parkwat
 Riverview FL 33578

Referral.
 Palma Sola Trace
 CDD

Quantity	Description	Unit Price	Amount
1	Aquatics Service	850.00	\$850.00
<p>SEP 05 2018</p> <p>Date Rec'd Rizzetta & Co., Inc. _____</p> <p>D/M approval <u>[Signature]</u> Date <u>SEP 06 2018</u></p> <p>Date entered _____</p> <p>Fund. <u>001</u> GL <u>53800</u> OC <u>4610</u></p> <p>Check# _____</p>			
		Subtotal	\$850.00
		Tax	\$0.00
TERMS -NET30: A Service Charge of 1 1/2% Per Month is Charged on Past Due Accounts (Annual Rate 18%)		Total	\$850.00

Central Florida Branch Office
 St. Cloud, FL.
 (407) 892-0136

Southeast Florida Branch Office
 Fort Lauderdale, FL
 (954) 943-5118

West Central Florida Branch
 Office
 Sarasota, FL
 (941) 371-8081

Southwest Florida Branch Office
 Ft. Myers, FL
 (239) 561-1420

West Palm/Treasure Coast Office
 West Palm Beach, FL
 (561) 881-1291

Tampa Bay Area Branch Office
 Tampa, FL
 (813) 627-8710

North Florida Branch Office
 Jacksonville, FL
 (904) 262-2001

LAKE MANAGEMENT ~ AQUATIC SERVICES ~ ENVIRONMENTAL PLANNING

Palma Sola Trace CDD
Meeting Date: August 23, 2018

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if present	Check if paid
Bruce Parker	✓	✓
Peter Gelman	✓	✓
Rodger Ohlson	✓	✓
Axel Bergman	✓	✓
Caryl Mason	✓	✓

(*) Does not get paid

NOTE: Supervisors are only paid if present.

EXTENDED MEETING TIMECARD

Meeting Start Time:	2:30pm
Meeting End Time:	3:36pm
Total Meeting Time:	1 hr 4 min

Time Over _____ () Hours:

Total at \$175 per Hour:

DM Signature: _____

Please forward copy to Heather Mattiza for BOS payment and to Marcia Eannetta for Extended Meeting Hours and/or Agenda Books.

RECEIVED

AUG 24 2018

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval [Signature] Date 8-31-2018

Date entered AUG 30 2018

Fund 001 GL 51100 OC 1101

Check # _____

Bellmore Electric Inc.
7410 241st Street East
Myakka City, Fl 34251
(941) 779-6148
bellmoreelectricinc@gmail.com
EC13004201

Invoice

Date	Invoice #
9/18/2018	7455

Bill To

Palma Sola Trace CDD
3434 COLWELL AVE, SUITE 200
TAMPA, FL. 33614

Project

Terms

LIGHT # 92

Net 15

Description	Amount	Quantity	Total
TAKE DOWN BROKEN STREET LIGHT GLOBE AND REPLACE WITH NEW.	300.00	1	300.00
<div>RECEIVED</div> <div>SEP 18 2018</div> <div>Date Rec'd Rizzetta & Co., Inc. _____</div> <div>D/M approval <u>[Signature]</u> Date <u>9-21-2018</u></div> <div>Date entered _____ SEP 20 2018</div> <div>Fund <u>001</u> GL <u>54100</u> OC <u>4613</u></div> <div>Check # _____</div>			

Thank you for your business.

Total

\$300.00

Bellmore Electric Inc.
7410 241st Street East
Myakka City, Fl 34251
(941) 779-6148
bellmoreelectricinc@gmail.com
EC13004201

Invoice

Date	Invoice #
9/18/2018	7457

Bill To

Palma Sola Trace CDD
3434 COLWELL AVE, SUITE 200
TAMPA, FL. 33614

Project

Terms

LIGHT # 22

Net 15

Description

Amount

Quantity

Total

TAKE DOWN BROKEN STREET LIGHT GLOBE AND REPLACE WITH NEW

300.00

1

300.00

RECEIVED

SEP 18 2018

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval [Signature] Date 9-21-2018

Date entered SEP 20 2018

Fund 001 GL 54100 OC 4613

Check # _____

Thank you for your business.

Total

\$300.00



INVOICE

Palma Sola Trace CDD
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview FL 33578

Customer #: 15814541
Invoice #: 5917221
Invoice Date: 9/1/2018
Cust PO #:

Job Number	Description	Amount
341800291	Palma Sola Trace CDD Exterior Maintenance For September	748.00
<p>Date Rec'd Rizzetta & Co., Inc. <u>SEP 05 2018</u> D/M approval <u>[Signature]</u> Date <u>9-7-2018</u> Date entered <u>SEP 06 2018</u> Fund <u>001</u> GL <u>539.00</u> OC <u>46.04</u> Check# _____</p>		
Total invoice amount		748.00
Tax amount		
Balance due		748.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 941-383-0817

Please detach stub and remit with your payment

Payment Stub

Customer Account#: 15814541
Invoice #: 5917221
Invoice Date: 9/1/2018

Amount Due: \$748.00

Thank you for allowing us to serve you

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

Palma Sola Trace CDD
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview FL 33578

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



INVOICE

Customer	Palma Sola Trace Community Development District
Acct #	499
Date	09/04/2018
Customer Service	Kristina Rudez
Page	1 of 1

Palma Sola Trace Community Development District
c/o Rizzetta & Company
9428 Camden Field Pkwy
Riverview, FL 33578

Payment Information	
Invoice Summary	\$ 5,449.00
Payment Amount	
Payment for:	Invoice#7655
100118635	

Thank You

Please detach and return with payment



Customer: Palma Sola Trace Community Development District

Invoice	Effective	Transaction	Description	Amount
7655	10/01/2018	Renew policy	Policy #100118635 10/01/2018-10/01/2019 Florida Insurance Alliance Package - Renew policy Due Date: 10/4/2018 <div style="text-align: right; color: red;">RECEIVED</div> Date Rec'd Rizzetta & Co., Inc. <u>SEP 17 2018</u> D/M approval <u>[Signature]</u> Date <u>9-27-2018</u> Date entered <u>SEP 27 2018</u> Fund <u>001</u> GL <u>15500</u> OC <u></u> Check # <u></u>	5,449.00

				Total
				\$ 5,449.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC	(321)320-7665	Date
Lockbox 234021 PO Box 84021		
Chicago, IL 60689-4002	cbitner@egisadvisors.com	09/04/2018



FPL

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5205219377115780121000000

Please request changes on the back.
Notes on the front will not be detected.

B 8

5205 8



AUTO **R0 7820
1 096176

PALMA SOLA
TRACE CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Account number	Total amount you owe	New charges due by	Amount enclosed
21937-71157	\$12.10	Sep 28 2018	\$ 12.10

Your electric statement**Account number: 21937-71157**

For: Aug 08 2018 to Sep 07 2018 (30 days)

Customer name: PALMA SOLA

Statement date: Sep 07 2018

Service address: 3724 SUMMERWIND CIR # GATE

Next meter reading: Oct 08 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
12.18	12.18 CR	0.00	0.00	12.10	\$12.10	Sep 28 2018

Meter reading - Meter AC05813

Current reading 00773
Previous reading - 00762
kWh used 11

Amount of your last bill 12.18
Payment received - Thank you 12.18 CR
Balance before new charges \$0.00

Energy usage

	Last Year	This Year
kWh this month	11	11
Service days	30	30
kWh per day	0	0

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

Electric service amount	11.12**
Storm charge	0.02
Gross receipts tax	0.29
Franchise charge	0.67
Total new charges	\$12.10

****The electric service amount includes the following charges:**

Customer charge: \$10.15
Fuel: \$0.29
(\$0.026310 per kWh)
Non-fuel: \$0.68
(\$0.062300 per kWh)

Total amount you owe \$12.10

- Payment received after **November 27, 2018** is considered **LATE**; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. SEP 11 2018
D/M approval [Signature] Date 9-17-2018
Date entered SEP 13 2018
Fund 001 GL 53100 OC 4301
Check# _____



FPL

Please have your account number ready when contacting FPL.

Customer service: 1-800-375-2434

Outside Florida: 1-800-226-3545

To report power outages: 1-800-4OUTAGE (468-8243)

Hearing/speech impaired: 711 (Relay Service)

Online at: www.FPL.com



FPL

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Please request changes on the back.
Notes on the front will not be detected.

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PALMA SOLA TRACE CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Account number	Total amount you owe	New charges due by	Amount enclosed
56695-14423	\$115.16	Sep 28 2018	\$ 115.16

Your electric statement**Account number: 56695-14423**

For: Aug 08 2018 to Sep 07 2018 (30 days)

Customer name: PALMA SOLA TRACE CDD

Service address: 3804 BRIDLECREST LN # PUMP

Statement date: Sep 07 2018

Next meter reading: Oct 08 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
112.22	112.22 CR	0.00	0.00	115.16	\$115.16	Sep 28 2018

Meter reading - Meter ACD1300

Current reading 41920
Previous reading - 40851
kWh used 1069

Energy usage

	Last Year	This Year
kWh this month	918	1069
Service days	30	30
kWh per day	31	36

****The electric service amount includes the following charges:**

Customer charge: \$10.15
Fuel: \$28.13
(\$0.026310 per kWh)
Non-fuel: \$66.60
(\$0.062300 per kWh)

Enroll now in FPL Budget Billing by paying \$107.26 in 1 payment by the due date instead of \$115.16. Your bill will be about the same each month & stabilized year-round. Learn more at FPL.com/bb

Amount of your last bill 112.22
Payment received - Thank you 112.22 CR
Balance before new charges \$0.00

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

Electric service amount 104.88**
Storm charge 1.20
Gross receipts tax 2.72
Franchise charge 6.36
Total new charges \$115.16

Total amount you owe \$115.16

- Payment received after **November 27, 2018** is considered **LATE**; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. SEP 11 2018
D/M approval [Signature] Date 9-17-2018
Date entered SEP 13 2018
Fund 001 GL 53100 OC 4301
Check# _____

Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-3545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com



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Please request changes on the back.
Notes on the front will not be detected.

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PALMA SOLA TRACE COMM DEV
DISTRICT
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Account number	Total amount you owe	New charges due by	Amount enclosed
75654-55537	\$125.08	Sep 25 2018	\$ 125.08

Your electric statement**Account number: 75654-55537**

For: Aug 02 2018 to Sep 04 2018 (33 days)

Customer name: PALMA SOLA TRACE COMM DEV

Statement date: Sep 04 2018

Service address: 3807 75TH ST W # ST LTS

Next bill date: Oct 03 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
88.45	88.45 CR	0.00	0.00	125.08	\$125.08	Sep 25 2018

Total kWh used

1919**Energy usage**

	Last Year	This Year
kWh this month	10403	1919
Service days	30	33
kWh per day	347	58

Amount of your last bill

88.45

Payment received - Thank you

88.45 CR

Balance before new charges

\$0.00

New charges (Rate: SL-1 STREET LIGHTING SERVICE)

Electric service amount	107.14**
Storm charge	14.81
Gross receipts tax	3.13

Total new charges

\$125.08

****The electric service amount includes the following charges:**

Non-fuel energy charge:

\$0.030160 per kWh

Fuel charge:

\$0.025480 per kWh

Total amount you owe**\$125.08**

- Payment received after **November 26, 2018** is considered **LATE**; a late payment charge of **1%** will apply.

- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.

Date Rec'd Rizzetta & Co., Inc. **SEP 07 2018**D/M approval SLA/PATE Date **9-17-2018**Date entered **SEP 13 2018**Fund 001 GL 53100OC 4307

Check# _____



Please have your account number ready when contacting FPL.

Customer service: 1-800-375-2434

Outside Florida: 1-800-226-3545

To report power outages: 1-800-4OUTAGE (468-8243)

Hearing/speech impaired: 711 (Relay Service)

Online at: www.FPL.com



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Detail of Rate Schedule Charges for
Street Lights

5202 000333

PALMA SOLA TRACE COMM DEV
DISTRICT
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Account Number: 75654-55537

Service From: 08-02-2018

Service To: 09-04-2018

Service Days: 33

KWH/Day: 58

Service Address: 3807 75TH ST W # ST LTS, BRADENTON FL 34209

COMPONENT CODE	WATTS	LUMENS	* OWNER/ MAINT	QUANTITY	RATE/ UNIT	KWH USED	AMOUNT
19 KWH Energy			E	101	.560000	1,919	56.56
Energy sub total							56.56
Sub total							1,919 56.56
Energy conservation cost recovery							.81
Capacity payment recovery charge							.35
Environmental cost recovery charge							.52
Storm charge							14.81
Fuel charge							48.90
Electric service amount							121.95
Gross receipts tax							3.13
Total							1,919 125.08

* F - FPL OWNS & MAINTAINS E - CUSTOMER OWNS & MAINTAINS R - CUSTOMER OWNS, FPL RELAMPS
H - FPL OWNS & MAINTAINS FIXTURE, CUST OWNS OTHER

Print Date: September 04, 2018

Page 1





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Please request changes on the back.
Notes on the front will not be detected.

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PALMA SOLA
TRACE CDD
9428 CAMDEN FIELD PKWY
RIVERVIEW FL 33578-0519

Make check payable to FPL in U.S. funds
and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Account number	Total amount you owe	New charges due by	Amount enclosed
84373-03152	\$17.34	Sep 28 2018	\$ 17.34

Your electric statement

For: Aug 08 2018 to Sep 07 2018 (30 days)

Customer name: PALMA SOLA

Service address: 4095 OVERTURE CIR # GATE

Account number: 84373-03152

Statement date: Sep 07 2018

Next meter reading: Oct 08 2018

Amount of your last bill	Payments (-)	Additional activity (+ or -)	Balance before new charges (=)	New charges (+)	Total amount you owe (=)	New charges due by
17.20	17.20 CR	0.00	0.00	17.34	\$17.34	Sep 28 2018

Meter reading - Meter AC07429

Current reading 09521
Previous reading - 09456
kWh used 65

Amount of your last bill 17.20
Payment received - Thank you 17.20 CR
Balance before new charges \$0.00

Energy usage

	Last Year	This Year
kWh this month	83	65
Service days	30	30
kWh per day	3	2

New charges (Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS)

Electric service amount 15.90**
Storm charge 0.07
Gross receipts tax 0.41
Franchise charge 0.96
Total new charges \$17.34

****The electric service amount includes the following charges:**

Customer charge: \$10.15
Fuel: \$1.71
(\$0.026310 per kWh)
Non-fuel: \$4.04
(\$0.062300 per kWh)

Total amount you owe \$17.34

- Payment received after **November 27, 2018** is considered **LATE**; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. SEP 11 2018
D/M approval *[Signature]* Date 9-17-2018
Date entered SEP 13 2018
Fund 001 GL 53100 OC 4301
Check#



Please have your account number ready when contacting FPL.
Customer service: 1-800-375-2434
Outside Florida: 1-800-226-3545
To report power outages: 1-800-4OUTAGE (468-8243)
Hearing/speech impaired: 711 (Relay Service)
Online at: www.FPL.com

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

August 27, 2018

RECEIVED

Palma Sola Trace Community Development District
c/o Accounts Payable
9428 Camden Field Parkway
Riverview, FL 33578

Bill Number 102287
Billed through 07/31/2018

AUG 30 2018

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval JH/PMC Date 8-31-2018

AUG 31 2018

General Counsel/Monthly Meeting

Date entered _____

PALMA 00001 JLE

Fund 001 GL 51400 OC 3107

FOR PROFESSIONAL SERVICES RENDERED

		Check #	
07/06/18	KEM	Prepare resolution declaring vacancies; prepare letter to uncontested supervisor regarding sunshine laws.	0.50 hrs
07/10/18	JLE	Review and execute letters to new Supervisors.	0.10 hrs
07/31/18	JLK	Research, review and edit memorandum summarizing ADA website standards and related information; attend multiple conference calls with ADA consultants, district's insurance carrier and insurance defense counsel regarding ADA information; transmit information to district manager on same.	0.10 hrs

Total fees for this matter \$105.50

MATTER SUMMARY

Earlywine, Jere L.	0.10 hrs	250 /hr	\$25.00
Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
Ibarra, Katherine E. - Paralegal	0.50 hrs	125 /hr	\$62.50

TOTAL FEES \$105.50

TOTAL CHARGES FOR THIS MATTER \$105.50

BILLING SUMMARY

Earlywine, Jere L.	0.10 hrs	250 /hr	\$25.00
Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
Ibarra, Katherine E. - Paralegal	0.50 hrs	125 /hr	\$62.50

TOTAL FEES \$105.50

TOTAL CHARGES FOR THIS BILL \$105.50

Please include the bill number on your check.

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

Invoice

Date	Invoice #
9/1/2018	INV0000034727

Bill To:

PALMA SOLA TRACE CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of		Terms	Client Number
September		Upon Receipt	00390
Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,633.33	\$1,633.33
Administrative Services 3100	1.00	\$450.00	\$450.00
Accounting Services 3201	1.00	\$1,416.67	\$1,416.67
Financial & Revenue Collections 3111	1.00	\$416.67	\$416.67
<div>RECEIVED</div> <div>AUG 28 2018</div> <div>Date Rec'd Rizzetta & Co., Inc. _____</div> <div>D/M approval <u>[Signature]</u> Date <u>8-31-2018</u></div> <div>Date entered <u>AUG 30 2018</u></div> <div>Fund <u>001</u> GL <u>51300</u> OC <u>*</u></div> <div>Check # _____</div>			
Subtotal			\$3,916.67
Total			\$3,916.67

Rizzetta Technology Services
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
9/1/2018	INV0000003670

Bill To:

PALMA SOLA TRACE CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of		Terms	Client Number
September			00390
Description	Qty	Rate	Amount
E Mail Hosting	5	\$15.00	\$75.00
Website Hosting Services	1	\$100.00	\$100.00
<p style="text-align: right;">RECEIVED</p> <p>Date Rec'd Rizzetta & Co., Inc. <u>AUG 23 2018</u></p> <p>D/M approval <u>[Signature]</u> Date <u>8-31-2018</u></p> <p>Date entered <u>AUG 30 2018</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>5103</u></p> <p>Check # _____</p>			
Subtotal			\$175.00
Total			\$175.00

Schappacher Engineering LLC

PO Box 21256
Bradenton, FL 34204
941-251-7613

Invoice

Date	Invoice #
9/5/2018	1187

Bill To
Palma Sola Trace CDD Attn: Accounts Payable 9428 Camden Field Parkway Riverview, FL 33578

Terms	Project
Due on receipt	CDD Engineering Services

Serviced	Description	Quantity	Rate	Amount
8/22/2018	Prep work for CDD meeting, reviewing agenda items.	0.25	150.00	37.50
8/23/2018	Attend CDD meeting.	2.25	150.00	337.50
<div>RECEIVED</div> <div>SEP 07 2018</div> <div>Date Rec'd Rizzetta & Co., Inc. _____</div> <div>D/M approval <u>[Signature]</u> Date <u>9-17-2018</u></div> <div>Date entered _____ SEP 13 2018</div> <div>Fund <u>001</u> GL <u>51300</u> OC <u>3103</u></div> <div>Check # _____</div>				
Due upon request. Please make checks payable to Schappacher Engineering			Total	\$375.00



PO Box 1403, Osprey, FL 34229
www.CIAAccess.com
License: ES 12001211 / MC 01283

Invoice

Date	Invoice #
8/30/2018	11278083018

Bill To

Ship To

Palma Sola Trace
c/o Rizzetta & Company - Greg Cox
9428 Camden Field Parkway
Riverview, FL 33578

Palma Sola Trace
4321 71st st west
Bradenton, FL 34209

Job #	Terms	Project	Requested by
19584	Due on receipt	19584 - Palma Sola T...	Grant via email

Qty	Description	Rate	Amount
1	Service Call for Access Control - South Emergency Gate	90.00	90.00
0.75	Hours Technician Time - 8/30, Upon inspection of gate found out that the safety edge at the end of the gate had come loose and was dragging on the ground. This was causing it to read an obstruction. Adjusted safety edge and reinstalled. Verified operation and restored service Tech: Dave	95.00	71.25
1	Fuel Surcharge - August 2018	6.98	6.98
<div style="text-align: right;"><p>SEP 05 2018 Date Rec'd Rizzetta & Co., Inc. _____ D/M approval <u>[Signature]</u> Date <u>9-7-2018</u> Date entered <u>SEP 06 2018</u> Fund <u>001</u> GL <u>54100</u> OC <u>4103</u> Check# _____</p><p>On time. The Right Way. The First Time...Since 1981</p></div>			

	Total	\$168.23
Please contact us for all of your gate, access control and surveillance camera projects!	Payments/Credits	\$0.00
Phone: 941-359-3707 , Email: Sales@CIAAccess.com, Fax: 941-404-4648	Balance Due	\$168.23

Tab 3



"...for your tree's every need."

Olive Branch Enterprises of Florida Inc.

2904 45th Street East
Bradenton, FL 34208 US
941-748-5030
general@olivebranchtreecare.com
<http://www.olivebranchtreecare.com>

ESTIMATE

ADDRESS

Palma Sola Trace CDD
9428 Camden Field Parkway
Riverview, FL 33578

ESTIMATE # 3651

DATE 10/03/2018

ACTIVITY	QTY	RATE	AMOUNT
3613 Summerwind Circle, Bradenton, FL 34209			
Tree Work	1	1,200.00	1,200.00
Remove the Live Oak tree and grind the stump, located on the NE side of the lanai.			
The plants may get disturbed when we grind the stumps. We will not be responsible for any damage to the irrigation or grass.			

TOTAL **\$1,200.00**

Accepted By

Accepted Date

Palma Sola Trace Homes Tree Care Services Proposal

Customer Name	Jobsite Name	Palma Sola Trace Homes
Customer Phone	Jobsite Address	3613 Summerwind Cir
Customer E-Mail	Jobsite City, St, Zip	Bradenton, Florida 34209
Billing Address	Jobsite Contact	Ed Bingle / Mateo Hamm
Billing City, St, Zip	Jobsite Contact Phone	(941) 650-1251

Tree Species	Quantity	Service	Estimated Cost
Oak Tree	1	Remove tree and stump grind 6" below grade level.	\$680

Items included in this price

Jobsite clean-up and debris disposal	<input checked="" type="checkbox"/>	All materials	<input checked="" type="checkbox"/>
City ordinances for noise and traffic blockage researched and followed	<input checked="" type="checkbox"/>	All applicable taxes	<input checked="" type="checkbox"/>
Company-supplied, regularly-maintained tools and equipment	<input checked="" type="checkbox"/>	Drive time	<input checked="" type="checkbox"/>

Ed Bingle (941) 650-1251
7175 21st Street East - Sarasota, Florida 34243
Fax 941. 756. 2851 Ph. 941. 756. 2939
www.treecareservices.com

Total: \$680

THIS IS NOT AN INVOICE

BrightView Tree Care Services

Terms & Conditions

1. **Bid Specifications:** The Contractor shall recognize and perform in accordance with only written terms, specifications, and drawings contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in tree management. The work force shall be presentable at all times. All employees shall be competent and qualified and shall be legally authorized to work in the U.S.
3. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. BrightView Tree Care Services is not responsible for damage done to underground utilities such as, but not limited to, cables, wires, pipes, and irrigation parts. BrightView Tree Care Services will repair damaged irrigation lines at the Client/Owner's expense.
4. **Scheduling of Work:** If the jobsite conditions materially change from the time of approval of this proposal to the time the work starts, such that the job costs are adversely changed, this proposal is null and void. Scheduling of work is dependent on weather conditions and workloads. Our office will call the day prior to the work being done, unless other arrangements are made.
5. **Work Hours:** Any work, including emergency work, overtime and weekend work performed outside of the normal working hours (Monday-Friday between 6:30 a.m. and 2:30 p.m.) shall be billed at overtime rates. Use of power equipment will commence at 7:00 a.m., unless otherwise specified in the scope of work. Additional charges will be applied if crews cannot use power equipment by 9:00 a.m.
6. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license and permit requirements of relevant city, state and federal governments, as well as all other requirements of law.
7. **Taxes:** Contractor agrees to pay all applicable taxes, including sales taxes on material supplied, where applicable.
8. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with a \$1,000,000 limit of liability.
9. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of Client/Owner.
10. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.
11. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
12. **Additional Services:** Any additional work not specified in the signed written proposal that involves additional costs will be executed only upon signed written order and will become an extra charge over and above the estimate.
13. **Access to Job Site:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of the job site where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
14. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days of receipt of invoice.
15. **Cancellation:** Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.
16. **Assignment:** The Client/Owner and the Contractor, respectively, bind themselves, their partners, successors, assignees and legal representatives to the other party with respect to all covenants of this Contract. In the event of sale or transfer of Client/Owner's interest in its business and/or the property which is the subject of this agreement, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in this agreement to be effective.
17. **Disclaimer:** This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by BrightView Tree Care Services is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

Acceptance of this Proposal

Contractor is authorized to perform the work stated on the face of this proposal. Payment will be 100% due at time of billing. If payment has not been received by BrightView Tree Care Services within fifteen (15) days after billing, BrightView Tree Care Services shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1% per month, or the highest rate permitted by law, will be charged on unpaid balance 45 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer

Signature

Title

Printed Name

Date

BrightView Tree Care Services

Ed Bingle

Business Developer

Signature

Title

Ed Bingle

October 11, 2018

Printed Name

Date

A N J Excavation LLC

Armando Fuentes
1220 59th Ave E
Bradenton, FL 34203
941-405-5426
LIC # CUC 1225024

October 16, 2018

Project: Palma Sola Trace- 3613 Summerwind Circle- Tree and Stump Removal, Dirt and Sodding Replacement

A N J Excavation is proposing the following:

Tree Removal-

- Mobilize all equipment and tools needed to finish the job
- Start by cutting the tree limbs and loading into the trailer
- Haul away all debris from the tree

Stump Removal-

- Using the excavator we will dig up the area around the root system and loosen the tree stump from the ground
- We will cut the root system and the stump so we can move it and load it into the trailer so we can dispose of it
- Haul away to an approved disposal site

Dirt and Sodding Replacement-

- Haul in fill dirt to fill in the hole where the stump was buried
- Using the tracked skid steer we will be filling in the existing stump hole
- Supply sod to replace any grass that was disturbed by this job

Quoted Total for the Whole Job-\$3,200.00

Price Does Not Include Permitting

Tab 4



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

Palma Sola Trace Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects more than 650 public entity members.

Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms. FIA members’ property claims resulting from Hurricane Irma in 2017 amounted to less than 4% of the per occurrence coverage available.

What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

**Palma Sola Trace Community Development District
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview, FL 33578**

Term: October 1, 2018 to October 1, 2019

Quote Number: 100118635

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$38,000
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	Not Included

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	5 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery		Included
TRIA		Not Included

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

\$199

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile
X	Section II B1	Business Income	\$1,000,000 in any one occurrence
X	Section II B2	Additional Expenses	\$1,000,000 in any one occurrence
X	FIA 120	Active Assailant(s)	\$1,000,000 in any one occurrence

CRIME COVERAGE

Description	Limit	Deductible
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

AUTOMOBILE COVERAGE

COVERAGES	SYMBOL	LIMIT	DEDUCTIBLE
LIABILITY	N/A	Not Included	Not Included
HIRED NON OWNED LIABILITY	8,9	\$1,000,000	\$0
PERSONAL INJURY PROTECTION	5	STATUTORY	\$0
AUTO MEDICAL PAYMENTS	N/A	Not Included	Not Included
UNINSURED MOTORISTS/ UNDERINSURED MOTORISTS	N/A	Not Included	Not Included
AUTO PHYSICAL DAMAGE	N/A	Not Included	Not Included

Symbol 8, 9 Hired Non-Owned Autos only

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability
Network Security Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: \$100,000 each claim/annual aggregate



PREMIUM SUMMARY

**Palma Sola Trace Community Development District
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview, FL 33578**

Term: October 1, 2018 to October 1, 2019

Quote Number: 100118635

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$199
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$2,750
Public Officials and Employment Practices Liability	\$2,500
TOTAL PREMIUM DUE	\$5,449

IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



PROPERTY VALUATION AUTHORIZATION

**Palma Sola Trace Community Development District
c/o Rizzetta & Company
9428 Camden Field Parkway
Riverview, FL 33578**

QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 100% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

- | | | | |
|-------------------------------------|---|--------------|--------------------------|
| <input checked="" type="checkbox"/> | Building and Content TIV | \$38,000 | As per schedule attached |
| <input type="checkbox"/> | Inland Marine | Not Included | |
| <input type="checkbox"/> | Auto Physical Damage | Not Included | |
| <input checked="" type="checkbox"/> | I reject TRIA (Terrorism Risk Insurance Act) coverage | | |

Signature: _____ Date: _____

Name: _____

Title: _____



Palma Sola Trace Community Development District

Policy No.: 100118635

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt
1	Gate with Electronics		2006	10/01/2018	\$9,000		\$9,000	
	75th ST West Bradenton FL 34209			10/01/2019				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt
2	Gate with Electronics		2006	10/01/2018	\$9,000		\$9,000	
	75th ST West Bradenton FL 34209			10/01/2019				
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address			Term Date	Contents Value			
	Roof Shape	Roof Pitch		Const Type	Roof Covering		Covering Replaced	Roof Yr Blt
3	Wooden Bridge over Canal		2006	10/01/2018	\$20,000		\$20,000	
	Behind HOA Club House Bradenton FL 34209			10/01/2019				
			Total:	Building Value \$38,000		Contents Value \$0		Insured Value \$38,000

Sign: _____

Print Name: _____

Date: _____

Tab 5

CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

DATE: October 1, 2018

BETWEEN: **RIZZETTA & COMPANY, INC.**
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

(Hereinafter referred to as "**Consultant**")

AND: **PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**
9428 Camden Field Parkway
Riverview, Florida 33578

(Hereinafter referred to as "**District**," and together with Consultant, the "**Parties**.")

PURPOSE; SCOPE OF SERVICES:

- I. The purpose of this contract for professional district management services (hereinafter referred to as "**Contract**") is for the Consultant to provide professional district management services to the District pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below and a detailed description is provided in **Exhibit A** to this Contract.

A. STANDARD ON-GOING SERVICES. The Consultant shall provide the following Standard On-Going Services to the District pursuant to this Contract:

- i. **Management** - services include the conducting of one (1) three (3) hour board meeting per month, one (1) budget workshop per year, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
- ii. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda;

- iii. **Accounting** - services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
- iv. **Financial & Revenue Collection** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.

B. TIME FRAME. The Standard On-Going Services shall be provided on a monthly basis as detailed in this Contract.

II. ADDITIONAL SERVICES. In addition to the Standard On-Going Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, or necessary to carry out the services as described herein, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include, but are not limited to:

- Meetings: Extended meetings (beyond three (3) hours in length), continued meetings, special/additional meetings (not including annual budget workshop);
- Financial Reports: Modifications and certifications to special assessment allocation report; true-up analysis;
- Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings
- Electronic communications/e-blasts;
- Special requests;
- Amendment to District boundary;
- Grant Applications;
- Escrow Agent;
- Continuing Disclosure/Representative/Agent;
- Community Mailings, e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.;
- Public Records Requests that are extensive in nature, as defined by District's adopted Rules of Procedure.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant.

- III. LITIGATION SUPPORT SERVICES.** Upon the District's request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Contract. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.
- IV. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as homeowners, realtors, investors or members of the media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.
- V. TERM.** The Consultant's services as provided in this Contract shall commence upon execution of this Contract. This Contract shall automatically renew annually unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Contract are firm and that the Consultant may change the prices only with the District's written consent as evidenced by a vote of the Board of Supervisors. All prior agreements between the parties with respect to the subject matter of this Contract are terminated upon the execution of this Contract.
- VI. FEES AND EXPENSES; PAYMENT TERMS.**
- A. FEES AND EXPENSES.**
- i. A schedule of fees for the services described in Sections I, II, III, and IV of this Contract is shown in **Exhibit B** to this Contract, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services provided under the terms of this Contract in accordance with the schedule of fees in **Exhibit B**. For purposes of the Consultant's compensation for services provided pursuant to this Contract, the District shall compensate the Consultant only for those services provided under the terms of this Contract. Unless otherwise specified by this Contract, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit B**. The fees for those services which are not being requested at the time this Contract is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. Payment shall be made by the District within thirty (30) days of receipt of a correctly submitted invoice.
 - ii. Fees for the Standard On-Going Services described in this Contract may be negotiated annually by the Parties. Any amendment to Standard On-Going Services fees must comply with the amendment procedure in this Contract and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Contract terms.

- iii. In the event the District authorizes a change in the scope of services requested, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Contract. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
- iv. For the purposes of this Contract, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard On-Going Services, as provided in this Contract. Such out-of-pocket expenses are included in the fees shown in **Exhibit B**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

B. PAYMENT TERMS.

- i. **Standard On-Going Services.** Standard-On Going Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit B**.
- ii. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
- iii. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
- iv. **Out-of-Pocket expenses.** Out-of-Pocket expenses not included under the Standard-On Going Services of the Consultant will be billed monthly as incurred.

All invoices will be due and payable thirty (30) days from the date of invoice pursuant to the Prompt Payment Act, Chapter 218.70 Florida Statutes.

- VII. SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided as outlined in this Contract if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70 Florida Statutes. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.
- VIII. NON-CONTINGENCY.** The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.

IX. AMENDMENT. Amendments to, and waivers of, the provisions contained in this Contract may be made only by an instrument in writing that is executed by both the District and the Consultant.

X. RESPONSIBILITIES.

A. DISTRICT RESPONSIBILITIES. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Contract. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. LIMITATIONS OF RESPONSIBILITIES. To the extent not referenced herein, and to the extent consistent with Chapter 190.006, Consultant shall not be responsible for the acts or omissions of any other contractor or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Contract which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

XI. TERMINATION. This Contract may be terminated as follows:

A. By the District for "good cause" immediately which shall include misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by written notice to Consultant electronically at the address noted herein.

B. By the Consultant for "good cause", immediately which shall include, but is not limited to, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Contract, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be effected by written notice to District electronically at the address noted herein.

C. By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.

D. Upon any termination, Consultant will be entitled to the total amount of compensation pursuant to the terms of this Contract, through the termination date, but subject to any off-sets that the District may have for services not performed or not performed in accordance with the Contract. Consultant will make all reasonable effort to provide for an orderly transfer of the books and records of the District to the District or its designee.

XII. GENERAL TERMS AND CONDITIONS.

- A.** All invoices are due and payable within thirty (30) days of a correctly submitted invoice, or as otherwise provided by the Florida Prompt Payment Act, Section 218.70, Florida Statutes. Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.
- B.** In the event either party is required to take any action to enforce this Contract, the prevailing party shall be entitled to attorney's fees and costs, including fees and costs incurred in determining entitlement to and reasonableness of such fees and costs.
- C.** This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida. Venue for all proceedings shall be in Manatee County, Florida.
- D.** In the event that any provision of this Contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- E.** The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- F.** The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Contract within twenty-four hours (24) hours.
- G.** Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

XIII. INDEMNIFICATION.

- A. DISTRICT INDEMNIFICATION.** To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, Florida Statutes), and except and to the extent caused by the negligence or reckless and/or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

CONSULTANT INDEMNIFICATION. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Contract.

- B. SOVEREIGN IMMUNITY; INDEMNIFICATION OBLIGATIONS.** Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, Florida Statutes, or other applicable law. Indemnification obligations under this Contract shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

XIV. INSURANCE.

- A.** The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Contract.
- B.** The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Contract:
- i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
 - ii.** General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
 - iii.** Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.
 - iv.** Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
 - v.** Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).
- C.** Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Contract (or otherwise cause the District to not be

named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

- D. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

XV. ASSIGNMENT. Except as provided in this section, neither the District nor the Consultant may assign this Contract or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

XVI. COMPLIANCE WITH PUBLIC RECORDS LAWS. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Contract may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Consultant acknowledges that the designated public records custodian for the District is Rizzetta & Company, Inc. ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes and the District's Rules of Procedure, and in accordance with **Exhibit A**, which Rules of Procedure shall control; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the Records Request Policy attached hereto as **Exhibit D**; and 5) upon completion of the Contract, transfer to the District, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 514-0400, OR BY EMAIL AT INFO@RIZZETTA.COM, OR BY REGULAR

**MAIL AT 3434 COLWELL AVENUE, SUITE 200, TAMPA,
FLORIDA 33614.**

- XVII. NOTICES.** All notices, requests, consents and other communications under this Contract (“**Notices**”) shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Palma Sola Trace Community
Development District
9428 Camden Field Parkway
Riverview, FL 33578
Attn: District Manager

With a copy to: Hopping Green & Sams, P.A.
119 South Monroe Street, Suite 300 (32301)
P.O. Box 6526
Tallahassee, FL 32314
Attn: District Counsel

If to the Consultant: Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Except as otherwise provided in this Contract, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Contract would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

- XVIII. EFFECTIVE DATE.** This Contract shall become effective upon execution by both the District and the Consultant, and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Contract.
- XIX. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Contract are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Contract.
- XX. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A, B, C and D**, shall constitute the final and complete expression of this Contract between the District and the Consultant relating to the subject matter of this Contract. To the extent of any conflict between this instrument and **Exhibits A, B, C, and D**, this instrument shall control.

- XXI. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either the District or the Consultant under this Contract shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Contract against any interfering third party. Nothing contained in this Contract shall limit or impair the District's right to protect its rights from interference by a third party to this Contract.
- XXII. THIRD PARTY BENEFICIARIES.** This Contract is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Contract. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Contract or any of the provisions or conditions of this Contract; and all of the provisions, representations, covenants, and conditions contained in this Contract shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.
- XXIII. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Contract or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Contract, such termination to be effective immediately upon the giving of notice of termination.
- XXIV. ARM'S LENGTH TRANSACTION.** This Contract has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Contract with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Contract, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
- XXV. COUNTERPARTS.** This Contract may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

Therefore, the Consultant and the District each intend to enter this Contract, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

WITNESS: _____
Signature

Print Name

PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST: _____
Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name

- Exhibit A** – Scope of Services
- Exhibit B** – Schedule of Fees
- Exhibit C** – Municipal Advisor Disclaimer
- Exhibit D** – Public Records Request Policy

EXHIBIT A
Scope of Services

STANDARD ON-GOING SERVICES: These services will be provided on a recurring basis and are commonly referred to as the basic services necessary for the normal and routine functioning of the District.

MANAGEMENT:

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but are not limited to:
 - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
 - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
 - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
 - 4. Provide Form 1 Financial Disclosure documents for Board Members
 - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
 - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
 - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
 - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
 - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
 - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
 - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
 - a. Provide written notice to owners of public hearing on the budget and its related assessments.
 - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
 - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
 - 14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.

15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
 16. Provide for submitting the regular meeting schedule of the Board to County.
 17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
 18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
 19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
 20. Provide for public records announcement and file document of registered voter data each June.
 21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
 22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
 23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
 - a. Provide for the appropriate ad templates and language for each of the above.
 24. Provide for instruction to Landowners on the Election Process and forms, etc.
 25. Respond to Bond Holders Requests for Information.
 26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

ADMINISTRATIVE:

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.

- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
 - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

ACCOUNTING:

A. Financial Statements

- 1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
 - a) Chart of Accounts
 - b) Vendor and Customer Master File
 - c) Report creation and set-up.
- 2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - a) Cash Investment Account Reconciliations per fund
 - b) Balance Sheet Reconciliations per fund
 - c) Expense Variance Analysis
- 3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
- 4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
- 5. Manage banking relations with the District's Depository and Trustee.
- 6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
- 7. Account for assets constructed by or donated to the District for maintenance.
- 8. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
- 9. Provide Audit support to auditors for the required Annual Audit, as follows:
 - a) Review statutory and bond indenture requirements
 - b) Prepare Audit Confirmation Letters for independent verification of activities.

- c) Prepare all supporting accounting reports and documents as requested by the auditors
 - d) Respond to auditor questions
 - e) Review and edit draft report
 - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.

B. Budgeting

- 1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
- 2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
- 3. Prepare and cause to be published notices of all budget hearings and workshops.
- 4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

C. Accounts Payable/Receivable

- 1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
 - a) Manage Vendor Information per W-9 reports
- 2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
- 3. Maintain checking accounts with qualified public depository including:
 - a) Reconciliation to reported bank statements for all accounts and funds.
- 4. Prepare year-end 1099 Forms for Vendor payments as applicable.
 - a) File reports with IRS.

D. Capital Program Administration

- 1. Maintain proper capital fund and project fund accounting procedures and records.
- 2. Process Construction requisitions including:
 - a) Vendor Contract completion status
 - b) Verify Change Orders for materials
 - c) Check for duplicate submittals

d) Verify allowable expenses per Bond Indenture Agreements such as:

- (1) Contract Assignment
- (2) Acquisition Agreement
- (3) Project Construction and Completion Agreement

3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

E. Purchasing

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

F. Risk Management

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

FINANCIAL AND REVENUE COLLECTION:

A. Administer Prepayment Collection:

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.

3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

B. Administer Assessment Roll Process:

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

C. Administer Assessments for Off Tax Roll parcels/lots:

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

D. True-Up Analysis:

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

ADDITIONAL SERVICES:

A. Meetings

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);

B. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
 - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
 - b) Should it be required prepare true-up calculations and invoice property owners for true-up payments as necessary;

C. Bond Issuance Services

1. Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments

2. Bond Validation;

- a) Coordinate the preparation of a Bond Validation Report which states the "Not-to-exceed" par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- b) Provide expert testimony at bond validation hearing in circuit court.

3. Certifications and Closing Documents;

- a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

D. Electronic communications/e-blasts;

E. Special requests;

F. Amendment to District boundary;

G. Grant Applications;

H. Escrow Agent;

I. Continuing Disclosure/Representative/Agent;

J. Community Mailings e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.

K. Public Records Requests - Refer to **Exhibit D** of this Contract for responsibilities;

LITIGATION SUPPORT SERVICES:

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:

- A. Issue estoppel letters as needed for property transfers
 - 1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
 - 2. Issue lien releases for properties which prepay within in the District.
- B. Bond prepayment processing
 - 1. Collect bond pre-payments, both short term and long term bonds, verify amounts and remit to Trustee with deposit instructions.
 - 2. Maintain collection log showing all parcels that have pre-paid assessments.
 - 3. Prepare, execute and issue release of lien to be recorded in public records.

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	ANNUALLY
Management:	\$20,100.00
Administrative:	\$ 5,400.00
Accounting:	\$18,000.00
Financial & Revenue Collections:	\$ 5,000.00
Assessment Roll (1) :	\$ 5,000.00
Total Standard On-Going Services:	\$53,500.00

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.

ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

LITIGATION SUPPORT SERVICES:	Hourly	Upon Request
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ADDITIONAL THIRD PARTY SERVICES:

Pre-Payment Collections/Estoppel/Lien Releases:		
Lot/ Home owner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request

EXHIBIT C
Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

EXHIBIT D
Public Records Request Policy and Fees

Public Officer, Employee and Staff Policy for Processing Requests for Public Records

Policy Generally:

The District supports policies that facilitate the efficient and complete provision of requested public records in a timely manner. This policy only applies to the way District officers, employees and staff (District Manager, District Counsel, District Engineer) (altogether, "District Persons") respond to public records requests within the organization. Chapter 119, F.S., and the District's Rules of Procedure dictate the way in which the District must produce records to the records requester. This policy is established to provide District Persons with a clear understanding of the process that will be utilized in preparing responses to public record requests.

Requests for District Records:

1. The requesting party is not required to identify themselves or the reason for the request. The request may be made in writing (electronic or otherwise) or verbally.
2. Content on District social media sites is subject to the public records law. Communication made through a social networking medium may be subject to public disclosure.
3. There may be responsive records located on personal devices or personal accounts that are not maintained by the District. For this reason, District Persons will be asked to perform searches of personal devices and accounts for any responsive record whenever a request so warrants. District Persons are strongly encouraged to avoid using personal devices or personal accounts for District business.
4. When a request is received, the individual(s) receiving the request shall forward the request to the District Manager who shall then translate the request to the public records request form attached hereto. The form should then be forwarded to the District's Record Custodian (whom is Rizzetta & Company, Inc.). The Records Custodian shall then review the form with the requesting party to ensure that it accurately reflects his/her request so that full compliance can be achieved in a timely and efficient fashion. The Records Custodian will then notify the requesting party of the estimated time and cost to retrieve the records, in compliance with the District's Rules of Procedure, and confirm whether the requesting party agrees to pay the labor and copy charges, if applicable. Payment shall be made to the District prior to commencing the production process. The provisions of the Rules of Procedure and Florida law must be followed consistently and accurately.
5. To the extent applicable, the District, and not the District Manager or Records Custodian as an entity, shall charge the requesting party the special charge, which amount shall be consistent with Florida law. The District Manager may, consistent with and only pursuant to the terms of the Agreement between the District and the District Manager, charge the District the applicable public records response fees as set forth therein and established within the Agreement.

6. If not clear, the requesting party should be asked to identify whether they wish to simply inspect the records or obtain copies.
7. Florida's public records law does not require the District to answer questions regarding the records produced.

Processing Responsive Records:

1. After the above process is followed, for documents that are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requesting party will be charged according to the District's adopted fee schedule.
2. Records are only required to be produced in the format(s) in which they exist.
3. All electronic records must be sent by a file transfer method to the Records Custodian. Any record that can be produced for review by District staff electronically must be produced in that medium. Should District Persons elect to provide records that are capable of being produced electronically in hard format, such individual shall not be entitled to reimbursement for copy or printing charges. It is within the Record Custodian's discretion to determine whether a record is capable of being produced electronically. District Persons shall make their best efforts to produce records for review by District staff as economically and efficiently as possible.
4. District Persons shall use their best efforts to electronically store public record e-mail according to the conventions of their e-mail system and retain it electronically pursuant to the District's retention schedule.
5. The technical details and methods of storing, retrieving and printing e-mail depend on the e-mail system in use. Consult with the Records Custodian or District Manager for guidance should questions arise.
6. Public records retention is governed by the Florida Department of State, Division of Library and Information Services, general record schedules and the District's adopted Record Retention schedule. Should District Persons have any questions regarding retention or disposition of records, please contact the Records Custodian or District Counsel.

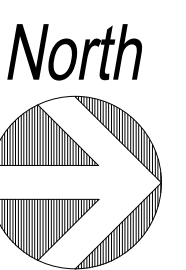
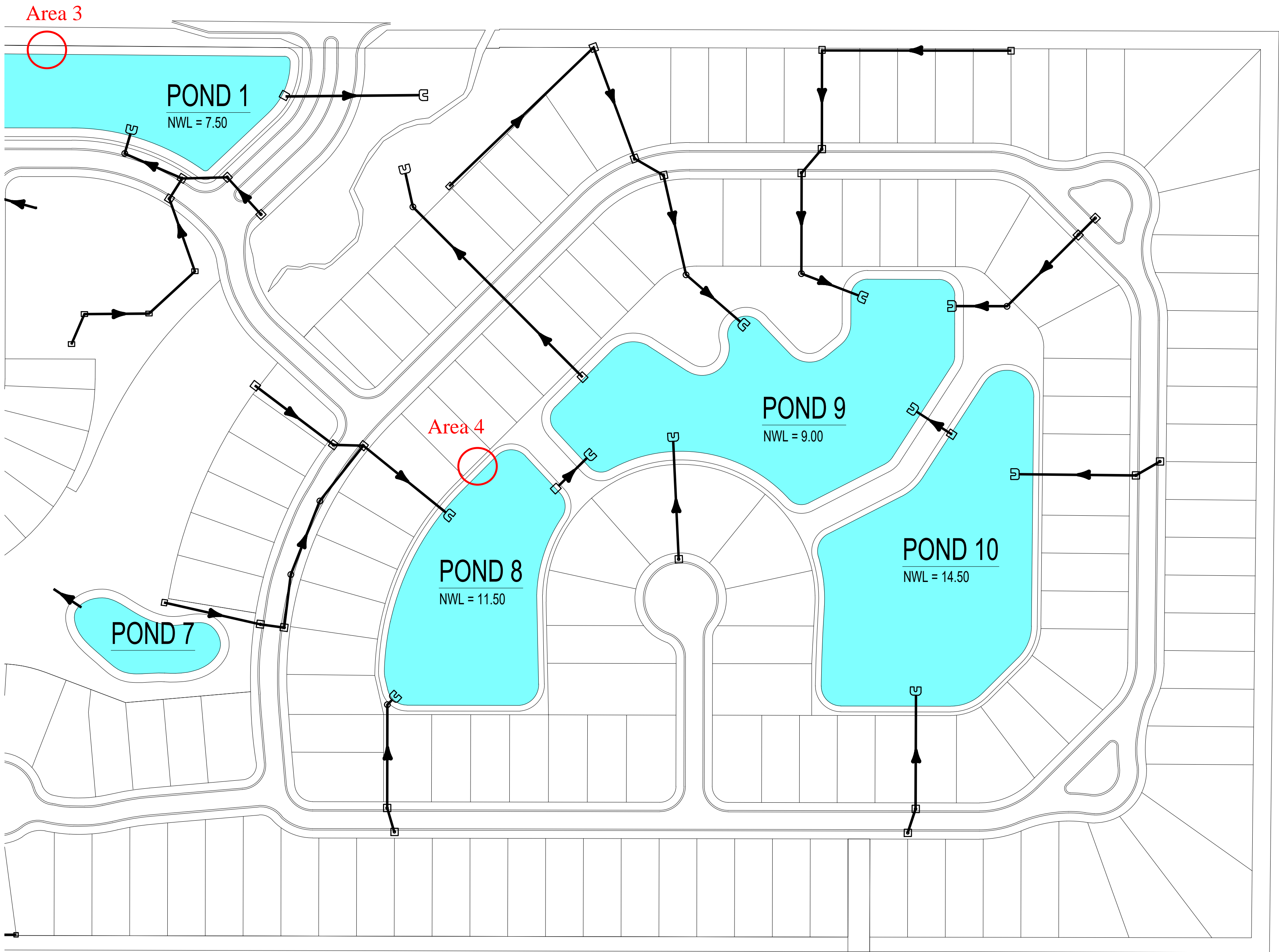
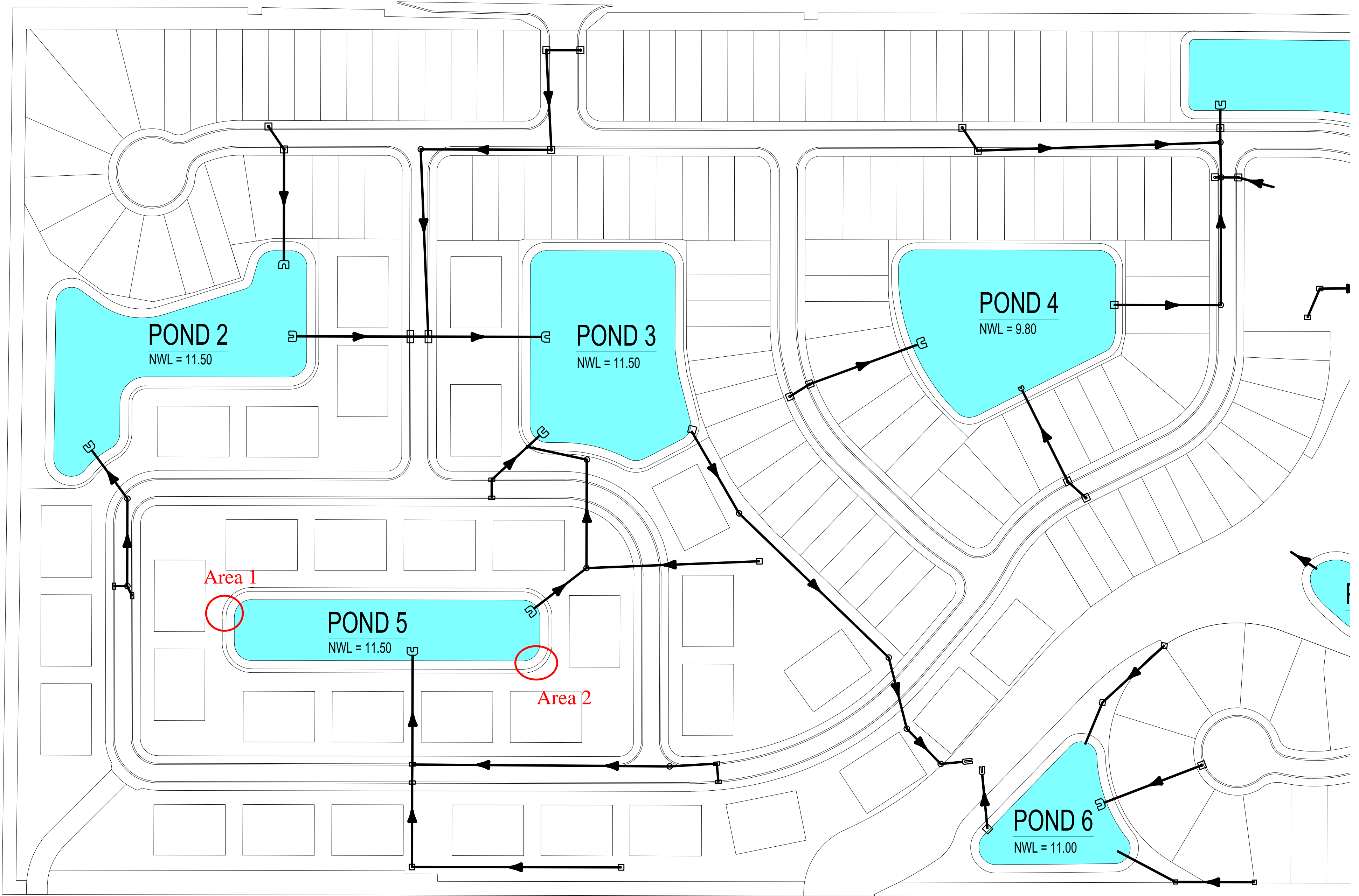
Tab 6

Palma Sola Trace Pond Bank Restoration

October 12, 2018 - Bid Form

Bid Item	Description	Qty	Unit	Total
1	Area 1 - Southwest corner of Pond 5. Cut out sod, backfill and compact eroded area and sod.	1	LS	
2	Area 2 - Northeast corner of Pond 5. Cut out loose sod, backfill, compact, add SC-250 fabric and sod. Note: A sprinkler repair may be required.	1	LS	
2A	Area 2 - Northeast corner of Pond 5. Sprinkler repair if required.	1	LS	
3	Area 3 - West side of Pond 1. Cut out loose sod, backfill, compact, add SC-250 fabric and sod.	1	LS	
4	Area 4 - Southwest side of Pond 8. Cut out sod, backfill and compact eroded area and sod.	1	LS	
5	Watering sod in repaired areas until establishment of sod. 3 times per week for first two weeks then twice per week for next four weeks. Watering not required if supplemented by rain.	14	EA	
6	Miscellaneous	1	LS	
Total				\$0.00

Bids due by Wednesday October 24, 2018 by 5:00 PM



SHEET NUMBER

PALMA SOLA TRACE

STORM WATER MAP



Schappacher
Engineering, LLC

3604 53rd AVENUE EAST, BRADENTON, FL 34203
PHONE: (941) 251-7613
WWW.SCHAPPACHERENG.COM

DESIGNED
RS

DRAWN
CTK

CHECKED
RS

DATE: AUG. 2016

SCALE: AS NOTED

REV	DESCRIPTION	DATE	DWN BY	CKD BY

Signature
RICHARD SCHAPPACHER, P.E.
Professional Engineer # 51501

Date



Area 1 – Minor erosion at northwest corner of Pond 5



Area 4 – Minor Erosion on southwest side of Pond 8



Area 2 – Approximately 6' x 8' depression at southeast corner Pond 5



Area 2 – Approximately 6' x 8' depression at southeast corner Pond 5

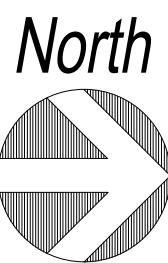
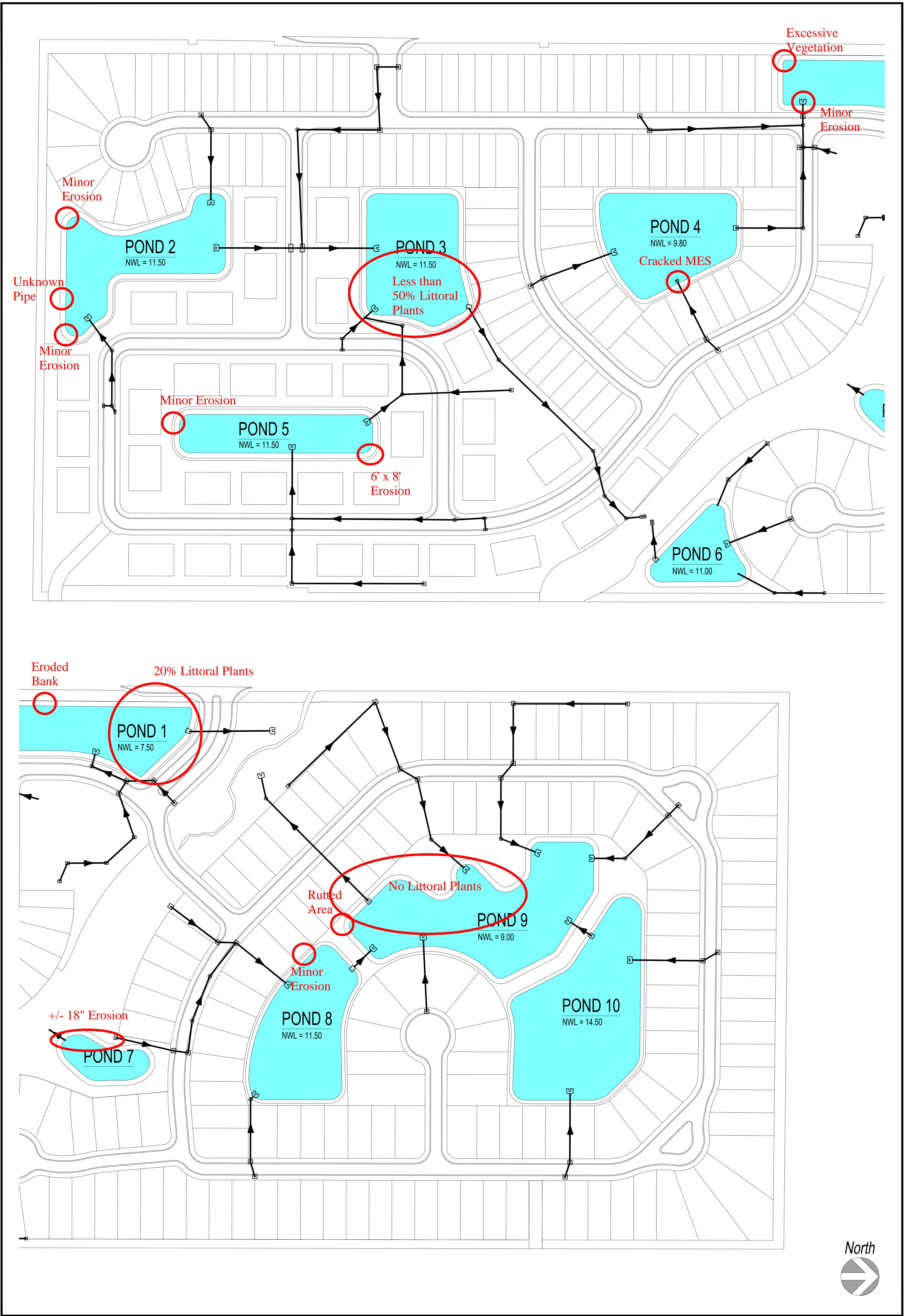


Area 3 – Erosion on west side of Pond 1



Area 3 – Erosion on west side of Pond 1

Tab 7



SHEET NUMBER

PALMA SOLA TRACE

STORM WATER MAP



Schappacher
Engineering, LLC

3604 53rd AVENUE EAST, BRADENTON, FL 34203
PHONE: (941) 251-7613
WWW.SCHAPPACHERENG.COM

DESIGNED
RS
DRAWN
CTK
CHECKED
RS
DATE: AUG. 2016

SCALE: AS NOTED

REV	DESCRIPTION	DATE	DWN BY	CKD BY

Signature
Date
RICHARD SCHAPPACHER, P.E.
Professional Engineer # 51501



Pond 2 Southeast corner – Minor erosion



Pond 2 Southwest corner – Minor erosion



Pond 2 South bank near east corner – unknown pipe



Pond 3 – Less than 50% of Littoral plants



Pond 3 – Less than 50% of Littoral plants



Pond 5 – Southwest corner – Minor erosion, bid package prepared



Pond 5 – Northeast corner – 6' x 8' eroded area, bid package prepared



Pond 4 – East side – Cracked Mitered End Section



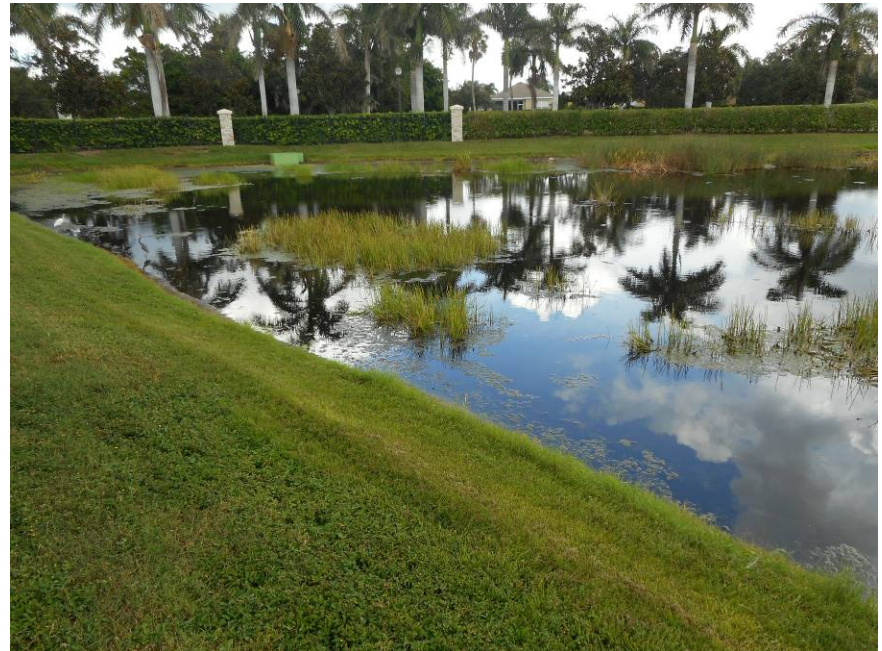
Pond 1 – Southeast corner – minor erosion at mitered end section



Pond 1 – west side – bank eroded, bid package prepared



Pond 1 – Southwest corner – excessive vegetation



Pond 1 – Less than 20% Littoral plants



Pond 8 – Southwest corner – minor erosion, bid package prepared



Pond 9 – West side – No Littoral plants



Pond 9 – South corner – erosion from mowers



Pond 7 – Southwest side – approximately 18" of erosion

Tab 8



STATEMENT OF INSPECTION FOR PROPER OPERATION AND MAINTENANCE

SOUTHWEST FLORIDA
WATER MANAGEMENT DISTRICT

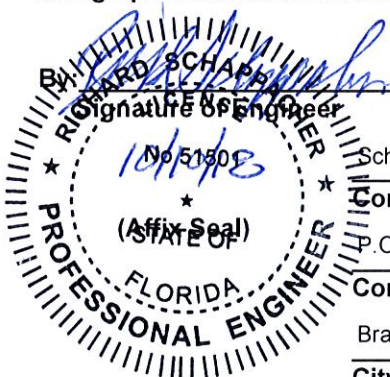
2379 BROAD STREET • BROOKSVILLE, FL 34604-6899
(352) 796-7211 OR FLORIDA WATS 1 (800) 423-1476

Within 30 days after completion of the inspection for proper operation and maintenance, the operation and maintenance entity or its authorized agent must SEND THE ORIGINAL PLUS ONE COPY OF THIS FORM to the Southwest Florida Water Management District, 2379 Broad Street, Brooksville, Florida 34604-6899. Upon receipt, the District will review this statement and may inspect the system for compliance with the approved permit and as-built drawings.

(1) SURFACE WATER MANAGEMENT SYSTEM INFORMATION:

Permit No. 43027525.000 County: Manatee
Project Name: Palma Sola Trace
Permittee: Palma Sola Trace CDD
Address: 9428 Camden Field Parkway
City Riverview State FL Zip 33578
Telephone: (813) 533-2950

(2) I hereby certify that an inspection of the above-referenced system was performed on September 27, 2018 and further certify based on my observations that all above-ground facilities are being operated and maintained as authorized by the Southwest Florida Water Management District. I further state that it is my opinion based on my observations, knowledge, experience and any other available information that the below-ground facilities are being operated and maintained as authorized.



Signature of Engineer Richard Schappacher FL P.E. No. 51501
Name (Please Type) Schappacher Engineering, LLC
Company Name P.O. Box 21256
Company Address Bradenton, FL 34204
City, State, Zip Bradenton, FL 34204
Phone: (941) 251-7613 Date: 10/10/18



SCHAPPACHER ENGINEERING, LLC



Palma Sola Trace SWFWMD Recertification – September 27, 2018

3604 53rd Ave. East – Bradenton, Florida 34203; Phone: (941) 251-7613

Tab 9



Rizzetta & Company

Palma Sola Trace Community Development District

**Financial Statements
(Unaudited)**

August 31, 2018

Prepared by: Rizzetta & Company, Inc.

palmasolatracedd.org
rizzetta.com

Palma Sola Trace Community Development District

Balance Sheet

As of 8/31/2018

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Governmental Funds	General Fixed Assets Account Group	General Long-Term Debt Account Group
Assets						
Cash In Bank	37,455	0	0	37,455	0	0
Investments	176,847	0	274,600	451,447	0	0
Investments--Reserves	0	154,398	0	154,398	0	0
Accounts Receivable	0	0	0	0	0	0
Prepaid Expenses	1,437	0	0	1,437	0	0
Deposits	381	0	0	381	0	0
Due From Other Funds	0	0	0	0	0	0
Amount Available in Debt Service	0	0	0	0	0	274,600
Amount To Be Provided Debt Service	0	0	0	0	0	3,000,400
Fixed Assets	0	0	0	0	1,341,827	0
Total Assets	216,120	154,398	274,600	645,118	1,341,827	3,275,000
Liabilities						
Accounts Payable	1,106	0	0	1,106	0	0
Accrued Expenses Payable	440	0	0	440	0	0
Due To Other Funds	0	0	0	0	0	0
Revenue Bonds Payable--Long Term	0	0	0	0	0	3,275,000
Total Liabilities	1,546	0	0	1,546	0	3,275,000
Fund Equity & Other Credits						
Beginning Fund Balance	214,734	122,992	262,813	600,539	1,341,827	0
Net Change in Fund Balance	(160)	31,406	11,787	43,034	0	0
Total Fund Equity & Other Credits	214,574	154,398	274,600	643,573	1,341,827	0
Total Liabilities & Fund Equity	216,120	154,398	274,600	645,118	1,341,827	3,275,000

See Notes to Unaudited Financial Statements

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2017 Through 8/31/2018

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Revenues					
Interest Earnings					
Interest Earnings	1,000	917	561	(355)	43.85%
Special Assessments					
Tax Roll	161,339	161,339	163,212	1,873	(1.16)%
Total Revenues	162,339	162,256	163,774	1,518	(0.88)%
Expenditures					
Legislative					
Supervisor Fees	7,000	7,000	6,600	400	5.71%
Financial & Administrative					
Administrative Services	5,400	4,950	4,950	0	8.33%
District Management	19,600	17,967	17,967	0	8.33%
District Engineer	6,500	5,958	3,395	2,563	47.76%
Disclosure Report	1,000	917	1,000	(83)	0.00%
Trustees Fees	2,155	2,155	2,155	0	0.00%
Assessment Roll	5,000	5,000	5,000	0	0.00%
Financial & Revenue Collections	5,000	4,583	4,583	0	8.33%
Accounting Services	17,000	15,583	15,583	0	8.33%
Auditing Services	4,000	4,000	3,723	277	6.92%
Public Officials Liability Insurance	2,750	2,750	2,500	250	9.09%
Legal Advertising	700	642	615	26	12.08%
Dues, Licenses & Fees	175	175	175	0	0.00%
Website Hosting, Maintenance, Backup (and Email)	2,100	1,925	1,925	0	8.33%
Legal Counsel					
District Counsel	15,000	13,750	3,241	10,509	78.39%
Electric Utility Services					
Utility Services	2,000	1,833	1,538	295	23.08%
Street Lights	10,000	9,167	3,615	5,552	63.85%
Stormwater Control					
Fountain Service Repairs & Maintenance	500	458	0	458	100.00%
Lake/Pond Bank Maintenance	5,000	4,583	0	4,583	100.00%
Wetland Monitoring & Maintenance	9,000	8,250	3,600	4,650	60.00%
Aquatic Maintenance	10,200	9,350	9,350	0	8.33%
Miscellaneous Expense	500	458	0	458	100.00%
Aquatic Plant Replacement	5,000	4,583	0	4,583	100.00%
Other Physical Environment					
General Liability Insurance	3,025	3,025	2,750	275	9.09%

See Notes to Unaudited Financial Statements

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2017 Through 8/31/2018

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Property Insurance	219	219	199	20	9.13%
Landscape Maintenance	9,250	8,479	8,228	251	11.04%
Miscellaneous Expense	500	458	4,180	(3,721)	(735.90)%
Road & Street Facilities					
Gate Facility Maintenance	1,000	917	2,642	(1,725)	(164.21)%
Street Light Decorative Light Maintenance	35,000	32,083	14,419	17,664	58.80%
Contingency					
Miscellaneous Contingency	500	458	0	458	100.00%
Total Expenditures	185,074	171,678	123,933	47,745	33.04%
Excess of Revenue Over (Under) Expenditures	(22,735)	(9,423)	39,840	49,263	275.23%
Other Financing Sources (Uses)					
Interfund Transfer	0	0	(40,000)	(40,000)	0.00%
Carryforward Fund Balance	22,735	22,735	0	(22,735)	100.00%
Total Other Financing Sources (Uses)	22,735	22,735	(40,000)	(62,735)	275.94%
Excess of Rev./Other Sources Over (Under) Expend./Other Uses	0	13,312	(160)	(13,472)	0.00%
Fund Balance, Beginning of Period	0	0	214,734	214,734	0.00%
Fund Balance, End of Period	0	13,312	214,574	201,262	0.00%

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

Reserve Fund - 005

From 10/1/2017 Through 8/31/2018

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percentage Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	56	56	0.00%
Total Revenues	0	56	56	0.00%
Expenditures				
Contingency				
Miscellaneous Reserve	0	8,650	(8,650)	0.00%
Total Expenditures	0	8,650	(8,650)	0.00%
Excess of Revenue Over (Under) Expenditures	0	(8,594)	(8,594)	0.00%
Other Financing Sources (Uses)				
Interfund Transfer	0	40,000	40,000	0.00%
Excess of Rev./Other Sources Over (Under) Expend./Other Uses	0	31,406	31,406	0.00%
Fund Balance, Beginning of Period	0	122,992	122,992	0.00%
Fund Balance, End of Period	0	154,398	154,398	0.00%

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

Debt Service Fund - 200

From 10/1/2017 Through 8/31/2018

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percentage Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	3,830	3,830	0.00%
Special Assessments				
Tax Roll	269,036	272,163	3,127	1.16%
Debt Service Prepayments	0	5,063	5,063	0.00%
Total Revenues	269,036	281,056	12,020	4.47%
Expenditures				
Debt Service				
Interest	129,036	129,269	(233)	(0.18)%
Principal	140,000	140,000	0	0.00%
Total Expenditures	269,036	269,269	(233)	(0.09)%
Excess of Revenue Over (Under) Expenditures	0	11,787	11,787	0.00%
Excess of Rev./Other Sources Over (Under) Expend./Other Uses	0	11,787	11,787	0.00%
Fund Balance, Beginning of Period	0	262,813	262,813	0.00%
Fund Balance, End of Period	0	274,600	274,600	0.00%

Palma Sola Trace CDD
Investment Summary
August 31, 2018

<u>Account</u>	<u>Investment</u>	<u>Balance as of August 31, 2018</u>
The Bank of Tampa	Money Market Account	\$ 116,202
The Bank of Tampa ICS Program: Western Alliance Bank	Money Market Account	60,645
Total General Fund Investments		<u>\$ 176,847</u>
SunTrust Capital Reserve	Money Market Account	\$ 154,398
Total Reserve Fund Investments		<u>\$ 154,398</u>
US Bank Series 2013 Revenue	First American Treasury Obligation Fund Class Z	\$ 116,859
US Bank Series 2013 Reserve A-1	First American Treasury Obligation Fund Class Z	134,303
US Bank Series 2013 Reserve A-2	First American Treasury Obligation Fund Class Z	18,375
US Bank Series 2013 Prepayment A-1/A-2	First American Treasury Obligation Fund Class Z	5,063
Total Debt Service Fund Investments		<u>\$ 274,600</u>

Palma Sola Trace Community Development District

Aged Payables by Invoice Date

Aging Date - 8/1/2018

001 - General Fund

From 8/1/2018 Through 8/31/2018

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
Axel Hamilton Bergman, Jr.	8/23/2018	AB082318	Board of Supervisors Meeting 08/23/18	200.00
Bruce Parker	8/23/2018	BP082318	Board of Supervisors Meeting 08/23/18	200.00
Caryl Mason	8/23/2018	CM082318	Board of Supervisors Meeting 08/23/18	200.00
Peter Gelman	8/23/2018	PG082318	Board of Supervisors Meeting 08/23/18	200.00
Roger Ohlson	8/23/2018	RO082318	Board of Supervisors Meeting 08/23/18	200.00
Hopping Green & Sams	8/27/2018	102287	General/Monthly Legal Services 07/18	105.50
			Total 001 - General Fund	1,105.50
Report Total				1,105.50

Palma Sola Trace Community Development District
Notes to Unaudited Financial Statements
August 31, 2018

Balance Sheet

1. Trust statement activity has been recorded through 08/31/18.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.



Rizzetta & Company

Palma Sola Trace Community Development District

**Financial Statements
(Unaudited)**

September 30, 2018

Prepared by: Rizzetta & Company, Inc.

palmasolatracecdd.org
rizzetta.com

Palma Sola Trace Community Development District

Balance Sheet

As of 9/30/2018

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Governmental Funds	General Fixed Assets Account Group	General Long-Term Debt Account Group
Assets						
Cash In Bank	73,798	0	0	73,798	0	0
Investments	126,915	0	275,018	401,933	0	0
Investments--Reserves	0	154,403	0	154,403	0	0
Accounts Receivable	0	0	0	0	0	0
Prepaid Expenses	6,886	0	0	6,886	0	0
Deposits	381	0	0	381	0	0
Due From Other Funds	0	0	0	0	0	0
Amount Available in Debt Service	0	0	0	0	0	275,018
Amount To Be Provided Debt Service	0	0	0	0	0	2,999,982
Fixed Assets	0	0	0	0	1,341,827	0
Total Assets	207,980	154,403	275,018	637,401	1,341,827	3,275,000
Liabilities						
Accounts Payable	1,028	0	0	1,028	0	0
Accrued Expenses Payable	925	0	0	925	0	0
Due To Other Funds	0	0	0	0	0	0
Revenue Bonds Payable--Long Term	0	0	0	0	0	3,275,000
Total Liabilities	1,953	0	0	1,953	0	3,275,000
Fund Equity & Other Credits						
Beginning Fund Balance	214,734	122,992	262,813	600,539	1,341,827	0
Net Change in Fund Balance	(8,707)	31,411	12,205	34,910	0	0
Total Fund Equity & Other Credits	206,027	154,403	275,018	635,448	1,341,827	0
Total Liabilities & Fund Equity	207,980	154,403	275,018	637,401	1,341,827	3,275,000

See Notes to Unaudited Financial Statements

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2017 Through 9/30/2018

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Revenues					
Interest Earnings					
Interest Earnings	1,000	1,000	630	(370)	37.02%
Special Assessments					
Tax Roll	161,339	161,339	163,212	1,873	(1.16)%
Total Revenues	162,339	162,339	163,842	1,503	(0.93)%
Expenditures					
Legislative					
Supervisor Fees	7,000	7,000	6,600	400	5.71%
Financial & Administrative					
Administrative Services	5,400	5,400	5,400	0	0.00%
District Management	19,600	19,600	19,600	0	0.00%
District Engineer	6,500	6,500	4,158	2,343	36.03%
Disclosure Report	1,000	1,000	1,000	0	0.00%
Trustees Fees	2,155	2,155	2,155	0	0.00%
Assessment Roll	5,000	5,000	5,000	0	0.00%
Financial & Revenue Collections	5,000	5,000	5,000	(0)	0.00%
Accounting Services	17,000	17,000	17,000	(0)	0.00%
Auditing Services	4,000	4,000	3,723	277	6.92%
Public Officials Liability Insurance	2,750	2,750	2,500	250	9.09%
Legal Advertising	700	700	615	85	12.08%
Dues, Licenses & Fees	175	175	175	0	0.00%
Website Hosting, Maintenance, Backup (and Email)	2,100	2,100	2,100	0	0.00%
Legal Counsel					
District Counsel	15,000	15,000	3,734	11,266	75.10%
Electric Utility Services					
Utility Services	2,000	2,000	1,545	455	22.74%
Street Lights	10,000	10,000	3,775	6,225	62.25%
Stormwater Control					
Fountain Service Repairs & Maintenance	500	500	0	500	100.00%
Lake/Pond Bank Maintenance	5,000	5,000	0	5,000	100.00%
Wetland Monitoring & Maintenance	9,000	9,000	3,600	5,400	60.00%
Aquatic Maintenance	10,200	10,200	10,200	0	0.00%
Miscellaneous Expense	500	500	0	500	100.00%
Aquatic Plant Replacement	5,000	5,000	0	5,000	100.00%
Other Physical Environment					
General Liability Insurance	3,025	3,025	2,750	275	9.09%

See Notes to Unaudited Financial Statements

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2017 Through 9/30/2018

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Property Insurance	219	219	199	20	9.13%
Landscape Maintenance	9,250	9,250	9,226	24	0.25%
Miscellaneous Expense	500	500	4,180	(3,680)	(735.90)%
Road & Street Facilities					
Gate Facility Maintenance	1,000	1,000	2,810	(1,810)	(181.03)%
Street Light Decorative Light Maintenance	35,000	35,000	15,504	19,496	55.70%
Contingency					
Miscellaneous Contingency	500	500	0	500	100.00%
Total Expenditures	185,074	185,074	132,549	52,525	28.38%
Excess of Revenue Over (Under) Expenditures	(22,735)	(22,735)	31,293	54,028	237.64%
Other Financing Sources (Uses)					
Interfund Transfer	0	0	(40,000)	(40,000)	0.00%
Carryforward Fund Balance	22,735	22,735	0	(22,735)	100.00%
Total Other Financing Sources (Uses)	22,735	22,735	(40,000)	(62,735)	275.94%
Excess of Rev./Other Sources Over (Under) Expend./Other Uses	0	0	(8,707)	(8,707)	0.00%
Fund Balance, Beginning of Period	0	0	214,734	214,734	0.00%
Fund Balance, End of Period	0	0	206,027	206,027	0.00%

See Notes to Unaudited Financial Statements

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

Reserve Fund - 005

From 10/1/2017 Through 9/30/2018

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percentage Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	61	61	0.00%
Total Revenues	0	61	61	0.00%
Expenditures				
Contingency				
Miscellaneous Reserve	0	8,650	(8,650)	0.00%
Total Expenditures	0	8,650	(8,650)	0.00%
Excess of Revenue Over (Under) Expenditures	0	(8,589)	(8,589)	0.00%
Other Financing Sources (Uses)				
Interfund Transfer	0	40,000	40,000	0.00%
Excess of Rev./Other Sources Over (Under) Expend./Other Uses	0	31,411	31,411	0.00%
Fund Balance, Beginning of Period	0	122,992	122,992	0.00%
Fund Balance, End of Period	0	154,403	154,403	0.00%

Palma Sola Trace Community Development District

Statement of Revenues and Expenditures

Debt Service Fund - 200

From 10/1/2017 Through 9/30/2018

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget To Actual Variance	Budget Percentage Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	4,248	4,248	0.00%
Special Assessments				
Tax Roll	269,036	272,163	3,127	1.16%
Debt Service Prepayments	0	5,063	5,063	0.00%
Total Revenues	269,036	281,474	12,438	4.62%
Expenditures				
Debt Service				
Interest	129,036	129,269	(233)	(0.18)%
Principal	140,000	140,000	0	0.00%
Total Expenditures	269,036	269,269	(233)	(0.09)%
Excess of Revenue Over (Under) Expenditures	0	12,205	12,205	0.00%
Excess of Rev./Other Sources Over (Under) Expend./Other Uses	0	12,205	12,205	0.00%
Fund Balance, Beginning of Period	0	262,813	262,813	0.00%
Fund Balance, End of Period	0	275,018	275,018	0.00%

Palma Sola Trace CDD
Investment Summary
September 30, 2018

<u>Account</u>	<u>Investment</u>	<u>Balance as of September 30, 2018</u>
The Bank of Tampa	Money Market Account	\$ 66,218
The Bank of Tampa ICS Program:		
Legacy Texas Bank	Money Market Account	60,692
Western Alliance Bank	Money Market Account	5
	Total General Fund Investments	<u>\$ 126,915</u>
 SunTrust Capital Reserve	 Money Market Account	 \$ 154,403
	Total Reserve Fund Investments	<u>\$ 154,403</u>
 US Bank Series 2013 Revenue	 First American Treasury Obligation Fund Class Z	 \$ 117,277
US Bank Series 2013 Reserve A-1	First American Treasury Obligation Fund Class Z	134,303
US Bank Series 2013 Reserve A-2	First American Treasury Obligation Fund Class Z	18,375
US Bank Series 2013 Prepayment A-1/A-2	First American Treasury Obligation Fund Class Z	5,063
	Total Debt Service Fund Investments	<u>\$ 275,018</u>

Palma Sola Trace Community Development District

Aged Payables by Invoice Date

Aging Date - 9/1/2018

001 - General Fund

From 9/1/2018 Through 9/30/2018

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
BrightView Landscape services, Inc.	9/25/2018	5964240	Tree Pruning 09/18	250.00
Bellmore Electric Inc.	9/27/2018	7465	Fixture Repair 09/18	110.00
Bellmore Electric Inc.	9/27/2018	7466	Lighting Repair 09/18	125.00
Bellmore Electric Inc.	9/27/2018	7467	Lighting Repair 09/18	125.00
Bellmore Electric Inc.	9/27/2018	7468	Lighting Repair 09/18	125.00
Hopping Green & Sams	9/30/2018	103057	General/Monthly Legal Services 08/18	293.00
			Total 001 - General Fund	1,028.00
Report Total				1,028.00

Palma Sola Trace Community Development District
Notes to Unaudited Financial Statements
September 30, 2018

Balance Sheet

1. Trust statement activity has been recorded through 09/30/18.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

Tab 10

Palma Sola Trace CDD

Palma Sola Trace CDD / Aquatic Report

Manager: John G MacNeill
Treatments were performed on: 8/27/18, 9/20/18, 10/23/18
Manager's Inspection was performed on: 10/22/18
Next Treatment Scheduled for the 4th week in November 2018.

August's Treatment:

- The treatment in August focused on the following:
 - Targeted small amounts of algae in all ten lakes.
 - Targeted perimeter grasses in lakes #1 and #3.
 - Targeted floating vegetation *Lemna valdiviana* (duckweed) in lake #1, #8 and #9.

September's Treatment:

- The treatment in September focused on the following:
 - Targeted small amounts of algae in all ten lakes.
 - Targeted perimeter grasses in all ten lakes.
 - Targeted floating vegetation *Lemna valdiviana* (duckweed) in lake #9.

October's Treatment:

- The treatment in October focused on the following:
 - Targeted small amounts of algae in all ten lakes.
 - Targeted perimeter grasses in all ten lakes.
 - Targeted floating vegetation *Lemna valdiviana* (duckweed) in lake #9.

Manager's Observations:

Overall, the lakes are in fair to good condition. Water levels have dropped due to the lack of rain we have been experiencing this fall. We have been able to keep up with perimeter grasses, submersed and floating vegetation. The summertime fertilizer restrictions ended on September 30, this may be a contributing factor as to the recent algae blooms. All of the existing aquatic vegetation looks to be healthy. We also noticed a abundance of wildlife in all of the ponds.

Lake #1 – The Lake looks fair. There was a moderate amount of algae present. There was no floating or submersed vegetation observed. The water level was low. The perimeter grasses were well maintained. The existing aquatic vegetation looks to be healthy. We would recommend a supplemental planting of three types of native beneficial vegetation to the littoral area, Pickerelweed (*Pontederia cordata*), Duck potato (*Sagittaria lancifolia*) and Spike rush (*Eleocharis interstincta*) to stay in compliance with State and Local regulations. The fountain timer is currently set to start at 7am and turn off at 8pm.

Palma Sola Trace CDD

Lake #2 – The Lake looks good. There was a minimal amount of algae present. There was no submersed or floating vegetation present. The perimeter grasses were well maintained. The water level was low. Currently there are no aquatic vegetation in this lake. We would recommend a supplemental perimeter planting of three types of native beneficial vegetation, Pickerelweed (*Pontederia cordata*), Duck potato (*Sagittaria lancifolia*) and Spike rush (*Eleocharis interstincta*) to enhance the water quality and aesthetics of this lake.

Lake #3 – The Lake looks fair. There was a moderate amount of algae present. There was no submersed vegetation or floating vegetation present. The perimeter grasses were well maintained. The water level was low. The existing aquatic vegetation looks to be healthy. We would recommend a supplemental planting of three types of native beneficial vegetation to the littoral area, Pickerelweed (*Pontederia cordata*), Duck potato (*Sagittaria lancifolia*) and Spike rush (*Eleocharis interstincta*) to stay in compliance with State and Local regulations.

Lake #4 – The Lake looks fair. There was a moderate amount of algae present. The perimeter grasses were well maintained. There was no submersed or floating vegetation present. The water level was normal. The existing aquatic vegetation looks to be healthy. We would recommend a supplemental planting of three types of native beneficial vegetation to the shoreline, Pickerelweed (*Pontederia cordata*), Duck potato (*Sagittaria lancifolia*) and Spike rush (*Eleocharis interstincta*).

Lake #5 – The Lake looks fair. There was a moderate amount of algae present on the south side of the pond. This is the area that we planted in June of 2018, so we are being careful not to damage the new plants. There was no submersed vegetation or floating vegetation present. The perimeter grasses were well maintained. The water level was low. The existing aquatic vegetation looks to be healthy.

Lake #6 – The Lake looks good. There was a minimal algae present. There was no submersed vegetation or floating vegetation present. The perimeter grasses were well maintained. The water level was low. The existing aquatic vegetation looks to be healthy.

Lake #7 – The Lake looks good. There was a minimal amount of algae present. There was no submersed vegetation or floating vegetation present. The perimeter grasses were well maintained. The water level was low.

Lake #8 – The Lake looks good. There was very minimal algae present. There was no submersed vegetation or floating vegetation present. The perimeter grasses were well maintained. The water level was low. The existing aquatic vegetation looks to be healthy.

Lake #9 – The Lake looks good. There was a minimal amount of algae present. There was no submersed vegetation or floating vegetation present. There was a minimal amount floating vegetation *Lemna valdiviana* (duckweed) present. The perimeter grasses were well maintained. The water level was low. The existing aquatic vegetation looks to be healthy.

Lake #10 – The Lake looks good. There was minimal amount of algae present. There was no submersed vegetation or floating vegetation present. The perimeter grasses were well maintained. The water level was low.































