

**VISTA LAKES
COMMUNITY DEVELOPMENT DISTRICT
AGENDA PACKAGE
AUGUST 8, 2019**

Inframark, Infrastructure Management Services

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August 1, 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, August 8, 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. Business Administration Items**
 - A. Consideration of the Minutes of the June 13, 2019 Board of Supervisors Meeting
 - B. Consideration of May/June 2019 Check Register and Invoices
 - C. Consideration of June 2019 Financial Statements
 - D. Fiscal Year 2020 Meeting Schedule
- 4. Public Hearing to Adopt the Budget for Fiscal Year 2020**
 - A. Fiscal Year 2020 Budget Discussion
 - B. Consideration of Resolution 2019-05, Adopting the Budget for Fiscal Year 2020
 - C. Consideration of Resolution 2019-06, Levying Assessments for Fiscal Year 2020
- 5. Old Business**
- 6. Staff Reports**
 - A. District Engineer
 - B. District Counsel
 - C. District Manager
 - i. Consideration of ADA Website Compliance Proposals
 - a. VGlobalTech
 - b. Campus Suite
 - c. ADA Site Compliance
 - ii. Consideration of Bat House Proposal
 - iii. Ratification of Chair-Authorized Expenditures Between Meetings
 - D. Field Operations
 - i. Field Management Report
 - ii. Report on CDD Fountains
 - iii. Proposals for Two New Fountains (Under Separate Cover)
 - iv. Proposals for Replacement of Fountain Tiles and Other Replacement Options (Under Separate Cover)
 - v. 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.

**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, June 13, 2019 at 2:30 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
John DeCrotie	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Scott Clark	District Counsel
David Hamstra	District Engineer
Ariel Medina	Field Supervisor
Oliver Bond	Aquatic Systems
Jeff Cornett	Servello & Son Inc.
Scott Feliciano	Servello & Son Inc.
Nick Berman	Reserve Advisors (Via Telephone)
Andy Naught	Vertex (Via Telephone)
Carla Daly	HOA Liaison
Numerous Residents	

The following is a summary of the discussions and actions taken at the June 13, 2019 Vista Lakes Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Sebestyen called the meeting to order. Ms. Suit called the roll, and a quorum was established.

SIXTH ORDER OF BUSINESS

Staff Reports

C. District Manager

ii. Consideration of Closing Street for Neighborhood Block Party

- Rosemary, a resident, would like to have a block party. A Hold Harmless Agreement may be necessary, according to Mr. Clark. Some roads need to be closed. The City will have to issue a permit to close the roads.
 - This is an HOA-approved event. However, it is a neighborhood-specific event, not a community-specific event.
 - Mr. Clark will prepare a document, which will be signed by Mr. Monty Brown of the HOA.

SECOND ORDER OF BUSINESS

Public Comments

- Ms. Daly discussed a recent issue with the sprinkler system. It was running for 24 hours and flooding the streets in the area. Aquatic Systems should be contacted.
- Ms. Daly discussed the trees in Gentry. She did a walk-through with the Principal of Vista Lakes Elementary School and a City representative regarding issues on Chickasaw. The trees have grown over the flashing light for the school. No one can see the light. This will be taken care of.
- Ms. Daly commented there are concerns with Inframark, and the Field Supervisor handling issues within the community.
- Ms. Daly would like to be included in discussions associated with the items regarding Aquatic Systems later in the meeting.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of a Supervisor to Fill an Unexpired Term of Office (Seat 2, Term Expires 11/2022)

- There is one candidate, Mr. John DeCrotie. His background was attached as part of the public record.

On MOTION by Mr. Pass, seconded by Ms. Edwards, with all in favor, Mr. John DeCrotie was appointed to serve as a Supervisor in vacant Seat 2.

B. Oath of Office for Newly Appointed Supervisor

Ms. Suit, being a Notary Public of the State of Florida, administered the Oath of Office to Mr. DeCrotie; a copy of the signed Oath is attached hereto and made a part of the public record.

- Mr. Clark discussed the Sunshine Law and Code of Ethics.

C. Designation of Officers (Resolution 2019-03)

On MOTION by Ms. Edwards, seconded by Mr. Pass, with all in favor, Resolution 2019-03, Designating Officers of the District, with Mr. Frank Sebestyen to remain as Chairman, Mr. William Pass to remain as Vice Chairman, Ms. Kristen Suit to serve as Secretary, Mr. Stephen Bloom to remain as Treasurer, Mr. Alan Baldwin to serve as Assistant Treasurer, Ms. Paula Edwards and Mr. Jason McCright to remain as Assistant Secretaries, and Mr. John DeCrotie to serve as Assistant Secretary, was adopted.

FOURTH ORDER OF BUSINESS**Business Administration Items****A. Consideration of the Minutes of the April 11, 2019 Board of Supervisors Meeting**

Mr. Sebestyen stated each Board member received a copy of the Minutes of the April 11, 2019 Board of Supervisors Meeting, and requested any additions, corrections or deletions.

- On Page 2, regarding whether the Palm Tree on the Edwards' property is CDD property, this may not be the case.
- On Page 5, in the third bullet under Item 6, *suggested* should replace *would like*.

There being no further additions, corrections or deletions,

On MOTION by Mr. Pass, seconded by Ms. Edwards, with all in favor, the Minutes of the April 11, 2019 Board of Supervisors Meeting were approved as amended.

B. Consideration of April 2019 Check Register and Invoices

On MOTION by Mr. Sebestyen, seconded by Mr. DeCrotie, with all in favor, the April 2019 Check Register and Invoices were accepted.

C. Consideration of April 2019 Financial Statements

- Mr. Sebestyen had a question regarding Reserves and how the funds were allocated. This is for the current year's budget.
- Ms. Edwards is concerned with landscape expenditures.
- Mr. Sebestyen suggested a separate breakdown of recommendations from the Reserve Study.

On MOTION by Mr. Sebestyen, seconded by Ms. Edwards, with all in favor, the April 2019 Financial Statements were accepted.
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FIFTH ORDER OF BUSINESS

Old Business

Mr. Nick Berman of Reserve Advisors attended via telephone and made a presentation to the Board.

- Reserve Advisors prepared the previous Reserve Study in 2013.
- They recommend an update every two to four years.
- A site visit is important because they reassess the conditions of all reserve components.
- The Reserve Study is a snapshot of the financial projections involved.
- The inflation rate also needs to be reassessed.
- Mr. Berman discussed the previous study; a copy of which is attached hereto and made part of the public record.
- They do not perform variances from the previous report. However, the 2013 recommendations can become part of the new report.
- Each line item will be addressed.
- A proposal will be prepared, and the cost is expected to be approximately \$3,000 to \$4,000.
- Mr. Berman will coordinate with the District Engineer and Field Supervisor.

On MOTION by Mr. Sebestyen, seconded by Ms. Edwards, with all in favor, Reserve Advisors was authorized to prepare a Reserve Study for the District in an amount not to exceed \$5,000.

- September 2019 would be the soonest Reserve Advisors can expect to perform an inspection, with the release date of the report to be sometime in October.
- Mr. Berman indicated the engineer who performs the inspection will prepare the report and be available via teleconference to discuss with the Board.
- Mr. Berman will prepare the proposal, which Ms. Suit will send to the Chairman for execution.

SIXTH ORDER OF BUSINESS**Staff Reports (Continued)****A. District Engineer****i. Consideration of Dredging Proposals for Additional Dredging Needs**

- Dredging needed to be done at the sand bar located at the lake in Carlisle. It became so big that it surfaced above the water in the lake. The dredging was already done.
- Mr. Hamstra does not believe there are any other areas which warrant additional work.
- Mr. Sebestyen is concerned with the section of the big lake and shoreline, as it accumulates a lot of algae and other plant growth. Mr. Hamstra will investigate the area.
- Drainage in Vista Park was discussed. Mr. Hamstra has not seen an official application yet.

B. District Counsel**i. Legal Opinion on Gate Maintenance**

- Mr. Clark discussed his opinion, as outlined on the memorandum; a copy of which is attached hereto as part of the public record.
 - The CDD is not responsible for the plats.
 - The CDD cannot spend money maintaining items which have anything to do with private roadways.
 - Mr. Clark will forward his opinion to the other law firm.
- Mr. Clark discussed the encroachment issue from the last meeting.
- Their banana trees were removed by the CDD, and they proceeded to plant them again.
 - Roundup will be sprayed in the area to alleviate growth.

C. District Manager (Continued)**i. Consideration of ADA Website Compliance Proposal**

- Ms. Suit presented a proposal from ADA Site Compliance.
- It would cost approximately \$21,900 to update everything currently on the website.
- Ms. Suit suggests having \$15,000 included in the upcoming budget for this item, within a line item titled, *Website-ADA Compliance*. The fund balance will have to change.
- The District's insurance company will handle any associated lawsuits.
- Mr. Clark recommended paring down the website. This can be done when the conversion process commences.
- A decision regarding the ADA site compliance company does not have to be made right now, but the funds should be budgeted.

On MOTION by Mr. DeCrotie, seconded by Ms. Edwards, with all in favor, allocating an additional \$15,000 to the Fiscal Year 2020 Budget for ADA website compliance and using the additional fund balance to cover the increase in the budget, was approved.

ii. Consideration of Closing Street for Neighborhood Block Party (Continued)

- The area is adjacent to a street, so they want to close down the street, which has to be approved by the City.

On MOTION by Ms. Edwards, seconded by Mr. Sebestyen, with all in favor, use of CDD property in Avon to hold a neighborhood block party, was approved.

iii. Report on Number of Registered Voters (4,201)

- This report reflects the number of registered voters in the District as of April 15, 2019.
- There are 2,900 lots.

iv. Ratification of Chair-Authorized Expenditures Between Meetings

- The total is \$1,665.
- There was a reclaimed meter for \$165.
- There was removal of lake debris for \$1,300.

- There was a required irrigation repair for \$1,200.

On MOTION by Mr. DeCrotie, seconded by Ms. Edwards, with all in favor, chair-authorized expenditures between meetings totaling \$1,665, was approved.

D. Field Operations

i. Field Management Reports

- The report was included as part of the agenda package.
- Mr. Jeff Burnett of Servello & Son Inc. discussed work from proposals which were approved at the last meeting. The work is ongoing.
- Mr. Medina commented the next meeting with Mr. MacCubbin is scheduled for June 27, 2019.
 - Staff will be doing renovations at that time. Work may not be complete. Mr. Burnett believes the meeting should be changed.
- Mr. Oliver Bond from Aquatic Systems updated the Board on problems which were identified over the last couple of months.
 - The area behind Vista Park Way has been sprayed three times.
 - The grass has been a problem at Carlisle. Hydrilla were also identified.
 - Ms. Suit commented Inframark should not take the blame for work the vendors are not doing.
 - The process for monitoring of the retention ponds was addressed.
 - The lake should be taken care of before the next meeting.
 - A lengthy discussion ensued.
 - There needs to be better communication from Aquatic Systems to Mr. Medina.
 - Mr. Sebestyen suggested Aquatic Systems should prepare a detailed report advising what is being done at no additional cost.
 - Detailed reporting should continue until problems have been resolved.
 - The Board decided to wait and see what happens between now and the next meeting, at which time action may be taken one way or the other.

ii. Proposals for Grinding of CDD Sidewalks**iii. Proposals for Pressure Washing of CDD Sidewalks**

- Chickasaw and Lee Vista has been color-coded as CDD property within the right-of-way. However, Mr. Clark indicated the CDD does not own any right-of-ways.
- Gentry roads are CDD-owned. The remaining roads are City-owned.
- Mr. Clark cautioned the Board against maintenance of City-owned sidewalks from a liability standpoint.
- The roots are breaking up the sidewalks in Gentry.
- There are no proposals for grinding of CDD sidewalks
- Pressure washing of sidewalks will be tabled, as it is the City's responsibility.

iv. Proposals for Replacement of Fountain Tiles

- Mr. Medina presented two options from Churchills Group.
- The tiles are bleached out on the east tower.
- The west tower is damaged.
- The cost for replacement is prohibitive.
- Staff was asked to investigate the possibility of just replacing the broken tiles. The replaced tiles will not match. Cleaning was tried and did not work.
- Board members will look at these fountains to determine whether replacement is absolutely necessary and report back at the next meeting.
- Mr. Medina will provide photos.
- Mr. Medina has approached approximately five different companies, none of which provided any proposals.

v. Discussion of All CDD Fountains

- The fountains continue to break down, and motors have been replaced.
- Mr. Medina will investigate whether the fountains are the appropriate size for the lakes.

vi. HOA Liaison Report

- Residents wants to know why the large lake does not have a fountain. Mr. Sebestyen suggested proposals be submitted for the large lake and the lake at the south end.
- Gentry Park residents have been asking for an additional dog station on CDD property. The resident will send an email to Mr. Sebestyen.

- The Safety and Security Committee sent an email pointing out some items which are falling apart. They would like the CDD to install lighting around the mailbox areas. This is CDD property. The safety person will let the Board know the locations, and it will be determined whether it is CDD property.

SEVENTH ORDER OF BUSINESS

Supervisor Requests

There being no requests from Supervisors, the next order of business followed.

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 4:55 p.m.

Kristen Suit
Secretary

Frank Sebestyen
Chairman

3B.

VISTA LAKES
Community Development District

Payment Register by Fund
For the Period from 5/1/2019 to 6/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	007986	06/17/19	A&A ELECTRIC MOTORS & PUMP	2019258	NEW FNTN PUMP / LABOR CAMPUS ST.	R&M-Fountain	546032-53901	\$2,742.38
001	007971	06/05/19	AQUATIC SYSTEMS, INC.	0000442807	MAY LAKE/WETLAND SVCS	Contracts-Lake and Wetland	534021-53901	\$1,750.00
001	007989	06/26/19	AQUATIC SYSTEMS, INC.	0000445662	JUNE LAKE/WETLAND SVCS	Contracts-Lake and Wetland	534021-53901	\$1,750.00
001	007952	05/01/19	BMZ PARTNERSHIP	39236	BLDG 2 RENT	Lease- Building	544031-53902	\$620.00
001	007968	06/03/19	BMZ PARTNERSHIP	39528	RENT BLDG 02 - JUNE	Lease- Building	544031-53902	\$620.00
001	007972	06/05/19	CENTRAL PUMP & SUPPLY	O-18073	IRRIGATION REPAIRS / 313 CAMPUS ST.	R&M-Irrigation	546041-53902	\$19.36
001	007973	06/05/19	CHURCHILLS	10274	MAY FOUNTAIN SVCS	R&M-Fountain	546032-53901	\$298.00
001	007990	06/26/19	CHURCHILLS	10355	JUNE FOUNTAIN SVC	R&M-Fountain	546032-53901	\$298.00
001	007953	05/01/19	CITY OF ORLANDO	MAY-19	May 2019 Lighting Agreement	Electricity - Streetlighting	543013-53901	\$1,440.39
001	007969	06/03/19	CITY OF ORLANDO	JUN-19	JUNE 2019 LIGHTING AGREEMENT	Electricity - Streetlighting	543013-53901	\$1,440.39
001	007955	05/03/19	CLARK, ALBAUGH LLP	16512	REVIEW AGENDA PCKG/WORK PROPOSALS	ProfServ-Legal Services	531023-51401	\$761.50
001	007970	06/03/19	CLARK, ALBAUGH LLP	16564	GEN MAT THRU MAY 2019	ProfServ-Legal Services	531023-51401	\$712.50
001	007956	05/03/19	ENHANCED BUSINESS SOLUTIONS	042619	REMOVAL OF LAKE DEBRIS/SEED AREA	Contracts-Lake and Wetland	534021-53901	\$1,300.00
001	007958	05/09/19	FEDEX	6-530-39520	APRIL POSTAGE	Postage and Freight	541006-51301	\$41.56
001	007979	06/11/19	FEDEX	6-572-38276	MAY POSTAGE	Postage and Freight	541006-51301	\$128.04
001	007957	05/06/19	GENTRY PARK HOA	PE 04-19	SHARED LIGHTING - MAILBOX/ENTRANCE	Electricity - Streetlighting	543013-53901	\$23.12
001	007965	05/17/19	GENTRY PARK HOA	08-18 - 3-19	SHARED ELEC SERVICE 8/16/18-3/19/18	Electricity - Streetlighting	543013-53901	\$189.24
001	007976	06/06/19	GENTRY PARK HOA	PE 05-19	4/17-5/17/19 MAILBOXES/ENT LIGHTS	Electricity - Streetlighting	543013-53901	\$23.30
001	007974	06/05/19	HOME DEPOT CREDIT SVS	052119-5645	PRO TRAFFIC STRIPPING WHITE GAL / WIRE	Misc-Contingency	549900-53901	\$283.98
001	007954	05/01/19	INFRAMARK, LLC	40378	APRIL MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,634.83
001	007954	05/01/19	INFRAMARK, LLC	40378	APRIL MANAGEMENT FEES	ProfServ-Field Management	531016-53901	\$5,536.25
001	007954	05/01/19	INFRAMARK, LLC	40378	APRIL MANAGEMENT FEES	Postage and Freight	541006-51301	\$11.50
001	007954	05/01/19	INFRAMARK, LLC	40378	APRIL MANAGEMENT FEES	Printing and Binding	547001-51301	\$63.25
001	007967	05/24/19	INFRAMARK, LLC	41093	MAY MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,634.83
001	007967	05/24/19	INFRAMARK, LLC	41093	MAY MANAGEMENT FEES	ProfServ-Field Management	531016-53901	\$5,536.25
001	007967	05/24/19	INFRAMARK, LLC	41093	MAY MANAGEMENT FEES	Postage and Freight	541006-51301	\$11.50
001	007967	05/24/19	INFRAMARK, LLC	41093	MAY MANAGEMENT FEES	Printing and Binding	547001-51301	\$497.80
001	007967	05/24/19	INFRAMARK, LLC	41093	MAY MANAGEMENT FEES	Office Supplies	551002-51301	\$27.50
001	007967	05/24/19	INFRAMARK, LLC	41093	MAY MANAGEMENT FEES	RENTED PRESSURE WASHER	549900-53901	\$24.69
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	Office Supplies	551002-51301	\$27.50
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,634.83
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	ProfServ-Field Management	531016-53901	\$5,536.25
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	Postage and Freight	541006-51301	\$8.00
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	Printing and Binding	547001-51301	\$684.15
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	FOUNTAIN REPAIRS	546032-53901	\$62.03
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	CLEANING SUPPLIES	546016-53901	\$50.50
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	WINDSHIELD FOR MULE	549900-53901	\$273.64
001	007988	06/19/19	INFRAMARK, LLC	41951	JUNE MGMT FEES	GODADDY	549001-51301	\$3.54

VISTA LAKES
Community Development District

Payment Register by Fund
For the Period from 5/1/2019 to 6/30/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	007987	06/17/19	K AND D CONCRETE, INC	156	REPLACE CONCRETE / GENTRY PARK	R&M-Common Area	546016-53901	\$7,840.00
001	DD299	05/01/19	AT&T	041319-2683 ACH	BILL PRD 4/13-5/12/19 #4072432683	Communication - Teleph - Field	541005-53901	\$188.07
001	DD298	05/09/19	DUKE ENERGY FLORIDA, INC.	041719 ACH	BILL PRD 3/19-4/17/19	Streetlights Gated	543046-53901	\$51.37
001	DD298	05/09/19	DUKE ENERGY FLORIDA, INC.	041719 ACH	BILL PRD 3/19-4/17/19	Electricity - Streetlighting	543013-53901	\$1,229.25
001	DD302	05/03/19	DUKE ENERGY FLORIDA, INC.	042219 ACH	BILL PRD 3/20-4/22/19	Streetlights Gated	543046-53901	\$4,711.55
001	DD302	05/03/19	DUKE ENERGY FLORIDA, INC.	042219 ACH	BILL PRD 3/20-4/22/19	Streetlights Non-Gated	543047-53901	\$10,370.29
001	DD304	05/22/19	DUKE ENERGY FLORIDA, INC.	043019 ACH	3/29-4/30/19 ELEC ACH	Electricity - Streetlighting	543013-53901	\$3,230.10
001	DD305	05/23/19	AT&T	050519-1037 ACH	5/5-6/4/19 SRV ACH #40738210378263146	407-382-1037	541005-53901	\$192.82
001	DD306	05/28/19	AT&T	051019-9620	BILL PRD 5/10-6/9/19	Communication - Teleph - Field	541005-53901	\$238.33
001	DD307	05/28/19	BRIGHT HOUSE NETWORKS	023029901051219	PRD 5/11-6/10/19 #50230299-01	R&M-Common Area	546016-53901	\$113.11
001	DD308	05/30/19	AT&T	051319-2683 ACH	5/13-6/12/19 SERVICE ACH	407-243-2683	541005-53901	\$188.12
001	DD309	05/24/19	ORANGE COUNTY UTILITIES	051419	WATER BILL PERIOD 4/12-5/13/19	8082147700	543021-53901	\$7,251.11
001	DD310	06/10/19	DUKE ENERGY FLORIDA, INC.	051719 ACH	BILL PRD 4/17-5/17/19	Electricity - Streetlighting	543013-53901	\$1,246.54
001	DD310	06/10/19	DUKE ENERGY FLORIDA, INC.	051719 ACH	BILL PRD 4/17-5/17/19	Streetlights Gated	543046-53901	\$55.85
001	DD311	06/03/19	DUKE ENERGY FLORIDA, INC.	052119 ACH	BILL PRD 4/22-5/21/19	Streetlights Gated	543046-53901	\$5,717.39
001	DD311	06/03/19	DUKE ENERGY FLORIDA, INC.	052119 ACH	BILL PRD 4/22-5/21/19	Streetlights Non-Gated	543047-53901	\$9,364.45
001	DD312	05/29/19	WASTE CONNECTIONS OF FLORIDA	1217907 ACH	REF REMOVAL 6/1-6/30/19 ACH 5/29/19	Misc-Contingency	549900-53901	\$126.50
001	DD313	06/17/19	DUKE ENERGY FLORIDA, INC.	053019 ACH	BILL PRD 4/30-5/30/19	Electricity - Streetlighting	543013-53901	\$3,076.47
001	DD315	06/24/19	ORANGE COUNTY UTILITIES	061219-7700	BILL PRD 5/14-6/12/19	8082147700	543021-53901	\$7,898.37
001	DD314	06/27/19	AT&T	061019-9620 ACH		Communication - Teleph - Field	541005-53901	\$238.99
001	DD316	06/22/19	AT&T	060519-1037 ACH	BILL PRD 6/5-7/4/19	Communication - Teleph - Field	541005-53901	\$192.91
001	DD317	06/28/19	BRIGHT HOUSE NETWORKS	023029901061219	BILL PRD 6/11-7/10/19	R&M-Common Area	546016-53901	\$113.11
001	DD318	06/29/19	AT&T	061319-2683 ACH	BILL PRD 6/13-7/12/19	Communication - Teleph - Field	541005-53901	\$188.12
001	DD320	06/28/19	WASTE CONNECTIONS OF FLORIDA	1222951 ACH		Misc-Contingency	549900-53901	\$128.09
001	007966	05/17/19	PEGASUS ENGINEERING	224429	ENGG SVCS THRU MAR 2019	ProfServ-Engineering	531013-51501	\$845.00
001	007977	06/06/19	PEGASUS ENGINEERING	224459	ENGG SVC THRU APRIL 2019	ProfServ-Engineering	531013-51501	\$1,118.85
001	007993	06/27/19	PROPET DISTRIBUTION	126242	LITTER PICK UP BAGS	Misc-Contingency	549900-53901	\$864.00
001	007994	06/27/19	RESERVE ADVISORS INC.	1972037R	RESERVE STUDY	Reserve	568022-58100	\$2,075.00
001	007959	05/09/19	SERVELLO	13415	APRIL LANDSCAPE MAINTENANCE	Contracts-Landscape	534050-53902	\$28,693.00
001	007959	05/09/19	SERVELLO	13523	IRR REPAIRS	R&M-Irrigation	546041-53902	\$671.29
001	007959	05/09/19	SERVELLO	13704	IRR REPAIRS - LEE VISTA BLVD	R&M-Irrigation	546041-53902	\$976.98
001	007959	05/09/19	SERVELLO	13722	IRR REPAIRS - LEE VISTA BLVD	R&M-Irrigation	546041-53902	\$977.13
001	007959	05/09/19	SERVELLO	13723	IRRIGATION REPAIRS - LEE VISTA BLVD	R&M-Irrigation	546041-53902	\$995.02
001	007961	05/14/19	SERVELLO	13736	40% DRAW FOR ATTACHED PROPOSALS	R&M-Plant&Tree Replacement	546170-53902	\$22,421.80
001	007975	06/05/19	SERVELLO	13628	MAY LANDSCAPE MAINT	Contracts-Landscape	534050-53902	\$28,693.00
001	007975	06/05/19	SERVELLO	13778	IRRIGATION REPAIRS / LEE VISTA BLVD	R&M-Irrigation	546041-53902	\$791.59
001	007975	06/05/19	SERVELLO	13828	IRRIGATION REPAIRS	R&M-Irrigation	546041-53902	\$590.10
001	007978	06/06/19	SERVELLO	13966	ANNUALS PER CONTRACT	R&M-Plant&Tree Replacement	546170-53902	\$5,294.70
001	007978	06/06/19	SERVELLO	13979	IRR REPAIRS	R&M-Irrigation	546041-53902	\$916.09
001	007991	06/26/19	SERVELLO	13893	JUNE LANDSCAPE MAINT	Contracts-Landscape	534050-53902	\$28,693.00

[illegible]

204	007980	06/12/19	VISTA LAKES C/O US BANK N.A.	060719-7000A1	TRFR ASSESS SERIES 2017-A1	Due From Other Funds	131000	\$9,564.79
204	007981	06/12/19	VISTA LAKES C/O US BANK N.A.	060719-3000A2	TRFR ASSESS SERIES 2017-A2	Due From Other Funds	131000	\$13,870.62
							Fund Total	\$23,435.41

Total Checks Paid	\$414,186.91
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3C

VISTA LAKES
Community Development District

Financial Report

June 30, 2019

Prepared by:



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VISTA LAKES
Community Development District

Financial Statements

(Unaudited)

June 30, 2019

Balance Sheet
June 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2017 A1 & A2 DEBT SERVICE FUND		TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 207,491	\$ -	\$ 207,491	
Due From Other Funds	-	3,440	3,440	
Investments:				
Certificates of Deposit - 12 Months	887,445	-	887,445	
Certificates of Deposit - 6 Months	206,379	-	206,379	
Money Market Account	1,042,979	-	1,042,979	
Reserve Fund (A-1)	-	28,487	28,487	
Reserve Fund (A-2)	-	62,544	62,544	
Revenue Fund (A-1)	-	65,507	65,507	
Revenue Fund (A-2)	-	100,337	100,337	
Deposits	15,891	-	15,891	
TOTAL ASSETS	\$ 2,360,185	\$ 260,315	\$ 2,620,500	
<u>LIABILITIES</u>				
Accounts Payable	\$ 36,225	\$ -	\$ 36,225	
Accrued Expenses	15,138	-	15,138	
Due To Other Funds	3,440	-	3,440	
TOTAL LIABILITIES	54,803	-	54,803	
<u>FUND BALANCES</u>				
Nonspendable:				
Deposits	15,891	-	15,891	
Restricted for:				
Debt Service	-	260,315	260,315	
Assigned to:				
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	
Unassigned:	789,918	-	789,918	
TOTAL FUND BALANCES	\$ 2,305,382	\$ 260,315	\$ 2,565,697	
TOTAL LIABILITIES & FUND BALANCES	\$ 2,360,185	\$ 260,315	\$ 2,620,500	

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUN-19 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 6,000	\$ 15,792	263.20%	\$ 1,601
Interlocal Agreement	40,000	-	0.00%	-
Interest - Tax Collector	2,000	2,949	147.45%	359
Special Assmnts- Tax Collector	1,188,895	1,161,917	97.73%	6,321
Special Assmnts- Other	7,380	719	9.74%	-
Special Assmnts- Discounts	(47,556)	(43,526)	91.53%	153
TOTAL REVENUES	1,196,719	1,137,851	95.08%	8,434

EXPENDITURES

Administration

P/R-Board of Supervisors	4,000	3,600	90.00%	800
FICA Taxes	306	275	89.87%	61
ProfServ-Arbitrage Rebate	900	-	0.00%	-
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	15,000	12,684	84.56%	-
ProfServ-Legal Services	20,000	12,936	64.68%	4,003
ProfServ-Mgmt Consulting Serv	55,618	41,713	75.00%	4,635
ProfServ-Property Appraiser	2,196	2,196	100.00%	-
ProfServ-Special Assessment	5,330	5,810	109.01%	-
ProfServ-Trustee Fees	8,500	-	0.00%	-
Auditing Services	5,500	5,700	103.64%	-
Postage and Freight	800	706	88.25%	150
Insurance - General Liability	9,545	11,134	116.65%	-
Printing and Binding	2,500	2,686	107.44%	684
Legal Advertising	1,428	3	0.21%	-
Miscellaneous Services	1,000	642	64.20%	75
Misc-Assessmnt Collection Cost	2,000	2,170	108.50%	-
Office Supplies	550	121	22.00%	28
Annual District Filing Fee	175	175	100.00%	-
Total Administration	136,348	102,551	75.21%	10,436

Field

ProfServ-Field Management	66,435	49,826	75.00%	5,536
Contracts-Lake and Wetland	26,556	19,050	71.74%	1,750
Contracts-On-Site Maintenance	15,500	3,575	23.06%	-
Communication - Teleph - Field	6,540	5,449	83.32%	620

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUN-19 ACTUAL
Electricity - Streetlighting	72,000	50,326	69.90%	7,432
Utility - Water & Sewer	70,000	54,239	77.48%	7,898
Streetlights Gated	70,000	49,974	71.39%	5,773
Streetlights Non-Gated	115,000	86,294	75.04%	9,365
R&M-Common Area	15,000	15,730	104.87%	4,764
R&M-Fountain	24,000	24,335	101.40%	1,041
R&M-Gate	3,600	183	5.08%	-
Misc-Contingency	10,000	20,120	201.20%	1,266
Total Field	494,631	379,101	76.64%	45,445
<u>Landscape Services</u>				
Contracts-Chemicals	64,800	-	0.00%	-
Contracts-Landscape	382,509	270,891	70.82%	37,935
Contracts-Landscape Consultant	5,400	1,000	18.52%	-
Lease - Building	7,440	5,580	75.00%	620
R&M-Irrigation	30,000	27,129	90.43%	5,964
R&M-Mulch	30,000	-	0.00%	-
R&M-Trees and Trimming	15,000	2,958	19.72%	1,358
R&M-Plant&Tree Replacement	60,000	110,797	184.66%	8,129
Total Landscape Services	595,149	418,355	70.29%	54,006
<u>Reserves</u>				
Reserve	90,700	2,075	2.29%	2,075
Total Reserves	90,700	2,075	2.29%	2,075
TOTAL EXPENDITURES & RESERVES	1,316,828	902,082	68.50%	111,962
Excess (deficiency) of revenues				
Over (under) expenditures	(120,109)	235,769	-196.30%	(103,528)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(120,109)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(120,109)	-	0.00%	-
Net change in fund balance	\$ (120,109)	\$ 235,769	-196.30%	\$ (103,528)
FUND BALANCE, BEGINNING (OCT 1, 2018)	2,069,613	2,069,613		
FUND BALANCE, ENDING	\$ 1,949,504	\$ 2,305,382		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUN-19 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 884	0.00%	\$ 60
Interest - Tax Collector	-	1,847	0.00%	220
Special Assmnts- Tax Collector	743,127	729,629	98.18%	3,153
Special Assmnts- Discounts	(29,725)	(27,809)	93.55%	67
TOTAL REVENUES	713,402	704,551	98.76%	3,500
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	14,862	1,290	8.68%	-
Total Administration	14,862	1,290	8.68%	-
<u>Debt Service</u>				
Principal Debt Retirement A-1	186,000	186,000	100.00%	-
Principal Debt Retirement A-2	254,000	254,000	100.00%	-
Interest Expense Series A-1	99,634	99,634	100.00%	-
Interest Expense Series A-2	164,116	164,115	100.00%	-
Total Debt Service	703,750	703,749	100.00%	-
TOTAL EXPENDITURES	718,612	705,039	98.11%	-
Excess (deficiency) of revenues Over (under) expenditures	(5,210)	(488)	9.37%	3,500
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(5,210)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(5,210)	-	0.00%	-
Net change in fund balance	\$ (5,210)	\$ (488)	9.37%	\$ 3,500
FUND BALANCE, BEGINNING (OCT 1, 2018)	260,803	260,803		
FUND BALANCE, ENDING	\$ 255,593	\$ 260,315		

Notes to the Financial Statements
June 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 (\$36,225).

■ **Accrued Expenses** - Duke Energy for Streetlights Gated (\$5,773) & Streetlights Non Gated (\$9,365).

■ **Due to Other Funds** - Funds owed to Debt service for Tax Assessments collected (\$3,440).

► **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

Total Reserves	\$	1,499,573
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2017 Debt Service Fund

► **Assets**

■ **Interest Expense** - Interest Expense on Series A-1 & 2 are paid in full.

■ **Principal Payment** - Principal payments Series A-1 & 2 are paid in full. .

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

Notes to the Financial Statements
June 30, 2019

Financial Overview / Highlights

Revenues

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

Total General Fund expenditures and reserves are 69% of the adopted budget below the prorated amount of 75%.

Special Assessments Other: CVS reimbursement for the shared cost of streetlighting & landscaping (\$719).

Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Field</u>				
R&M Common Area	\$ 15,000	\$ 15,730	105%	K&D Concrete - Concrete replacement Gentry Park - (\$7,840) & Trenchless Crossings - 4" sleeve Chicasaw Trail \$(4,600).-
R&M Fountain	\$ 24,000	\$ 24,335	101%	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) & A&A Electric Motors - new pump Campus St (\$2,742).
Misc-Contingency	\$ 10,000	\$ 20,120	201%	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 (\$3,376), Inframark rental/repairs of utility vehicle (\$929), New Dumpster (\$351) & Waste Connections monthly service (\$999).
<u>Landscape Services</u>				
R&M-Plant&Tree Replacement	\$ 60,000	\$ 110,797	185%	Servello & Sons Inc - Plant & Tree replacement throughout district.

VISTA LAKES
Community Development District

Supporting Schedules

June 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
Assessments Levied FY 2019				\$ 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	-			
04/15/19	20,186	217	-	20,403	20,403		
04/15/19	9,793	109	-	9,902		4,019.14	5,882.66
05/13/19	28,998	29	-	29,027	29,027		
05/13/19	13,643	20	-	13,663		5,546	8,117
06/17/19	6,474	(153)	-	6,321	6,321		
06/17/19	3,220	(67)	-	3,153		1,280	1,873
TOTAL	\$ 1,816,813	\$ 71,335	\$ 3,460	\$ 1,891,546	\$ 1,161,917	\$ 296,157	\$ 433,473
% COLLECTED				98%	98%	98%	98%
TOTAL OUTSTANDING				\$ 40,476	\$ 26,978	\$ 5,475	\$ 8,022

(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
June 30, 2019

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating	SunTrust	N/A	0.10%	\$ 207,491
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
Subtotal 6 Mo. CD's				\$ 206,379
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
Subtotal 12 Mo. CD's				\$ 887,445
Money Market Account	BankUnited	N/A	1.00%	\$ 971,993
Money Market Account	Centennial Bank	N/A	0.80%	\$ 70,986
Subtotal Money Market				\$ 1,042,979
DEBT SERVICE FUND				
Series 2017 A-1 Reserve account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 28,487
Series 2017 A-2 Reserve account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 62,544
Series 2017 A-1 Revenue account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 65,507
Series 2017 A-2 Revenue account				
US Bank Open-Ended Interest Bearing Commercial Paper	US Bank	N/A	0.30%	\$ 100,337
Subtotal Debt Service Fund				\$ 256,875
Total				\$ 2,601,170

Vista Lakes CDD

Bank Reconciliation

Bank Account No. 2505 SunTrust Bank - GF Checking
Statement No. 06-19
Statement Date 6/30/2019

G/L Balance (LCY)	207,490.64	Statement Balance	245,079.59
G/L Balance	207,490.64	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	245,079.59
Subtotal	207,490.64	Outstanding Checks	37,588.95
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	207,490.64	Ending Balance	207,490.64
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
6/17/2019	Payment	007982	JASON M. MCCRIGHT	184.70	0.00	184.70
6/17/2019	Payment	007986	A&A ELECTRIC MOTORS & PUMP	2,742.38	0.00	2,742.38
6/26/2019	Payment	007989	AQUATIC SYSTEMS, INC.	1,750.00	0.00	1,750.00
6/26/2019	Payment	007990	CHURCHILLS	298.00	0.00	298.00
6/26/2019	Payment	007991	SERVELLO	28,693.00	0.00	28,693.00
6/26/2019	Payment	007992	VERTEX WATER FEATURES	680.64	0.00	680.64
6/27/2019	Payment	007993	PROPET DISTRIBUTION	864.00	0.00	864.00
6/27/2019	Payment	007994	RESERVE ADVISORS INC.	2,075.00	0.00	2,075.00
6/28/2019	Payment	DD317	Payment of Invoice 010252	113.11	0.00	113.11
6/29/2019	Payment	DD318	Payment of Invoice 010253	188.12	0.00	188.12
Total Outstanding Checks.....				37,588.95		37,588.95

3D.

**NOTICE OF MEETINGS
VISTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Vista Lakes Community Development District will hold meetings for **Fiscal Year 2020** at the Vista Lakes Clubhouse; 8841 Lee Vista Boulevard; Orlando, Florida at 10:00 a.m. on the first Thursday with the exception as noted below:

October 3, 2019
February 13, 2020 (Second Thursday at 6:30 p.m.)
April 2, 2020
June 4, 2020
August 6, 2020

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. Meetings may be continued to a date, time and location to be specified on the record at the meetings.

There may be occasions when one or more Supervisors will participate via telephone. Any person requiring special accommodations at any of these meetings because of a disability or physical impairment should contact the District Management Company, Inframark at (954) 603-0033 at least two (2) calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, or 800-955-8771 (TTY)/800-955-8770 (Voice) for aid in contacting the District Office at least two (2) days prior to the date of the meetings.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and accordingly, the person may need to ensure a verbatim record of the proceedings is made including the testimony and evidence upon which such appeal is to be based.

Kristen Suit
District Manager

Fourth Order of Business

4A.

VISTA LAKES
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2020

Version 2.0 - Modified Tentative Budget
(Modified 07/22/19 - 10:41 AM)

Prepared by:



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Vista Lakes
Community Development District

Operating Budget
Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
FY 2020 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU JUN-2019	PROJECTED JUL- SEP-19	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 13,291	\$ 25,753	\$ 6,000	\$ 15,792	\$ 5,264	\$ 21,056	\$ 6,000
Interlocal Agreement	39,334	43,726	40,000	-	40,000	40,000	40,000
Interest - Tax Collector	1,117	3,468	2,000	2,949	-	2,949	2,000
Special Assmnts- Tax Collector	1,188,719	1,188,895	1,188,895	1,161,917	26,978	1,188,895	1,188,895
Special Assmnts- Other (CVS)	1,916	4,169	7,380	719	6,661	7,380	240
Special Assmnts- Delinquent	652	-	-	-	-	-	-
Special Assmnts- Discounts	(42,634)	(43,907)	(47,556)	(43,526)	(4,030)	(47,556)	(47,556)
Settlements	55,548	-	-	-	-	-	-
Other Miscellaneous Revenues	6,816	-	-	-	-	-	-
TOTAL REVENUES	1,264,759	1,222,104	1,196,719	1,137,851	74,873	1,212,724	1,189,579
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	5,400	4,600	4,000	3,600	400	4,000	5,000
FICA Taxes	413	352	306	275	31	306	383
ProfServ-Arbitrage Rebate	600	1,200	900	-	900	900	1,200
ProfServ-Dissemination Agent	-	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	27,399	26,564	15,000	12,684	4,228	16,912	15,000
ProfServ-Legal Services	34,558	34,762	20,000	12,936	4,312	17,248	20,000
ProfServ-Mgmt Consulting Serv	52,425	53,998	55,618	41,713	13,904	55,617	57,287
ProfServ-Property Appraiser	2,196	2,196	2,196	2,196	-	2,196	2,196
ProfServ-Special Assessment	5,330	5,330	5,330	5,810	-	5,810	5,330
ProfServ-Trustee Fees	7,228	7,596	8,500	-	8,500	8,500	8,500
Auditing Services	5,546	5,500	5,500	5,700	-	5,700	5,500
Postage and Freight	769	995	800	706	235	941	800
Insurance - General Liability	7,888	5,195	9,545	11,134	-	11,134	12,250
Website ADA Compliance	-	-	-	-	-	-	15,000
Printing and Binding	1,987	3,330	2,500	2,686	895	3,581	2,500
Legal Advertising	1,456	2,463	1,428	3	1,425	1,428	1,428
Miscellaneous Services	1,068	3,908	1,000	642	214	856	1,000
Misc-Assessmnt Collection Cost	1,183	1,611	2,000	2,170	241	2,411	2,000
Office Supplies	1,026	187	550	121	429	550	550
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	156,647	160,962	136,348	102,551	36,715	139,266	157,098
<i>Field</i>							
ProfServ-Field Management	30,000	68,526	66,435	49,826	16,609	66,435	68,428
Contracts-Lake and Wetland	22,916	19,992	26,556	19,050	6,350	25,400	21,000
Contracts-Fountain	-	-	-	-	-	-	9,732
Contracts-On-Site Maintenance	29,434	500	15,500	3,575	1,192	4,767	-
Communication - Teleph - Field	6,876	7,238	6,540	5,449	1,816	7,265	6,540
Electricity - Streetlighting	67,976	69,275	72,000	50,326	16,775	67,101	72,000
Utility - Water & Sewer	78,354	55,698	70,000	54,239	18,080	72,319	70,000
Streetlights Gated	65,997	62,248	70,000	49,974	16,658	66,632	70,000
Streetlights Non-Gated	112,843	104,459	115,000	86,294	28,765	115,059	115,000
R&M-Common Area	6,026	32,361	15,000	15,730	5,243	20,973	10,000
R&M-Fountain	19,925	27,963	24,000	24,335	8,112	32,447	25,000
R&M-Gate	8,442	1,364	3,600	183	61	244	-
Misc-Contingency	8,275	7,527	10,000	20,120	6,707	26,827	15,000
Holiday Lighting & Decorations	381	5,216	-	-	-	-	15,000
Total Field	457,445	462,367	494,631	379,101	126,367	505,468	497,700

Summary of Revenues, Expenditures and Changes in Fund Balances
FY 2020 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU JUN-2019	PROJECTED JUL- SEP-19	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Landscape Services							
Contracts-Landscape	317,309	317,547	447,309	270,891	90,297	361,188	349,480
Contracts-Landscape Consultant	-	-	5,400	1,000	4,400	5,400	5,400
Contracts-Annuaals	-	-	-	-	-	-	23,457
Contracts-Mulch	-	-	-	-	-	-	30,000
Lease - Building	7,200	7,380	7,440	5,580	1,860	7,440	7,440
R&M-Irrigation	27,491	20,945	30,000	27,129	9,043	36,172	30,000
R&M-Mulch	-	15,876	30,000	-	30,000	30,000	-
R&M-Trees and Trimming	-	10,351	15,000	2,958	12,042	15,000	10,000
R&M-Plant&Tree Replacement	43,877	20,757	60,000	110,797	-	110,797	40,000
Total Landscape Services	395,877	392,856	595,149	418,355	147,642	565,997	495,777
Reserves							
Reserve	1,647	24,658	90,700	2,075	-	2,075	92,300
Total Reserves	1,647	24,658	90,700	2,075	-	2,075	92,300
TOTAL EXPENDITURES & RESERVES	1,011,616	1,040,843	1,316,828	902,082	310,724	1,212,806	1,242,875
Excess (deficiency) of revenues Over (under) expenditures	253,143	181,261	(120,109)	235,769	(235,851)	(82)	(53,296)
OTHER FINANCING SOURCES (USES)							
Operating Transfers-Out	-	652	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	652	-	-	-	-	-
Net change in fund balance	253,143	181,913	(120,109)	235,769	(235,851)	(82)	(53,296)
FUND BALANCE, BEGINNING	1,634,557	1,887,700	2,069,613	2,069,613	-	2,069,613	2,069,531
FUND BALANCE, ENDING	\$ 1,887,700	\$ 2,069,613	\$ 1,949,504	\$ 2,305,382	\$ (235,851)	\$ 2,069,531	\$ 2,016,235

Budget Narrative
Fiscal Year 2020

REVENUES

Interest Income (Investments)

The District earns interest on each of their operating and investment accounts.

Interlocal Agreement/Streetlighting Reimbursement

Reimbursement for the non-gated Streetlighting accounts per agreement with the City of Orlando (Duke Energy.)

Special Assessment – Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the fiscal year.

Special Assessment – Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

ADMINISTRATIVE

P/R-Board of Supervisors

Chapter 190, Florida Statutes, allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending all the meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services – Arbitrage Rebate Calculation

The District contracted with Amtec to annually calculate the District's arbitrage rebate liability on its bonds. The budgeted amount for the fiscal year is based in the negotiated contract.

Professional Services – Dissemination Agent

The bond indenture requests a special annual report on the District's development activity. The District has contracted with Disclosure Services, LLC. to provide these reports. The amount is based upon the contract amount.

Budget Narrative
Fiscal Year 2020

EXPENDITURES- Administrative (Continued)

Professional Services-Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for board meetings, review of invoices, and other specifically requested assignments.

Professional Services-Legal Services

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, and other specifically requested assignments.

Professional Services- Management Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Services Provided	Fee
Management Services	\$53,086
Information Technology Services	\$1,126
Rentals & Leases	\$3,075
Total	\$57,287

Professional Services- Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for property appraiser costs is based on a flat fee.

Professional Services- Special Assessment

These fees are for preparation of the annual assessment roll that is certified to the tax collector.

Professional Services- Trustee

The District pays US Bank an annual fee for trustee services on the Series 2017 Special Assessment Bond. The budgeted amount for the fiscal year is based on prior year spending.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on prior year spending plus contingency.

Budget Narrative
Fiscal Year 2020

EXPENDITURES- Administrative (Continued)

Postage & Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance – General Liability

The District's General Liability & Public Officials Liability Insurance policy is with **Public Risk Insurance Agency**, which specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus 10% in order to be conservative.

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

Monthly bank charges.

Misc. – Assessment Collection Costs

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection **or** 2% on the amount of special assessments collected and remitted, whichever is greater. The Tax Collector charges the District based on the number of units placed on the roll. To be conservative, the budget for collection costs is based on a maximum of 2% of the anticipated assessment collections, which is the maximum percentage allowed by law.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual District filling fee

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

Budget Narrative
Fiscal Year 2020

FIELD

ProfServ-Field Management

The District has a contract with Inframark - Infrastructure Management Services for services in the administration and operation of the Property and its contractors.

Contracts- Lake and Wetland

The District has a contract with Aquatic Systems, Inc for lake and wetland maintenance.

Contracts On-Site Maintenance

The District pays 100% of the payroll for employees utilized in the field for operations and maintenance of District assets.

Communication-Telephone-Field

Includes monthly service fee for local services for the gate entry systems.

Electricity- Streetlighting

Electrical usage for the District facilities and assets.

Utility Water & Sewer

This represents the estimated cost for water, sewer and irrigation services. The budget amount is based on historical usage.

Streetlights- Gated

Electrical usage for the light poles and fixtures for all of the private or gated communities within the District.

Streetlights- Non- Gated

Electrical usage for the light poles and fixtures in the public roads. These also represent the poles for which we will be reimbursed from the City of Orlando.

R&M Common Area

The cost of any maintenance expenses that are incurred during the year such as painting, pressure washing, repairs, etc.

R&M Gate Repair

Repairs and maintenance to the gate entry.

R&M Fountain

Repair and maintenance to the District's Fountain(s)

Budget Narrative
Fiscal Year 2020

FIELD (Continued)

Misc-Contingency

Represents the potential excess of unscheduled maintenance expenses not included in budget categories or not anticipated in specific line items.

Holiday Lighting & Decoration

Represents the seasonal holiday decorations throughout the District.

LANDSCAPE

Contracts-Landscape

The District has a contract with Servello & Sons Inc. to provide services for: mowing, edging, fertilization, pest control and maintenance of sods and plant beds.

R&M- Irrigation

Repairs and maintenance to irrigation system.

Building Lease

To pay the lease on a storage building used by the district for the field staff and irrigation equipment.

R&M- Mulch

Pine bark and pine straw for landscape and berms.

R&M- Trees Trimming

Preventative maintenance and tree trimming services.

R&M- Plant & Tree Replacement

Annuals, plants and shrubs provided at community sign walls and median throughout Vista Lakes.

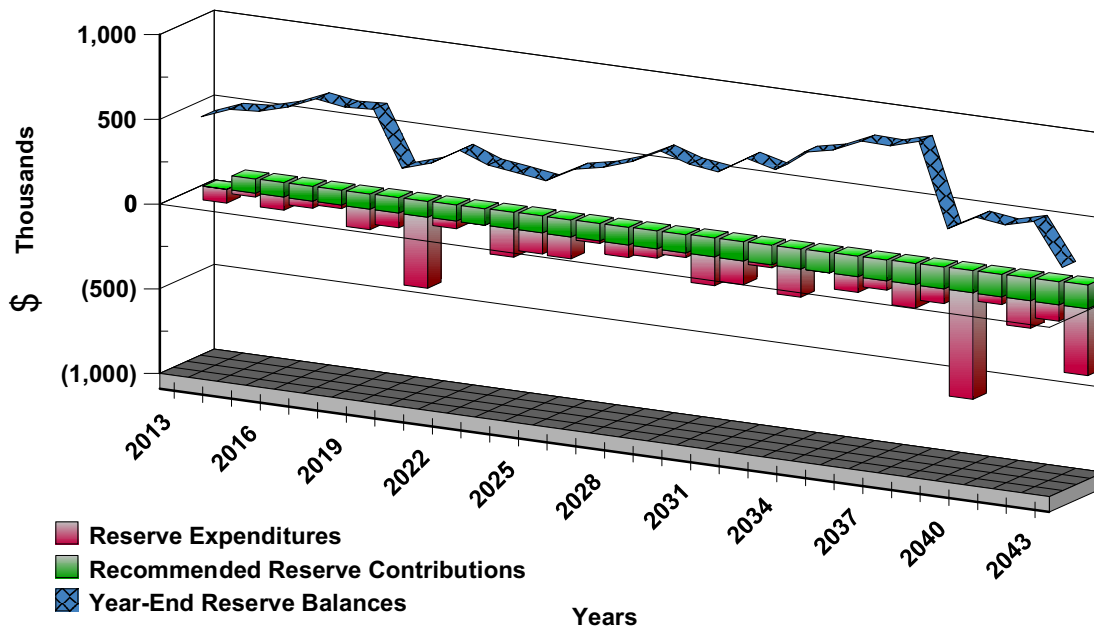
RESERVE

Reserve

For this fiscal year, the District will reserve \$92,300 for future capital projects. These capital expenditures are based on a reserve study performed by Reserve Advisors, Inc, dated 6/18/2013.

Vista Lakes CDD Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2014	83,000	521,066	2024	99,200	382,077	2034	118,700	738,312
2015	84,500	532,945	2025	101,000	358,289	2035	120,800	774,144
2016	86,000	582,294	2026	102,800	449,217	2036	123,000	850,966
2017	87,500	654,360	2027	104,700	485,240	2037	125,200	846,513
2018	89,100	629,475	2028	106,600	541,276	2038	127,500	896,460
2019	90,700	638,692	2029	108,500	628,858	2039	129,800	404,634
2020	92,300	316,200	2030	110,500	574,886	2040	132,100	496,572
2021	94,000	368,624	2031	112,500	552,955	2041	134,500	474,241
2022	95,700	468,489	2032	114,500	655,785	2042	136,900	520,265
2023	97,400	403,692	2033	116,600	612,890	2043	139,400	269,639



Respectfully submitted on July 29, 2013 by
RESERVE ADVISORS, INC.



Alan M. Ebert, PRA¹, RS², Associate Director of Quality Assurance
Visual Inspection and Report by: Kyle L. Nelson



¹ PRA (Professional Reserve Analyst) is the professional designation of the Association of Professional Reserve Analysts. Learn more about APRA at <http://www.apra-usa.com>.

² RS (Reserve Specialist) is the reserve provider professional designation of the Community Associations Institute (CAI) representing America's more than 300,000 condominium, cooperative and homeowners associations.

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 2,069,531
Net Change in Fund Balance - Fiscal Year 2020	(53,296)
Reserves - Fiscal Year 2020	92,300
Total Funds Available (Estimated) - 09/30/2019	2,108,535

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	287,644 ⁽¹⁾
Reserves - Fences / Walls	264,369
Reserves- Irrigation System	116,952
Reserves - Other	127,419
Res-Pav/Concrete/Basin/Curb	490,842
Reserves - Ponds / Lakes	223,184
Reserves-Reserve Study	1,247
FY 2019 Reserves	90,700
FY 2020 Reserves	92,300
Subtotal	<u>1,694,657</u>
Total Allocation of Available Funds	<u>1,694,657</u>

Total Unassigned (undesignated) Cash	<u>\$ 413,878</u>
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Notes

(1) Represents approximately 3 months of operating expenditures

Vista Lakes
Community Development District

Debt Service Budgets
Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
FY 2020 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU JUN-2019	PROJECTED JUL- SEP-19	TOTAL PROJECTED 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 21	\$ 667	\$ -	\$ 884	\$ 295	\$ 1,179	\$ 500
Interest - Tax Collector	-	160	-	1,847	-	1,847	200
Special Assmnts- Tax Collector	-	743,128	743,127	729,629	13,498	743,127	743,127
Special Assmnts- Discounts	-	(28,008)	(29,725)	(27,809)	-	(27,809)	(29,725)
TOTAL REVENUES	21	715,947	713,402	704,551	13,793	718,344	714,102
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	-	987	14,862	1,290	143	1,433	14,863
Cost of Issuance	237,094	-	-	-	-	-	-
Total Administrative	237,094	987	14,862	1,290	143	1,433	14,863
<i>Debt Service</i>							
Principal Debt Retirement A-1	3,395,000	181,000	186,000	186,000	-	186,000	192,000
Principal Debt Retirement A-2	5,710,000	247,000	254,000	254,000	-	254,000	263,000
Interest Expense Series A-1	59,130	75,133	99,634	99,634	-	99,634	93,868
Interest Expense Series A-2	102,130	122,714	164,116	164,115	-	164,115	156,114
Total Debt Service	9,266,260	625,847	703,750	703,749	-	703,749	704,982
TOTAL EXPENDITURES	9,503,354	626,834	718,612	705,039	143	705,182	719,845
Excess (deficiency) of revenues							
Over (under) expenditures	(9,503,333)	89,113	(5,210)	(488)	13,649	13,161	(5,743)
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	823,675	(652)	-	-	-	-	-
Proceeds of Refunding Bonds	8,852,000	-	-	-	-	-	(5,743)
TOTAL OTHER SOURCES (USES)	9,675,675	(652)	-	-	-	-	(5,743)
Net change in fund balance	172,342	88,461	(5,210)	(488)	13,649	13,161	(5,743)
FUND BALANCE, BEGINNING	-	172,342	260,803	260,803	-	260,803	273,964
FUND BALANCE, ENDING	\$ 172,342	\$ 260,803	\$ 255,593	\$ 260,315	\$ 13,649	\$ 273,964	\$ 268,221

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

Payment Date	Rate	Principal	Interest	Total Debt Payment	Total Production
1-Nov-19			46,934	46,934	
1-May-20	3.100%	192,000	46,934	238,934	192,000
1-Nov-20			43,958	43,958	
1-May-21	3.100%	198,000	43,958	241,958	198,000
1-Nov-21			40,889	40,889	
1-May-22	3.100%	204,000	40,889	244,889	204,000
1-Nov-22			37,727	37,727	
1-May-23	3.100%	211,000	37,727	248,727	211,000
1-Nov-23			34,457	34,457	
1-May-24	3.100%	218,000	34,457	252,457	218,000
1-Nov-24			31,078	31,078	
1-May-25	3.100%	224,000	31,078	255,078	224,000
1-Nov-25			27,606	27,606	
1-May-26	3.100%	231,000	27,606	258,606	231,000
1-Nov-26			24,025	24,025	
1-May-27	3.100%	239,000	24,025	263,025	239,000
1-Nov-27			20,321	20,321	
1-May-28	3.100%	246,000	20,321	266,321	246,000
1-Nov-28			16,508	16,508	
1-May-29	3.100%	254,000	16,508	270,508	254,000
1-Nov-29			12,571	12,571	
1-May-30	3.100%	262,000	12,571	274,571	262,000
1-Nov-30			8,510	8,510	
1-May-31	3.100%	270,000	8,510	278,510	270,000
1-Nov-31			4,325	4,325	
1-May-32	3.100%	279,000	4,325	283,325	279,000
Totals		\$3,028,000	\$ 697,810.00	\$ 3,725,810.00	\$3,028,000

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

Payment Date	Rate	Principal	Interest	Total Debt Payment	Total Production
1-Nov-19			78,057	78,057	
1-May-20	3.150%	263,000	78,057	341,057	263,000
1-Nov-20			73,915	73,915	
1-May-21	3.150%	271,000	73,915	344,915	271,000
1-Nov-21			69,647	69,647	
1-May-22	3.150%	280,000	69,647	349,647	280,000
1-Nov-22			65,237	65,237	
1-May-23	3.150%	289,000	65,237	354,237	289,000
1-Nov-23			60,685	60,685	
1-May-24	3.150%	298,000	60,685	358,685	298,000
1-Nov-24			55,991	55,991	
1-May-25	3.150%	307,000	55,991	362,991	307,000
1-Nov-25			51,156	51,156	
1-May-26	3.150%	317,000	51,156	368,156	317,000
1-Nov-26			46,163	46,163	
1-May-27	3.150%	327,000	46,163	373,163	327,000
1-Nov-27			41,013	41,013	
1-May-28	3.150%	338,000	41,013	379,013	338,000
1-Nov-28			35,690	35,690	
1-May-29	3.150%	349,000	35,690	384,690	349,000
1-Nov-29			30,193	30,193	
1-May-30	3.150%	360,000	30,193	390,193	360,000
1-Nov-30			24,523	24,523	
1-May-31	3.150%	371,000	24,523	395,523	371,000
1-Nov-31			18,680	18,680	
1-May-32	3.150%	383,000	18,680	401,680	383,000
1-Nov-32			12,647	12,647	
1-May-33	3.150%	395,000	12,647	407,647	395,000
1-Nov-33			06,426	06,426	
1-May-34	3.150%	408,000	06,426	414,426	408,000
Totals		\$4,956,000	\$1,340,042	\$6,296,042	\$4,956,000

Budget Narrative
Fiscal Year 2020

REVENUES

Interest - Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessment – Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures. The District will assess the maximum annual debt service amount.

Special Assessment – Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

ADMINISTRATIVE

Misc. – Assessment Collection Costs

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The Tax Collector charges the District based on the number of units placed on the roll. To be conservative, the budget for collection costs is based on a maximum of 2% of the anticipated assessment collections, which is the maximum percentage allowed by law.

DEBT SERVICE

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt.

Interest Expense

The District pays interest expense on the outstanding debt twice a year.

Vista Lakes
Community Development District

Supporting Budget Schedules
Fiscal Year 2020

2019-2020 Non-Ad Valorem Assessment Summary

2017 Series A-1 Bond Issue

Village	Unit Type	Subdivision Name	Total # of Units	Assessments				
				O & M	Debt Service 2017 Series	FY 2020 Total	FY 2019 Total	Difference
N-1	60' Villa	Pembroke	127	\$ 588	\$ 389	\$ 977	\$ 977	\$ -
N-2	50' Patio	Amhurst	106	\$ 490	\$ 318	\$ 808	\$ 808	\$ -
N-4,5	50' Patio	Champaign	148	\$ 490	\$ 318	\$ 808	\$ 808	\$ -
N-7	80' Pool	Melrose	81	\$ 784	\$ 495	\$ 1,279	\$ 1,279	\$ -
N-10	Condo	Central Park	296	\$ 367	\$ 64	\$ 431	\$ 431	\$ -
N-13	60' Villa	Waverly	119	\$ 588	\$ 425	\$ 1,012	\$ 1,012	\$ -
N-15	70' Pool	Carlisle	125	\$ 686	\$ 495	\$ 1,181	\$ 1,181	\$ -
		Total	1,002					

2017 Series A-2 Bond Issue

Parcel	Unit Type	Subdivision Name	Total # of Units	Assessments				
				O & M	Debt Service 2017 Series	FY 2020 Total	FY 2019 Total	Difference
N-3	60' Villa-ungated	Colonie	79	\$ 588	\$ 452	\$ 1,040	\$ 1,040	\$ -
N-6	50' Patio-ungated	Champlain	63	\$ 490	\$ 377	\$ 867	\$ 867	\$ -
N-8	50' Patio-ungated	Newport	243	\$ 490	\$ 377	\$ 867	\$ 867	\$ -
N-9	50' Patio-ungated	Newport	57	\$ 490	\$ 377	\$ 867	\$ 867	\$ -
N-11	60' Villa-ungated	Avon	128	\$ 588	\$ 452	\$ 1,040	\$ 1,040	\$ -
N-14	80' Manor-gated	Warwick	54	\$ 784	\$ 603	\$ 1,387	\$ 1,387	\$ -
N-14	70' Manor-gated	Warwick	55	\$ 686	\$ 528	\$ 1,213	\$ 1,213	\$ -
N-16,17	70' Manor-gated	Windsor	146	\$ 686	\$ 528	\$ 1,213	\$ 1,213	\$ -
	Church	Warwick	6	\$ 686	\$ 528	\$ 1,213	\$ 1,213	\$ -
	Townhomes	Gentry Park	116	\$ 367	\$ 188	\$ 556	\$ 556	\$ -
	Condo	Horizons	240	\$ 367	\$ 75	\$ 443	\$ 443	\$ -
		Total	1,187					

Parcel	Unit Type	Subdivision Name	Total # of Units	Assessments				
				O & M	Debt Service 2017 Series	FY 2020 Total	FY 2019 Total	Difference
	Commercial		161,000	\$ 47,321	\$ 30,332	\$ 77,653	\$ 77,653	\$ -
		Total	161,000					

4B

RESOLUTION 2019-05

A RESOLUTION OF THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2019, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Annual Budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget") the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, on April 11, 2019, the Board set August 8, 2019 as the date for a Public Hearing thereon and caused notice of such Public Hearing to be given by publication pursuant to Section 190.008(2)(a) Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1 of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing Fiscal Year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing Fiscal Year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a cash flow budget basis, whereby the Budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the Fiscal Year; and

WHEREAS, Section 190.021, Florida Statutes provides that the Annual Appropriation Resolution shall also fix the maintenance special assessments and benefit special assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds and determines the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities

and services being provided, and that the special and peculiar benefits are apportioned in a manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board of Supervisors may designate the District Manager or other person to certify the Non-Ad Valorem Assessment Roll to the Tax Collector in and for Orange County political subdivision on compatible electronic medium tied to the property identification number no later than 31 August 2019 so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the Vista Lakes Community Development District; and

WHEREAS, the Tax Collector, under the direct supervision of the Florida Department of Revenue performs the state work in preparing, mailing out, collecting and enforcing against delinquency the non-ad valorem assessments of the District using the Uniform Collection Methodology for non-ad valorem assessments; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Florida Statutes, and Rule 12D-18, Florida Administrative Code.

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

Section 1. The provisions of the whereas clauses are true and correct and are incorporated herein as dispositive.

Section 2. Budget

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the Office of the District Treasurer and the Records Administration Department, and is hereby attached to this Resolution, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2019 and/or revised projections for Fiscal Year 2020.
- c. That the Adopted Budget, as amended, shall be maintained in the Office of the District Treasurer and the Records Administration Department and identified as "The Budget for the Vista Lakes Community Development District for the Fiscal Year Ending September 30, 2020, as Adopted by the Board of Supervisors on August 8, 2019."

Section 3. Appropriations

That there be, and hereby is appropriated out of the revenues of the Vista Lakes Community Development District, for the Fiscal Year beginning October 1, 2019, and ending September 30, 2020 the sum of _____ Dollars (\$_____) to be raised by the applicable imposition and levy by the Board of applicable non-ad valorem special assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
DEBT SERVICE FUND	\$
 Total All Funds	 \$

Section 4. Supplemental Appropriations

The Board may authorize by Resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the Fiscal Year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable Department Director and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

Section 5. Maintenance Special Assessment Levy: Fixed and Referenced and to be Levied by the Board

- a. That the Fiscal Year 2019/2020 maintenance special assessment Levy (the "assessment levy") for the assessment upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached Exhibit A, which levy represents the amount of District assessments necessary to provide for payment during the aforementioned budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said assessment levy shall be distributed as follows:

General Fund O & M
Debt Service Fund

\$ [See Assessment Levy Resolution 2019-06]
\$ [See Assessment Levy Resolution 2019-06]

- b. The designee of the Chair of the Board of Supervisors of the Vista Lakes Community Development District shall be the Manager or the Treasurer of the District designated to certify the Non-Ad Valorem Assessment Roll to the Tax Collector in and for the Orange County political subdivision, in accordance with applicable provisions of State law (Chapters 170, 190 and 197, Florida Statutes) and applicable Rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment levy, but also the total for the debt service levy, as required by and pursuant to law.

Introduced, considered favorably, and adopted this 8th day of August, 2019.

Vista Lakes Community Development District

Frank Sebestyen
Chairman

Attest:

Kristen Suit
Secretary

4C.

RESOLUTION 2019-06

A RESOLUTION LEVYING AND IMPOSING A NON-AD VALOREM MAINTENANCE SPECIAL ASSESSMENT FOR THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR 2019/2020

Preamble

WHEREAS, certain improvements existing within the Vista Lakes Community Development District and certain costs of operation, repairs and maintenance are being incurred; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District find that the District's total General Fund Operation Assessments, taking into consideration other revenue sources during Fiscal Year 2020, will amount to \$ _____; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds the District's Debt Service Fund Assessment during Fiscal Year 2020 will amount to \$ _____; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds that the Debt Service Fund relates to systems and facilities which provide special benefits peculiar to certain property within the District based on the applicable assessment methodology; and

WHEREAS, the Board of Supervisors of the Vista Lakes Community Development District finds the non-ad valorem special assessments it levies and imposes by this Resolution for maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

WHEREAS, the District Board understands that this Resolution levies only the maintenance assessments for 2020, the Chair of the District, or the designee of the District Manager, shall certify a total Non-Ad Valorem Assessment Roll in a timely manner to the Tax Collector in and for Orange County for collection to include all assessments levied and approved by the District on the property including those for debt service as well as for special maintenance assessments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT OF ORANGE COUNTY, FLORIDA;

Section 1. All the whereas clauses are incorporated herein and are dispositive.

Section 2. A special assessment for maintenance as provided for in Chapters 190.021(3), Florida Statutes, (hereinafter referred to as “assessment”) is hereby levied on the platted lots within the District, as defined in the chart attached to this Resolution.

Section 3. That the collection and enforcement of the aforesaid assessments on platted lots shall be by the Tax Collector serving as agent of the State of Florida in Orange County (Tax Collector) and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice.

Section 4. The levy and imposition of the maintenance special assessments on platted lots included in the District will be combined with the debt service non-ad valorem assessments which were levied and certified as a total amount on the Non-Ad Valorem Assessment Roll to the Orange County Tax Collector by the designee of the Chair of the Board on compatible medium no later than 15 September 2019, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each platted parcel of property.

Section 5. The proceeds therefrom shall be paid to the Vista Lakes Community Development District.

Section 6. The Chair of the Board of the Vista Lakes Community Development District designates the District Manager to perform the certification duties.

Section 7. Be it further resolved, that a copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

PASSED AND ADOPTED this 8th day of August, 2019 by the Board of Supervisors of the Vista Lakes Community Development District, Orange County, Florida.

Kristen Suit
Secretary

Frank Sebestyen
Chairman

Sixth Order of Business

6Cia

Proposal For Vista Lakes CDD

Agenda Page #238

(URL: <https://www.vistalakescdd.org/>) Website Type: Small

Website Accessibility for People with Disabilities as per Nondiscrimination requirements of Title II of the American Disabilities Act (ADA) & WCAG

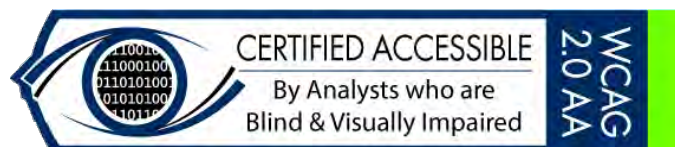
Date	Version#	Comments	Author
August 13, 2018	1.0	Updated "The Law, ADA and WCAG" section details	VB Joshi, Kristen T
January 10 th , 2019	2.0	Updated conversion and support costs based on discussed scope	VB Joshi
February 25, 2019	2.2	Updated fee-simple pricing and human audit seal	VB Joshi
March 21, 2019	2.3	Added quarterly audit as per insurance requirement	VB Joshi
March 28, 2019	2.4	Updated Annual Maintenance price for ADA support only	VB Joshi
May 7, 2019	2.5	Updated for CDD specific info after conversing with CDD Manager	VB Joshi
May 20, 2019	2.6	Added Human Audit Details	VB Joshi
June 9, 2019	2.7	Added Hosting and Backup to Maintenance	VB Joshi



Your website gets 2 Compliance Seals

VGlobalTech's Technical Compliance Seal & Human Audit Compliance Seal*

(* Human Audit Contract required. Please email contact@vglobaltech.com for audit proposal)



VGlobalTech is the ADA, WCAG Compliance Expert, with over 100 ADA & WCAG compliant websites created (...and counting) to-date! We have partnered with a non-profit agency to conduct Human Audit and Certification Seal.

Visit <https://vglobaltech.com/website-compliance/> for details.

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Any violations are punishable under the law and shall be prosecuted.

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1.0 The Law

Source: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html

189.069 Special districts; required reporting of information; web-based public access. —

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy

of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s.189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection

2.0 ADA & WCAG Compliance – Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Many countries and international organizations require compliance with WCAG 2.0 and 2.1. The guidelines are categorized into three levels of compliance: A (must support), AA (should support), and AAA (may support). Representatives from the accessibility community around the world participate in the evolution of these guidelines.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>

Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.

2.1.1 Problem: Images Without Text Equivalents

Solution: Add a Text Equivalent to Every Image

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

2.1.2 Problem: Documents Are Not Posted In an Accessible Format

Solution: Post Documents in a Text-Based Format

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

2.1.3 Problem: Specifying Colors and Font Sizes

Solution: Avoid Dictating Colors and Font Settings

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

Solution: Include Audio Descriptions and Captions

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

Understanding the Four Principles of Accessibility

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
 - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
 - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
 - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
 - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

If any of these are not true, users with disabilities will not be able to use the Web.

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.

Visit <https://vglobaltech.com/website-compliance/> for details of our compliance process and expertise in this area.

Please see References section for several resources on compliance.

3.0 Pricing

Website Complexity: **Small Level Websites**

**VGlobalTech team shall complete the following critical tasks for client website.
All costs below are per website / CDD:**

3.1 Existing Website Remediation / New Website Build:

	Task
1.	Remediate existing website / Build new website from start for ADA and WCAG compliance requirements – ALL webpages on the website. Create accessibility document, code review, html updates, plugins / security updates required for ADA and WCAG compliance
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc.). Braille Readers, Other assistance technology compatibility
3.	ADA Standards application (as per Section 1 above). ADA.gov, Web Content Accessibility Guidelines (WCAG)
4.	PDF Documents conversion (to Text, HTML etc.) as needed for ADA Compliance / Reader Compliance (up to 2 years of documents shall be converted)
5.	Create a webpage showing websites ADA Compliance efforts
6.	Create customized footer with VGlobalTech's ADA Compliance Seal (valid for 1 year only)
7.	Web Design Total: \$3250/- (one time)

3.2 ADA Compliance Monthly Maintenance and Hosting

Maintenance contract starts after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated):

The Annual Maintenance **DOES NOT** include the quarterly audits proposed in the previous section.

Maintenance contract is required to receive VGlobalTech's proprietary document conversion software (PDF to RTF) that allows you to easily convert documents or submit to VGlobalTech and get docs converted within less than 24 hrs.

	Task
1.	Assist with ADA Website Compliance tasks for current / new website on an ongoing basis – All new webpages and content that is put on the website – Customer must notify what updates are made (<i>content shall be uploaded by client, VGlobalTech shall provide feedback on the content ADA requirements – This is as per customers' request. Please contact VGlobalTech if a full maintenance, including content upload is required</i>)
2.	PDF Documents conversion (to Text, HTML etc) as needed (<i>new documents during the maintenance year only</i>) for ADA Compliance / Reader Compliance. VGlobalTech's proprietary batch conversion software is included as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website). There is no limit on how many documents you can convert using VGlobalTech's software. If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
3.	Update footer with VGlobalTech's ADA Compliance Seal (extended for current year)
	<p>Monthly Maintenance: (starts after initial compliance engagement quoted above is complete): \$1000 /- (annually – can be broken into equal monthly charges)</p> <p>*support beyond 8 hrs / month shall be billed at \$55 / hr separately **Annual maintenance can be broken up into smaller monthly bills.</p>
4.	Website hosting and backups – Premium hosting, unlimited file space, bandwidth, fast website response, regular automated backups, SSL certificates for secure site access (https protocol), 99.9% website uptime: \$600 / year
	Total Maintenance and Hosting: \$1600 / year

3.3 Quarterly Technical and Human Audit

This audit is as per the Florida Insurance Alliance guidelines. Please check with your insurance agency for specific requirements. **Read more here:** https://vglobaltech.com/wp-content/uploads/2019/03/FIA_ADA_Guidelines-2019-2020.pdf

VGlobalTech has partnered with a local agency for the visually impaired – LightHouse Works. LightHouse has developed a unique program for digital accessibility that is run by visually impaired personnel that are highly skilled in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>

Together we are now able to provide not one but two compliance seals for all our customers:

1. Digital Asset Technical Compliance Seal:



VGlobalTech in-house technical team shall remediate / test the website / software for ADA, WCAG compliance. VGlobalTech's technical design & development team is fully aware of the Americans with Disability Act (ADA), Web Content Accessibility Guidelines (WCAG), **Section 508** of the Rehabilitation Act of 1973 and overall the design principles of a professional, accessible, functional and responsive web design. The entire team has taken dedicated time and efforts to learn these design principles first hand. Our purpose is clear – **Universal, Creative Web design that works for everyone, everywhere and every time!**

2. Human Audit Seal:



LightHouse Works' visually impaired personnel shall actually test the website for compliance as per the section 508 and ADA requirements. The VGlobalTech technical team shall remediate any points discovered by LightHouse team and send the site for re-certification. Upon satisfactory completion LightHouse shall provide the Human Audit Seal that will be specific to the site and the VGlobalTech team shall put the seal on the site. This is an added layer of true Human Audit testing that provides full ADA compliance.

Cost for Technical and Human Audits:

\$1200 / Four Audits per Year

(paid as a onetime fee) (Seals renewed every quarter) (Audits are conducted by VGlobalTech and LightHouse Agency together)

*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps **unless otherwise noted*

* email and phone communication

*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on www.VGlobalTech.com website. If client requests a refund within seven days of the date of signing their agreement they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

4.0 Proposal Acceptance:

The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech can proceed with the project. All payments shall be made according to this agreement.

Select Proper Option Below, Sign and Date, Return to contact@vglobaltech.com:

☐ **Option1: Website only**

Section 3.1: One time (website conversion and compliance cost):

☐ **Option2: Website and Monthly Maintenance w/ Hosting**

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.2 ADA Compliance Monthly Maintenance and Hosting

☐ **Option3: Website and Quarterly Audits**

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.3 Quarterly Technical and Human Audit Testing

☐ **Option4: Website, Monthly Maintenance w/ Hosting and Quarterly Audits**

Section 3.1: One time (website conversion and compliance cost)

+

Section 3.2 ADA Compliance Monthly Maintenance and Hosting

+

Section 3.3 Quarterly Technical and Human Audit Testing

Signatures:

For Customer

Date

VB Joshi

For VGlobalTech

Date

ADA Best Practices Tool Kit for State and Local Governments:

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

U.S. Department of Justice, Civil Rights Division, *Disability Rights Section*

<https://www.ada.gov/websites2.htm>

Web design Standards: <https://www.w3schools.com/>

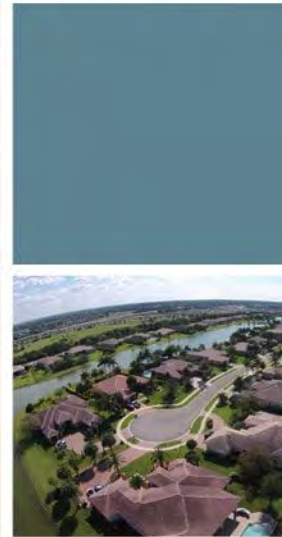
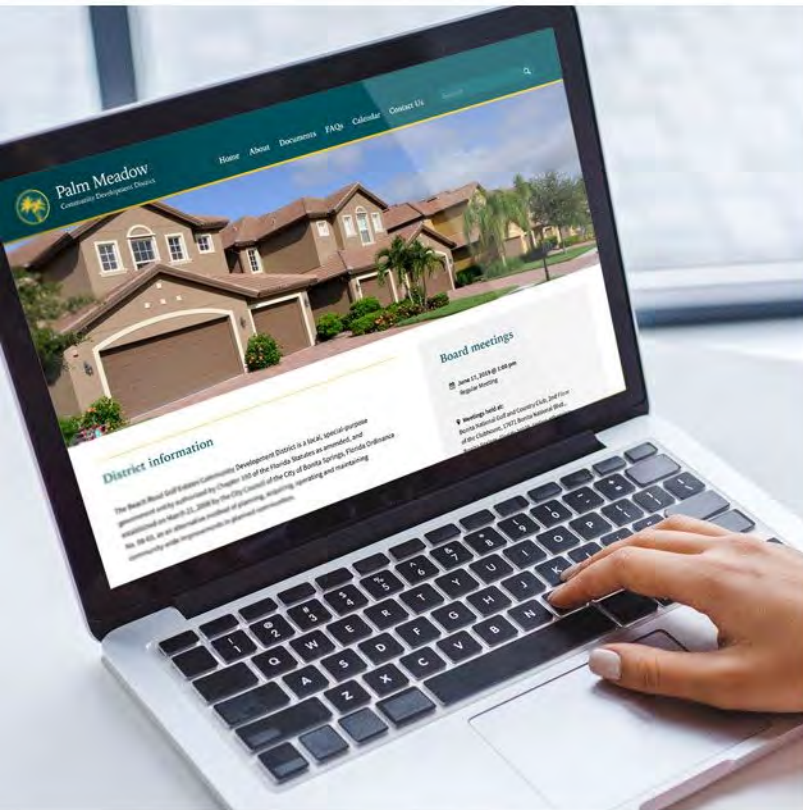
Web Content Accessibility Guidelines (WCAG) <https://www.w3.org/TR/WCAG21/>

VGlobalTech Web Content Accessibility Implementation and Checkpoints:

<http://vglobaltech.com/website-compliance/>



6Cib



Keeping your community informed. And you compliant.

Vista Lakes Community Development District

Proposal date: 2019-06-21

Proposal ID: 6PVZK-Q3C2Q-MMXNM-UUG9T

Pricing.....	2
Services.....	3-5
FAQs.....	6
Statement of work.....	7-8
Terms and conditions.....	9-12



Ted Saul

Director - Digital Communication

 *Certified Specialist*

campus
suite

Pricing

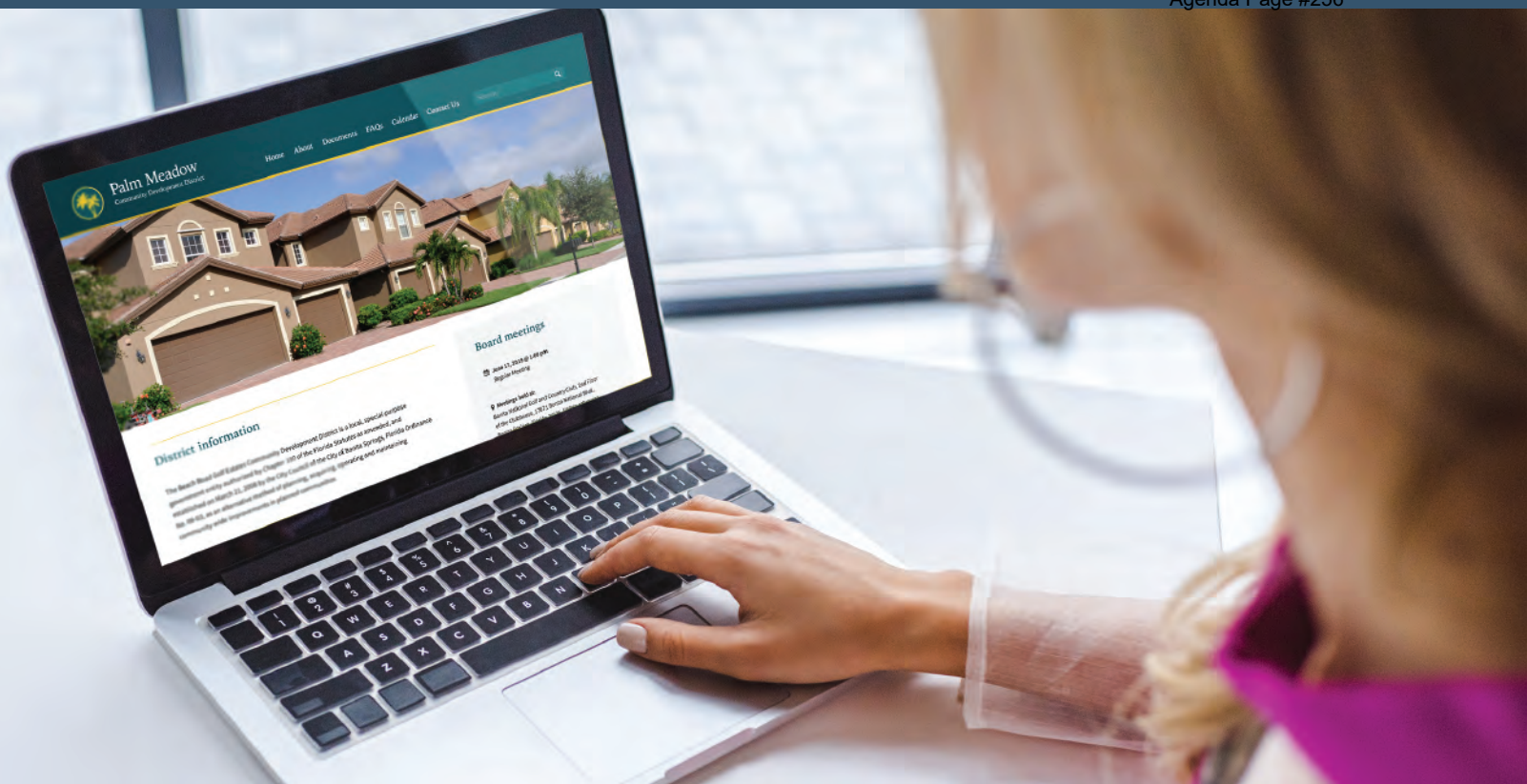
Effective date: 2019-06-21

Implementation	Quantity	Subtotal
On-boarding of ADA Compliant Website and Remediation of Historical Documents <ul style="list-style-type: none"> • Migration website pages and present on a staged website for approval • Initial PDF Accessibility Compliance Service for 1500 pages of remediation 	1	\$2,075.00
<hr/>		
Annual ongoing services	Quantity	Subtotal
Website services <ul style="list-style-type: none"> • Hosting, support and training for users • Website management tools to make updates • Secure certification (https) • Monthly accessibility site reporting, monitoring and error corrections 	1	615.00
<hr/>		
Ongoing PDF Accessibility Compliance Service <ul style="list-style-type: none"> • Remediation of all PDFs stored on your website • Remediation of up to 750 PDF pages • Dashboard for reporting and managing all PDFs • 48-hour turnaround for fixes for board agendas • PDF manager dashboard 	750*	\$937.50
<hr/>		
Social Media Manager		Included

*Maximum PDF pages per 12 month period

Total: \$3,627.50





Accountable, compliant communications

Keeping your residents and property owners informed is a big responsibility – one that requires constant diligence. Staying current with the laws that apply to public access to district records, reports and other legal requirements presents a big challenge for many CDD communities.

When it comes to your website and all the web-based documents you are required to publish, they all need to be fully accessible. Florida statutes and federal laws require you and every special district be compliant with ADA (Americans with Disabilities Act) and accessibility regulations.

Keeping it all accessible – and legal

Campus Suite provides the total accessibility solution to keep all your web communications and web documents on the right side of these laws – specifically chapters 189 and 282 of the Florida Statutes.

Designed for districts



Easy-to-update website, hosting and support



Worry-free ADA-compliance, auditing and full reporting



Meets Florida statutes and federal laws

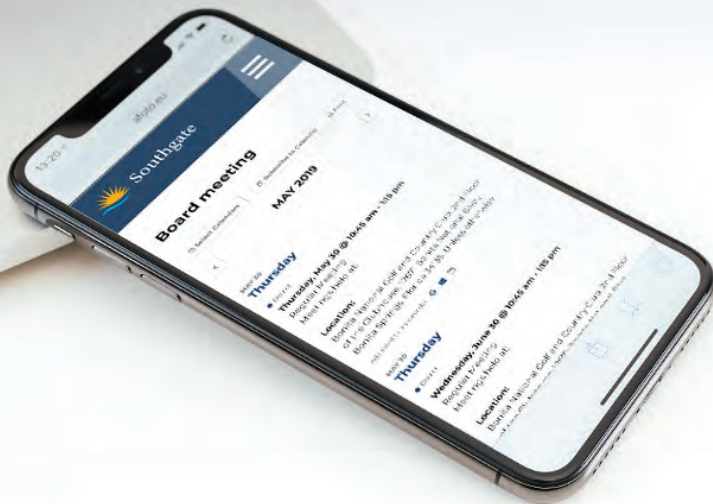


Save CDD board time and money

Keeping your community informed and compliant.



Accessibility Compliance
with Campus Suite



We'll handle all your website and document accessibility.

We take on the responsibility of making and keeping your website fully accessible to people with disabilities. We know what's at stake if your website is not ADA-compliant, so we handle it all – monitoring, reporting, and remediation.

We stand behind our seal of approval.

Each page of your website will have our official certification of a website that meets the required accessibility standards.

Maintain ADA compliance:

- ✓ Website and documents meet WCAG 2.1 requirements
- ✓ Monthly accessibility scanning audits and reporting
- ✓ In-house team that fixes all of the accessibility errors
- ✓ On-demand PDF remediation (48-hour turnaround)

A website with all the features your district needs.

Communication is key to success in any organization, and your community development district is no exception. At Campus Suite, we understand the unique communication needs of CDDs and create a comprehensive website that serves as your communication hub.

Your property owners and residents will come to depend on the wealth of information at their fingertips. And your board members, management team and staff will come to rely on the role your website serves in streamlining the critical communications functions you're required by law to provide.

Your district website features:

- ✓ Professional website design
- ✓ Easy-to-use tools to make updates
- ✓ Total document management
- ✓ Support and training for users
- ✓ Calendar of events
- ✓ Clubhouse and rental scheduling
- ✓ Meeting notices and minutes



A trusted name for compliance.

For over 15 years, Campus Suite has built a reputation helping public schools across the country eliminate communication barriers and improve school community engagement. We do it by creating easy-to-use, affordably priced websites featuring professional design, unmatched customer service, and paving a leadership role in website accessibility.

We've helped districts build web accessibility policies and websites, and even created contingency plans for responding to web issues and complaints from the OCR (U.S. Office for Civil Rights). These include detailed resolution plans when clients need to respond to avoid fines and the negative publicity that sometimes surrounds non-compliance.

Campus Suite has also pioneered educating public institutions about website accessibility by establishing the Website Accessibility Education Center, a valuable resource for website administrators..



**Campus Suite Academy
Website Accessibility Center**

www.campussuite.com/accessibility-center

Frequently asked questions

For PDF service, what is the price per page?

Pricing can range based on the volume of PDFs you have on your website and if it is part of the initial remediation or the on-demand service. The price range is between \$1.05 per page to \$1.75 per page.

What does the PDF scan and remediation process look like?

You'll upload your documents to the dashboard. We are notified and begin setting up the scan. After the fixes are made, we put the documents back onto the dashboard and you are notified. You then put them back to the appropriate location on your website.

What does the ADA managed service process for our website look like?

Our team performs monthly scans of your site utilizing software. Our team then goes through the results and fixes the content-related errors by hand. A report is produced for your records and uploaded to your ADA dashboard. Any outlying issues we may encounter, you will be notified until the issue is resolved.

How long does it take?

For non-urgent doc remediation, we can scan and fix up to 2000 pages per week. We also have urgent services available for an additional fee with a turnaround time of 48 hours.

What standards do you follow for ADA?

We follow WCAG AA 2.1 guidelines

Are there any hidden fees?

No.

How long does it take to build the website?

It depends upon your responsiveness, but generally only a couple of weeks.

Can we change the design of our website?

Our themes are customizable to address your preferences. There are some guardrails in place to help ensure ADA compliance to a degree, but you can select colors, images, etc...

Do your sites offer a calendar?

Yes. This site can be utilized in many different ways. One of which is a calendar to help with your clubhouse availability/rental schedule.

Statement of work

1. **On-boarding of ADA Compliant Website and Remediation of Historical Documents.** Contractor will deliver a functional, responsive, working ADA compliant website that can display content submitted to the Contractor by the District. At a minimum, the website and the documents on the website will:
 1. Comply with the guidelines provided by Web Content Accessibility Guidelines 2.1, as amended and/or replaced by new releases from time to time (“WCAG”);
 2. Contain a website accessibility policy that includes: a commitment to accessibility for persons with disabilities, the accessibility standard used and applied to the website (at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) in case users encounter any problems;
 3. Display an ADA compliance shield, seal, or certification;
 4. Provide options to create a CDD-branded design (colors, logo, etc...)
 5. Be accessible on modern versions of Internet Explorer, Edge, Mozilla, Safari, and Chrome web browsers and be “mobile friendly” and offer a “mobile version” of the sites content for access from tablets or smart phones.
 6. Be free of any commercial advertising;
 7. Be free of any known spyware, virus, or malware;
 8. Secure certification (https)
 9. Secure cloud hosting with fail-overs
 10. Allow for data backups, and record retention as required by law;
 11. Allow for the display a calendar, reservation request form, and newsletter;
 12. Creation of a dashboard for the District to upload and remove content, manage all documents, manage document remediation, and review reports generated by the Contractor; and
 13. Remediate 1500 pages identified by the District for the new website in an ADA compliant format.*
2. **Domain Fee.** The Contractor shall pay the annual fee for the domain name of the District’s website.
3. **Maintenance and Management of the Website.**
 1. Contractor will manage and maintain the website;
 2. Remediate new documents (a not to exceed 750 pages per year) provided by the District Manager in an ADA compliant format;*
 1. For Agenda Packages, the Contractor shall turn around the documents within 2 business days
 3. District shall be responsible for uploading the ADA compliant documents onto the website. Contractor shall ensure that the District only has the ability to upload or remove documents on the website and cannot alter any other aspect of the website;
 4. Contractor will store all District data, including files, text and parameters; data will be backed-up on a separate storage system at regular intervals; and
 5. The ADA compliant website will be on-line at all times unless maintenance or upgrades require it to be unavailable. When maintenance or upgrades require the website to be unavailable, Contractor will

provide the District with reasonable advance notice in writing.

4. Monthly Auditing and Remediation Services.

1. Every month Contractor will comprehensively audit the website's compliance with (1) WCAG and (2) any applicable laws, rules, and regulations (including, the Department of Justice);
2. After the audit, Contractor will remediate any web accessibility deficiencies of the website or content on the website; and
3. The Contractor will provide a written report to the District that summarizes the audit and any remediations made.

5. Support Services.

Contractor will supply telephone and/or email support to the District on a reasonable and necessary basis to within business hours – Monday to Friday 9 am to 6 pm EST, exclusive of holidays. The Contractor will provide a listing of detailed hours, holidays, and service availability on their website, and reserves the right to modify the times technical support is available.

*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.

Website Creation and Management Agreement

This Website Creation and Management Agreement (this “Agreement”) is entered into as of 2019-06-21, between the Vista Lakes Community Development District, whose mailing address is 313 Campus Street, Celebration, FL 34747 (the “District”) and Innersync Studio, LLC., an Ohio limited liability company (d/b/a Campus Suite), whose mailing address is 752 Dunwoodie Dr., Cincinnati, Ohio 45230 (the “Contractor”).

Background Information:

The District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes. The District is required to have a website and desires to have a website created, regularly updated, managed, inspected, and remediated to ensure compliance with the Americans with Disabilities Act (the “ADA”). The Contractor has the technical expertise to provide the above-mentioned services. The District desires to retain the Contractor to provide services as described in this Agreement.

Operative Provisions:

1. Incorporation of Background Information. The background information stated above is true and correct and by this reference is incorporated as a material part of this Agreement.

2. Scope of Services. The Contractor will perform all work, including all labor, equipment, and supervision necessary to perform the services described in the “Statement of Work” attached hereto as Exhibit A.

3. Term and Renewal. The initial term of this Agreement will be for one year from the date of this Agreement. At the end of the initial term, this Agreement will automatically renew for subsequent one-year terms pursuant to the same price and contract provisions as the initial term, until terminated by either party pursuant to the termination provisions below.

4. Termination.

a. Either party may terminate this Agreement without cause, with an effective termination date of the next scheduled renewal date, by providing at least thirty (30) days written (letter, facsimile, email) notice to the other party prior to the next renewal date.

b. Either party may terminate this Agreement with cause for material breach provided, however, that the terminating party has given the other party at least thirty (30) days written (letter, facsimile, email) of, and the opportunity to cure the breach.

c. Upon termination of this Agreement:

- i. The Contractor will be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor. If any deposit or advanced payments exceeds these costs, Contractor will refund the appropriate amount to the District.
- ii. The Contractor will provide the District or its designee with all domain names, authorizations, usernames, passwords, and content (including remediated content) in the format in which it was stored on the server, at a cost not to exceed \$50 to the District.
- iii. The Contractor will be permitted to remove its name and ADA compliance shield, seal, or certificate from the website on the effective date of the termination.
- iv. If the Contractor was using certain software (including content management software) that is proprietary and was licensed to the District during the term of the Agreement, then the Contractor shall coordinate with the District as to the end of the license or simply create a simple splash page of the District with information on the transition to a new website.

5. Compensation and Prompt Payment.

- a. Upon execution of this Agreement, the District agrees to pay Contractor for a one-time payment of \$2,075.00 for the Onboarding of ADA Compliant Website and Remediation of Historical Documents.
- b. Starting on October 1, 2019 the District agrees to compensate the Contractor \$1,515.00 for Domain Fee, Maintenance and Management of the Website, Monthly Auditing and Remediation Services, and Support Services as described in the Statement of Work as described in the Statement of Work. The District shall make such payments in advance of the services to be provided. Contractor will provide the District with an invoice on a annual basis for work to be performed. The District will pay Contractor within 15 days of receipt of the invoice.

6. Additional Work. If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the parties will agree in writing to an addendum (for changes to the regular services) or work authorization order (for all other services). The Contractor will be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing.

7. Ownership of Website, Domain Name, and Content. The District will be the owner of the website, domain name, and all content (including remediated content provided by the Contractor) on the website.

8. No Infringement of Intellectual Property. Contractor warrants and represents that neither the Statement of Work nor any product or services provided by Contractor will infringe, misappropriate, or otherwise violate the intellectual property rights of any third-party. Contractor shall take all steps to ensure that the District has no access to confidential software or data that is proprietary (whether it's the Contractor's or another provider's through a license agreement).

9. Promotion. The District permits Contractor to identify the District as a customer of Contractor in Contractor's marketing materials (including using the District's name and logo for such limited purposes).

10. Warranty. The Contractor warrants that the work: (a) will conform to the requirements of the Statement of Work, (b) will be performed in a prompt, diligent, good, safe and workmanlike manner in accordance with all laws, industry standards, and all applicable ADA and WCAG regulations, and (c) will be performed without defects in workmanship or in code. To the extent that any defects are found and reported to the Contractor, the Contractor shall correct such defects within thirty (30) days.

11. Relationship Between the Parties. It is understood that the Contractor is an independent contractor and will perform the services contemplated under this Agreement. As an independent contractor, nothing in this Agreement will be deemed to create a partnership, joint venture, or employer-employee relationship between the Contractor and the District. The Contractor will not have the right to make any contract or commitments for, or on behalf of, the District without the prior written approval of the District. The Contractor assumes full responsibility for the payment and reporting of all local, state, and federal taxes and other contributions imposed or required of the Contractor during the performance of services to the District.

12. Compliance with Governmental Regulations. The Contractor will comply with necessary economic, operational, safety, insurance, and other compliance requirements imposed by federal, state, county, municipal or regulatory bodies, relating to the contemplated operations and services hereunder. The Contractor warrants and represents the Contractor is currently in compliance with and will hereafter comply with all federal, state and local laws and ordinances relating in any way to the services provided hereunder. Contractor is solely responsible for complying with all applicable laws pertaining to website accessibility, including but not limited to the ADA and those certain WCAG standards, and other web accessibility guidelines as amended from time to time.

13. Insurance. Contractor will, at its own expense, maintain commercial general liability insurance coverage of no less than \$1,000,000 for the duration of the term of this Agreement and for any renewals of the term, as mutually agreed upon by the parties, which names the District, its officers, agents, staff, and employees as an additional insured. The Contractor will deliver to the District proof of insurance referred to herein or a certificate evidencing the coverage provided pursuant to this Agreement. Such insurance policy may not be canceled without a thirty-day written notice to the District. The Contractor will maintain Workers

Compensation insurance as required by law.

14. Limitation of Liability. Either party's total liability under this Agreement, regardless of cause or theory of recovery, will not exceed the total amount of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim. Contractor shall not be liable for ADA compliance of any content posted by the District without first being remediated by the Contractor.

15. Indemnification. Contractor agrees to, subject to the limitation of liability described above, indemnify, defend and hold the District and its supervisors, officers, managers, agents and employees harmless from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries or damage of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein will constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute or law. Any subcontractor retained by the Contractor will acknowledge the same in writing. Obligations under this section will include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

16. Conditions Precedent Prior to Any Litigation. In the event that either party is dissatisfied with the other party and as a condition precedent prior to commencing any litigation, such party shall communicate in writing to the other party with their specific concerns. The parties shall make a good faith effort toward the resolution of any such issues. If the parties are not able to reach a mutually acceptable solution, then either party may request arbitration at their own expense. If such arbitration is requested, it shall be held within sixty (60) days of such request.

17. Remedies in the Event of Default. Subject to the limitation of liability described above, a default by either party under this Agreement will entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages and/or specific performance. Nothing contained in this Agreement will limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

18. Controlling Law. This Agreement is governed under the laws of the State of Florida with venue in the county the District is located in.

19. Enforcement of Agreement. Only after satisfying the conditions precedent prior to any litigation above, in the event it becomes necessary for either party to institute legal proceedings in order to enforce the terms

of this Agreement, the prevailing party will be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party, with a not to exceed limit of the total amount of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim.

20. Public Records. Contractor acknowledges the District is a special purpose unit of local government in the State of Florida, and that all documents of any kind provided to or in possession of Contractor in connection with this Agreement are subject to Florida's public records laws, pursuant to Chapter 119, Florida Statutes. As required under Section 119.0701, Florida Statutes, Contractor will (a) keep and maintain public records that would ordinarily and necessarily be required by the District in order to perform the Service Provided, b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost of reproduction permitted by law, (c) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost to the District, all public records in possession of the Contractor upon termination of this Agreement, and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District. Upon receipt by Contractor of any request for copies of public records, Contractor will immediately notify the District of such request. Failure of Contractor to comply with public records laws to the extent required by statute may result in immediate termination of the Agreement.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT _____, OR BY EMAIL AT _____, OR BY REGULAR MAIL AT _____.

21. Scrutinized Companies. Pursuant to Section 287.135, Florida Statutes, Contractor represents that in entering into this Agreement, the Contractor has not been designated as a "scrutinized company" under the statute and, in the event that the Contractor is designated as a "scrutinized company", the Contractor will immediately notify the District whereupon this Agreement may be terminated by the District.

22. Severability. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will remain in full force and effect.

23. Assignment. This Agreement is not transferrable or assignable by either party without the written approval of both parties.

24. Amendment. This Agreement may not be altered, changed or amended, except by an instrument in writing, signed by both parties hereto.

25. Arm's Length Transaction. This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

26. Counterparts. This Agreement may be executed in any number of counterparts, each of which when executed and delivered will be an original; however, all such counterparts together will constitute, but one and the same instrument.

27. Entire Agreement. This Agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party, except as set forth in this Agreement. This Agreement supersedes and subsumes any prior agreements. To the extent that any provisions of this Agreement conflict with the provisions in any exhibit, the provisions in this Agreement controls over provisions in any exhibit.

Innersync Studio, LLC.	Vista Lakes
_____	_____
Steve Williams VP of Marketing	Print name
Date	Date

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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?

gender Page 3271

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

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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

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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

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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.ii.

Irene Stephens
7250 Chelsea Harbour Drive
mailing: 6441 S. Chickasaw Trail, #405
Orlando, FL 32829

My name is Irene Stephens and I am a Girl Scout working on my Silver Award. The purpose of this letter is to describe to you my Silver Award Project idea and to seek your approval.

My project idea is to install a bat house in the Vista Lakes Community. Before I give you the details of the project, let me tell you how I came up with the idea. One day when I was talking to my parents about all of the wildlife we see in the conservation area behind our house, they told me how there was a lot more wildlife in the area when they first bought the house in 2006. My mom explained to me that the development to the south and east (which I now know as the Mockingbird Development) has taken away much of the habitat the animals used. She showed my satellite photos of what it used to look like and how it looks now. In both school and in Girl Scouts I have studied the impact habitat loss can have on animals and people. For animals, this means they often have to locate other places to live and can sometimes result in a reduction in the number of animals due to unnatural hazards. For people this means more animals in their living environments – not always in a good way. For example, in the news you often hear about folks seeing bears in their backyards or about cars running into deer on the highway.

As I researched the impact of habitat loss on animals in our central Florida area, I discovered that this is a big problem for local bats. And consequently, can be a problem for home and business owners. This is because when bats do not have an appropriate place to nest, they often make nests in homes or commercial structures that seem like natural habitats to the bats. The building owner would then have to have the bats removed from the building - - unless it is between April 15th and August 15th. During this four-month maternity season, it is illegal to remove bats from a roost in a building. Knowing that there has been significant habitat loss in the areas around Vista Lakes, a bat house seemed like a *natural* idea.

Most people do not think about bats and the good they do to keep balance in our environment. In fact, most people think bats are scary and vicious. In reality, bats are clean, gentle and intelligent creatures that are important to our overall ecosystem.

After doing research and getting advice from bat experts, the concept I determined would be beneficial to our community is a single 6-chambered bat house. This size will hold up to 300 bats at a time. The total cost is estimated at \$450-500. As with all Girl

Scout Silver Awards, fundraising is to be done by the scout herself although donations can be accepted. I have already raised more than half this amount.

Through consultation with the bat experts, I identified two locations – a preferred location and a back-up location – that would be suitable for a bat house. Please see the enclosed map showing these two locations.

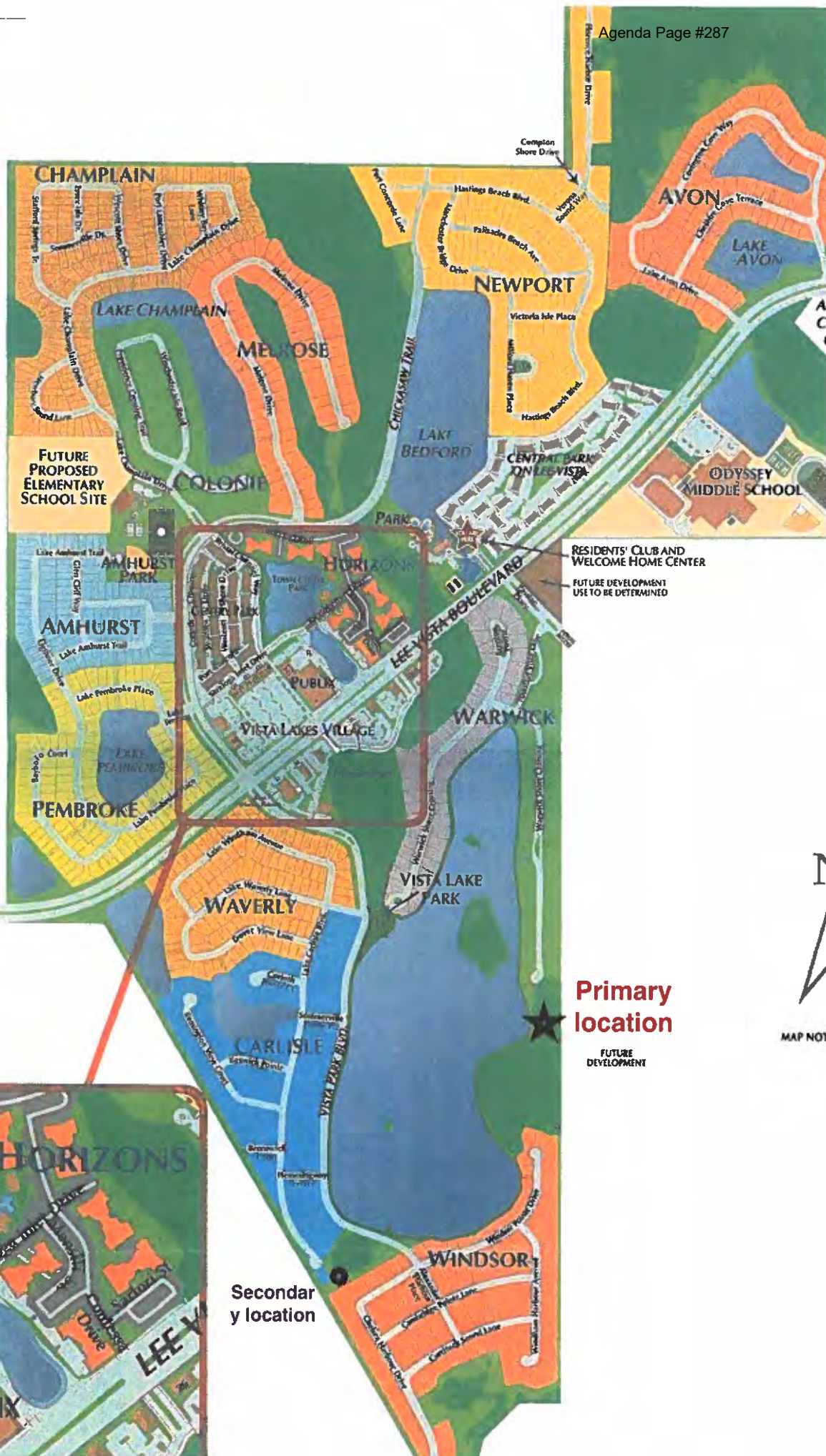
Also, enclosed for your review are a bat fact sheet, information on bat house placement, a detailed proposal with photos of the bat house and an expense sheet.

I would be happy to discuss this with you in person if you feel that would be helpful. I would like to complete this project during this summer and I look forward to receiving your response regarding my Silver Award Project.

I can be reached by email at irstephens5@icloud.com or by phone at 6193952275.

Respectfully,

Irene Stephens



Preferred Bat House Location

Description: In the conservation area along the pedestrian path on the east side of Vista Lake

I am standing in the recommended spot in these pictures:
(measured based on experts recommendations)



view looking east from path



view headed north on path



view headed south on path (just past last house)

Secondary / Back-up location

Description: In the conservation area between the Carlisle and Windsor Neighborhoods

I am standing in the recommended spot in these pictures:



View from just behind the Windsor houses on
inside corner of Chelsea Harbour



View from behind the house along Chelsea Harbour Drive



View from the end of the Lake Carlisle Blvd.

BAT FACT SHEET

Bats in Florida

- There are 13 different types of bats in Florida
- Amount – It is estimated there are over 500,000 just in the central Florida area (bat colony at University of Florida)
- All 13 species of bats feed on night-flying insects
- Bats normally travel up to 30-50 miles from their roost each night.
- Normally roost in trees with cavities or peeling bark, Spanish Moss and caves.

Why are bats important to humans?

- Help control the mosquito population
- Eat insects that are harmful to important/cash crops
- Bats help with replanting/reforestation through seed dispersal
- They are pollinators

Why do they need bat houses?

- Humans destroy their (bats) natural habitats/roosts (deforestation & suburban construction)
- Some people kill bat after finding them roosting inside homes and other places they shouldn't be (schools, public buildings, offices, etc.)
 - It is prohibited to intentionally harm bats.

Sources:

- Florida fish and wildlife conservation commission, MyFWC.com, Article- A guide to living with bats
- Essential bat values, by- Merlin Tuttle (A well-known bat conservationist)
- Florida bat conservancy, <http://www.floridabats.com>

BAT HOUSE EXPENSE ESTIMATE

Item	Cost
Bat house, 6 chamber with pole mount (includes tax and shipping) From batmangement.com	\$330
16 ft post	\$35
50# bag of cement (x3)	\$18
Post protector (from Home Depot)	\$27
40# bag of Gravel	\$15
Labor	FREE
Total cost=	\$425

6D.i.

VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT FIELD MANAGEMENT REPORT

FIELD MAINTENANCE HIGHLIGHT REPORT

JULY 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
- Follow up with Aquatic Systems (now Solitude Lake)
- Completed community review with Tom Mccubbin


ATTACHED:

- Landscape Review
- Aquatic Systems

Landscape Review

Vista Lakes Landscape Review Report

Issue	Location	thru	Status	Field Manager Comments	Photos	Servello Updates
Weed and Disease Control (Turf)	Throughout the community	6/20/2019	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.		None scheduled for June
Fertilizer(Turf)	Throughout the community	6/20/2019	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.		St Augustine-Completed wknd-6/14/19
Pest control(Turf)	Throughout the community	6/20/2019	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.		None scheduled for June
Fertilizer(Shrubs)	Throughout the community	6/20/2019	Not Completed	All fertilizers shall be applied at least three times per year (February, May and October)		None scheduled for June
Pest and Disease control (Shrubs)	Throughout the community	6/20/2019	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.		Completed-Wknd-6/14/2019
Mowing	Behind the fence at Newport subdivision	6/20/2019	Completed	Provide schedule and follow up.		Completed
The irrigation is working but several plant are dead. All this plants was installed just month ago.	At Lake Amhurst entrance	6/20/2019	Not Completed	The Supervisor Pedro Betancourt informed me that all those shrubs are going to be replaced, please provide schedule for this job.		Dead shrubs have been removed-Replacement under warranty
Several Irrigation boxes are not being trimmed around them.	Throughout the community	6/20/2019	Not Completed	Provide schedule and follow up. After two reviews the job is not completed yet.	 	Proposal for Valve box replacement is attached to this report

Dead pine tree	At Lee Vista Blvd. . (behind the home depot fountain)	6/20/2019	Not Completed	Provide proposal for remove dead pine tree		Proposal for dead tree will be submitted asap- This location and several others as discussed with Freddy
Overground vegetation Behind the bricks wall	At Warwick shore Xing.	6/20/2019	Completed	Provide schedule and follow up.		Scheduled for completion wknd 7/12/19
Several irrigation boxes with cap broken or missing	Throughout the community	6/20/2019	Not Completed	Provide proposal for replace 25 irrigation boxes		Proposal attached to this report
Bed behind the houses have several section full of weed.	At Stafford Springs	6/20/2019	Not Completed	Provide schedule and follow up.		Sheduled for completion wknd 7/18/2019
Cleaning and pruning tree berm along the Fence	Pembroke - need to be cleaned	6/20/2019	Completed	There are branches too high.		
Mulching	Throughout the community	6/20/2019	Not Completed	Provide schedule for this services.		

Annual flowers dead.	At Anhurst entrance	6/20/2019	Not Completed	several flowers dead on the Amhurst entrance.		Dead annuals will replaced-warranty
Edging sidewalk behind the big lake	At Vista Park Blvd.	6/20/2019	Not Completed	The service was scheduled for Abril month but the issue is not completed the all.		Will be completed-On going Maintenance
Ants treatment behind the big lakes	At Vista Park Blvd.	6/20/2019	Ongoing	The service was scheduled for Abril month but the issue is not completed the all.		Completed-On going Service

Aquatic Systems



Vista Lakes CDD

Waterway Inspection Report

Reason for Inspection: Routine Scheduled

Inspection Date: 6/26/2019

Prepared for:

Ariel Medina
Field Services Supervisor
Inframark
313 Campus St
Celebration, FL 34747

Prepared by:

Jessica Jones, Account Representative
Aquatic Systems, Inc. Sanford Field Office
Corporate Headquarters
2100 N.W. 33rd Street, Pompano Beach, FL 33069
1-800-432-4302

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Site: 2



Comments: Site looks good

Pond is clear of submerged vegetation, algal growth, and shoreline grasses.

Site: 3



Comments: Normal growth observed

Pond is clear of shoreline grasses and algal growth. Pieces of baby tears clippings have floated to surface in bottom right photo.

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Site: 13



Comments: Normal growth observed

Pond is clear of submerged vegetation and shoreline grasses. Some algae present.

Site: 4



Comments: Site looks good

Pond is clear of shoreline grasses and algal growth. Pieces of eel grass has floated to pond's surface. Most likely due to Asian Triploid Grass Carp in pond.

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Site: 12



Comments: Site looks good

Pond is clear of shoreline grasses, submerged vegetation, and algal growth. Some leaf litter floating in pond.

Site: 6



Comments: Site looks good

Pond is clear of shoreline grasses, submerged vegetation, and algal growth.

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Site: 7



Comments: Site looks good

Pond is clear of shoreline grasses, submerged vegetation, and algal growth. Some leaf litter has collected on ponds edge.

Site: 11



Comments: Site looks good

Pond is clear of shoreline grasses, submerged vegetation, and algal growth.

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Site: 8



Comments: Normal growth observed
Some shoreline grasses present. Algal growth along recently sprayed overgrowth area.

Site: 10



Comments: Site looks good
Pond is clear of shoreline grasses, submerged vegetation, and algal growth. Water is high by two feet.

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Site: 1



Comments: Site looks good

Pond is clear of algal growth and submerged vegetation. Minimal pennywort present.

Site: 5



Comments: Site looks good

Pond is clear of shoreline grasses, submerged vegetation, and algal growth.

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Site: 9



Comments: Normal growth observed

Pond is clear of shoreline grasses and algal growth. Submerged vegetation

Site: 14



Comments: Site looks good

Pond is clear of shoreline grasses, submerged vegetation, and algal growth. Leaf litter collected along ponds perimeter.

Vista Lakes CDD Waterway Inspection Report

6/26/2019

Management Summary

Ponds appear to be well maintained. Some growth in ponds, mentioned above, should be treat during next scheduled visit.

Recommendations/Action Items

Continue with routine monthly maintenance. Ponds mentioned should be treated during next visit.

Vista Lakes CDD Waterway Inspection Report

6/26/2019



6D.ii.

CDD Fountains/Aerators and Service Schedule

<i>Name</i>	<i>Model</i>	<i>Equipment Type</i>	<i>Aeration Maintenance Frequency</i>
Site #3 - Aer.	Air2 VBS (1) 1/2Hp	Aeration System	March/ Sept
Site #5 - Aer.	Air4 XL (2) 1/2Hp	Aeration System	March/ Sept
Site #7 - Aer.	Air3 XL (2) 1/2Hp	Aeration System	March/ Sept
Site#4 - Lagoon - Aer.	Air1 (1) 1/3Hp	Aeration System	March/ Sept
Site #1- Aer.	Air2 VBS (1) 1/2Hp	Aeration System	March/ Sept
Site #10 - Aer.	Air1+ (1) 1/3Hp	Aeration System	March/ Sept
Site #12 - Aer.	Air1+ (1) 1/3Hp	Aeration System	March/ Sept
Site #14 - Aer.	Air2 VBS (1) 1/2Hp	Aeration System	March/ Sept
Site #2 - Aer.	Air1+ (1) 1/3Hp	Aeration System	March/ Sept
Site #4 - Main - Aer.	LL7 XL5 (4) 3/4Hp	Aeration System	March/ Sept
Site #9 - Aer.	Air2 VBS (1) 1/2Hp	Aeration System	March/ Sept
<i>Name</i>	<i>Model</i>	<i>Equipment Type</i>	<i>Fountain Cleaning Frequency</i>
Site #10- Ftn.	10Hp TwoTier	Floating Fountain	Mar/ Jun/Sep/Dec
Site #11 - Ftn.	5Hp TwoTier	Floating Fountain	Mar/ Jun/Sep/Dec
Site #6 - Ftn.	5Hp Ringjet	Floating Fountain	Mar/ Jun/Sep/Dec
Site #8 - Ftn.	10Hp TwoTier	Floating Fountain	Monthly
Site #9 - Ftn.	5Hp TwoTier	Floating Fountain	Mar/ Jun/Sep/Dec



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2100 NW 33rd Street
Pompano Beach, FL 33069

Agenda Page #314
Phone: (844) 432-4303
raquel.mason@vertexwaterfeatures.com
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 #: 6802 Assigned Tech: Jeffery I. (JI)

Completion Date: 6/10/2019

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

Services Performed

4.	<ul style="list-style-type: none"><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

5. Motor Voltage	236.8	6. Motor Amperage / Leakage	24.5 / 0.7
7. Lighting Voltage	117.8	8. Lighting Amperage / Leakage	12.4 / 1.8
9. Timer Settings	7am-11pm & 7pm-11pm		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call Ahead		



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Orlando FL 32829

Work Order #: 6802 Assigned Tech: Jeffery I. (JI)

Completion Date: 6/10/2019

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"><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

5. Motor Voltage	236.9	6. Motor Amperage / Leakage	23.9 / 1.7
7. Lighting Voltage	116.9	8. Lighting Amperage / Leakage	7.9 / 1.1
9. Timer Settings	9am-11pm & 7pm-11pm		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call Ahead		



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8841 Lee Vista Blvd
Orlando FL 32829

Work Order #: 6802 Assigned Tech: Jeffery I. (JI)

Completion Date: 6/10/2019

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

Services Performed

4.	<ul style="list-style-type: none"><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

5. Motor Voltage	202.9	6. Motor Amperage / Leakage	24.5 / 1.0
7. Lighting Voltage	115.8	8. Lighting Amperage / Leakage	18.4 / 4.2
9. Timer Settings	7am-11pm & 7pm-11pm		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call Ahead		



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8841 Lee Vista Blvd
Orlando FL 32829

Work Order #: 6802 Assigned Tech: Jeffery I. (JI)

Completion Date: 6/10/2019

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 moderate algae from components.	2.	All circuits normal at departure.
3.			
Services Performed			
4.	<ul style="list-style-type: none"><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	232.2	6. Motor Amperage / Leakage	17.7 / 1.0
7. Lighting Voltage	114.6	8. Lighting Amperage / Leakage	8.0 / 0.6
9. Timer Settings	7am-11pm & 7pm-11pm		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call Ahead		



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8841 Lee Vista Blvd
Orlando FL 32829

Work Order #: 6987 Assigned Tech: Jeffery I. (JI)

Completion Date: 6/5/2019

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		
Readings			

5. Motor Voltage	245.6	6. Motor Amperage / Leakage	33.2 / 1.3
7. Lighting Voltage	118.1	8. Lighting Amperage / Leakage	15.9 / 2.1
9. Timer Settings	9am-11pm & 7pm-11pm		
Customer Contact Method			
10.	<input checked="" type="checkbox"/> Call After		

6D.iii.

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

6D.iv.

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