

**VISTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA PACKAGE  
JUNE 6, 2019**

**Inframark, Infrastructure Management Services**

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Telephone: (954) 603-0033 • Fax: (954) 345-1292

May 30, 2019

Board of Supervisors  
Vista Lakes Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Vista Lakes Community Development District will be held **Thursday, June 6, 2019 at 10:00 a.m.** at the Vista Lakes Clubhouse, located at 8841 Lee Vista Boulevard, Orlando, Florida 32829. Following is the advance agenda for the meeting:

1. **Roll Call**
2. **Public Comments**
3. **Organizational Matters**
  - A. Consideration of a Supervisor to Fill an Unexpired Term of Office (Seat 2, Term Expires 11/2022)
  - B. Oath of Office for Newly Appointed Supervisor
  - C. Designation of Officers (Resolution 2019-03)
4. **Business Administration Items**
  - A. Consideration of the Minutes of the April 11, 2019 Board of Supervisors Meeting
  - B. Consideration of April 2019 Check Register and Invoices
  - C. Consideration of April 2019 Financial Statements
5. **Old Business**
6. **Staff Reports**
  - A. District Engineer
    - i. Consideration of Proposals for Additional Dredging Needs
  - B. District Counsel
    - i. Legal Opinion on Gate Maintenance
  - C. District Manager
    - i. Consideration of ADA Website Compliance Proposal
    - ii. Consideration of Closing Street for Neighborhood Block Party
    - iii. Report on Number of Registered Voters (4,201)
    - iv. Ratification of Chair-Authorized Expenditures Between Meetings
  - D. Field Operations
    - i. Field Management Reports
    - ii. Proposals for Grinding of CDD Sidewalks
    - iii. Proposals for Pressure Washing of CDD Sidewalks
    - iv. Proposals for Replacement of Fountain Tiles
    - v. Discussion of All CDD Fountains
    - vi. HOA Liaison Report
7. **Supervisor Requests**
8. **Adjournment**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,  
*Kristen Suit*  
Kristen Suit  
District Manager

## **Third Order of Business**

**3A.**

**John A. DeCrotie Sr.**  
8902 Compton Shore Lane, Orlando, Florida 32829  
(321) 388-3835 - Cell  
John@GoGTC.com

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## **BACKGROUND**

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I moved to Orlando in 1992 from Long Island, NY and have enjoyed a great life with my family. I have always been involved in Marketing & Sales in some way or another but found my passion for group travel in 1998 when I took on a position with a local tour operator who specialized in student group travel.

After leaving that tour company, I went on to run the Sales, Marketing and Facilitation for visiting performance groups at Universal Orlando. I grew the program from the group up and stayed there for 5 years until I started my own tour company in 2004.

Since that point, my company has arranged hundreds of custom group tours for Youth, Family, Church and other unique group types. We plan as early as two years before travel, custom-design, travel packages and make all the arrangements for groups to all destinations across the USA.

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## **CURRENT ASSOCIATIONS/MEMBERSHIPS**

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### **BETTER BUSINESS BUREAU OF CENTRAL FLORIDA (BBB)**

#### **Director on the Board of Directors, 1<sup>st</sup> Term**

I am proud to sit on the Board of Directors at the BBB and am currently serving my first term. We meet once a quarter and review budgets, memberships, expulsions and new members.

### **FLORIDA ASSOCIATION OF STUDENT EDUCATIONAL TOURS (FASET)**

#### **Officer – Secretary, 2<sup>nd</sup> Term**

Serving my second 2-year term, this organization is highly active in the political activities in Tallahassee advocating for smarter education for Florida students and it's educators.

### **VISTA LAKES HOMEOWNERS ASSOCIATION**

#### **Member of the Architectural Review Committee**

Sitting on this committee has allowed me to get more involved in the local community and understand the great value of maintaining a standard of quality benefitting all the homeowners of our development.

### **COLONIAL HIGH SCHOOL BAND PARENT ASSOCIATION**

#### **Member of the BPA**

The BPA represents the students of the 150-member band program and assists the parents in getting involved in, not only the fine arts aspect of their child's education, but also their social development as good citizens of the community.

**3C**

**RESOLUTION 2019-03**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District at a meeting held on June 6, 2019 desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairperson
_____	Vice Chairperson
<u>Kristen Suit</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Alan Baldwin</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS, 6<sup>TH</sup> DAY OF JUNE 2019.

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

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

## **Fourth Order of Business**



**4A.**

**MINUTES OF MEETING  
VISTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Vista Lakes Community Development District was held Thursday, April 11, 2019 at 6:30 p.m. at the Vista Lakes Clubhouse, located at 8841 Lee Vista Boulevard, Orlando, Florida.

Present and constituting a quorum were:

Frank Sebestyen	Chairman
William Pass	Vice Chairman
Paula Edwards	Assistant Secretary
Jason McCright	Assistant Secretary

Also present were:

Kristen Suit	District Manager
David Hamstra	District Engineer
Ariel Medina	Field Supervisor
Carla Daly	HOA Liaison
Jeff Cornett	Servello & Son, Inc.
Oliver Bond	Aquatic Systems, Inc.
Numerous Residents	

*The following is a summary of the discussions and actions taken at the April 11, 2019 Vista Lakes Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Sebestyen called the meeting to order. Supervisors and staff introduced themselves, and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comments**

- A resident commented on power washing of sidewalks at Vista Lakes Boulevard. Some people have slipped and fallen which is wet due to condensation. He

suggested the CDD revisit this with the City Engineers. It is the property owner's responsibility to maintain that.

- The resident commented on sidewalk repairs. Some sidewalks are still in need of replacement.
- The resident commented on legal issues.
- A resident is requesting that trees be removed from the CDD strip between the sidewalk and the owner's property, as the roots are breaking the pipes.
- A resident wants to know if the development of Lee Vista Boulevard was paid through the bonds. The CDD did not pay for this. This is a City road.
- A resident thanked the Board for improvements to the maintenance of facilities.
- A resident discussed encroachment conflicts on CDD property. They want to know what is going to be done to enforce. Mr. Sebestyen indicated they had a clear violation of encroachment on CDD property. It was near the drainage to the big lake. The Palm Tree on the Edwards' property is on CDD property. It was planted many years ago. Anything planted on the drainage system should be removed. The District Engineer will investigate.
- A resident commented the trees on Chickasaw are low and hitting her head when she rides her bicycle. That is HOA property.
- A resident commented on the fountain near his home. The fountain should be positioned better. It is currently too far to the right. The Board will investigate.
- The resident commented on the lake. There is a lot of debris and vegetation on the lake. Aquatic Systems will remove the extra shrubs at no cost to the CDD, as it is part of their contract.
- There is Crab Grass growing between the resident's property and the lake. LMP is addressing this issue.

### **THIRD ORDER OF BUSINESS**

#### **Organizational Matters**

- A. Acceptance of Resignation of Mr. Jeff Rooks (Seat 2, Term Expires 11/2022)**
- Mr. Rooks is moving out of the community.

On MOTION by Mr. McCright, seconded by Mr. Pass, with all in favor, the resignation of Mr. Jeff Rooks was accepted.
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**B. Consideration of a Supervisor to Fill the Unexpired Term of Office**

- Mr. Pass recommended Mr. John DeCrotie, Sr. discuss his background. He is on the ARC.
  - Mr. DeCrotie briefly discussed his resume; a copy of which is attached hereto and made part of the public record.
- Ms. Carla Daly will also be submitting her resume. She is actively involved with the CDD.
- Mr. Sebestyen indicated the opening would be announced throughout the community and will be considered at the next meeting.
- A notice will also be posted on the website.

**C. Oath of Office for Newly Appointed Supervisor**

**D. Designation of Officers (Resolution 2019-03)**

These items were tabled to the next meeting.

**FOURTH ORDER OF BUSINESS                      Business Administration Items**

**A. Consideration of the Minutes of the January 10, 2019 Board of Supervisors Meeting**

Mr. Sebestyen stated each Board member received a copy of the Minutes of the January 10, 2019 Board of Supervisors Meeting, and requested any additions, corrections or deletions.

There being none,

On MOTION by Ms. Edwards, seconded by Mr. Pass, with all in favor, the Minutes of the January 10, 2019 Board of Supervisors Meeting were approved.

**B. Consideration of February 2019 Check Register and Invoices**

- Mr. Sebestyen questioned Servello's payments. These are all items the Board approved at the prior meeting, outside of their contract.

On MOTION by Mr. Pass, seconded by Ms. Edwards, with all in favor, the February 2019 Check Register and Invoices were accepted.

**C. Consideration of February 2019 Financial Statements**

- Mr. Sebestyen asked for an explanation of the Miscellaneous Contingency. Ms. Suit commented this included \$3,999.67 for holiday lighting. The first payment

was made in September. A second item was the grass carp installation for \$7,700. The other item was the installation of the park barrier for \$1,750.

- Landscape and chemicals contracts were combined.
- The major plant and tree replacement was at \$49,000 over budget. The Board approved this work several months ago. It took a while for all of the work to be done.

On MOTION by Mr. McCright, seconded by Ms. Edwards, with all in favor, the February 2019 Financial Statements were accepted.

**D. Acceptance of the Fiscal Year 2018 Audit**

- It is a clean audit with no issues.

On MOTION by Mr. Pass, seconded by Mr. McCright, with all in favor, the Audit for the Fiscal Year Ended September 30, 2018, was accepted.

**E. Presentation and Discussion of the Proposed Fiscal Year 2020 Budget**

- Holiday Lighting and Decorations is at \$15,000.
- Planting will be over budget this year, but at \$40,000 for next year.
- R&M-Trees and Trimming has been decreased to \$10,000. A majority of that trimming will be at the Pembroke Berm.
- Revenues are short.
- Approximately \$37,865 will be moved from the fund balance to cover the budget.
- Gate maintenance was discussed. R&M-Gates was removed. Gate maintenance was transferred to the HOA.
- The table on the top of Page 8 is the Reserve Study. This is based on what the District owns and maintains. The tower replacements are covered. Ms. Suit will obtain a copy of the Reserve Study.

On MOTION by Mr. McCright, seconded by Mr. Sebestyen, with all in favor, the proposed Fiscal Year 2020 Budget was accepted as presented and discussed.

- Reserves are healthy.
- F. Consideration of Resolution 2019-04, Approving the Budget and Setting the Public Hearing for August 8, 2019**

Mr. Pass MOVED to adopt Resolution 2019-04, Approving the Budget for Fiscal Year 2019/2020 and Setting a Public Hearing Thereon Pursuant to Florida Law, to be held Thursday, August 8, 2019 at 10:00 a.m. at the Vista Lakes Clubhouse, 8841 Lee Vista Boulevard, Orlando, Florida 32829; and Ms. Edwards seconded the motion.

- A resident suggested holding the Public Hearing in the evening.
  - The budget is on the website and questions or requests may be submitted prior to the meeting.
  - The Board is not in favor of changing the Budget Public Hearing to the evening.
- There being no further discussion,

On VOICE vote, with all in favor, the prior motion was approved.

**FIFTH ORDER OF BUSINESS**

**Old Business**

- Mr. Sebestyen prepared a letter for the newsletter regarding CDD accomplishments.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

**i. Cleaning of the North End of Lake Carlisle**

- The work has already been completed.
- The dredging will be done in the next 10 days.
- Mr. Sebestyen would like the area between the big lake and the island to be deepened. More attention will be paid to that area.

Mr. Hamstra addressed miscellaneous issues.

- He met with Mr. Rooks and the City of Orlando on Stamford Springs with the non-compliance issue. This refers to the area between Vista Lakes and the trailer park. It was resolved. Code violation debt was paid with interest. The lien was released.

- The directional drill for the irrigation under Chickasaw Trail has not yet been done. No irrigation can be done in this area until it is repaired.

**B. District Counsel**

**i. Authorization to Pursue Litigation of Encroachment Matter**

Mr. Clark was not present, but Mr. Sebestyen addressed the matter.

- Mr. Clark was looking for resolution from the Board to proceed with legal action.

On MOTION by Mr. Sebestyen, seconded by Mr. Pass, with all in favor, District Counsel was authorized to pursue litigation on an encroachment matter in an amount not to exceed \$5,000.

**C. District Manager**

**i. ADA Website Requirements**

- The federal government has not made a final decision regarding this matter.
- Most Districts are removing a majority of their information from the websites, except for what is legally required. The District already has more than what is legally required on its website.
- This should be addressed at the next meeting when District Counsel is present.
- Staff is obtaining proposals at this time.

**iv. Discussion of CDD Website adding, “Work in Progress”**

- Mr. Sebestyen believes there should be a “Work in Progress” section on the website for major issues.
- An HOA representative commented they purchased a new website, and indicated the CDD may include this information. The monthly inspection report may be included. This website may have to be ADA-compliant.

**ii. Investment Policy**

- There will be 12-month CDs as long as interest rates remain level.

**iii. FEMA Update**

- A total of \$7,441.06 is to be received.
- Field staff has been meeting with FEMA representatives for many months to come up with the final number.
- Ms. Suit will find out what the exact amount was put in for, which is listed on past financial statements.

**D. Field Operations**

**i. Field Management Reports**

- Staff has been meeting with the different contractors associated with the District.
- Most of the lakes look good.
- Mr. MacCubbin's report was included with the Field Management Report.
- Power washing of sidewalks was discussed. The maintenance lies with the property owner which abuts to the City-owned sidewalks. The CDD would be responsible for Vista Lakes Boulevard.

**ii. Proposal for Sidewalk Replacement at Gentry Park**

- The original trees are lifting the sidewalks and breaking pipes.
- Residents would like the trees removed. There are more than 10 trees.
- Stump grinding will kill the roots.
- This repair includes killing the roots.

On MOTION by Mr. Pass, seconded by Ms. Edwards, with all in favor, the estimate from K and D Concrete Inc. in the amount of \$6,500 for sidewalk replacement at Gentry Park was approved.

- Mr. Pass asked that sidewalk ownership be determined so that field staff may obtain an estimate for consideration at the next meeting to pressure clean those sidewalks.

**E. Landscaping**

**i. Proposals for Removal and Replacement of Plants**

**ii. Proposal for Installation of New Plant Material at Fountain Marquis Sign**

**iii. Proposal for Arbor Services at Pembroke Berm**

- This planting covers most of the property.
- These will be included in this year's budget. Funds may be taken from the Unassigned Fund Balance.
- All of the areas in question are eyesores.
- Some plants need to be removed or just trimmed back.
- Native plants are easy to maintain, but many have been replaced with sod.
- Removal and replacement of Live Oak Trees is necessary because they are dead. There are no sidewalk issues.
- These proposals will complete the project.



On MOTION by Mr. McCright, seconded by Ms. Edwards, with all in favor, proposals from Servello & Son, Inc. in the total amount of \$63,254.50, for removal and replacement of plants, installation of new plant material at the fountain marquis sign and arbor services at the Pembroke Berm, were approved.

## **SEVENTH ORDER OF BUSINESS**

### **Supervisor Requests**

- Mr. Pass commented there is an access sidewalk in Windsor between two homes going to the lake, which is leaking.
- Mr. Sebestyen commented there should be an inventory of all capital equipment, which should be tied to a maintenance log.
- Ms. Daly discussed the dock caps. The Board approved a certain amount, but it is going to cost more because the posts are larger. The Chairman may approve this additional amount and ratify it at the next CDD meeting.
- Someone put chemicals in the east tower and bleached all of the tiles, which have to be replaced. Mr. Medina is investigating. At the opposite end, there are holes in the tiles. Inframark staff will obtain quotes and bring them back to the June meeting
- There is an area in the center of Newport which belongs to the CDD, and has no irrigation. the City was asked to get irrigation to this area. Approval is needed for \$165 to pay the City for the meter, as well as approval to have the meter pay for the reclaimed water. The Chairman may approve this proposal.
- The City has torn up many sidewalks throughout the community and left the areas messy. Someone has to approach the City to have these areas repaired. Inframark staff will become involved.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Sebestyen, seconded by Mr. Pass, with all in favor, the meeting was adjourned at approximately 9:03 p.m.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

**4B**

VISTA LAKES  
Community Development District

**Payment Register by Fund**  
**For the Period from 4/1/2019 to 4/30/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<u>GENERAL FUND - 001</u>								
001	007950	04/25/19	AQUATIC SYSTEMS, INC.	0000439892	APRIL LAKE AND WETLAND SERVICES	Contracts-Lake and Wetland	534021-53901	\$1,750.00
001	007938	04/01/19	BMZ PARTNERSHIP	38957	RENT BLDG 02	Lease- Building	544031-53902	\$620.00
001	007951	04/25/19	CHURCHILLS	10190	APRIL FOUNTAIN/POOL/ SPA SVCS	R&M-Fountain	546032-53901	\$298.00
001	007939	04/01/19	CITY OF ORLANDO	APR-19	LIGHTING AGREEMENT	Electricity - Streetlighting	543013-53901	\$1,440.39
001	007941	04/08/19	CLARK, ALBAUGH LLP	16467	3/14/19 GEN COUNSEL	ProfServ-Legal Services	531023-51401	\$57.00
001	007949	04/23/19	FEDEX	6-515-55786	APR POSTAGE	Postage and Freight	541006-51301	\$127.16
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	ProfServ-Field Management	531016-53901	\$5,536.25
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,634.83
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	Postage and Freight	541006-51301	\$7.50
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	Printing and Binding	547001-51301	\$83.10
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	R&M-Common Area	546016-53901	\$396.29
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	6' STEEL BENCH	546016-53901	\$676.11
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	WASTE PRO TREE REMOVAL	549900-53901	\$350.75
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	RENTAL UTILITY VEHICLE	549900-53901	\$532.24
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	SRV UTILITY VEHICLE	549900-53901	\$396.46
001	007940	04/02/19	INFRAMARK, LLC	39518	MARCH MANAGEMENT FEES	SAMPLE OF POST CAP	549900-53901	\$45.99
001	DD292	04/01/19	DUKE ENERGY FLORIDA, INC.	032019 ACH	BILL PRD 2/18-3/20/19	Streetlights Gated	543046-53901	\$4,711.55
001	DD292	04/01/19	DUKE ENERGY FLORIDA, INC.	032019 ACH	BILL PRD 2/18-3/20/19	Streetlights Non-Gated	543047-53901	\$10,370.29
001	DD293	04/10/19	DUKE ENERGY FLORIDA, INC.	031919 ACH	BILL PRD 2/15-3/19/19	Streetlights Gated	543046-53901	\$49.64
001	DD293	04/10/19	DUKE ENERGY FLORIDA, INC.	031919 ACH	BILL PRD 2/15-3/19/19	Electricity - Streetlighting	543013-53901	\$1,306.60
001	DD295	04/11/19	DUKE ENERGY FLORIDA, INC.	032919 ACH	2/27-3/29/19 ELEC ACH	Electricity - Streetlighting	543013-53901	\$2,789.24
001	DD296	04/23/19	AT&T	040519-1037 ACH	PRD 4/5-5/4/19 #4073821037826	Communication - Teleph - Field	541005-53901	\$192.99
001	DD297	04/28/19	BRIGHT HOUSE NETWORKS	023029901041219	PRD 4/11-5/10/19 #50230299-01	R&M-Common Area	546016-53901	\$113.11
001	DD300	04/26/19	AT&T	041019-9620 ACH	BILL PRD 4/10-5/9 #4073849620	Communication - Teleph - Field	541005-53901	\$238.62
001	DD301	04/22/19	ORANGE COUNTY UTILITIES	041219-7700 ACH	Orange County Utilities - Water #8082147700	8082147700	543021-53901	\$6,118.01
001	DD303	04/26/19	WASTE CONNECTIONS OF FLORIDA	1212796	REFUSE REMOVAL 5/1-5/31/19	Misc-Contingency	549900-53901	\$126.05
001	007942	04/09/19	PEGASUS ENGINEERING	224379	ENGINEERING SVCS THRU FEB 2019	ProfServ-Engineering	531013-51501	\$1,660.77
001	007948	04/22/19	SERVELLO	13302	MAR ANNUALS	R&M-Plant&Tree Replacement	546170-53902	\$5,294.70
001	007947	04/17/19	TOM MACCUBBIN	032619	PROPERTY EVALUATION	Contracts-Landscape Consultant	534062-53902	\$500.00
001	007944	04/12/19	FRANK J. SEBESTYEN	PAYROLL	April 12, 2019 Payroll Posting			\$184.70
001	007943	04/12/19	JASON M. MCCRIGHT	PAYROLL	April 12, 2019 Payroll Posting			\$184.70
001	007946	04/12/19	PAULA Z. EDWARDS	PAYROLL	April 12, 2019 Payroll Posting			\$184.70

VISTA LAKES  
Community Development District

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**Payment Register by Fund  
For the Period from 4/1/2019 to 4/30/2019  
(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	007945	04/12/19	WILLIAM H. PASS	PAYROLL	April 12, 2019 Payroll Posting			\$184.70
Fund Total								<u>\$51,162.44</u>

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Total Checks Paid	\$51,162.44
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VISTA LAKES  
Community Development District

*Financial Report*

*April 30, 2019*

Prepared by:



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VISTA LAKES  
Community Development District

**Financial Statements**

(Unaudited)

***April 30, 2019***



**Balance Sheet**  
April 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2017 A1 & A2 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 268,773	\$ -	\$ 268,773
Due From Other Funds	-	9,793	9,793
Investments:			
Certificates of Deposit - 12 Months	887,445	-	887,445
Certificates of Deposit - 6 Months	206,379	-	206,379
Money Market Account	1,189,686	-	1,189,686
Reserve Fund (A-1)	-	28,472	28,472
Reserve Fund (A-2)	-	62,512	62,512
Revenue Fund (A-1)	-	291,672	291,672
Revenue Fund (A-2)	-	422,395	422,395
Deposits	15,891	-	15,891
<b>TOTAL ASSETS</b>	<b>\$ 2,568,174</b>	<b>\$ 814,844</b>	<b>\$ 3,383,018</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 71,367	\$ -	\$ 71,367
Accrued Expenses	14,912	-	14,912
Due To Other Funds	9,793	-	9,793
<b>TOTAL LIABILITIES</b>	<b>96,072</b>	<b>-</b>	<b>96,072</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Deposits	15,891	-	15,891
<b>Restricted for:</b>			
Debt Service	-	814,844	814,844
<b>Assigned to:</b>			
Operating Reserves	275,560	-	275,560
Reserves - Fences / Walls	264,369	-	264,369
Reserves - Irrigation System	116,952	-	116,952
Reserves - Other	127,419	-	127,419
Res-Pav/Concrete/Basin/Curb	490,842	-	490,842
Reserves - Ponds / Lakes	223,184	-	223,184
Reserves-Reserve Study	1,247	-	1,247
<b>Unassigned:</b>	<b>956,638</b>	<b>-</b>	<b>956,638</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,472,102</b>	<b>\$ 814,844</b>	<b>\$ 3,286,946</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,568,174</b>	<b>\$ 814,844</b>	<b>\$ 3,383,018</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 6,000	\$ 3,500	\$ 12,483	\$ 8,983
Interlocal Agreement	40,000	-	-	-
Interest - Tax Collector	2,000	1,500	2,590	1,090
Special Assmnts- Tax Collector	1,188,895	1,159,924	1,126,569	(33,355)
Special Assmnts- Other	7,380	4,920	479	(4,441)
Special Assmnts- Discounts	(47,556)	(46,397)	(43,649)	2,748
<b>TOTAL REVENUES</b>	<b>1,196,719</b>	<b>1,123,447</b>	<b>1,098,472</b>	<b>(24,975)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	4,000	3,000	2,800	200
FICA Taxes	306	230	214	16
ProfServ-Arbitrage Rebate	900	900	-	900
ProfServ-Dissemination Agent	1,000	-	-	-
ProfServ-Engineering	15,000	8,750	11,565	(2,815)
ProfServ-Legal Services	20,000	11,667	7,459	4,208
ProfServ-Mgmt Consulting Serv	55,618	32,444	32,444	-
ProfServ-Property Appraiser	2,196	2,196	2,196	-
ProfServ-Special Assessment	5,330	5,330	5,810	(480)
ProfServ-Trustee Fees	8,500	7,300	-	7,300
Auditing Services	5,500	5,500	5,700	(200)
Postage and Freight	800	467	544	(77)
Insurance - General Liability	9,545	9,545	11,134	(1,589)
Printing and Binding	2,500	1,458	1,504	(46)
Legal Advertising	1,428	833	3	830
Miscellaneous Services	1,000	583	499	84
Misc-Assessmnt Collection Cost	2,000	1,951	2,170	(219)
Office Supplies	550	322	66	256
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>136,348</b>	<b>92,651</b>	<b>84,283</b>	<b>8,368</b>
<b><u>Field</u></b>				
ProfServ-Field Management	66,435	38,754	38,754	-
Contracts-Lake and Wetland	26,556	15,491	15,550	(59)
Contracts-On-Site Maintenance	15,500	9,042	3,575	5,467
Communication - Teleph - Field	6,540	3,815	4,210	(395)
Electricity - Streetlighting	72,000	42,000	36,765	5,235
Utility - Water & Sewer	70,000	40,833	39,089	1,744

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Streetlights Gated	70,000	40,833	38,416	2,417
Streetlights Non-Gated	115,000	67,085	66,561	524
R&M-Common Area	15,000	8,750	3,013	5,737
R&M-Fountain	24,000	14,000	19,741	(5,741)
R&M-Gate	3,600	2,100	183	1,917
Misc-Contingency	10,000	5,833	18,419	(12,586)
<b>Total Field</b>	<b>494,631</b>	<b>288,536</b>	<b>284,276</b>	<b>4,260</b>
<b><u>Landscape Services</u></b>				
Contracts-Chemicals	64,800	37,800	-	37,800
Contracts-Landscape	382,509	223,130	204,263	18,867
Contracts-Landscape Consultant	5,400	3,150	1,000	2,150
Lease - Building	7,440	4,340	4,340	-
R&M-Irrigation	30,000	17,500	18,848	(1,348)
R&M-Mulch	30,000	-	-	-
R&M-Trees and Trimming	15,000	8,750	1,600	7,150
R&M-Plant&Tree Replacement	60,000	35,000	97,373	(62,373)
<b>Total Landscape Services</b>	<b>595,149</b>	<b>329,670</b>	<b>327,424</b>	<b>2,246</b>
<b><u>Reserves</u></b>				
Reserve	90,700	-	-	-
<b>Total Reserves</b>	<b>90,700</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>1,316,828</b>	<b>710,857</b>	<b>695,983</b>	<b>14,874</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(120,109)	412,590	402,489	(10,101)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(120,109)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(120,109)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (120,109)	\$ 412,590	\$ 402,489	\$ (10,101)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>2,069,613</b>	<b>2,069,613</b>	<b>2,069,613</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,949,504</b>	<b>\$ 2,482,203</b>	<b>\$ 2,472,102</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 621	\$ 621
Interest - Tax Collector	-	-	1,627	1,627
Special Assmnts- Tax Collector	743,127	725,018	712,814	(12,204)
Special Assmnts- Discounts	(29,725)	(29,000)	(27,856)	1,144
<b>TOTAL REVENUES</b>	<b>713,402</b>	<b>696,018</b>	<b>687,206</b>	<b>(8,812)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessmnt Collection Cost	14,862	14,502	1,290	13,212
<b>Total Administration</b>	<b>14,862</b>	<b>14,502</b>	<b>1,290</b>	<b>13,212</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement A-1	186,000	-	-	-
Principal Debt Retirement A-2	254,000	-	-	-
Interest Expense Series A-1	99,634	49,817	49,817	-
Interest Expense Series A-2	164,116	82,058	82,058	-
<b>Total Debt Service</b>	<b>703,750</b>	<b>131,875</b>	<b>131,875</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>718,612</b>	<b>146,377</b>	<b>133,165</b>	<b>13,212</b>
Excess (deficiency) of revenues Over (under) expenditures	(5,210)	549,641	554,041	4,400
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(5,210)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(5,210)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (5,210)	\$ 549,641	\$ 554,041	\$ 4,400
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>260,803</b>	<b>260,803</b>	<b>260,803</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 255,593</b>	<b>\$ 810,444</b>	<b>\$ 814,844</b>	

**Notes to the Financial Statements**  
**April 30, 2019**

**General Fund**

► **Assets**

■ **Cash and Investments** - In order to maximize liquidity, the District has invested in various CDs with varying maturities and Money Market Accounts (See Cash & Investments Report).

■ **Deposits** - Duke Energy and OCU utility deposits (\$15,891).

► **Liabilities**

■ **Accounts Payable** - Invoices for current month but not paid in current month (\$71,367).

■ **Accrued Expenses** - Duke Energy for Streetlights Gated (\$4,700), Streetlights Non Gated Systems (\$9,367) & Pegasus Engineering Inv #224429 (\$845).

■ **Due to Other Funds** - Funds owed to Debt service for Tax Assessments collected (\$9,793).

► **Fund Balance**

■ **Assigned To:** Assigned by the board.

Operating Reserves	\$	275,560
Fences, Walls		264,369
Irrigation System		116,952
Other		127,419
Pavement, Concrete, Catch Basins, Curb Inlets		490,842
Ponds, Lakes		223,184
Reserve Study		1,247

<b>Total Reserves</b>	<b>\$</b>	<b>1,499,573</b>
-----------------------	-----------	------------------

**2017 Debt Service Fund**

► **Assets**

■ **Interest Expense** - Interest Expense on Series A-1 & 2 were paid in November, next payment due in May.

■ **Principal Payment** - Principal payments are due in November on Series A-1 & 2.

■ **Investments** - Trust Accounts at US Bank (See Cash & Investments Report).

Notes to the Financial Statements  
April 30, 2019

Financial Overview / Highlights

Revenues

Non-Ad Valorem assessments are approximately 95% collected compared to 98% last year at the same time.

Total General Fund expenditures and reserves are in line with the annual adopted budget at 53%.

Special Assessments Other: CVS reimbursement for the shared cost of streetlighting & landscaping (\$480).

Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Field</u></b>				
R&M Fountain	\$ 24,000	\$ 19,741	82%	Skylight Roofing - Tile roof over fountain - Lee Vista Blvd (\$7,500), Enhanced Business Solutions - clean, drain, seal & paint fountain (\$3,400), Vertex - fountain #10 new motor (\$2,456), Vertex monthly fountain service (\$3,591) & Churchills Month Service (\$2,086).
Misc-Contingency	\$ 10,000	\$ 18,419	184%	Aquatic Systems - Install Carp barrier for lake #8 (\$1,750), holiday lighting (\$4,000), Aquatic Systems -Triploid Grass Carp site #8 (\$7,700), Prophet Distribution - Litter bags/liners & 5 doggie receptacles (\$2,512), Inframark rental/repairs of utility vehicle (\$929), New Dumpster (\$351) & Waste Connections monthly service (\$871).
<b><u>Landscape Services</u></b>				
R&M-Plant&Tree Replacement	\$ 60,000	\$ 97,373	162%	Servello & Sons Inc - Plant & Tree replacement throughout district.

VISTA LAKES  
Community Development District

**Supporting Schedules**

***April 30, 2019***

**Non-Ad Valorem Special Assessments - Orange County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2019**

					ALLOCATION BY FUND		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs (1)	Gross Amount Received	General Fund	Debt Service 2017-A1 Fund	Debt Service 2017-A2 Fund
<b>Assessments Levied FY 2019</b>				\$ 1,932,022	\$ 1,188,895 62%	\$ 301,632 41%	\$ 441,495 59%
11/13/18	\$ 5,129	\$ 279	\$ -	\$ 5,408	\$ 5,408	\$ -	\$ -
11/13/18	3,216	177	-	3,393		1,377	2,016
11/19/18	16,690	691	-	17,381	17,381		
11/19/18	7,552	312	-	7,864		3,192	4,672
12/03/18	52,736	2,197	-	54,933	54,933		
12/03/18	30,248	1,260	-	31,509		12,789	18,719
12/10/18	175,673	7,318	-	182,991	182,991		
12/10/18	110,332	4,597	-	114,929		46,650	68,280
12/17/18	225,945	9,414	-	235,359	235,359		
12/17/18	145,611	6,067	-	151,678		61,566	90,112
12/24/18	419,889	17,484	-	437,373	437,373		
12/24/18	283,389	11,803	-	295,192		119,818	175,373
01/14/19	45,851	1,910	-	47,762	47,762		
01/14/19	27,481	1,145	-	28,626		11,619	17,007
02/19/18	54,925	2,339	2,108	59,372	59,372		
02/19/18	33,622	1,437	1,290	36,349		14,754	21,595
03/18/19	63,788	1,800	-	65,588	65,588		
03/18/19	32,424	948	-	33,372		13,546	19,826
03/31/19	-	-	62	62			
04/15/19	20,186	217	-	20,403	20,403		
04/15/19	9,793	109	-	9,902		4,019	5,883
<b>TOTAL</b>	<b>\$ 1,764,480</b>	<b>\$ 71,505</b>	<b>\$ 3,460</b>	<b>\$ 1,839,445</b>	<b>\$ 1,126,569</b>	<b>\$ 289,331</b>	<b>\$ 423,483</b>
<b>% COLLECTED</b>					<b>95%</b>	<b>95%</b>	<b>96%</b>
<b>TOTAL OUTSTANDING</b>					<b>\$ 92,578</b>	<b>\$ 62,326</b>	<b>\$ 18,012</b>

(1) Collection costs are paid once a year to Orange County Tax Collector (# of parcels on roll 4,388 X .7744 price per parcel)

(2) The \$61.72 collection cost for 03/31/19 is for a Storm Water Tax Assessment



Cash and Investment Report  
April 30, 2019

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	SunTrust	N/A	0.10%	\$ 268,773
Certificate of Deposit - 6 Months	BankUnited	8/25/2019	2.20%	\$ 103,189
Certificate of Deposit - 6 Months	BankUnited	8/25/2019	2.20%	\$ 103,189
<b>Subtotal 6 Mo. CD's</b>				<b>\$ 206,379</b>
Certificate of Deposit - 12 Months	BankUnited	9/17/2019	2.35%	\$ 261,905
Certificate of Deposit - 12 Months	BankUnited	9/17/2019	2.35%	\$ 261,905
Certificate of Deposit - 12 Months	BankUnited	10/31/2019	2.35%	\$ 103,914
Certificate of Deposit - 12 Months	BankUnited	10/31/2019	2.35%	\$ 103,914
Certificate of Deposit - 12 Months	BankUnited	3/29/2020	2.60%	\$ 155,806
<b>Subtotal 12 Mo. CD's</b>				<b>\$ 887,445</b>
Money Market Account	BankUnited	N/A	1.00%	\$ 1,118,794
Money Market Account	Centennial Bank	N/A	0.80%	\$ 70,892
<b>Subtotal Money Market</b>				<b>\$ 1,189,686</b>
<b>DEBT SERVICE FUND</b>				
<b>Series 2017 A-1 Reserve account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 28,472
<b>Series 2017 A-2 Reserve account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 62,512
<b>Series 2017 A-1 Revenue account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 291,672
<b>Series 2017 A-2 Revenue account</b>				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 422,395
<b>Subtotal Debt Service Fund</b>				<b>\$ 805,051</b>
<b>Total</b>				<b>\$ 3,357,334</b>

# Vista Lakes CDD

## Bank Reconciliation

Bank Account No. 2505 SunTrust Bank - GF Checking  
Statement No. 04-19  
Statement Date 4/30/2019

G/L Balance (LCY)	268,772.61	Statement Balance	270,947.58
G/L Balance	268,772.61	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	270,947.58
Subtotal	268,772.61	Outstanding Checks	2,174.97
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	268,772.61	Ending Balance	268,772.61
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
4/12/2019	Payment	007945	WILLIAM H. PASS	184.70	0.00	184.70
4/23/2019	Payment	007949	FEDEX	127.16	0.00	127.16
4/25/2019	Payment	007950	AQUATIC SYSTEMS, INC.	1,750.00	0.00	1,750.00
4/28/2019	Payment	DD297	Payment of Invoice 010109	113.11	0.00	113.11
<b>Total Outstanding Checks.....</b>				<b>2,174.97</b>		<b>2,174.97</b>

## **Sixth Order of Business**

**6B.i.**

## **DISTRICT COUNSEL OPINION**

My opinion is that plat notes don't obligate a CDD to undertake maintenance obligations. Further, if the CDD is to maintain the gates, they would have to be on a sensor in which they automatically open when someone approaches. We cannot maintain gates that limit access to private roads. Nothing in the letter changes that opinion.

Scott D. Clark  
Clark & Albaugh, LLP

Sara K. Wilson, Esq.  
Attorney at Law  
Phone: (407) 215-9690 Fax: (407) 999-2209  
swilson@beckerlawyers.com



Becker & Poliakoff  
111 N. Orange Avenue  
Suite 1400  
Orlando, Florida 32801

January 22, 2019

**Via E-Mail: [malbaugh@winterparklawyers.com](mailto:malbaugh@winterparklawyers.com)  
and Regular U.S. Mail**

Mitchell E. Albaugh, Esq.  
CLARK & ALBAUGH, LLP  
700 W. Morse Blvd., Ste. 101  
Winter Park, FL 32789

Re: Vista Lakes Community Association, Inc. / Termination of License Agreement

Dear Mr. Albaugh:

We have the pleasure of representing Vista Lakes Community Association, Inc., (the "Association") and are writing on behalf of the Association concerning the termination of the March 13, 2008 License Agreement ("Agreement") between the Association and the Vista Lakes Community Development District ("District") pursuant to your November 19, 2018 Notice of Termination. In terminating the Agreement, it appears that the District believes that the Association is now exclusively responsible for maintenance of the Security Improvements which were the subject of the Agreement. However, based upon the maintenance obligations clearly set forth within the recorded Plats for the Melrose, Warwick and Waverly communities, this is not the case.

The Security Improvements which were subject to the Agreement, and listed on Exhibit "A" to the Agreement, are located on Tracts C, D and E per the recorded Plat of Vista Lakes Village N-7 (Melrose); Tracts E and K per the recorded Plat of Vista Lakes Village N-14 (Warwick); and Tract H per the recorded Plat of Vista Lakes Village N-13 (Waverly). The respective Plat Notes for these neighborhoods each state, with one exception, that the applicable Tracts are to be **"maintained by the Vista Lakes Community Development District."** (Emphasis added.) The one variation to this language is the Note for Tract E<sup>1</sup> on the Warwick Plat which states, "Tract E is a private roadway tract to be dedicated to and maintained by the Vista Lakes Community Association, Inc. **A non-exclusive easement through, over, under and across Tract E is hereby dedicated for use by the Vista Lakes Community Development District and all public utilities for the purpose of constructing, maintaining, and replacing**

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<sup>1</sup> Note 8.

Mitchell E. Albaugh, Esq.  
 January 22, 2019  
 Page 2

**their respective improvements and facilities servicing the lands encompassed by this Plat.”** (Emphasis added.) Pursuant to this Note, the District has a non-exclusive easement for constructing, maintaining, and replacing its improvements servicing the lands encompassed by the Plat. As the Security Improvements were constructed with District funds, and as the Security Improvements service the land encompassed by the Plat, this language and its maintenance obligations as to “improvements” would apply to the Security Improvements which were the subject of the Agreement.

Due to the maintenance obligations imposed upon the District by the recorded Plats, the intent of the Agreement was to authorize the Association, in place of the District, to provide routine maintenance to the Security Improvements located on these Tracts. Without the Agreement, the Association did not have such maintenance authority. With the Agreement now having been terminated, maintenance obligations have returned to the way they were prior to the parties entering into the Agreement. In other words, the effect of the termination of the Agreement is that the District – not the Association - is solely responsible for maintaining the Security Improvements which were the subject of the Agreement.

The fact that the Association owns three Tracts<sup>2</sup> of the six covered by the Agreement does not change this result as the Association owned these Tracts prior to the parties entering into the License Agreement - an agreement necessary for the Association to perform maintenance on the Security Improvements due to obligations imposed upon the District by the recorded Plats.

Additionally, the Association recently received an email from Anna Cifelli at Inframark Infrastructure Management Services stating that “per direction from the District, the Alliance Communication invoices are now being paid by the HOA office.” Attached to the email were two invoices addressed to the District: (1) for services from December 19, 2018 to January 15, 2019 and (2) for services from January 16, 2019 to February 12, 2019. Without debate, the District should agree that it is responsible for billed services up to January 19, 2019, the date of termination of the Agreement. Based upon the District’s maintenance obligations set forth in the recorded Plats, the Association maintains that the District is also responsible for payment of the January 16 to February 12 invoice and all future invoices. Accordingly, the Association requests that the above-listed invoices be paid immediately and that all future invoices be paid as well.

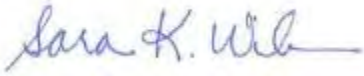
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<sup>2</sup> Three of the six Tracts subject to the Agreement are owned by the District. Tracts C and D per the Plat of Vista Lakes Village N-7 (Melrose) were transferred to the District by Quit Claim Deed dated 8/7/2001 and recorded at O.R. Book 6319, Page 4918 of the Public Records of Orange County, Florida. Tract K per the Plat of Vista Lakes N-14 (Warwick) was transferred to the District by Quit Claim Deed dated 8/23/2007 and recorded at O.R. Book 9404, Page 3920 of the Public Records of Orange County, Florida.

Mitchell E. Albaugh, Esq.  
January 22, 2019  
Page 3

Should you wish to discuss the above, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sara K. Wilb". The signature is fluid and cursive, with a horizontal line extending from the end.

SKW/klc

Cc: Vista Lakes Community Association, Inc.

ACTIVE: V22985/355568:11867392



**6Ci.**

# ADA Site Compliance



**Vista Lakes CDD**

---

**Website Compliance And Accessibility**

# Our Firm

ADA Site Compliance is a leader in mitigating legal risks, auditing, and the remediation of issues associated with websites and documents that are not in compliance with the Americans with Disabilities Act (ADA). Our team includes technical experts in coding, auditing, captioning, WCAG standards, website & PDF compliance, accessibility, and usability.



# How Do People With Disabilities Use My Website?

Agenda Page #99

## HEARING IMPAIRED

Anything That Can Be Heard  
(Videos, Sound Bites, Etc.)  
Must Have A Written  
Description.

## VISUALLY IMPAIRED

Screen Reader Software Audibly  
Reads The Visual Parts of Your  
Website. Items Such As Pictures  
And Buttons Must Have Text  
Descriptions Added In The Code.

## PHYSICALLY IMPAIRED

If Unable To Use A Mouse,  
Website Navigation Must  
Be Possible Using 100s Of  
Keyboard Shortcuts.



**"Accessible Design is Good Design"**

Steve Ballmer  
Former CEO Microsoft



# Costs – Reputational & Monetary

- Lawsuits are on the rise, and continuing to increase significantly.
- The Department of Justice has backed many lawsuits.
- It is extremely expensive to hire attorneys and pay associated fees.
- Related costs include: human capital, unwanted negative PR, stress on your overall business, and reputational damage perpetuated via viral posts on traditional and social media.

**“We Believe Very Deeply That  
Accessibility Is A Human Right”**

**Tim Cook  
Apple CEO**



# What Your Business Needs



## ComplianceShield

A certificate is placed on your website indicating that you have a compliance plan in place. Acting as a deterrent against surf-by lawsuits; letting all website visitors know that you are actively working toward website compliance, accessibility and usability for all.



## SiteAccessibility Policy

A compliance plan detailing the efforts that your company is making to ensure that your website is accessible in accordance with the Americans with Disabilities Act. Providing alternative contact information for users who get “stuck”, and become unable to navigate the website.



## ComplianceAudit Report

A detailed audit report indicating which lines of code need to be corrected, along with screen shots and text descriptions of each. Allowing those tasked with making corrections to clearly understand the accessibility issues affecting your site and the steps needed to correct them.





# Website Errors

Agenda Page #102

A byproduct of our website auditing is that we find things that are “broken” on your website. Tweaking and correcting with ADA accessibility in mind will work simultaneously to increase the overall usability of your site.

- Videos That Are Unable To Be Loaded
- Images, Links And Buttons Missing Alt-Tags
- Broken Links

Correcting issues will reduce user frustration, providing a positive effect on your websites search engine optimization and rankings.



# **Most Website Developers are NOT Experts at Auditing Websites & Documents for Compliance**

**Auditing correctly the first time saves you time and money.**



**Without Human Expert Auditing, your website and PDFs  
WILL NOT be compliant, accessible, and usable.**



Our teams will work together toward the goal of achieving accessibility, usability, and compliance for your website. Proper implementation of strategies and timelines will allow us to achieve all.

Utilizing technology driven and human expert auditing will provide WCAG level reporting that will be the basis for correcting the issues. Ongoing support will be provided to the team at Vista Lakes CDD via video conferencing, screen sharing, email, and telephone.

ADA Site Compliance will play an active role during your remediation process. Our mutual goal is for the team at Vista Lakes CDD to acquire a high level of expertise and understanding of website accessibility and compliance. Enabling them to properly design, develop, and code future projects; thereby mitigating compliance issues prior to updates going live.



# We Provide Thorough And Rigorous Support To Our Clients

Our CTO, Scott Rubenstein, will oversee the auditing process of your website. Scott will evaluate how updates are currently implemented and suggest best practices and improvements for future compliance control and oversight. Sharing his expertise with your team, and providing a valuable technical resource, Scott will ensure that your remediation process is streamlined for success.

**Scott Rubenstein** has been a professional application developer and designer for more than 20 years. Utilizing his technical skills, along with his entrepreneurial goals, he has been partnered in multiple highly successful businesses. He has received praise and accolades throughout his career for his out-of-the-box thinking and creativity in his solutions. Scott is a survivor of the terrorist attacks of 9/11 and was fortunate to escape tower 2 of the World Trade Center prior to its collapse. He returned to New York City soon after, playing an integral role in restoring critical systems. He subsequently became an expert in building and securing websites across a multitude of industries. Scott has a passion, and a high level of expertise, for understanding the coding languages utilized in building and developing website, and how proper coding can enable websites to be compliant, accessible, and usable by all.

# Free and/or Technological (automated) Auditing and Testing Tools Find Less Than 30% of Compliance Issues

FREE online tools, such as Wave, WILL NOT make your website compliant with the WCAG. These tools find approximately 20% of accessibility issues. Our technological auditing tool finds approximately 30% of accessibility errors.

**Human Expert Auditing MUST be performed to make your website compliant.**

Human Expert Auditing uncovers approximately 70% - 80% of accessibility issues.



Our team of experts will support you throughout the process to ensure success.

# Lawsuits Are Mounting And Will Increase

- **Average Costs Can Easily Exceed Six Figures**
- **320% Increase In ADA Website Lawsuits Filed In Recent Years**
- **A Significant Increase in Lawsuits is Expected Moving Forward**



**\$800,000+**  
**Legal Fees & Costs**



**TARGET**

**\$6,000,000+**  
**Legal Fees & Costs**





**Profitability**

**Accessibility**



**Auditing**

**Compliance**



Date: April 29, 2019  
Re: Compliance Remediation of the Vista Lakes CDD Website

This proposal is for the Vista Lakes CDD website, which our development and audit team will perform the scope of services outlined below. ADA Site Compliance is a consultancy which provides specific services for the client. Any services outside of the scope below, or separate sites or templates, will require additional evaluations and proposals. A detailed Scope of Work will be provided, and agreed upon, prior to the start of the project.

#### **Human Expert Auditing**

WCAG Standards

Expert level human auditing on the agreed upon pages.

Auditing performed utilizing screen reader software and keyboard shortcuts.

Detailed reports provided for each round.

#### **Technological Auditing**

WCAG Standards

Technological auditing of the agreed upon pages.

Detailed Reports

#### **Accessibility Policies and Compliance Shields**

Indication to all website visitors that compliance, accessibility, and usability are a priority.

Provides contact information (phone and/or email) for users who find inaccessible areas of the website.

#### **PDF Auditing and Remediation**

PDFs remediated by human experts providing the highest level of accuracy.



**PDFs - Fully Remediated Documents**

\$3.95 Per Page (minimum \$100) - Human Expert Auditing and Remediation

\$21,938 5,554 Pages on Current Website - Audited by Human Experts, Remediated, and Posted to the New Website

**Website Redeveloped and Redesigned for Compliance and Accessibility**

\$6,300 Website Auditing and Remediation – Performed by Human Experts in Design and Coding

Annually \$2,800 - Quarterly Technologic Auditing, Customized Accessibility Policy,  
Compliance Shield, Consulting, Theme Updates and Assistance with New Data Compliance

The annual fee is waived for year 1

Vista Lakes CDD Representative

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

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

ADA Site Compliance Representative

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

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





## **Contact Information**

### **ADA Site Compliance LLC**

**Scott Trachtenberg, Chief Executive Officer**

**(561) 258-9515 Direct**

**(561) 258-9300 Office**

**scott@adaSiteCompliance.com**

**adaSiteCompliance.com**

**“If you think compliance is expensive,  
try non-compliance.”**

Former Deputy U.S. Attorney General Paul McNulty

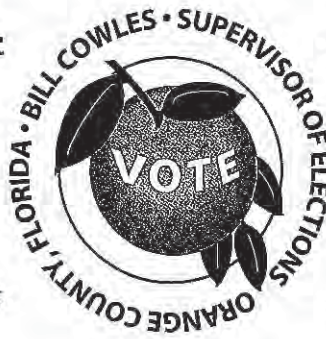




**6C.iii.**

**BILL COWLES**

Supervisor of Elections  
Orange County, Florida



*OUR MISSION IS TO:*

*Ensure the integrity of the electoral process.  
Enhance public confidence.  
Encourage citizen participation.*

April 15, 2019

Sandra H. Demarco Assistant Recording Department Manager  
Vista Lakes Community Development District  
Inframark Management Services  
210 N University Dr, Suite 702  
Coral Springs, FL 33071

Dear Ms. Demarco:

Per the requirements of Chapter 190.006, Florida Statutes, the Orange County Supervisor of Elections Office Mapping Department has determined the number of registered voters in the Development District as of **April 15, 2019**. Our research is based on the legal description provided to us by email on **March 23, 2015**.

As of **April 15, 2019**, there are **4,201 registered voters** in the  
Vista Lakes Community Development District.

Attached is a map and list of streets currently in the Development District according to our records. If you have any questions or corrections, please contact the Mapping Department at 407-254-6584.

Sincerely,

Bill Cowles  
Supervisor of Elections

bc/ajs

**6D.i.**

# **VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT FIELD MANAGEMENT REPORT**

**FIELD MAINTENANCE HIGHLIGHT REPORT**

**JUNE 2019**

**COMPLETED ITEMS:**

- Meet with contractors on a monthly basis and performed a drive through
- Coordinated and follow up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Returned phone calls
- Responded to emails and communications as needed
- Trash removal from ponds and streets
- Completed community light review
- Completed Community Review with Carla Daly
- Completed Landscape Review
- Met with Aquatic Systems twice to follow up on lake issues

**ATTACHED:**

- Field Management Update
- Landscape Review
- Aquatic Systems
- Servello
- Churchills

# FIELD MANAGEMENT UPDATE

- Fixed and painted signs throughout the community



- Painted street lines throughout the community



- Fixed irrigation lines at Gentry Park



- Installed caps at dock

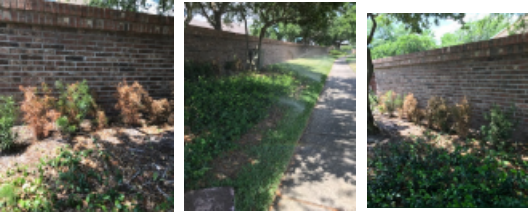
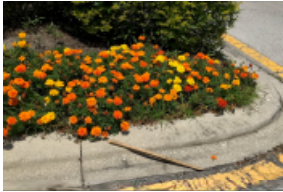



- Sidewalks were pressure wash on various locations




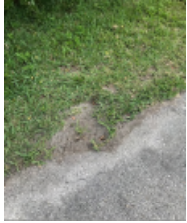
# **Landscape Review**



Vista Lakes Landscape Review Report							
Issue	Location	thru	Drive-thru	Status	Field Manager Comments	Photos	Servello Updates
Weed and Disease Control (Turf)	Throughout the community	4/18/2019	5/16/2019	Not Completed	Two applications shall be provided in the month of March and November for all. St. Augustine and Bahia areas. Provide the schedule for the service.		March wknd 29th Completed-- November wknd 29th
Fertilizer(Turf)	Throughout the community	4/18/2019	5/16/2019	Not Completed	All fertilizers shall be applied at least four times per year (February, April, June and October) for St. Augustine turf. And Bahia shall be fertilized three times per year upon request. Provide the schedule for this service.		Feb wknd 28th Completed-April wknd 26th completed-June scheduled wknd 28th--October scheduled wknd 31
Pest control(Turf)	Throughout the community	4/18/2019	5/16/2019	Not Completed	Four applications Shall be provided of insect control per year in the month of March, May, July and September for St. Augustine and two applications per year in May and July for Bahia.		March wknd 29th completed--May scheduled wknd 31-July scheduled wknd wknd 31th--September scheduled wknd 28th
Fertilizer(Shrubs)	Throughout the community	4/18/2019	5/16/2019	Not Completed	All fertilizers shall be applied at least three times per year (February, May and October)		February completed wknd 22nd-May scheduled wknd 31st-October scheduled wknd 31st
Pest and Disease control (Shrubs)	Throughout the community	4/18/2019	5/16/2019	Not Completed	Six applications of the insect and disease control shall be required per year in the months of February, April, June, August, October and December.		February completed wknd 22nd--April completed wknd 26th--June scheduled wknd 28th-August scheduled wknd 30th--October scheduled wknd 31st-Dec-27th
Mowing	Behind the fence at Newport	4/18/2019	5/16/2019	Completed	Provide schedule and follow up.		
The irrigation is working but several plant are dead. All this plants was installed just month ago.	At Lake Amhurst entrance	4/18/2019	5/16/2019	Not Completed	Provide answer about it. Have not been replaced, need schedule for date to be completed.		All dead Podocarpus will replaced under warranty
Beds need weed control	At Lake Champlain Dr. Entrance	4/18/2019	5/16/2019	Completed	Provide schedule and follow up.		Weeds were pulled annuals changed-out
Beds need weed control	At Colony entrance	4/18/2019	5/16/2019	Completed	Provide schedule and follow up.		Weeds were pulled annuals changed-out

Beds need weed control	At Lake Amhurst entrance	4/18/2019	5/16/2019	Completed	Provide schedule and follow up.		Weeds were pulled and sprayed
Beds need weed control	At Lake Pembroke Pl	4/18/2019	5/16/2019	Completed	Provide schedule and follow up.	  	Weeds were pulled and sprayed
Beds need weed control	At Lake Warwick entrance	4/18/2019	5/16/2019	Completed	Provide schedule and follow up.	 	Weeds were pulled and annuals changed out
Several Irrigation boxes are not being trimmed around them.	Throughout the community	4/18/2019	5/16/2019	Not Completed	Provide schedule and follow up.	   	Irrigation boxes are a working process all will be trimmed around as needed and maintained
Dead pine tree	At Lee Vista Blvd. . (behind the home depot fountain)	4/18/2019	5/16/2019	Not Completed	Provide proposal for remove dead pine tree		Tree will be removed at no additional cost

Overground vegetation Behind the bricks wall	At Warwick shore Xing.	4/18/2019	5/16/2019	Not Completed	Provide schedule and follow up.		
Several irrigation boxes with cap broken or missing	Throughout the community	4/18/2019	5/16/2019	Not Completed	Provide proposal for replace 25 irrigation boxes. Inframark requested a quote.	 	Proposal will be generated-Want to review to make sure number is accurate-more boxes may be needed
Bed behind the houses have several section full of weed.	At Stafford Springs	4/18/2019	5/16/2019	Not Completed	Provide schedule and follow up.	 	Scheduled wknd June wknd 7th
Cleaning and pruning tree berm along the Fence	Pembroke - need to be cleaned	4/18/2019	5/16/2019	Not Completed	There are branches too high. Need to notify Inframark of date to be completed.		Proposal approved
Mulching	Throughout the community	4/18/2019	5/16/2019	Not Completed	Provide schedule for this services.		Schedule after install work
Irrigation Leak	At Covington Cove	4/18/2019	5/16/2019	Completed			Completed
Sod damage	At Covington Cove	4/18/2019	5/16/2019	Not Completed	Provide schedule for repair and follow up.		completed
Beds need weed control	At Covington Cove (around de fountain)	4/18/2019	5/16/2019	Completed			completed
Beds need weed control	At Lee vista Blvd.	4/18/2019	5/16/2019	Not Completed	Provide schedule and follow up.		completed
Winsor Entrance Need more annual flowers	At Vista Park Blvd.	4/18/2019	5/16/2019	Not Completed			completed
Several tree beds need weed control	At S Chickasaw trial.	4/18/2019	5/16/2019	Completed	Provide schedule and follow up.		Completed

Edging sidewalk behind the big lake	At Vista Park Blvd.	4/18/2019	5/16/2019	Not Completed	The service was scheduled for April month but the issue is not completed the all. Revised twice and work was not performed.		Completed
Ants treatment behind the big lakes	At Vista Park Blvd.	4/18/2019	5/16/2019	Not Completed	The service was scheduled for April month but the issue is not completed the all.		Completed
Weed and Disease Control (Turf)	At Lake Avon Dr	4/18/2019	5/16/2019	Not Completed			Completed
Irrigation Issue	At Lee vista Blvd.( close to fountain area)	4/18/2019	5/16/2019	Completed			Completed

# **Aquatic Systems**

# Aquatic Systems Quarterly Activities Report

February 2019- May 2019

Vista Lakes CDD

February 2019:

1. Treated for shoreline grasses, submerged vegetation and floating vegetation.
2. Site inspection performed
3. Site inspection performed
4. Site inspection performed
5. Site inspection performed
6. Site treated for filamentous algae and shoreline grasses
7. Site inspection performed
8. Site inspection performed
9. Site inspection performed
10. Site treated for filamentous algae
11. Site treated for shoreline grasses
12. Site treated for filamentous algae
13. Site inspection performed
14. Site treated for shoreline grasses

March 2019:

1. Site treated for shoreline grasses
2. Site treated for filamentous algae
3. Site treated for filamentous algae and shoreline grasses
4. Site treated for submersed vegetation, shoreline grasses, floating vegetation, and algae
5. Site inspection performed
6. Site treated for filamentous algae
7. Site inspection performed
8. Site treated for filamentous algae, submerged vegetation, and floating vegetation
9. Site inspection performed
10. Site inspection performed
11. Site treated for planktonic algae, shoreline grasses, and floating vegetation
12. Site treated for planktonic algae, floating vegetation, and shoreline grasses
13. Site inspection performed
14. Site treated for shoreline grasses and floating vegetation

April 2019

1. Site treated for shoreline grasses, submersed vegetation, planktonic algae, and floating vegetation
2. Site treated for planktonic algae

3. Site treated for shoreline grasses
4. Site treated for submersed vegetation and filamentous algae
5. Site inspection performed
6. Site treated for filamentous algae
7. Site treated for shoreline grasses
8. Site treated for filamentous algae, submersed vegetation, and floating vegetation
9. Site treated for submerged vegetation and shoreline grasses
10. Site treated for filamentous algae, submersed vegetation, shoreline grasses, and floating vegetation
11. Site treated for submersed vegetation
12. Site treated for filamentous algae and submerged vegetation
13. Site inspection performed
14. Site treated for filamentous algae

May 1-22 2019

1. Site inspection performed
2. Site inspection performed
3. Shoreline grasses treated
4. Site treated for shoreline grasses
5. Site treated for shoreline grasses
6. Site treated for submersed vegetation and floating vegetation
7. Site treated for shoreline grasses
8. Site treated for shoreline grasses
9. Site inspection performed
10. Site inspection performed
11. Site inspection performed
12. Site treated for floating vegetation and submersed vegetation
13. Site inspection performed
14. Site inspection performed

# **Servello's Report**



Servello did not provide a separate report.  
See landscaping update under Landscape  
Review

# **Churchills Report**

**FACILITY REPORT**

**Vista Lakes – East & West Fountains**

**Service Month**      **To May 23<sup>rd</sup> 2019**

**Service Frequency**      **1 x Weekly**

**EAST FOUNTAIN:**

Filter pump	No issues, will need new filter shortly.
Fountain pump	

**WEST FOUNTAIN:**

Filter pump	No issues, will need new filter shortly.
Fountain pump	No issues

**NOTES:**

Estimates sent to retile both fountains.

**6D.ii.**

**THIS DOCUMENT  
WILL BE  
PROVIDED  
UNDER  
SEPARATE  
COVER**

**6D.iii.**



ALPHA PRESSURE WASHING, LLC  
 Rufus L. Barfield  
 13914 Smokerise Ct. Orlando, FL 32832  
 407-435-7462  
[alphapressure@pressurewashalpha.co](mailto:alphapressure@pressurewashalpha.co)  
[www.pressurewashalpha.co](http://www.pressurewashalpha.co)

Proposal Pressure Washing

Proposal Submitted by Rufus L. Barfield dba Alpha Pressure Washing, LLC

Proposal Submitted to:

<b>Name</b> Ariel Medina
<b>Address</b> 313 Campus Street. Kissimmee, FL 34787
<b>Phone</b> 407-566-4122

We hereby propose to furnish the materials and perform the labor necessary for the exterior pressure washing of:

<u>X</u> Commercial	Charge
Total Square Feet of concrete sidewalks: approx. 161,918 (+ or -) sq ft. of concrete sidewalks to be cleaned. Total Linear Feet of concrete curbs and street gutter: approx. 28,206 (+ or -) ft. of concrete curbs and street gutters to be cleaned.	
<b>Areas to be cleaned:</b> <ul style="list-style-type: none"> <li><b>Sidewalks, Street Curbs and Street Gutters</b> <ul style="list-style-type: none"> <li>On both sides of Lee Vista Road (at or about/in the vicinity of Vista Promenade as a reference point identified by Ariel Medina of Inframark; one side of Pasaic Way to Covington Cove entrance).</li> <li>On both sides of Chickasaw Trails (at or about/in the vicinity of Hasting Beach Blvd as a reference point identified by Ariel Medina of Inframark to Vista Lakes Blvd; along Vista Lakes Blvd to gated entrance of Waverly community).</li> </ul> </li> </ul> <b>Areas to be cleaned were highlighted on map of community and provided by Inframark.</b>	
Manner of work to be performed: <ol style="list-style-type: none"> <li>Applications of concrete cleaning solution and Sodium Hypochlorite (10.5%) applied to remove dirt, mold and algae.</li> <li>Sidewalks, street curbs and street gutters to be pressured cleaned using "hot/steam water" cleaning application.</li> <li>Work to be performed during daytime hours and some nighttime hours for precaution and ease of access to work areas.</li> <li>Employees of Alpha Pressure Washing will be uniformed using appropriate safety precautions</li> <li>Water needed for this project to be supplied by the customer whereby Alpha Pressure Washing will have access to water for use.</li> <li><b>Per Ariel Medina required permits required for this task to be obtained/purchased by the customer once awarded.</b></li> </ol>	
<b>Total</b>	<b>\$15,100.00</b>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of \$ 15,100.00. Customer is **NOT REQUIRED** to make deposit or partial payment before work commences. Payment for work is rendered after successful completion of work and satisfaction of the customer.

\*In cases where rust deposits, oil/grease deposits, alkaline deposits, gum, and or oak tree sap deposits has resided on porous surfaces (brick, concrete and wood) for any length of time (3 months or longer) we want the customer to know and be aware that every effort is and will be made to completely remove said stain(s). However, in some cases whereby the aforementioned deposits have bled into the porous surface stains from such deposits may be visible and unable to completely be removed. **Please initial that you have been made aware of such.** \_\_\_\_\_

#### ACCEPTANCE OF PROPOSAL

The above prices, specification, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date 05/26 /2019

Signature Rufus Barfield

Signature \_\_\_\_\_



# QUOTE MEMO

May 28, 2019

QUOTE

INVOICE

## COMING FROM:

**Enhanced Business Solutions**

3005 Siesta View Dr.

Kissimmee, FL 34744

(407) 633-9557

## GOING TO:

**Attn: Ariel Medina or Freddy Blanco**

Vista Lake CDD

[Freddy.Blanco@inframark.com](mailto:Freddy.Blanco@inframark.com)

(407) 947-2489

COMPLETED BY: S. Espallat

Half due upon

TERMS: Acceptance

Half due upon Completion

ITEM #	DESCRIPTION/COMMENTS	Qty	Amount Due
<b>Pressure Washing</b>	<p>Pressure wash approximately 165,000 sq. ft. of Sidewalks and 25,000 In. ft. Street Curbs and Gutters on both sides of Lee Vista Road and Chickasaw Trails including entrances to CDDs; areas marked on map provided by Ariel Medina</p> <p>All areas will be pressure cleaned using EnviroBioCleaner which safely removes dirt, mold, algae, and steam water cleaned. Products used are water-based, non-toxic, biodegradable, eco-friendly, non-flammable, no flash point, no chlorinated solvents, no Butyl, non-caustic</p>		

Work can begin Monday, June 3, 2019 and is anticipated to take 12 days to complete.

Invoice includes all labor and debris removal

1 year warranty on service

Access to water will be provided by Inframark

**TOTAL QUOTE** **\$ 14,500.00**

## MEMO / NOTES:

Work will include pre and post-work inspection with electronic photographs sent to appropriate parties. The fees paid will include all other expenses to include but not limited to: permits, authorizations and disposal fees, unless specifically stated otherwise. Work will mostly be performed during normal business hours with some night/weekend hours for safety and access and minimum interruptions to residents. We will include an ATSSA certified flagger to ensure safety and permit optimum traffic flow. All EBS employees are uniformed.

APPROVED BY:

**S. ESPAILLAT**



# Pressure Wash This Inc.

## Pressure Wash This Inc.

1902 Lee Wood Court

St. Cloud, Florida 34772

(407) 709-4536 Mobile

STEVE GROOMS

Bid for: VISTA LAKES CDD

DISCRIPTION OF SERVICE: PRELIMINARY BID FOR PRESSURE WASHING VISTA LAKES CDD. BID DOES NOT INCLUDE ROAD SIGNS, PERMITS, EXTRA LABOR TO BE IN ROAD, CONES FOR ROAD BLOCKAGE, EXTRA VEHICLES TO BE IN ROAD ETC. AS SOON AS DOT/MOT GETS BACK TO ME WITH WHAT EXACTLY IS REQUIRED TO WORK ON ROAD ADDIONAL BID WILL BE PROVIDED.

---

PRESSURE WASH AND TREAT SIDEWALKS, CURBS AND STORM DRAINS ON PART OF LEE VISTA BLVD AND CHICKASAW TRAIL PER OUR DISCUSSION AND MAP PROVIDED. A POST TREATMENT WILL BE REQUIRED TO REMOVE MOLD AND ALGEA AS SIDEWALKS ARE IN SUCH POOR CONDITION AND LOOK LIKE THEY HAVE NEVER BEEN CLEANED. 240,000 SQUARE FEET WILL BE CLEANED AND TREATED. A HYDRANT METER WILL BE REQUIRED TO ATTAIN WATER AND IS INCLUDED IN BID. ALL CLEANING WILL BE DONE WITH LARGE TRAILER MOUNTED HIGH VOLUME PRESSURE WASHERS AND WATER TANKS USING LARGE SURFACE CLEANERS.

PRICE: \$22,500.00

**6D.iv.**

# CHURCHILLSGROUP

*Working hard for your leisure . . . .*

## Inframark

Vista Lakes  
Orlando, FL 32829

Agenda Page #138

## Estimate #1867

**From Churchills**  
407 557 2730  
mail@churchillsgroup.com  
www.churchillsgroup.com  
1101 Miranda Ln #131  
Kissimmee  
FL 34741

**Bill To Villa Sol**  
3050 Puerta Del Sol Blvd  
Kissimmee, FL 34747

**Sent On 05/21/2019**

**Job Title Fountain Re-tile**

SERVICE / PRODUCT	DESCRIPTION	QTY.	UNIT COST	TOTAL
TILE_Install	EAST: Drain down fountain, remove all existing tile (green ceramic, limestone, spillway tile), remove loose/flaking surface, advise on any defects/cracks affecting replacement. Prepare and apply green tile, limestone/travertine tile (close visual match to existing) and spillway tile. Grout all tile tile, allow to cure and refill/run fountain.	306	\$52.50	\$16,065.00*
TILE_Install	WEST: Drain down fountain, remove all existing tile (green ceramic, limestone, spillway tile), remove loose/flaking surface, advise on any defects/cracks affecting replacement. Prepare and apply green tile, limestone/travertine tile (close visual match to existing) and spillway tile. Grout all tile tile, allow to cure and refill/run fountain.	320	\$52.50	\$16,800.00*

**A deposit of \$16,432.50 will be required to begin.**

**Total**

**\$32,865.00**

\* Non-taxable

NOTE: We do not recommend limestone/travertine for this project.

All parts and/or materials remain the property of Churchill's until payment is made in full. The customer agrees and grants to Churchill's or its nominees free and unencumbered access for the removal of any parts and materials when the invoice payment terms have been exceeded.

This is an estimate, the estimated price is valid for 30 days. By signing/returning this document you certify that you have authority to approve these work items and you are able to furnish payment for the work. You are also agreeing that you have read these terms and agree not to hold Churchills or its nominees responsible for

# CHURCHILLSGROUP

*Working hard for your leisure . . . .*

## Inframark

Vista Lakes  
Orlando, FL 32829

Agenda Page #139

## Estimate #1867

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Kissimmee  
FL 34741

**Bill To Villa Sol**  
3050 Puerta Del Sol Blvd  
Kissimmee, FL 34747

**Sent On 05/21/2019**

**Job Title Fountain Re-tile**

## Notes Continued...

warranties offered by the equipment manufacturers. Churchills and its nominees offer a 30 day labor warranty on all repairs.

Additional warranties are offered by the respective equipment/parts manufacturer.

A deposit may be required, no fee for cash or check payment.

NOTE: Payment by link on estimate, credit card/PayPal will incur convenience fee of 3.5% or net proceeds only applied as account credit).

To accept the estimated work please respond to e-mail.

Agenda Page #140

**COMMERCIAL GREEN**

Agenda Page #141

# CHURCHILLSGROUP

*Working hard for your leisure . . . .*

## Inframark

Vista Lakes  
Orlando, FL 32829

Agenda Page #142

## Estimate #1866

**From Churchills**  
407 557 2730  
mail@churchillsgroup.com  
www.churchillsgroup.com  
1101 Miranda Ln #131  
Kissimmee  
FL 34741

**Bill To Villa Sol**  
3050 Puerta Del Sol Blvd  
Kissimmee, FL 34747

**Sent On 05/21/2019**

**Job Title Fountain Re-tile**

SERVICE / PRODUCT	DESCRIPTION	QTY.	UNIT COST	TOTAL
TILE_Install	EAST: Drain down fountain, remove all existing tile (green ceramic, limestone, spillway tile), remove loose/flaking surface, advise on any defects/cracks affecting replacement. Prepare and apply green tile, ceramic tile (close visual match to existing limestone) and spillway tile. Grout all tile tile, allow to cure and refill/run fountain.	306	\$39.50	\$12,087.00*
TILE_Install	WEST: Drain down fountain, remove all existing tile (green ceramic, limestone, spillway tile), remove loose/flaking surface, advise on any defects/cracks affecting replacement. Prepare and apply green tile, ceramic tile (close visual match to existing limestone) and spillway tile. Grout all tile tile, allow to cure and refill/run fountain.	320	\$39.50	\$12,640.00*

**A deposit of \$12,363.50 will be required to begin.**

**Total**

**\$24,727.00**

\* Non-taxable

All parts and/or materials remain the property of Churchill's until payment is made in full. The customer agrees and grants to Churchill's or its nominees free and unencumbered access for the removal of any parts and materials when the invoice payment terms have been exceeded.

This is an estimate, the estimated price is valid for 30 days. By signing/returning this document you certify that you have authority to approve these work items and you are able to furnish payment for the work. You are also agreeing that you have read these terms and agree not to hold Churchills or its nominees responsible for warranties offered by the equipment manufacturers. Churchills and its nominees offer a 30 day labor warranty on all repairs.

# CHURCHILLSGROUP

*Working hard for your leisure . . . .*

## Inframark

Vista Lakes  
Orlando, FL 32829

Agenda Page #143  
**Estimate #1866**  
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3050 Puerta Del Sol Blvd  
Kissimmee, FL 34747  
**Sent On** 05/21/2019  
**Job Title** Fountain Re-tile

## Notes Continued...

Additional warranties are offered by the respective equipment/parts manufacturer.

A deposit may be required, no fee for cash or check payment.

NOTE: Payment by link on estimate, credit card/PayPal will incur convenience fee of 3.5% or net proceeds only applied as account credit).

To accept the estimated work please respond to e-mail.



Agenda Page #144

**6Dv**



Vertex Water Features, Inc.  
2100 NW 33rd Street  
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Agenda Page #146  
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www.vertexwaterfeatures.com

Bill To  
**Vista Lakes CDD 0486280**  
c/o Inframark Infrastructure Management  
S  
210 North University Drive #702  
Coral Springs FL 33071

Ship To  
**Vista Lakes CDD 0486280**  
8841 Lee Vista Blvd  
Orlando FL 32829

Work Order #: 4999      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/28/2019

Equipment Type: Floating Fountain

Name: Site #8 - Ftn.

Manufacturer: Vertex

Model: 10Hp TwoTier

Install Date: 1/12/2010

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned very heavy algae from components.	2.	All circuits OK at departure.
3.			

### Services Performed

4.	<input checked="" type="checkbox"/> Test Motor GFCI circuit <input checked="" type="checkbox"/> Test Light GFCI circuit <input checked="" type="checkbox"/> Clean Intake Screen <input checked="" type="checkbox"/> Clean Light & Lenses <input checked="" type="checkbox"/> Clean Float <input checked="" type="checkbox"/> Clean Display Head/Ring & Jets <input checked="" type="checkbox"/> Adjust Mooring Lines <input checked="" type="checkbox"/> Reset Timers
----	--

### Readings



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5. Motor Voltage	234.6	6. Motor Amperage / Leakage	35.0/1.5
7. Lighting Voltage	119.3	8. Lighting Amperage / Leakage	16.37/1.3
9. Timer Settings	9-11/7-11		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		



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Work Order #: 5110      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/29/2019

Equipment Type: Floating Fountain

Name: Site #6 - Ftn.

Manufacturer: Lake Fountain

Model: 5Hp Ringjet

Install Date:

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned very heavy algae from components.	2.	All circuits normal at departure.
3.			

### Services Performed

4.	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Test Motor GFCI circuit</li><li><input checked="" type="checkbox"/> Test Light GFCI circuit</li><li><input checked="" type="checkbox"/> Clean Intake Screen</li><li><input checked="" type="checkbox"/> Clean Light &amp; Lenses</li><li><input checked="" type="checkbox"/> Clean Float</li><li><input checked="" type="checkbox"/> Clean Display Head/Ring &amp; Jets</li><li><input checked="" type="checkbox"/> Adjust Mooring Lines</li><li><input checked="" type="checkbox"/> Reset Timers</li></ul>
----	---

### Readings



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5. Motor Voltage	208.2	6. Motor Amperage / Leakage	24.62/1.3
7. Lighting Voltage	118.4	8. Lighting Amperage / Leakage	18.68/.98
9. Timer Settings	7-11/7-11		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		



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Work Order #: 5110      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/29/2019

Equipment Type: Floating Fountain

Name: Site #9 - Ftn.

Manufacturer: Vertex

Model: 5Hp TwoTier

Install Date: 12/30/2010

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned very heavy algae from components.	2.	All circuits normal at departure.
3.			
Services Performed			
4.	<input checked="" type="checkbox"/> Test Motor GFCI circuit <input checked="" type="checkbox"/> Test Light GFCI circuit <input checked="" type="checkbox"/> Clean Intake Screen <input checked="" type="checkbox"/> Clean Light & Lenses <input checked="" type="checkbox"/> Clean Float <input checked="" type="checkbox"/> Clean Display Head/Ring & Jets <input checked="" type="checkbox"/> Adjust Mooring Lines <input checked="" type="checkbox"/> Reset Timers		
Readings			



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5. Motor Voltage	241.2	6. Motor Amperage / Leakage	24.61/1.54
7. Lighting Voltage	119.5	8. Lighting Amperage / Leakage	8.37/1.3
9. Timer Settings	7-11/7-11		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		





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Work Order #: 5110      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/29/2019

Equipment Type: Floating Fountain

Name: Site #11 - Ftn.

Manufacturer: Vertex

Model: 5Hp TwoTier

Install Date: 10/30/2009

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned very heavy algae from components.	2.	All circuits normal at departure.
3.			
Services Performed			
4.	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Test Motor GFCI circuit</li><li><input checked="" type="checkbox"/> Test Light GFCI circuit</li><li><input checked="" type="checkbox"/> Clean Intake Screen</li><li><input checked="" type="checkbox"/> Clean Light &amp; Lenses</li><li><input checked="" type="checkbox"/> Clean Float</li><li><input checked="" type="checkbox"/> Clean Display Head/Ring &amp; Jets</li><li><input checked="" type="checkbox"/> Adjust Mooring Lines</li><li><input checked="" type="checkbox"/> Reset Timers</li></ul>		
Readings			



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5. Motor Voltage	240.7	6. Motor Amperage / Leakage	23.42/1.57
7. Lighting Voltage	121.4	8. Lighting Amperage / Leakage	12.37/.98
9. Timer Settings	7-11/7-11		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		



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Work Order #: 5110      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/29/2019

Equipment Type: Floating Fountain

Name: Site #10- Ftn.

Manufacturer: Vertex

Model: 10Hp TwoTier

Install Date: 12/30/2010

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned moderate algae from components.	2.	All circuits normal at departure.
3.			
Services Performed			
4.	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Test Motor GFCI circuit</li><li><input checked="" type="checkbox"/> Test Light GFCI circuit</li><li><input checked="" type="checkbox"/> Clean Intake Screen</li><li><input checked="" type="checkbox"/> Clean Light &amp; Lenses</li><li><input checked="" type="checkbox"/> Clean Float</li><li><input checked="" type="checkbox"/> Clean Display Head/Ring &amp; Jets</li><li><input checked="" type="checkbox"/> Adjust Mooring Lines</li><li><input checked="" type="checkbox"/> Reset Timers</li></ul>		
Readings			



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5. Motor Voltage	241.1	6. Motor Amperage / Leakage	24.3/1.6
7. Lighting Voltage	122.1	8. Lighting Amperage / Leakage	8.28/1.27
9. Timer Settings	7-11/7-11		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		



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Work Order #: 5686      Assigned Tech: Jeffery I. (JI)

Completion Date: 4/30/2019

Equipment Type: Floating Fountain

Name: Site #8 - Ftn.

Manufacturer: Vertex

Model: 10Hp TwoTier

Install Date: 1/12/2010

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned moderate algae from components.	2.	All circuits normal at departure.
3.			

### Services Performed

4.	<input checked="" type="checkbox"/> Test Motor GFCI circuit <input checked="" type="checkbox"/> Test Light GFCI circuit <input checked="" type="checkbox"/> Clean Intake Screen <input checked="" type="checkbox"/> Clean Light & Lenses <input checked="" type="checkbox"/> Clean Float <input checked="" type="checkbox"/> Clean Display Head/Ring & Jets <input checked="" type="checkbox"/> Adjust Mooring Lines <input checked="" type="checkbox"/> Reset Timers
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### Readings



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5. Motor Voltage	239.2	6. Motor Amperage / Leakage	32.8 / 3.6
7. Lighting Voltage	117.1	8. Lighting Amperage / Leakage	16.8 / 3.3
9. Timer Settings	9am-11pm & 6pm-11pm		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		



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Work Order #: 6249

Assigned Tech: Adrian S. (ARS)

Completion Date: 5/6/2019

Equipment Type: Floating Fountain

Name: Site #8 - Ftn.

Manufacturer: Vertex

Model: 10Hp TwoTier

Install Date: 1/12/2010

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned moderate algae from components.	2.	All circuits normal at departure.
3.			

### Services Performed

4.	<input checked="" type="checkbox"/> Test Motor GFCI circuit <input checked="" type="checkbox"/> Test Light GFCI circuit <input checked="" type="checkbox"/> Clean Intake Screen <input checked="" type="checkbox"/> Clean Light & Lenses <input checked="" type="checkbox"/> Clean Float <input checked="" type="checkbox"/> Clean Display Head/Ring & Jets <input checked="" type="checkbox"/> Adjust Mooring Lines <input checked="" type="checkbox"/> Reset Timers
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### Readings



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5. Motor Voltage	236.8	6. Motor Amperage / Leakage	35.3/2.8
7. Lighting Voltage	119.7	8. Lighting Amperage / Leakage	16.4/3.1
9. Timer Settings	9-11/7-11		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		





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Orlando FL 32829

Work Order #: 3774      Assigned Tech: Adrian S. (ARS)

Completion Date: 1/9/2019

Equipment Type: Floating Fountain

Name: Site #8 - Ftn.

Manufacturer: Vertex

Model: 10Hp TwoTier

Install Date: 1/12/2010

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned moderate algae from components.	2.	All circuits normal at departure.
3.			

### Services Performed

4.	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Test Motor GFCI circuit</li><li><input checked="" type="checkbox"/> Test Light GFCI circuit</li><li><input checked="" type="checkbox"/> Clean Intake Screen</li><li><input checked="" type="checkbox"/> Clean Light &amp; Lenses</li><li><input checked="" type="checkbox"/> Clean Float</li><li><input checked="" type="checkbox"/> Clean Display Head/Ring &amp; Jets</li><li><input checked="" type="checkbox"/> Adjust Mooring Lines</li><li><input checked="" type="checkbox"/> Reset Timers</li></ul>
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### Readings

5. Motor Voltage	241.8	6. Motor Amperage / Leakage	30.6/1.6
7. Lighting Voltage	121.3	8. Lighting Amperage / Leakage	15.86/1.4
9. Timer Settings	9-11/5-11		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		



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Work Order #: 4450      Assigned Tech: Adrian S. (ARS)

Completion Date: 2/1/2019

Equipment Type: Floating Fountain

Name: Site #8 - Ftn.

Manufacturer: Vertex

Model: 10Hp TwoTier

Install Date: 1/12/2010

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned moderate algae from components.	2.	All circuits OK at departure.
3.			

### Services Performed

4.	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Test Motor GFCI circuit</li><li><input checked="" type="checkbox"/> Test Light GFCI circuit</li><li><input checked="" type="checkbox"/> Clean Intake Screen</li><li><input checked="" type="checkbox"/> Clean Light &amp; Lenses</li><li><input checked="" type="checkbox"/> Clean Float</li><li><input checked="" type="checkbox"/> Clean Display Head/Ring &amp; Jets</li><li><input checked="" type="checkbox"/> Adjust Mooring Lines</li><li><input checked="" type="checkbox"/> Reset Timers</li></ul>
----	---

### Readings



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5. Motor Voltage	242.1	6. Motor Amperage / Leakage	30.76/2.87
7. Lighting Voltage	121.5	8. Lighting Amperage / Leakage	15.96/1.9
9. Timer Settings	9-11/5-11		
<b>Customer Contact Method</b>			
10.	<input checked="" type="checkbox"/> Call After		



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Orlando FL 32829

Work Order #: 5094

Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site#4 - Lagoon - Aer.

Manufacturer: Vertex

Model: Air1 (1) 1/3Hp

Install Date: 8/7/2006

Parts Warranty Expiration: 8/7/2009

Labor Warranty Expiration:

Service Comments			
1.	Cleaned moderate debris from cabinet.	2.	All circuits normal at departure.
3.			
Services Performed			

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	119.6	7. System Amperage / Leakage	4.08/.06
8. System Pressure (psi)	6	9. System Vacuum (in Hg)	22
10. Next Rebuild Date Scheduled	9/19		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #10 - Aer.

Manufacturer: Vertex

Model: Air1+ (1) 1/3Hp

Install Date: 6/2/2011

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned heavy debris from cabinet.	2.	All circuits normal at departure.
3.			
Services Performed			

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Rebuild Compressor Head <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Purge Water from System (if applicable) <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	123.1	7. System Amperage / Leakage	3.64/.05
8. System Pressure (psi)	10	9. System Vacuum (in Hg)	26
10. Next Rebuild Date Scheduled	9/21		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		





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Work Order #: 5094      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #3 - Aer.

Manufacturer: Vertex

Model: Air2 VBS (1) 1/2Hp

Install Date: 3/10/2006

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned moderate debris from cabinet.	2.	All circuits normal at departure.
3.			
Services Performed			

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Purge Water from System (if applicable) <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	123.4	7. System Amperage / Leakage	3.86/.68
8. System Pressure (psi)	16	9. System Vacuum (in Hg)	24
10. Next Rebuild Date Scheduled	9/19		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #1- Aer.

Manufacturer: Vertex

Model: Air2 VBS (1) 1/2Hp

Install Date: 4/24/2012

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned heavy debris from cabinet.	2.	All circuits normal at departure.
3.			

### Services Performed

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	118.1	7. System Amperage / Leakage	4.37/0.7
8. System Pressure (psi)	15	9. System Vacuum (in Hg)	22
10. Next Rebuild Date Scheduled	9/19		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Bill To  
**Vista Lakes CDD 0486280**  
c/o Inframark Infrastructure Management  
S  
210 North University Drive #702  
Coral Springs FL 33071

Ship To  
**Russell Simons**  
Vista Lakes CDD 0486280  
8841 Lee Vista Blvd  
Orlando FL 32829

Work Order #: 5094      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #12 - Aer.

Manufacturer: Vertex

Model: Air1+ (1) 1/3Hp

Install Date: 11/17/2011

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned very heavy debris from cabinet.	2.	System down for repair.
3.			
Services Performed			
4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Rebuild Compressor Head <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
Readings			



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6. System Voltage	121.03	7. System Amperage / Leakage	0
8. System Pressure (psi)	0	9. System Vacuum (in Hg)	0
10. Next Rebuild Date Scheduled	9/21		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #5 - Aer.

Manufacturer: Vertex

Model: Air4 XL (2) 1/2Hp

Install Date: 4/14/2008

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned heavy debris from cabinet.	2.	All circuits normal at departure.
3.			
Services Performed			





<b>4. Standard</b>	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Rebuild Compressor Head <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Purge Water from System (if applicable) <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	<b>5. Solar</b>	
<b>Readings</b>			
<b>6. System Voltage</b>	121.5	<b>7. System Amperage / Leakage</b>	8.75/.62
<b>8. System Pressure (psi)</b>	12	<b>9. System Vacuum (in Hg)</b>	25/24
<b>10. Next Rebuild Date Scheduled</b>	3/20 & 9/21		
<b>Customer Contact Method</b>			
<b>11.</b>	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094

Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #4 - Main - Aer.

Manufacturer: Vertex

Model: LL7 XL5 (4) 3/4Hp

Install Date: 4/24/2012

Parts Warranty Expiration:

Labor Warranty Expiration:

Service Comments			
1.	Cleaned moderate debris from cabinet.	2.	All circuits normal at departure.
3.			
Services Performed			

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	247.6	7. System Amperage / Leakage	10.38/.09
8. System Pressure (psi)	20	9. System Vacuum (in Hg)	25
10. Next Rebuild Date Scheduled	9/19		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094

Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #2 - Aer.

Manufacturer: Vertex

Model: Air1+ (1) 1/3Hp

Install Date: 11/17/2011

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned very heavy debris from cabinet.	2.	All circuits normal at departure.
3.			

### Services Performed

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Rebuild Compressor Head <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Purge Water from System (if applicable) <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	122.1	7. System Amperage / Leakage	3.18/.02
8. System Pressure (psi)	14	9. System Vacuum (in Hg)	24
10. Next Rebuild Date Scheduled	9/21		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #7 - Aer.

Manufacturer: Vertex

Model: Air3 XL (2) 1/2Hp

Install Date: 10/23/2008

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned moderate debris from cabinet.	2.	All circuits normal at departure.
3.			

### Services Performed



4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Purge Water from System (if applicable) <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	121.7	7. System Amperage / Leakage	9.44/.42
8. System Pressure (psi)	15	9. System Vacuum (in Hg)	22/24
10. Next Rebuild Date Scheduled	3/20		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094

Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #9 - Aer.

Manufacturer: Vertex

Model: Air2 VBS (1) 1/2Hp

Install Date: 11/17/2011

Parts Warranty Expiration:

Labor Warranty Expiration:

### Service Comments

1.	Cleaned moderate debris from cabinet.	2.	All circuits normal at departure.
3.			

### Services Performed

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Purge Water from System (if applicable) <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	120.63	7. System Amperage / Leakage	4.37/.06
8. System Pressure (psi)	11	9. System Vacuum (in Hg)	24
10. Next Rebuild Date Scheduled	9/19		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		



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Work Order #: 5094      Assigned Tech: Adrian S. (ARS)

Completion Date: 3/11/2019

Equipment Type: Aeration System

Name: Site #14 - Aer.

Manufacturer: Vertex

Model: Air2 VBS (1) 1/2Hp

Install Date: 11/17/2011

Parts Warranty Expiration:

Labor Warranty Expiration:

<b>Service Comments</b>			
1.	Cleaned moderate debris from cabinet.	2.	All circuits normal at departure.
3.			
<b>Services Performed</b>			

4. Standard	<input checked="" type="checkbox"/> Test System GFCI Circuit <input checked="" type="checkbox"/> Replace External Intake Filter <input checked="" type="checkbox"/> Pressurized Cleaning of Each AirStation <input checked="" type="checkbox"/> Pressure Relief Valve Checked <input checked="" type="checkbox"/> Adjust Valves / Balance AirStation Airflow <input checked="" type="checkbox"/> Check Cooling Fan Operation <input checked="" type="checkbox"/> Lubricate Hinges & Cabinet Lock <input checked="" type="checkbox"/> Check / Repair BottomLine Air Hose <input checked="" type="checkbox"/> Purge Water from System (if applicable) <input checked="" type="checkbox"/> Clean Cabinet Interior / Exterior <input checked="" type="checkbox"/> Clear cabinet of Weeds / Debris	5. Solar	
<b>Readings</b>			
6. System Voltage	119.7	7. System Amperage / Leakage	3.64/.08
8. System Pressure (psi)	9	9. System Vacuum (in Hg)	22
10. Next Rebuild Date Scheduled	9.19		
<b>Customer Contact Method</b>			
11.	<input checked="" type="checkbox"/> Call Ahead <input checked="" type="checkbox"/> On Site Contact <input checked="" type="checkbox"/> Call After		