

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
JULY 22, 2022**

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT AGENDA
FRIDAY, JULY 22, 2022 AT 10:15 a.m.
SPRINGHILL SUITES BY MARRIOTT TAMPA SUNCOAST PARKWAY
LOCATED AT 16615 CROSSPOINTE RUN, LAND O' LAKES, FL 34638**

District Board of Supervisors	Chair Vice-Chair Supervisor Supervisor Supervisor	Betty Valenti Keith Malcuit Lee Thompson John Blakley Vacant
District Manager	Inframark	Brian Lamb Bryan Radcliff
District Attorney	Erin McCormick Law, PA	Erin McCormick
District Engineer	Stantec, Inc	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **10:15 a.m.**

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 who can aid you in contacting the District Office.

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

July 22, 2022
Board of Supervisors
Hilltop Point Community Development District

Dear Board Members:

The Regular Meeting of the Hilltop Point Community Development District will be held on **July 22, 2022 at 10:15 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, FL 34638**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
- 3. VENDOR AND STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 4. BUSINESS ITEMS**
 - A. Approval of Selection Criteria for the RFP for Amenity Center.....Tab 01
 - B. Authorization of Advertisement for RFP for Amenity Center
 - C. Appointment of Committee to Review Proposals
 - D. Consideration of Landscape Maintenance Proposals.....Tab 02
 - E. Consideration of District Engineering Services Proposal.....Tab 03
 - i. Stantec Consulting Service, Inc.
 - F. General Matters of the District
- 5. CONSENT AGENDA ITEM**
 - A. Consideration of Board of Supervisors Continued Meeting Minutes June 03, 2022.....Tab 04
 - B. Consideration of Board of Supervisors Regular Meeting Minutes June 24, 2022.....Tab 05
 - C. Consideration of Operations and Maintenance Expenditures June 2022.....Tab 06
 - D. Review of Financial Statements for Month Ending June 30, 2022.....Tab 07
- 6. BOARD MEMBERS COMMENTS**
- 7. PUBLIC COMMENTS**
- 8. ADJOURNMENT**

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



REQUEST FOR PROPOSAL

Construction of An
Amenity Building and Swimming Pool at
Hilltop Point Community Development District
Dade City, FL

RELEASE DATE:
July 6, 2022

SUBMISSION DEADLINE:
August 17, 2022

Hilltop Point Community Development
District
c/o Inframark (District Manager)
2005 Pan Am Circle, Suite 300
Tampa, FL 33607
Attn: Brian Lamb

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Overview of the District

The Hilltop Point Community Development District (the District) is a local unit of special purpose government duly organized and existing under the provisions of the Act established in 1980 per Florida Statute 170, and established by Dade City under Resolution 2021-25 amended by Resolution 2022-12. The District contains approximately 114.91 acres comprised of a total of 421 residential lots located within the city limits of Dade City. Phase I of the development is substantially complete containing 249 lots. Phase II is currently in permitting and anticipated to be under partial (subphase) development in Q3/Q4 2022. A location map is included at the end of this publication labeled Exhibit ‘A’.

Purpose

The purpose of this Request for Proposal (RFP) is to solicit responses for the construction of an amenity building and furnishings, commercial swimming pool, pool deck, fencing enclosure and appurtenances. The amenity is located on a centrally located parcel in the Phase II area of the project on approximately 1.97 acres. The successful project partner must demonstrate their experience on comparable projects with particular emphasis on strength of supervision, quality, cost effectiveness and a demonstrated ability to achieve project completion in a timely fashion.

Background

Dade City has experienced unprecedented growth and development in the last few years. Many commercial and residential projects are currently planned and underway in the Dade City limits and surrounding area.

The site is located just east of the intersection of US Hwy 301 and Clinton Avenue approximately two miles south of downtown Dade City.

General Contractor Requirements

The selected contractor will, at a minimum:

- Be a General Contractor licensed in the State of Florida in current good standing with the state governing board.
- Be an experienced, stable, bondable, and well financed general contractor who have completed similar projects in Pasco County and/or the City of Dade City. Submissions from qualified firms will be considered.
- Be able to contract and complete an aesthetically pleasing, well-constructed project amenity.
- Work with the District management staff and District Board effectively.
- Initiate and complete a project within a time frame acceptable to the District. It is the District’s expectation that the chosen general contractor will complete the

project timely while navigating the challenging industry landscape and overcome potential subcontractor, labor, and material shortages.

- Have successfully completed a minimum of five million dollars in total amenity and/or hardscape contracts per year for the previous three years (include documentation as proof of such).

Relevant Experience and Past Performance

Respondents are required to identify related work performed that has been successfully completed to date, or is actively underway. Most notably, identify work that most closely resembles the type of construction sought in this Request. For each project, please list:

- Project name and address
- Photos of development (renderings if under construction)
- Contact person, title, phone number and email of Owner representative
- Detailed description of the type of project
- The duration of the project including start and completion (or anticipated) date
- Value of each project

Please provide at least three business related references for projects that are submitted as part of the proposers past performance who can be contacted for an independent evaluation of your work (EXHIBIT 'B').

All responses must be hand delivered, mailed, or e-mailed to:

Hilltop Point Community Development
District
c/o Inframark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607
Attn: Brian Lamb
brian.lamb@inframark.com

Envelop/e-mail must be identified as RFP # HILLTOP CDD AMENITY and be received as a hard copy delivered in person or via e-mail to the above address no later than 3:00 PM on August 17, 2022.

The documents included or incorporated in this RFP constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the submitter to ensure that all pages are included. Any submittals that are incomplete or lack any requested information will be disqualified.

All must be typed or written in ink and must be signed in ink by an officer having authority to represent the company. Signatures are required where indicated; failure to do so shall be cause for submittal rejection (DocuSign is acceptable for digital submittals).

Changes and Interpretations:

All questions regarding this RFP should be submitted in writing via e-mail and must be received by the District no later than ten (10) calendar days prior to the due date for submissions. Send to:

Hilltop Point Community Development
District
c/o Inframark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607
Attn: Brian Lamb
brian.lamb@inframark.com

Proposal Process

Prospective bidders shall visit the Inframark offices (address listed above) for the purposes of providing their contact information so that a bid package may be obtained electronically.

A Selection Committee, determined by the District Board of Supervisors, will evaluate and rank all submittals that meet the requirements. The Committee may conduct interviews with the top finalists and rank the respondents based on the selection criteria included in this RFP. Following this process, the Committee will recommend the top ranked respondent for review and approval by the Board. Once a respondent has been selected by the District, the selected respondent and District representatives will negotiate the terms of a binding agreement, subject to District Board approval, for the construction of the project.

Property of the District: All materials submitted in response to this RFP become the property of the District. The District has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a submittal(s) does not affect this right. No variances to this provision shall be accepted.

Evaluation and Award

Each response will be evaluated individually and in the context of all other responses. Submittals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by the District through written addenda to this RFP. Submittals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified. The District reserves the right to award the contract to the respondent submitting the best overall responsive submittal which is most advantageous and in the best interest of the District. The District shall be the sole judge of the submissions and the resulting contract that is in its best interest and its decision shall be final.

Evaluation Scoring Criteria has been incorporated into the RFP document.

Representations by Submittal of Firms. By submitting a response, the Firm warrants, represents and declares that:

- A. Person(s) designated as principal(s) of the Firm are named and that no other person(s) other than those therein mentioned has (have) any interest in the submittal or in the anticipated contract.
- B. The submittal is made without connection, coordination or cooperation with any other persons, company, firm or party submitting another proposal, and that the Firm submitted is, in all respects, fair and in good faith without collusion or fraud.
- C. The Firm understands and agrees to all elements of the submission unless otherwise indicated or negotiated, and that the response may become part of any contract entered into between the District and the Firm.
- D. By signing and submitting a response, Submitter certifies that Firm and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.
- E. Proposer recognizes and agrees that the District will not be responsible or liable in any way for any losses that the Firm may suffer from the disclosure or submittal of response information to third parties.

Disclosure and Disclaimer

In its sole discretion, the District may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. In its sole discretion, the District may determine the qualifications and acceptability of any firm or firms submitting proposals in response to this RFP. Following submission of a response, the firm agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the response and/or the firm, including the firm's affiliates, officers, directors, shareholders, partners and employees, as requested by the District. Any action taken by the District in response to submittals made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such responses, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the District, or their advisors.

Any recipient of this RFP, who responds hereto, fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such response.

Contract Agreement

The terms and conditions of the resulting contract for the services to be rendered will be negotiated with the successful respondent. If the District and the successful respondent cannot agree on the terms and conditions of the resulting contract, the District reserves the right to terminate negotiations with the successful respondent and move to the next ranked respondent to commence negotiations. Negotiations may continue in this process until the District is able to enter into a contract with a respondent that best meets the needs of the District.

Insurance Requirements

Prior to execution of the resulting contract derived from this RFP, the awarded firm shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change, or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the District. Compliance with the foregoing requirements shall not relieve the firm of its liability and obligations under the resulting contract.

- A. The firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.
- B. The firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the firm shall specifically include the District, Inframark, M/I Homes, District Council, and the District Engineer as an "Additional Insured".

Performance Bond

It is not anticipated at this time that the successful applicant will be required to secure a payment and performance bond with a surety insurer authorized to do business in the State of Florida as surety, as provided by Section 255.05 Florida Statutes, however, the successful respondent will having adequate bonding capacity available to secure such bonds should the District deem it in their best interest. Any firm not able to secure such bonding will be disqualified.

Compliance

All proposals received in accordance with this RFP shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes.

END OF GENERAL INFORMATION

Specific Submittal Requirements

The response must be organized according to the following format. Information should be concise and specific to address each request. Include a table of contents and tabs to organize the material in the following order:

- Letter of Interest: To be no more than one (1) page long. The letter of interest may contain any information not shown elsewhere in the submittals.
- Qualifications of the Firm: Provide a brief description of the history and capabilities of the firm. Describe the types of projects or services the firm performs.
- Presentation of the Project Team: Describe the proposed project's team. Provide the qualifications of the individuals who have been identified. Include length of time they have been with the firm, a description of the experience they have had in managing similar projects, a list of projects they have completed as a team, and any other information the selection committee might find useful in evaluating the qualifications of the team. Also provide a list of proposed consultants, if any, are planned for use on the project.
- Specific Project Experience and Application: List recent construction projects your firm has completed in the Tampa Bay and Central Florida region that are specifically relevant to the proposed scope of the project. Exhibit 'C'
- Licenses/Certifications: All related licenses and/or certifications.
- Timeframe: Estimated timeframe for project.
- Claims / Disputes /Litigation: Identify all unresolved and ongoing claims and disputes against your firm in excess of \$100,000. Include any claims against the principals of your firm or any claims your company may have against a third party.

- Provide a history of litigation, including the outcomes, for the past five years.
- Bonding Capacity and Insurance Limits: Provide the overall bonding capacity for the company. Identify the bonding rates and provide history of any claims against bond for the past five years. Provide the contractor's insurance limits and include a certificate of insurance from the insurance carrier.
 - Bid pricing: Provide hard bid pricing for the scope of work detailed in the bid documents.
 - EXHIBIT B: References

Each proposer is asked to submit either (1) one unbound original and three bound copies plus one copy of the submittal on a CD, or (2) one PDF copy submitted via e-mail.

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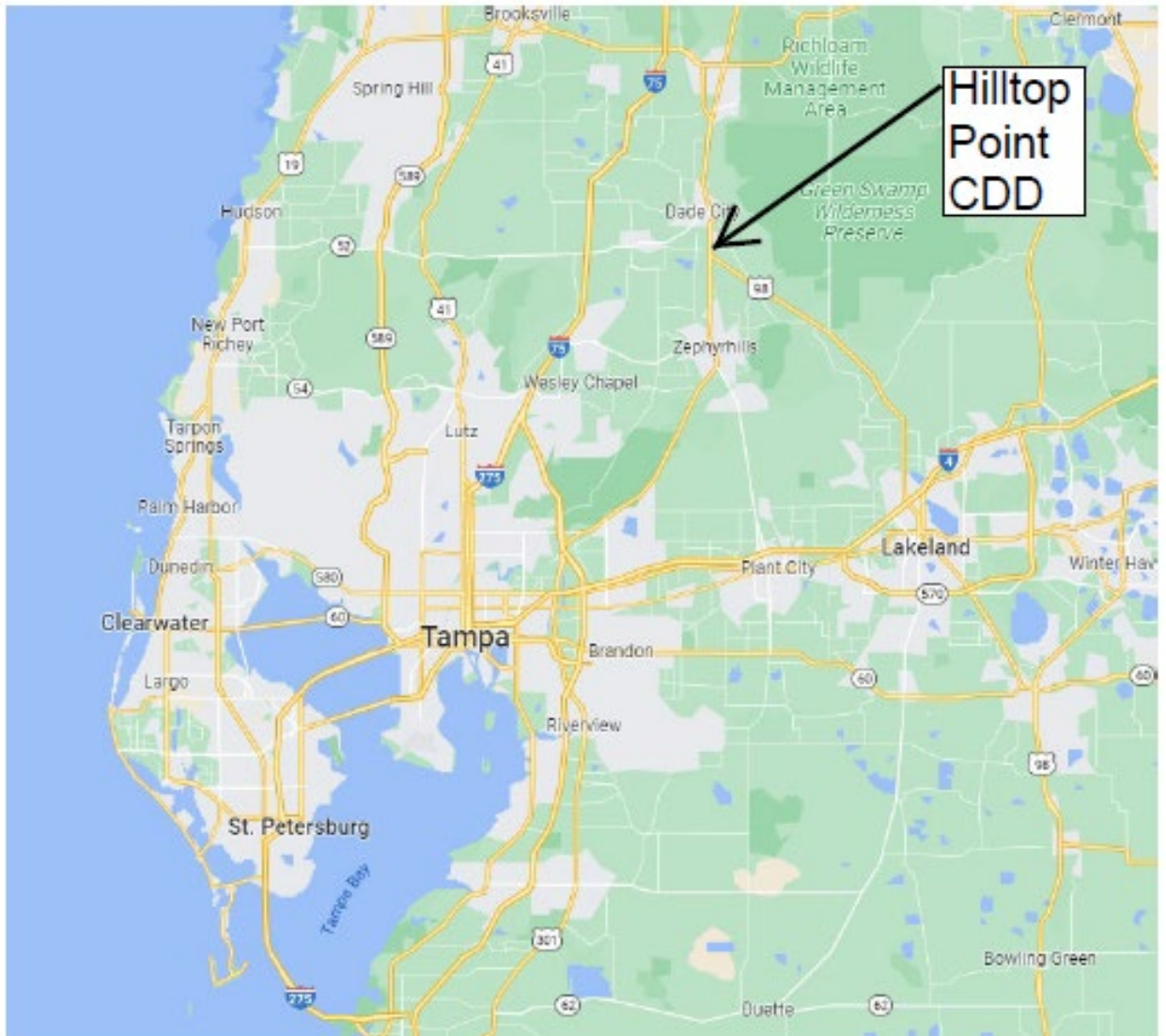
Selection Criteria

Firms will be evaluated in accordance with the weighted criteria listed below.

- 1. Experience and Availability of Contractor Team (10 points)**
 - a. Contractor’s experience in constructing projects comparable to the proposed project in response to this RFP.
 - b. Project experience with government or other public agencies, and Community Development Districts.
 - c. Construction and project management experience.
 - d. Availability to start and complete the project in the specified time frame.
 - e. Experience delivering a project on time and within budget.
- 2. Construction Experience (25 points)**
 - a. Portfolio of quality construction projects
- 3. Financial Capacity (10 points)**
 - a. Financial strength of contractor(s) and other team members.
- 4. Qualifications of project team members assigned to this project (15 points)**
- 5. Strength of references (10 points)**
- 6. Proposal pricing (30 points)**

Total – 100 points

**EXHIBIT ‘A’
Maps/Aerials**



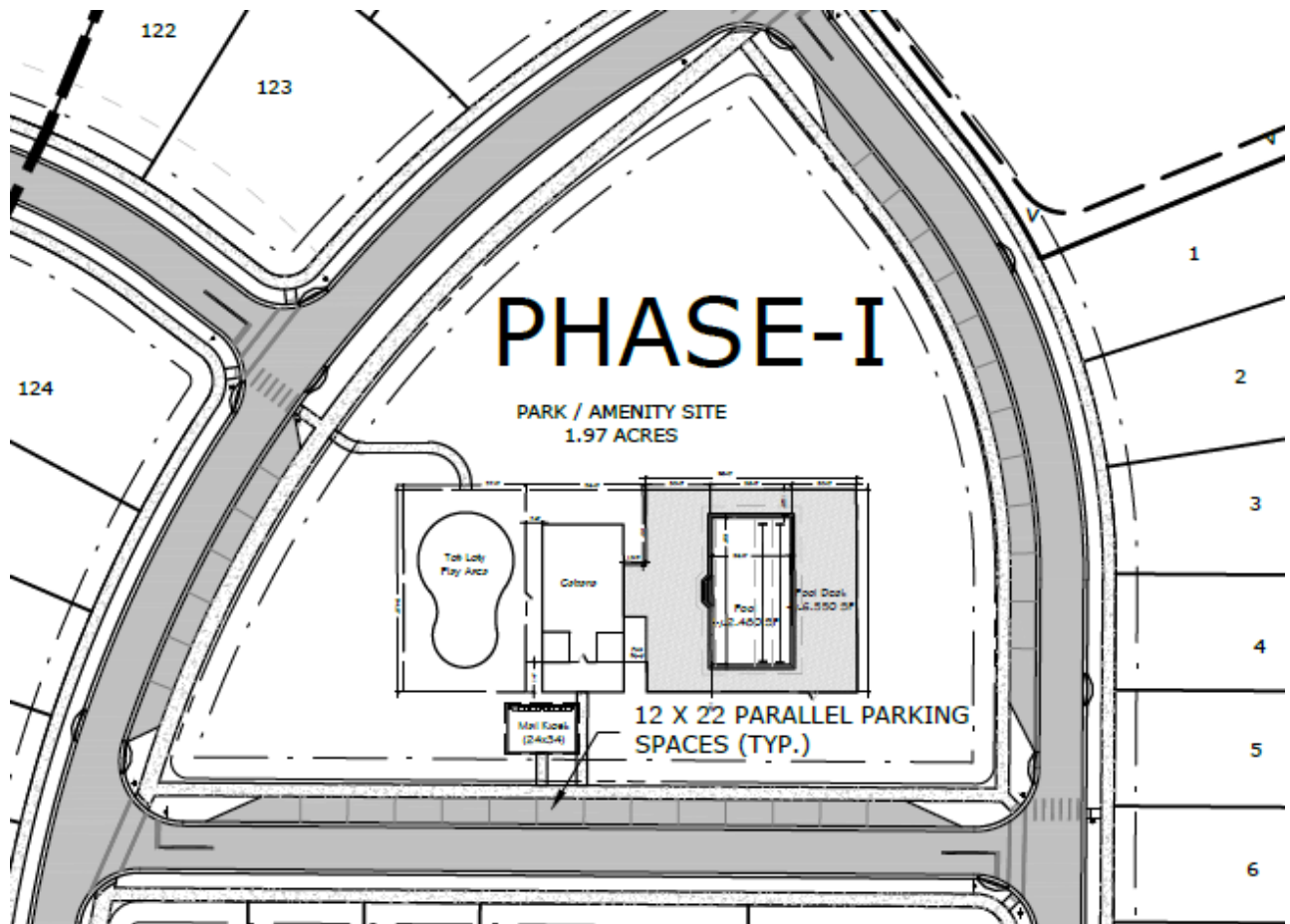


EXHIBIT ‘B’
References

Below, or on an attached sheet, list references per the RFP requirements for providing commercial construction projects. Provide the information listed of organizations, governmental or private, for whom you now are, or have provided services **within the past five (5) years**.

REFERENCE #1

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services:

REFERENCE #2

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services:

REFERENCE #3

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services:

6. Is the applicant Company incorporated in the State of Florida? yes () no ()

6.1 If yes, provide the following:

- o Is the Company in good standing with the Florida Secretary of State Division of Corporations? yes () no ()

If no, please explain _____

- o Date Incorporated _____ Charter No. _____

6.2 If no, provide the following:

- o The State applicant company is incorporated in? _____

- o Is the company in good standing with the State? yes () no ()

In no, please explain _____

- o Date Incorporated _____ Charter No. _____

- o Is the applicant authorized to do business in the State of Florida? yes () no ()

7. Is the applicant a registered or licensed contractor with the State of Florida? yes () no ()

If yes, provide the following:

- o Type of registration (i.e. certified general contractor, etc.) _____

- o License No. _____ Expiration Date _____

- o Qualifying Individual _____ Title _____

- o List company(s) currently qualified under this license _____

7.1 Is the applicant a registered or licensed Contractor with City of Dade City? yes () no ()

7.2 Has the applicant Company performed work for a CDD previously? yes () no ()

8. Name of Applicant's Bonding Company _____

Address _____

Approved Bonding Capacities: Aggregate Limit \$ _____
Single Project Limit \$ _____
Total Current Contracts Bonded \$ _____

Name of Applicant's Bonding Agency _____

Address _____

Contact Name _____ Phone _____

9. List the Applicant's total annual dollar value of work completed for each of the last five (5) years starting with the latest year and ending with the most current year

(01) _____,
(02) _____,
(03) _____,
(04) _____,
(05) _____.

10. What are the applicant company's current insurance limits? (provide a copy of applicant's certificate of insurance)

General Liability \$ _____
Automobile Liability \$ _____
Workers Compensation \$ _____
Expiration Date _____

11. Has the applicant company been cited by OSHA for any job site or company office/shop safety violations in the past two years? yes () no ()

If yes, please describe each violation, fine, and resolution _____

What is the applicant's current worker compensation rating? _____

Has the applicant company experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two years? yes () no ()

If yes, please describe each incident _____

12. Please state whether or not your company or any of its affiliates are presently barred or suspended from bidding or contracting on any state or federal-aid contracts in any state(s)? Yes _____ No _____
If so, state the name(s) of the company(ies) _____

the state(s) where barred or suspended _____

13. Have you ever failed to complete any work awarded to you? Yes ____ No ____
If so, where and why? _____

14. Has any officer or partner of your organization ever been an officer, partner, or owner of some other organization that has failed to complete a GC contract? Yes ____ No ____ If so, state name of individual, other organization and reason therefor. _____

15. List any and all litigation to which your organization has been a party in the last five (5) years.

16. Has your organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? _____ If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof. _____

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CORPORATE OFFICERS

Company Name _____

Provide the following information for Officers of the applicant company and parent company, if any.

NAME FOR APPLICANT COMPANY	POSITION OR TITLE	CORPORATE RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
FOR PARENT COMPANY (if applicable)			

CORPORATE STOCKHOLDERS

Company Name _____

Provide the following information for all persons, partnerships, unincorporated companies, corporations, or any other entities owning 10% or more of the applicant company stock.

NAME	PERCENT OWNED	BUSINESS RELATIONSHIP TO APPLICANT COMPANY	INDIVIDUAL'S RESIDENCE CITY, STATE

SUPERVISORY PERSONNEL

Company Name _____

What is the experience of the key management and supervisory personnel of the applicant company for both administration as well as operations? (Attach resumes of key personnel here, if available)

INDIVIDUAL'S NAME	PRESENT TITLE	DESCRIPTION OF DIRECT JOB RESPONSIBILITIES	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE

STATUS OF CONTRACTS ON HAND
(Attach additional sheets if necessary)

Company Name _____ Date _____

Furnish requested information about all of applicant's active contracts, whether as prime or subcontracts; whether in progress or awarded but not yet started; and regardless of with whom contracted. All amounts to be shown to nearest \$1,000. Contractor may consolidate and list as a single item all contracts which individually do not exceed 3% of total active contracts and in total do not exceed 20% of the active total contracts.

				Applicant's Uncompleted Amount as of this Date		Completion Date		
Owner, Location and Description of Project	Current Contract Amount as Prime	Current Contract Amount as Subcontractor	Current Amount Sublet to Others	As Prime Contractor	As Subcontractor	Original Contract Date	Approved Revised Date	Current Estimate Date
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
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	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
	\$	\$	\$	\$	\$			
Subtotal Uncompleted Work				\$	\$			
Total Uncompleted Work on Hand				\$				

PROJECTS APPLICANT COMPANY COMPLETED IN LAST THREE YEARS

Company Name _____

Project Name/Location	Final Contract Amount	Prime or Sub ¹	Classification of Work Performed	Year Started/ Completed	Owner Name/Location ²	Name & Phone Number of Owner's Representative on this Project ³

¹ 'Prime or Sub' should indicate whether applicant performed the work as a prime contractor or as a subcontractor.

² 'Owner Name/Location' should indicate the Owner of the project if the applicant performed the work as a prime contractor or the general contractor if the applicant performed the work as a subcontractor.

³ 'Name & Phone Number of Owner's Representative on this Project' should list a reference from the business entity listed in the previous column familiar with applicant's contract performance.

AFFIDAVIT FOR INDIVIDUAL

STATE OF FLORIDA

SS:

COUNTY OF _____

_____, being duly sworn, deposes and says that the financial statements contained herein are a true and accurate statement of his/her financial position as of this date, and that the statements and answers to the questions concerning experience contained herein are correct and true as of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the District considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of a certificate of qualification for bidding on HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT projects.

(Applicant must also sign here)

Sworn to before me this _____ day of _____, 2020.

Notary Public/Expiration Date:

(SEAL)

AFFIDAVIT FOR PARTNERSHIP

STATE OF FLORIDA

SS:

COUNTY OF _____

_____, is a member of the firm of _____, being duly sworn, deposes and says that the foregoing financial statements are a true and accurate statement of the financial position of said firm as of this date, and that the statements and answers to the questions of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the District considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of a certificate of qualification for bidding on HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT projects.

(Signature of a General Partner is Required)

Sworn to before me this _____ day of _____, 2020.

Notary Public/Expiration Date:

(SEAL)

AFFIDAVIT FOR CORPORATION

STATE OF FLORIDA

SS:

COUNTY OF _____

(title) _____
of the _____
(a corporation described herein) being duly sworn, deposes and says that he/she is familiar with the books of the said corporation showing its financial position; that the foregoing financial statements are a true and accurate statement of the financial position of said corporation as of this date; and, that the statements and answers to the questions in the foregoing concerning experience are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements in this application constitutes fraud; and, that the District considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of a certificate of qualification for bidding on HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT projects.

(Officer must also sign here)

CORPORATE SEAL

Sworn to before me this _____ day of _____, 2020.

Notary Public/Expiration Date:

(SEAL)



Hilltop Point Community Development District

Engineering Services

Submitted by Stantec Consulting Services Inc.

July 15, 2022

Design with community in mind | stantec.com

The background of the page is a dark, textured surface with a subtle, light-colored topographic map pattern. The map features concentric, wavy lines that create a sense of depth and movement, particularly on the left side where the lines are more pronounced. The overall aesthetic is modern and professional.

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Stantec Consulting Services Inc.
777 S. Harbour Island Blvd., Suite 600
Tampa, Florida 33602

July 15, 2022

Brian Lamb, District Manager
Hilltop Point Community Development District
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

Reference: RFQ for Engineering Services for Hilltop Point Community Development District

Dear Mr. Brian Lamb and Hilltop Point CDD Board,

Stantec Consulting Services Inc. (Stantec) appreciates the opportunity to submit its qualifications to provide Professional Engineering Services for the Hilltop Point Community Development District (CDD). In short, the Stantec team is qualified to perform this contract due to the following:

- Previous experience providing district engineering services for numerous Central Florida-based CDD's/familiarity with development and staff.
- A seasoned firm, specializing in community development district engineering contracts, that offers an experienced set of eyes for this community's needs.
- Extensive professional experience with community development districts throughout the Central Florida Region; over 55 current contracts with CDD's.
- A broad range of in-house capabilities and resources including planning, civil/site engineering, structural engineering, transportation and roadway engineering, survey, GIS, and ecological capabilities.
- A history of providing professional consulting and engineering services on-time and within budget.
- A local Tampa office, located at 777 S. Harbour Island Blvd, Tampa, Florida 33602.

Stantec is currently providing numerous Central Florida-based CDD's with professional consulting engineering services and strives to provide high quality, reasonably priced consulting services for the District. Stantec provides a dedicated staff that exclusively provides services to CDD's, and this commitment means that there is no other priority, and our response time to residents' questions, Board of Supervisors' requests, and District Manager issues is immediate. Also, due to the number of CDD clients, Stantec provides the most efficient services at the most competitive cost.

Stantec is also proud that many CDD clients are fully resident controlled and that we have broad experience in providing the necessary services for infrastructure maintenance needed by the resident board, as well as design services for new projects. Stantec offers community development districts a full scope of services that includes, but is not limited to, the following:

- | | |
|---|--|
| • Stormwater Management Systems and Facilities | • Water Conservation Studies and Design/NPDES Experience |
| • Water and Sewer Systems and Facilities | • Water Supply Studies |
| • Landscaping, Street Lighting Design and Plans | • Contract Management and Inspection Services |
| • Environmental Permitting | • Expert Witness Testimony |
| • Government Permitting | • Irrigation System Plans and Design |
| • Cost Estimates and Bidding Assistance | • Roadways/Traffic Control Measures |

Since 1956, Stantec has grown with Florida, serving both private and public sector clients statewide. With over 400 employees strategically located throughout Florida, Stantec has the talent, flexibility, and resources to provide exceptional services for Hilltop Point CDD.

Stantec looks forward to hearing from you regarding your selection, and we look forward to serving as the Engineering Consultant for the Hilltop Point CDD.

Sincerely,

David A. Kemper, PE, Senior Principal
Office: (813) 223-9500 x 248 | Mobile: (813) 505-1593
David.Kemper@Stantec.com

Tonja Stewart, PE, Senior Project Manager
Office: (813) 223-9500 | Mobile: (813) 426-4916
Tonja.Stewart@Stantec.com



Our Firm

Firm Overview

The Stantec community unites more than 22,000 specialists working in over 400 locations. We collaborate across disciplines and industries to make buildings, infrastructure, and energy and resource projects happen. Our work—professional consulting in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics—begins at the intersection of community, creativity, and client relationships.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

At Stantec we understand innovation, collaboration, and a strong vision are necessary to create successful projects in the Single and Multi-Unit Family Residential Developments Sector. Our goal in each project is to provide social, environmental, and economic benefits in keeping with the physical site conditions, public expectations, and market realities of the project.

We offer the complete range of professional planning and design services necessary to carry property through planning, approvals and permitting, to design and construction. Stantec's team of experts includes urban planners, civil engineers, and environmental scientists. This team designs distinguished new towns and communities and provides ongoing support to include Community Development District Engineering Contracts. We have earned a strong reputation for helping nationally recognized clients realize the maximum potential of their vision and investment.

Approach to Community Development

Developing land into a residential or mixed-use community or a public space with parks and trails requires a mix of technical skill and creative vision, as well as insight into development. We merge this expertise to create value for our clients and community.

Our knowledge of the industry runs deep; we know our communities, the local political climate, and the policies that impact a project's progress so we can guide you through the development process. And, we're with you from beginning to end.

Our surveyors, engineers, and transportation experts lay the groundwork for infrastructure, while our planners create designs using knowledge of local regulations to navigate approvals. Our environmental scientists restore and preserve sites. Our public participation experts engage stakeholders to build consensus. And our landscape architects, and project managers bring designs to life. Together, we cover all aspects of land development while balancing what's important to the community and the environment.

We develop spaces of distinct and local character through the following suite of services:

- Planning
- Civil Engineering
- Landscape Architecture
- Surveys/Geomatics
- Urban Design
- Public Consultation
- Architecture/Buildings Engineering
- Construction Administration
- Environmental Management & Infrastructure
- Geotechnical Engineering
- Transportation Planning & Traffic Engineering

Ability of Applicants Professional Personnel

Tonja Stewart will serve as the Stantec Project Manager, and she personally brings over two decades of experience in the management of over 30 community development district engineering contracts. She truly embodies the specific expertise to successfully execute this contract. She is joined by a team of professionals that have worked with her on previous community development district contracts, and thus, the entire Stantec team knows how to successfully execute task orders for this type of contract.

Time and Budget Requirements

We give our contract manager full authority to directly commit staff and resources throughout the company.

The contract manager also acts as the "traffic cop" for task assignments and is able to internally coordinate the assigning of tasks to the most qualified personnel, expediting the process and qualifying the assigned staff simultaneously. If the schedule or scope changes during the delivery of any project, our contract manager can coordinate the necessary changes directly with the CDD staff to provide immediate response to your needs, and minimize the effect on the schedule, budget, and quality of work. One of our main objectives is to facilitate the CDD Project Manager's oversight of the projects - be an extension of your staff. This commitment includes four basic concepts:

- Identify, understand, and utilize available technical information (don't reinvent the wheel).
- Maintain the same core team throughout each project to improve efficiency and quality of project delivery.
- Identify the critical path at the proposal phase, and develop realistic schedule and budget.
- Emphasize strong project management to implement a quality project within the agreed upon schedule and budget.

We are fully committed to meeting all schedule and budget requirements for this contract.

Preparation and Use of a Task-Specific Detailed Work Plan

At Stantec we call our plan for project success a "Work Plan". This job specific work plan includes a fully detailed, resources-loaded schedule that includes all tasks, production activities, permitting milestones, and deliverables included in the scope of work for each task assignment. This work plan also includes both personnel and equipment resources that will be needed, along with their cost elements. This will allow the work plan to be balanced against the project budget. In this way as changes are made to the schedule, financial impacts of those changes can be evaluated. The work plan is the way Tonja as our Project Manager and team leaders can assure the CDD staff that we will deliver each project as contracted. We have an internal checks and balances system of QA/QC that ensures redundancy at every stage and allows for senior staff to oversee the quality of documents and execution of design during construction.

Past Experience and Performance

Stantec has provided district engineering services for over 55 CDD's in the state of Florida. Our experience in these types of contracts is unparalleled by other professional service firms. Please see our attached SF 330 for further detailed information.

Commitment to Community

Stantec's key qualifications in the comprehensive planning and design of residential developments include:

- Over \$1 billion of capitalization in Florida
- Prime consultant for more than 12 Developments of Regional Impact (projects larger than 1,000 residential units) and over 60 Planned Communities, encompassing more than 50,000 acres and 80,000 residential units.
- District Manager for over 55 community development districts in the state of Florida
- New town developments have included site work for housing, recreation and commercial components.

Our reputation for planning, design and scientific expertise is unparalleled in Florida. We work closely with state and federal governmental agencies early in the design process to obtain their input and concerns. We are particularly strong in offering close relationships with Hillsborough County, SWFWMD, and other local permitting agencies.

Applying experience and leading technologies, our professionals and technical staff transform land into viable projects, creating a responsible fit between physical site conditions, fiscal requirements, and environmental constraints.

Our services are provided on projects around the world through approximately 25,000 employees operating out of more than 400 locations worldwide. Our multiple office locations allow for easy management of projects in multiple locations (we have 14 in Florida alone). **These types of projects are a specialty at Stantec.** We understand how CDDs operate because we've experienced large, single-family development from the planning stages, through design, permitting and ultimately, construction. These types of developments are truly at the core of what we do as a firm.



1.5 million acres

that our land planners, landscape architects, and other professionals have master planned

Commitment to Providing District Engineering for Communities

We offer the Hilltop Point CDD the expertise of a team that has worked on over 55 Community Development Districts providing District Engineering services. Our track record is unsurpassed in the state for managing district engineering contracts and our Project Manager, Tonja Stewart, has dedicated her over two decades of experience to managing these types of contracts.

We are a full-service team, available in-house and are ready to serve this contract. The following is a list of our current CDD Contracts, all managed by our local staff.

- Meadow Pointe CDD, Pasco County
- Meadow Pointe III CDD, Pasco County
- Meadow Pointe IV CDD, Pasco County
- Lake Bernadette CDD, Pasco County
- Northwood CDD, Pasco County
- Union Park CDD, Pasco County
- Zephyr Lakes, Pasco County
- Cordoba Ranch CDD, Hillsborough County
- Cheval West CDD, Hillsborough County
- Cypress Creek CDD of Hillsborough County
- Panther Trace I, II CDD, Hillsborough County
- Parkway Center CDD, Hillsborough County
- Rivercrest CDD, Hillsborough County
- Estancia at Wiregrass CDD, Hillsborough County
- Heritage Harbor CDD, Hillsborough County
- Hidden Creek, Hillsborough County
- Park Creek CDD, Hillsborough County
- Ballantrae CDD, Pasco County
- Eastlake Oaks CDD, Pinellas County
- Epperson Ranch CDD, Pasco County
- Gramercy Farms CDD, Osceola County
- The Hammocks CDD, City of Tampa
- K Bar Ranch CDD, City of Tampa

Practice Areas

- Planning, Zoning and Entitlements
- Civil/Site Engineering
- Master Planning and Landscape Architecture
- Architecture/Interior Design
- Buildings Engineering (M/E/P)
- Environmental Services
- Survey & Geomatics
- Traffic Planning
- Transportation Engineering
- Structural Engineering
- Industrial Buildings & Facilities
- Program & Project Management
- Water and Water Resources

Local Pasco County Expertise

- Planning and Zoning
- Civil/Site Engineering
- Structural Engineering
- Traffic/Transportation
- Landscape Architecture
- Land Surveying
- Environmental Services
- Geomatics & Survey

We are confident that we can provide high quality service to the Hilltop Point CDD for this Professional Engineering Contract. Our proposed team prides itself on adhering to the utmost standard for client service. The following pages showcase our areas of expertise necessary to fully execute our high level of service to Hilltop Point CDD and they are representative of our Tampa office's staff capabilities.

Recent, Current, and Projected Workloads

Our Team is fully committed to serving Hilltop Point CDD to our fullest potential. At Stantec, we only take on projects that we are able to effectively manage and complete to the best of our professional ability. Before we consider any opportunity, our Team evaluates each for potential scheduling conflicts and adequate staff availability.

For this contract, we have the appropriate staff availability and workload to deliver a level of service that you can expect from a top-tier global design firm. Below, we have outlined our staff's availability in consideration of recent, current, and projected workload for your review.

PROJECT TEAM WORKLOAD AND AVAILABILITY		
Staff	Role	Availability
Tonja Stewart, PE	Project Manager	75%
David Kemper, PE	Principal in Charge	45%
Zaid Dabash, EI	Civil Engineering	75%
Mark Foster, PSM	Survey Services	55%

Location of office providing services to Hilltop Point CDD

Stantec will be providing District Engineering Services from its Tampa, Florida office, located at 777 S. Harbour Island Blvd., Tampa, Florida 33602.

Professional Services:



Land Planning

Planning is the scientific, aesthetic, and orderly development of land, resources, facilities, and services attained through careful and thoughtful attention to the physical, economic, and social efficiency and well-being of urban and rural communities.

Stantec's US South planners have a wealth of knowledge in public and private sector comprehensive planning and project management. Our knowledge and skills have been honed through decades of relevant experiences responding to a community's rapidly changing demographics, and are invaluable to local governments across North America as they respond to increasing growth management challenges. Specific components include identification and provision of critical community facilities; definition of open space networks; the need to stabilize and enhance existing neighborhoods; and promotion of redevelopment and infill within communities.

Our Florida planners have a proven track record of creating vision plans, comprehensive "area-wide structure" plans, large scale plan amendments, corridor plans, neighborhood plans, and revitalization plans for local governments, public-private partnerships, land owners, and developers. These initiatives include comprehensive plan amendments, land development codes, and design guidelines for numerous large acreage premier residential and mixed use developments in Florida.



Residential Development

Stantec staff have been involved in hundreds of projects and understands that being proactive, is critical in the success of the project. Within the area of residential development, Stantec has diverse experience with design requirements and local agency requirements. By using computerized digital terrain models, Stantec ensures that earthwork volumes are comprehensively and accurately determined.

Stantec provides services that include: topographic and pre-engineering surveys; functional designs and servicing plans; supporting studies; and the design of lot grading plans and earthwork calculations; water supply and distribution facilities; sanitary sewage collection, treatment, and stormwater management facilities; roadways and surface works as well as electrical distribution and street light design. Additionally Stantec provides services which include contract documents and specifications; contract administration; review and approval of site plans; coordination of utilities; and certification of lot grading plans.



Urban Land Engineering

Our multidisciplinary Urban Development team brings specialized talents, industry knowledge, and professional experience to maximize the potential of each clients' project. We offer interdisciplinary services in land planning, landscape architecture, engineering and survey services, as well as project management, construction observation, and contract administration. Combined with the vast number of services Stantec offers overall, Urban Development is a dynamic group serving a wide variety of public and private clients.

Whether it is a new neighborhood, a downtown revitalization, a new park or sports field, or an entirely new city, Stantec has the professional staff to manage a variety of projects throughout the project life cycle from initial planning to construction administration. Applying experience and leading technologies, our professionals and technical staff transform land into viable projects, creating a responsible fit between physical site conditions, regulatory constraints, fiscal requirements, and environmental limitations. Our portfolio includes master-planned communities; single-family, multi-family, senior housing, and lifestyle communities; retail; commercial; corporate office; mixed-use; parks/recreational; resorts and theme parks; higher education; healthcare; and institutional developments.

Our one-stop shop of planners, landscape architects, engineers, surveyors, and construction administrators see projects through from genesis to completion – seamlessly.



Stormwater Management

From the initial conceptual and planning stages, throughout the detailed landscape architecture and engineering design, we offer solutions that maximize the site potential while effectively managing stormwater. Aesthetic and environmentally friendly designs create opportunities for recreation, leisure and education, increasing market value, and enhancing user experience. Our planning and design process explores the opportunities to include trails and interpretive features, habitat for wildlife, and careful water management.

Stantec professionals can offer a wide range of solutions for stormwater. Our comprehensive services include stormwater facility design, hydrologic and hydraulic modeling, water quality modeling, ecological assessment, grading and planting design, irrigation design, open space planning, environmental assessment, vegetation control, protection, and management plans, environmental mitigation, landscape restoration, and constructed wetlands. This approach is complemented by our experience in conceptual design, stormwater modeling, graphic illustrations and renderings, and construction drawings. As a result, we provide stormwater management facilities that are attractive, innovative and cost effective, enhancing the environment and capturing the unique character of the surrounding communities and developments.



Roads and Highways - Transportation Engineering

Our transportation specialists offer extensive experience in both urban and rural roadway projects ranging from conceptual, preliminary, and detailed design through to construction administration and asset management. Stantec's roadway design approach is multi-disciplined, using advanced tools and technologies. Our professionals specialize in drainage, street lighting, signing, pavement markings, traffic signals, and landscaping. Our approach, along with a healthy dose of pragmatism through our involvement in hundreds of projects in every conceivable climate and terrain, provides our clients with designs that meet current and projected needs in a cost-effective and sensitive manner.



Water Engineering

By viewing water as an integrated system, Stantec optimizes solutions that minimize infrastructure cost and maximize efficiency and sustainability of the resource.

Our hydrogeologists, geochemists, scientists, and engineers have an in-depth understanding of ground and surface water systems. Our professionals are well-versed in watershed management, aquifer storage and protection, concrete and earthen dams, bank protection, stream restoration, floodplain mapping, and area drainage and watercourse master planning.

Stantec is a water quality innovator and industry leader in biological nutrient removal, membrane technology, ultraviolet disinfection, advanced oxidation, and ozonation. When water quality requirements are critical to manufacturing and industrial processes, Stantec customizes treatment for maximum efficiency and consistency. When water carries a waste product, we optimize treatment and disposal to best protect resources while minimizing cost and regulatory risk.



Landscape Architecture

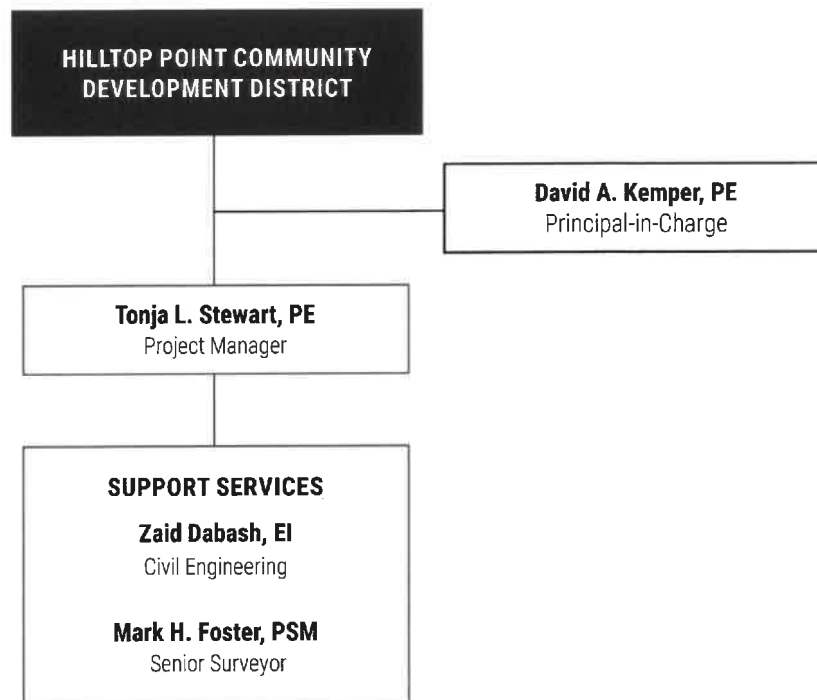
Landscape architecture is the art and science of analysis, planning, design, management, preservation, and rehabilitation of the land. It integrates and applies knowledge of ecology, socio-cultural factors, economics, and aesthetics to create quality and sustainable environments that are functional, innovative, meaningful, and attractive.

Our landscape architects provide creative and effective solutions to our clients for a wide range of projects including neighborhood and community design, urban design, park and recreation, resort and attractions, streetscape, waterfronts, landscape reclamation and restoration, heritage conservation, landscape assessments, landscape development plans, therapeutic design, and design for special user needs.



Team Organization

The organization chart below indicates the names of specific staff proposed for this project. Our team offers local, site-specific experience and expertise in community development district engineering contracts. Our proposed Project Manager Tonja Stewart, is extremely experienced and has lead over 55 community development district contracts. She will be responsible for handling District meetings, construction services, and other engineering tasks. We will have no learning curve working together on this District Engineering Contract.





Staff Overview



Tonja Stewart, PE | Project Manager | 34 years of experience

Tonja is a Senior Project Manager who is highly experienced in a broad range of civil engineering projects, including a specialty in managing community development district engineering contracts. Her responsibilities in managing the contracts include providing coordination with key disciplines like environmental scientists, surveyors, archaeologists, attorneys, and title companies. She has experience with residential, commercial, and industrial site design, including stormwater management, drainage, roadway, water transmission systems, wastewater collection systems, and wetland and flood plain mitigation. She is highly respected for the work she has done on over 30 community development districts within the Tampa Bay Region.



David Kemper, PE | Principal-in-Charge | 42 years of experience

Dave's professional experience includes management and design of residential, office, commercial, industrial, institutional, recreational, and mixed-use projects. He has extensive experience in coordinating the efforts of a multi-disciplined team to address all aspects of the site development including planning/zoning, survey, geotechnical, environmental, biology, traffic, and landscape architecture. This includes a particular emphasis on providing the engineering design after large scale and complex projects have been conceptualized.



Zaid Dabash, EI | Civil Engineering | 6 years of experience

Zaid joined our team as an Engineer in Training and has been involved in several site development projects over the past year. His experience includes stormwater management, utility design, roadway design and permitting. He is experienced working with the full extent of civil design/plan production software including AutoCAD Civil 3D, Auto Turn, Storm CAD, and Ad ICPR. He also assists with construction phase support including shop drawings review, site inspections, etc.



Mark Foster, PSM | Land Surveyor Manager | 42 years of experience

Mark has served in various surveying roles throughout his career, including survey party chief, survey technician, field crew supervisor, project surveyor and survey project manager. His current responsibilities include client coordination, preparation of proposals, management of projects, supervision of field and office personnel and preparation of survey maps and reports.



Why Stantec?

→ **Our staff understands the local area**

We live and work in the Tampa and Central Florida area. Our Team has extensive professional experience with community development districts throughout the Pasco County, Hillsborough County, and the Tampa Bay Region. Our staff understands this area and the permitting process and have a thorough understanding of the Hilltop Point CDD environment.

→ **Our similar projects exemplify our expertise and ability to overcome challenges**

We've done this before. We've provided community development district engineering services to over 55 CDD's in the Central Florida Region. We offer you proven solutions and creative design.

→ **Project Manager with more than two decades of providing district engineering services**

Can you trust that the firm you select is not only knowledgeable in community development districts, but offers a project manager that has personally led the efforts on over 50 community development district contracts? Our team is proven in these areas - you can trust us.

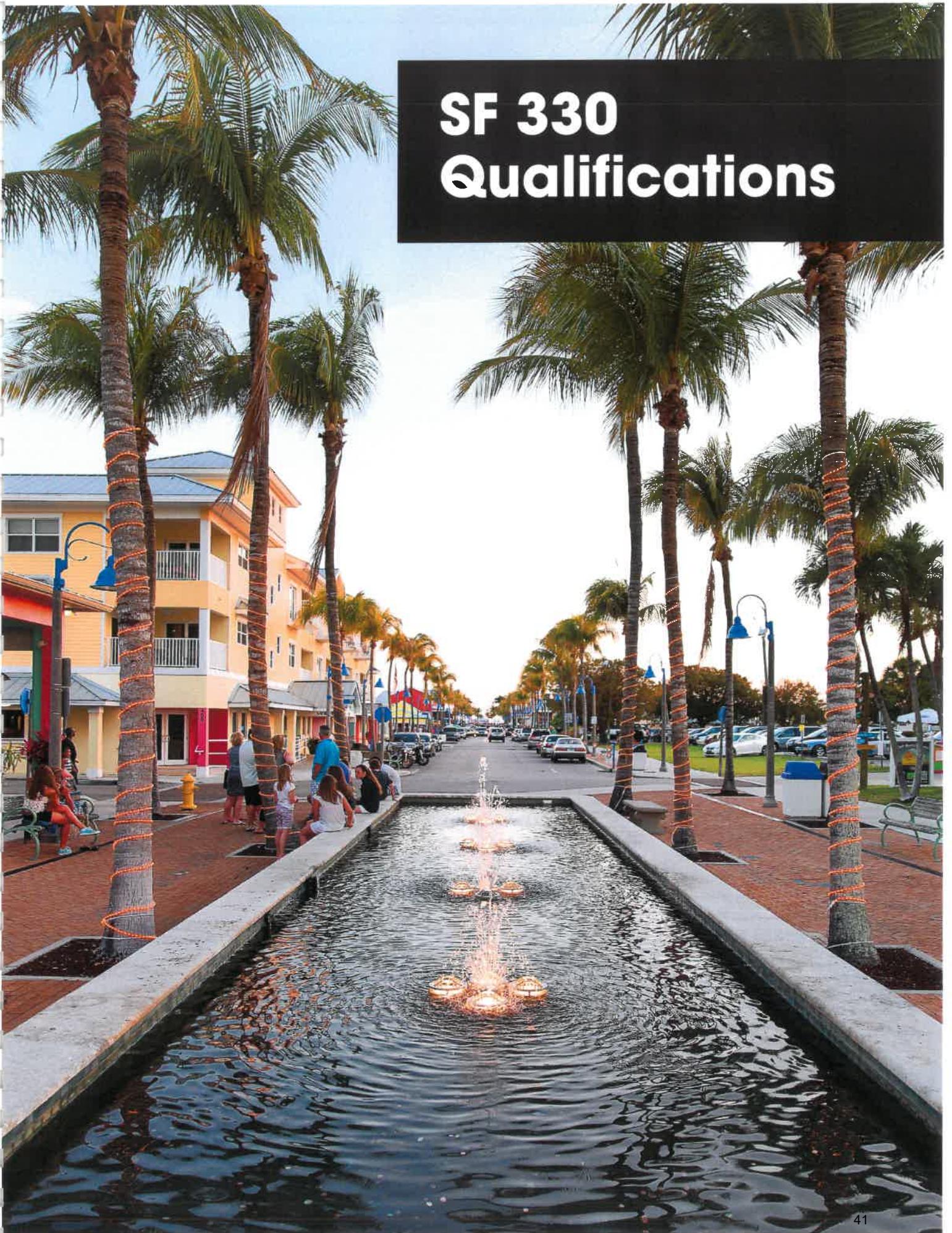
→ **A commitment to the Community Development District**

We understand the CDD's, organizational structure, and how they desire their selected district engineer to perform. We look forward to exceeding our reputation and high level of client services during this contract.

→ **A broad range of in-house capabilities and resources**

Our Team has a broad range of in-house capabilities and resources including planning, civil/site engineering, structural engineering, transportation and roadway engineering, survey, GIS and ecological capabilities.

SF 330 Qualifications



ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Engineering Services for Hilltop Point Community Development District

2. PUBLIC NOTICE DATE

June 15, 2022

3. SOLICITATION OR PROJECT NUMBER

RFQ Engineering Services

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

David A. Kemper, PE, Senior Principal

5. NAME OF FIRM

Stantec Consulting Services Inc.

6. TELEPHONE NUMBER

(813) 223-9500

7. FAX NUMBER

(813) 223-0009

8. E-MAIL ADDRESS

dave.kemper@stantec.com

C. PROPOSED TEAM

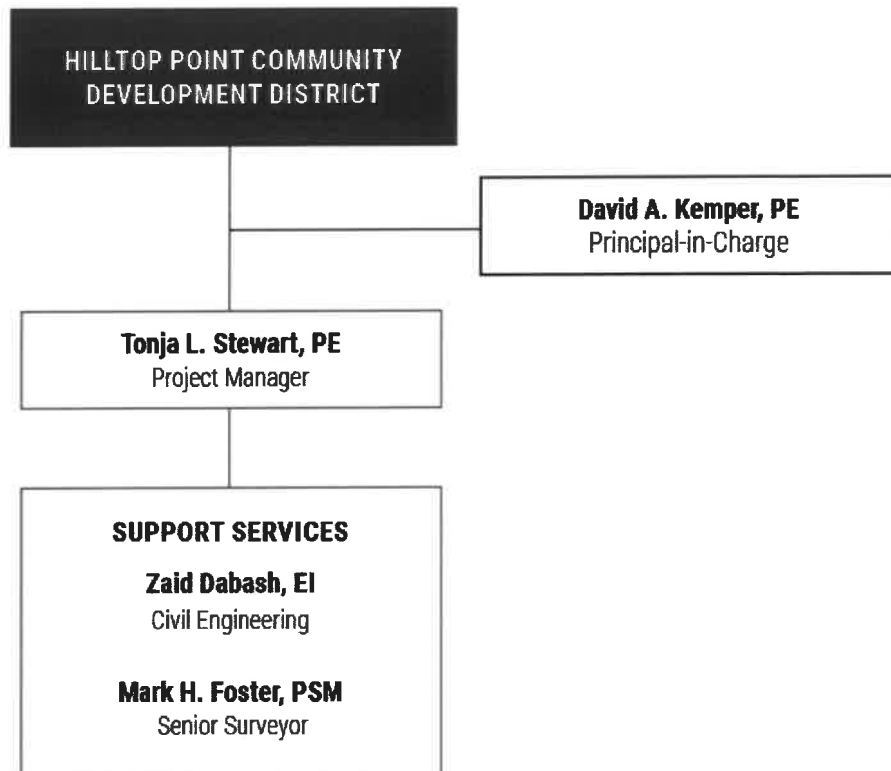
(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.	X			Stantec Consulting Services Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	777 S. Harbour Island Blvd, Suite 600 Tampa, Florida 33602	District Engineering Services
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 330

D. ORGANIZATIONAL CHART OF PROPOSED TEAM



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Tonja Stewart, PE	13. ROLE IN THIS CONTRACT CDD Engineer - Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 33	b. WITH CURRENT FIRM 15
15. FIRM NAME AND LOCATION (City and State) Stantec Consulting Services Inc. – Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering, University of Alabama, Tuscaloosa, Alabama, 1987		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Registered Engineer #47704, State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) 2009 Tampa Bay Builders, Associate of the Year 1997 Hillsborough County Chamber of Commerce, LeadershipHillsborough			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Carlton Lakes Community Development District Hillsborough County, Florida	Ongoing	N/A
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
b.	South Fork III Community Development District Hillsborough County, Florida	Ongoing	N/A
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
c.	Ventana Community Development District Hillsborough County, Florida	Ongoing	N/A
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
d.	Summit at Fern Hill Community Development District Hillsborough County, Florida	Ongoing	N/A
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
e.	Hidden Creek Community Development District Hillsborough County, Florida	Ongoing	N/A
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
David A. Kemper, PE	Principal in Charge	42	22

15. FIRM NAME AND LOCATION (City and State)

Stantec Consulting Services Inc. – Tampa, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science, Civil Engineering, Missouri University of Science & Technology, Rolla, Missouri, 1979
Master of Science, Engineering Management, Missouri University of Science & Technology, Rolla, Missouri, 1984

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Professional Engineer #36271, State of Florida

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

2011 Engineer of the Year, American Society of Civil Engineers, West Coast Branch
2004 FES/FICE Leadership Institute, Graduate
Real Estate Investment Council of Tampa Bay (Board of Directors – 8 years and recent Past President)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Southshore Corporate Park & Southshore Corporate Park Industrial CDD Hillsborough County, Florida	Ongoing	2015
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Serves as Developer's Engineer for the SouthShore Corporate Park planning and infrastructure design, and also serve as District Engineer for the SouthShore Corporate Park Industrial Community Development District. The district includes extensive roadway, utility and stormwater infrastructure improvements over a 250 +/- acre non-residential office/industrial park. A 1+million SF Amazon Fulfillment Center is located within the project.		
b.	MetWest Mixed Use Development Tampa, Florida	2019	2019
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Served as Principal and Sr. Project Manager for this award-winning mixed-use project located in Tampa's major Westshore Business District. Stantec services were provided from the initial planning stages through full development/build-out. These services included rezoning, entitlement, landscape architecture, civil/site engineering, transportation, permitting and construction support services. MetWest comprises over one million s.f. office uses, 74,000 s.f. of retail/restaurant uses, 254 multi-family units, and a 240-room hotel on a 30-acre site. The project includes three 240,000 s.f. office buildings, two of which were built-to-suit for Price Waterhouse Cooper (PwC). Stantec has assisted the Owner (Metropolitan Life) and Developer in various infrastructure cost allocations.		
c.	Water Street Tampa (Mixed Use Urban Project) Tampa, Florida	2019	2019
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Served as Principal/Client Manager for extensive infrastructure planning and design for the 55+/- acre urban redevelopment district in downtown Tampa around Amalie Arena. The area is being planned for nearly 3 million square feet of new mixed-use development including office, commercial, education and residential uses. Stantec is providing a full range of planning and engineering services in support of conceptual design, rezoning and permitting of the mixed-use development. The scope also includes preparation of phase 1 design/construction plans.		
d.	The Preserve at Wilderness Lakes Community Development District Pasco County, Florida	2018	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for overall project and team management for a range of engineering services associated with serving as the Community Development District (CDD) District Engineer for this development of 850 lots on +/- 578 acres. The CDD assets include a high end recreation facility, roadways, security gates, stormwater management systems, landscape/hardscape, and irrigation systems.		
e.	Carillon (Mixed Use/Office Park) St. Petersburg, Florida	2000	200
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Served as Principal and Sr. Project Manager for various overall project master infrastructure planning and design through various phases of the mixed use/office park development. The project area is over 400 acres and uses include office, hotel, retail and multi-family. The project includes a major corporate office campus for Raymond James Financial as well as numerous other large office users.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Zaid Dabash, EI	Civil Engineer	a. TOTAL 5	b. WITH CURRENT FIRM 4
15. FIRM NAME AND LOCATION (City and State)			
Stantec Consulting Services Inc. – Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
BS, Civil Engineering, University of South Florida, Tampa, Florida, 2018		State of Florida Engineer in Training #1100020556	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	Port Tampa Bay - Berth 211 Container Yard Expansion Tampa, Florida	PROFESSIONAL SERVICES 2018	CONSTRUCTION (if applicable) Ongoing (2021)
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Zaid is the Project Engineer for this Contract. The Berth 211 Container Yard Expansion project is part of a \$75 million, three-year, multi-phased project incorporates approximately 140 acres of container terminal improvements and expansion. Work consists of site remediation, new container berths, demolition of an existing building, drainage improvements, heavy duty paving with rubber-tired gantry runways, site lighting, rail extension, refer plugs, and approximately 800 sf of wharf replacement with pile-supported gantry crane rails and auxiliary crane power supply. A new security access control and staging complex is also planned. The first year will include completion of the build-out portions of Phase 2-backland container yard improvements. The remaining phases will coincide with the Port Authority's expected growth in the container business.		
b.	Tampa International Airport – Sky Center Tampa, Florida	PROFESSIONAL SERVICES Ongoing (2019)	CONSTRUCTION (if applicable) Ongoing (2021)
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer for the Sky Center project which consists of an Atrium structure, a pedestrian bridge connecting the Atrium to the ConRAC facility across Airport Service Road, a 600-FT Commercial Drop-Off Curb, a reconfiguration of the Cell Phone Lot, an emergency access gate to the runway, and all the master infrastructure associated with the Gateway Development Area located on the south side of the TIA campus. The \$66 million project is part of the phase 2 master plan at TIA. Stantec's scope included the master civil, landscape, survey and management including all the permitting associated with the project.		
c.	Waterfront District Phase 1 Infrastructure Tampa, Florida	PROFESSIONAL SERVICES 2018	CONSTRUCTION (if applicable) Ongoing (2021)
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm The scope of this phase/project was to prepare master engineering plans for the overall infrastructure improvement program for the District and prepare phase 1 design/construction plans. The scope includes civil/infrastructure (roads, utilities, stormwater, etc.) design/permitting as well as landscape architecture/urban design. Stantec is currently providing Construction Support Services during construction of infrastructure/civil improvements of Phase 1 of Waterfront District Project. Zaid was involved in the design/ permitting of underground utilities, and signing and pavement markings.		
d.	Julian B. Lane Riverfront Park Tampa, Florida	PROFESSIONAL SERVICES 2017	CONSTRUCTION (if applicable) 2018
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Julian B. Lane Riverfront Park is a 23-acre park located on the Hillsborough River in downtown Tampa. In addition to other services, Stantec was responsible for transportation improvements throughout the park. These improvements included realignment of Green Street and Laurel Street to maximize usable area within the park and converting the 1-way roads to 2-way. Other improvements included addition of turn lanes and bike lanes, river walk, enhancement of a mid-block crossing, and improving the intersections of Laurel Street with both Green Street and North Boulevard. Stantec also worked with City of Tampa staff to ensure that these improvements were coordinated with adjacent roadway projects on Green Street and North Boulevard, as well as, FDOT's future I-275 exit ramp. Zaid was helped with the roadway + CSS.		
e.	Imagine Clearwater Clearwater, Florida	PROFESSIONAL SERVICES Ongoing (2019)	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm The Imagine Clearwater project involves the redevelopment of approximately 19 acres of waterfront property. The current uses on the site include Coachman Park, the Harborview Center, the Clearwater Main Library, parking lots serving the Harborview and Library with the Downtown Marina and the Intracoastal Waterway along the western side. It is intended that this project serve as a catalyst to further development and provide a connection between the waterfront and Downtown Clearwater. The project will consist of two phases: Phase 1 sets the stage for revitalization through key catalytic investments north of Cleveland Street; Phase 2 completes the vision for waterfront revitalization, expanding parkland and spurring further private investment Downtown. Zaid is one of the Project Engineers for this Contract.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Mark H. Foster, PSM	Senior Surveyor	a. TOTAL 36	b. WITH CURRENT FIRM 17
15. FIRM NAME AND LOCATION (City and State)			
Stantec Consulting Services Inc. – Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
		Professional Land Surveyor #5535, State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Point of Contact, Society of American Military Engineers, Tampa Bay Post			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	Lake Toscana Conservation Subdivision Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2003-2007	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
Responsible for project surveying activities to include the boundary surveys associated with the acquisition of property, surveys of Ordinary High Water Line of the Little Manatee River to document the limits of Sovereignty Submerged Lands, and subdivision plat preparation for a 102-lot subdivision located on the site of an old 510-acre dairy farm on the banks of the Little Manatee River in southern Hillsborough County.			
b.	Winthrop Village Traditional Neighborhood Design (TND) Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2006-2008	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
Responsible for the preparation of boundary surveys to support property acquisition, subdivision platting, construction layout, and as-built surveys for a 256-unit, traditional neighborhood design (TND) project. Special care was also required at the project boundaries to ensure compatibility with the surrounding developments.			
c.	Westlake Village Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2005-2008	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
Responsible for the preparation of surveys with associated on-site geotechnical investigations and for the off-site route survey needed to support the design of transportation improvements for this proposed development near the Sun City Center.			
d.	Hawks Point Community Development District Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2005-2008	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
Responsible for project surveying activities related to the creation and management of the CDD. Services generally include preparation and review of legal descriptions and field surveys related to the management of district maintained infrastructure. Hawk's Point CDD operates and maintains the community's stormwater management systems, landscaping and irrigation, which over the last three years has experienced significant erosion.			
e.	Bay Pines Mobile Home Park City of Seminole, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2007-2008	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
Responsible for project surveying activities, research, computations, and document production required to provide planning, design and engineering services for the residential infill redevelopment of a 57-acre mobile home park located in City of Seminole near the Boca Ciega Bay.			
f.	Toulon Master Planned Community Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2004-2007	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
Responsible for the platting and construction related efforts for this phased master planned development. The site is a 218-acre, multi-phased, 232-unit, single-family residential subdivision.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	1

1. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
Meadow Pointe I Community Development District Pasco County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Meadow Pointe I CDD	Mark Vega, District Manager	(813) 991-1116 x104

4. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(include scope, size, and cost)</i>

Stantec serves as the CDD engineer for these planned unit developments and development of regional impact (DRI) with park/recreation sites, stormwater management systems, and wetland mitigation. Additionally, Stantec assisted the District to budget and become compliant with new ADA regulations required compliance.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer / Surveying, Civil Engineering, Construction Administration Support
b.			
c.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2				
21. TITLE AND LOCATION (City and State) Meadow Pointe III Community Development District Pasco County, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(if applicable)</i></td> </tr> <tr> <td>Ongoing</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>	Ongoing	N/A
PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>					
Ongoing	N/A					
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER Meadow Pointe III CDD	b. POINT OF CONTACT NAME Darryl Adams Rizzetta & Company	c. POINT OF CONTACT PHONE NUMBER (813) 994-1001				
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)						

District Engineering services to operate and maintain CDD infrastructure, including roads and stormwater management systems. The District has experienced some roadway deterioration issues that Stantec has had to evaluate and address. The District has also proceeding with a stormwater quality improvement program by planting aquatic plants. Additionally, Stantec assisted the District to budget and become compliant with new ADA regulations required compliance.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer Surveying, Civil Engineering, and Construction Support.
b.			
c.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	3

TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Meadow Pointe IV Community Development District Pasco County, Florida	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Meadow Pointe IV CDD	Darryl Adams Rizzetta & Company	(813) 994-1001

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

District Engineering services includes the operation and maintenance of District infrastructure, including roads and stormwater management systems. The District was also responsible for the bidding and construction management of SR 56, a \$26 million roadway and utility project crossing Wiregrass Ranch to Meadow Pointe Boulevard. Additionally, Stantec assisted the District to budget and become compliant with new ADA regulations required compliance, which were due March 15, 2012.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer Civil Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT		20. EXAMPLE PROJECT KEY NUMBER
(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)		4
TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Cordoba Ranch Community Development District Hillsborough County, Florida	Ongoing	N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Cordoba Ranch CDD	Andy Mendenhall, Inframark	(813) 991-1116
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)		

Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes roads, stormwater management facilities and recreation facilities. Stantec provides leading general engineering and construction services and the maintenance and operation infrastructure necessary for community development within the district.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer, General Professional Engineering Consulting

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	5

TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Ballantrae Community Development District Pasco County, Florida	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Ballantrae CDD	Patricia Thibault, Breeze	(813) 564-7847

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(include scope, size, and cost)</i>
--

Stantec is the CDD Engineer, providing ongoing services as needed by the Board of Supervisors and District Manager. We are providing District engineering services to maintain District owned and maintained infrastructure, including wet detention stormwater ponds.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	6

TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Inion Park Community Development District Pasco County, Florida	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
on Park CDD	Ray Lotitto, DPFG	(321) 263-0132

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(include scope, size, and cost)</i>
--

ion Park CDD manages a partially completed planned community containing single family units, a recreation facility, stormwater management stems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure, as well as inual public facilities reports.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	7

21. TITLE AND LOCATION (City and State) Northwood Community Development District Pasco County, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Northwood CDD	Gene Roberts, Meritus Districts	(813) 873-7300

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)
--

Stantec serves as District Engineer and is responsible for the design, permitting, and construction administration of a 2,000 s.f. clubhouse, as well as Southwest Florida Water Management District periodic inspections of the community stormwater facilities.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	8

TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Lake Bernadette Community Development District Pasco County, Florida	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Lake Bernadette CDD	Mark Vega, Inframark	(813) 991-1140

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes roads, stormwater management facilities and recreation facilities. Stantec provides leading general engineering and construction services and the maintenance and operation infrastructure necessary for community development within the district.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer, General Professional Engineering Consulting

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	9

TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
South Fork III Community Development District Hillsborough County, Florida	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
South Fork III CDD	Rick Reidt, Meritus Districts	(813) 873-7300

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(include scope, size, and cost)</i>
--

South Fork CDD manages a completed planned community containing single family units, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
Stantec Consulting Services, Inc.	Tampa, Florida	CDD Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	10

TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Rivercrest Community Development District Hillsborough County, Florida	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION		
PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Rivercrest CDD	Brian Howell, Meritus Districts	(813) 873-7300

BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

The Stantec team is responsible for ongoing client and project coordination, account management, and project scheduling. Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes stormwater management facilities and recreation facilities.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
Stantec Consulting Services, Inc.	Tampa, Florida	CDD Engineer

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Meadow Pointe I Community Development District Pasco County, Florida	6	Union Park Community Development District Pasco County, FL
2	Meadow Pointe II Community Development District Pasco County, FL	7	Northwood Community Development District Pasco County, FL
3	Meadow Pointe IV Community Development District Pasco County, FL	8	Lake Bernadette Community Development District Hillsborough County, FL
4	Cordoba Ranch Community Development District Pasco County, FL	9	South Fork III Community Development District Hillsborough County, FL
5	Ballantrae Community Development District Pasco County, FL	10	Rivercrest Community Development District Hillsborough County, FL

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Stantec provides engineering, planning, permitting, and cost estimating services for Community Development Districts (CDDs), dependent and independent districts, Municipal Service Taxing Units/Benefit Units (MSTU/BU), and other special assessment districts. We have worked with several fully- developed CDD's within Pasco County. We offer a total scope of services that includes, but is not limited to, the following:

- ✓ General Consultation on District Issues
- ✓ Master Planning of Infrastructure
- ✓ Water Management Systems and Facilities
- ✓ Water and Sewer Systems and Facilities
- ✓ Roads, Landscaping and Street Lighting Design and Plans
- ✓ Existing Systems Studies and Analysis
- ✓ Environmental Permitting
- ✓ Cost Estimates for Plan Implementation
- ✓ Bidding and Contractor Selection
- ✓ Government Permitting
- ✓ Water Conversation Studies and Design
- ✓ Water Supply Studies
- ✓ Construction Phase Observation
- ✓ Contract Management and Inspection Services
- ✓ Expert Witness Testimony
- ✓ Utility Rate Studies
- ✓ Potable Water System Plans and Design
- ✓ Irrigation System Plans and Design
- ✓ Wastewater Collection System Plans and Design
- ✓ Engineering Reports for Bonding

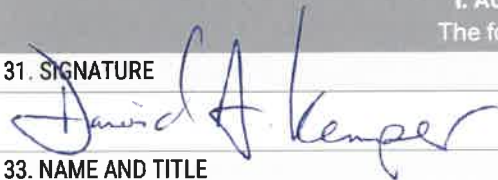
The following represents Stantec's additional prior experience in CDD's, Independent Districts and MSTU/BUS:

- ✓ Ballantrae CDD, Pasco County
- ✓ Bridgewater of Wesley Chapel, Pasco County
- ✓ Chapel Creek CDD, Pasco County
- ✓ Concord Station CDD, Pasco County
- ✓ Eastlake Oaks CDD, Pinellas County
- ✓ Meadow Point I CDD, III, IV CDD, Pasco County
- ✓ New River CDD, Pasco County
- ✓ Northwood CDD, Pasco County
- ✓ Oakstead CDD, Pasco County
- ✓ Preserve @ Wilderness Lake CDD, Pasco County
- ✓ Bridgewater CDD, Polk County
- ✓ Union Park CDD, Pasco County
- ✓ Arbor Greene CDD, City of Tampa
- ✓ Cheval West CDD, Hillsborough County
- ✓ Cypress Creek CDD, Hillsborough County
- ✓ Hammocks CDD, City of Tampa
- ✓ Hawk's Point CDD, Hillsborough County
- ✓ Heritage Harbor CDD, Hillsborough County
- ✓ Heritage Isles CDD, City of Tampa
- ✓ K Bar Ranch CDD, City of Tampa
- ✓ Panther Trace I, II CDD, Hillsborough County
- ✓ River Bend CDD, Hillsborough County
- ✓ Rivercrest CDD, Hillsborough County
- ✓ Waterchase CDD, Hillsborough County
- ✓ Westchase CDD, Hillsborough County
- ✓ Parkway Center CDD, Hillsborough County

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

July 15, 2022

33. NAME AND TITLE

David A. Kemper, PE, Senior Principal

ARCHITECT - ENGINEER QUALIFICATIONS

SOLICITATION NUMBER (If any)
N/A

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Stantec Consulting Services Inc.			3. YEAR ESTABLISHED 2012	4. UNIQUE ENTITY IDENTIFIER 07-872-1737
2b. STREET 777 S Harbour Island Boulevard Suite 600			5. OWNERSHIP	
2c. CITY Tampa			a. TYPE Corporation	
2d. STATE FL	2e. ZIP CODE 33602-5729		b. SMALL BUSINESS STATUS N/A	
6a. POINT OF CONTACT NAME AND TITLE David A. Kemper - Senior Principal			7. NAME OF FIRM (If block 2a is a branch office) Stantec Inc.	
6b. TELEPHONE NUMBER (813) 223-9500		6c. E-MAIL ADDRESS David.Kemper@stantec.com		
8a. FORMER FIRM NAME(S) (If any) MWH Americas Inc.			8b. YEAR ESTABLISHED 1993	8c. UNIQUE ENTITY IDENTIFIER 14-865-2431

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (See Below)
		(1) Firm	(2) Branch			
02	Administrative	3121	35	B02	Bridges	10
07	Biologist	298	2	C15	Construction Management	9
08	CAD Technician	630	7	C16	Construction Surveying	7
12	Civil Engineer	2447	21	E02	Educational Facilities, Classrooms	10
14	Computer Programmer	463	1	E09	EIS, Assessments of Statements	10
16	Construction Manager	440	1	E12	Environmental Remediation	10
21	Electrical Engineer	736	2	H07	Highways; Streets; Airfield Paving; Parking Lots	10
23	Environmental Engineer	414	1	H09	Hospital & Medical Facilities	10
24	Environmental Scientist	990	2	H11	Housing (Residential, Multi-Family, Apts, Condos)	10
27	Foundation/Geotechnical Engineer	108	1	I01	Industrial Buildings, Manufacturing Plants	9
29	GIS Specialist	210	4	O01	Office Buildings, Industrial Parks	9
37	Interior Designer	232	1	P05	Planning (Comm., Regional, Areawide, and State)	9
38	Land Surveyor	326	17	P06	Planning (Site, Installation, and Project)	9
39	Landscape Architect	206	3	R04	Recreation Facilities (Parks, Marinas, Etc.)	8
42	Mechanical Engineer	630	3	S04	Sewage Collection, Treatment and Disposal	10
47	Planner, Urban/Regional	289	4	S10	Surveying, Platting, Mapping, Flood Plain Studies	8
48	Project Manager	699	8	S13	Storm Water Handling & Facilities	8
57	Structural Engineer	763	4	T03	Traffic & Transportation Engineering	10
58	Technician/Analyst	1734	3	T04	Topographic Surveying and Mapping	5
60	Transportation Engineer	221	2	U02	Urban Renewals; Community Development	9
	Other Employees	1610	5	W02	Water Resources, Hydrology, Ground Water	10
				W03	Water Supply, Treatment and Distribution	10
Total		16567	127			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(insert revenue index number shown at right)

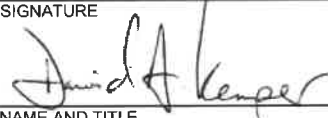
a. Federal Work	10
b. Non-Federal Work	10
c. Total Work	10

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE November 17, 2021
c. NAME AND TITLE David A. Kemper - Senior Principal	

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 330 (REV. 8/2016)



Design with
community in mind



Landscape Maintenance Contract

Hilltop Point CDD
38409 McDonald Street Dade City, FL 33525

Contract Number:
2022-1021

June 27, 2022

Hilltop Point CDD
C/O Inframark
2005 Pan Am Circle Ste 300
Tampa, FL 33607

Attn: Bryan Radcliff

We appreciate the opportunity to present this proposal to show how Steadfast will enhance the quality of your landscape. Our team is committed to integrating the specific landscape needs of your property within your service and budget considerations.

We hereby propose the following for your review:

Common Area Maintenance Program

Service	Price per Month	Price Per Year
General Maintenance Services	\$3,635.50	\$43,626.00
Water Management	\$110.00	\$1,320.00
Fertilization Plan	\$100.00	\$1,200.00
Total	\$3,845.50	\$46,146.00

Additional Services

These items to be billed in addition to the base fee and at the time the service is performed.

Service	Estimated # of Units	Price per Unit Installed
Mulch	TBD	\$50.00 per Yard
Annuals	TBD	\$2.75 per 4" plant
Vacant Lot Mowing	TBD	\$55.00 per man hour

Agreement

The contract will run for one year starting _____. If upon expiration of this agreement, both parties have not signed a new contract, this contract shall automatically be renewed for a one-year term. Changes to contract prices shall be in writing and agreed upon by both parties.

The goal of this contract is that upon completion of each visit to the client, the landscape appearance shall be maintained to the highest reasonable standard possible given the nature of the property and its individual condition.

Steadfast Contractors Alliance, LLC. / HC Property Maintenance, LLC, DBA Steadfast, here after referred to as Landscaper / Contractor, agrees to furnish all supervision, labor, materials, supplies, and equipment to perform the work hereinabove. Proof of



insurance and necessary licensees will be provided if requested by client. Landscaper will also provide workman's compensation and proof thereof on employees if requested by client.

The contract does not attempt to address damage caused by vandalism, floods, hurricanes, poor drainage, or other incidents beyond the control of the contractor. The contractor will endeavor to address such contingencies upon client's request by separate agreement.

Landscape Maintenance Program

1. **Mowing:** Rotary lawn mowers will be used with sufficient horsepower to leave a neat, clean, and uncluttered appearance at least 41 times per calendar year depending on growing season and conditions. It is anticipated that mowing services shall be provided weekly during the growing season, April through October, and every other week during the non-growing season or as needed November through March. Lake banks and retention areas will be mowed to the water's edge. Retention areas too wet for mowing will be mowed once ground is firm enough for normal safe operation.
2. **Turf Trimming:** Turf areas inaccessible to mowers, areas adjacent to buildings, trees, fences, etc. will be controlled by weed eaters. When weed eating, a continuous cutting height will be maintained to prevent scalping.
3. **Edging:** All turf edges of walks, curbs, and driveways shall be performed every mowing. A soft edge of all bed areas will be performed every other mowing. A power edger will be used for this purpose. A weed-eater may be used only in areas not accessible to power edger.
4. **Pruning:** All shrubs and trees (up to 10 feet) shall be pruned and shaped a maximum of 12 times per calendar year to ensure the following:
 - a. Maintain all sidewalks to eliminate any overhanging branches of or foliage, which obstructs and hinders pedestrian or motor traffic.
 - b. Retain the individual plant's natural form and to prune to eliminate branches, which are rubbing against walls and roofs.
 - c. The removal of dead, diseased, or injured branches and palms will be performed as needed.
 - d. Ground covers and vines maintain a neat, uniform appearance.
5. **Pest Control and Fertilization:**
 - a. Fertilization of St Augustine and Bermuda Turf shall be performed six (6) times per year. Shrubs and ground covers will be inspected four (4) times per year and fertilized at rates designed to address site-specific nutritional needs. Trees will be fertilized two (2) times per year at rates designed to address site-specific nutritional needs. All landscape beds shall be monitored and treated with appropriate pesticides as needed throughout the year. We employ an IPM (Integrated Pest Management) program, which calls for chemicals to be used only as needed. Any infestations will be treated on an as needed basis. Plants will be monitored, and issues addressed as necessary to effectively control insect infestations and disease as environmental, horticultural, and weather conditions permit.
6. **Irrigation:**
 - a. Water Management / Irrigation System Initial Inspection: At the commencement of the contract, the contractor will perform a complete evaluation of the system. Contractor will provide the Owner with a summary of each clock and zone operation. Contractor will submit recommendations for all the necessary repairs and improvements to the system with an itemized cost for completing the proposed work.
 - b. Throughout the contract, all irrigation zones throughout the turf areas and planting beds shall be inspected once a month to insure proper operation. Repairs will be made on a time and materials basis. Contractor is not responsible for turf or plant loss due to water restrictions.
7. **Weeding:** Weeds will be removed from all plant, tree, and flower beds once a month during the non-growing season and twice a month during the growing season (12 times per year) or as necessary to keep beds weed free. Manual (hand pulling) and chemical (herbicides) will be used as control methods.

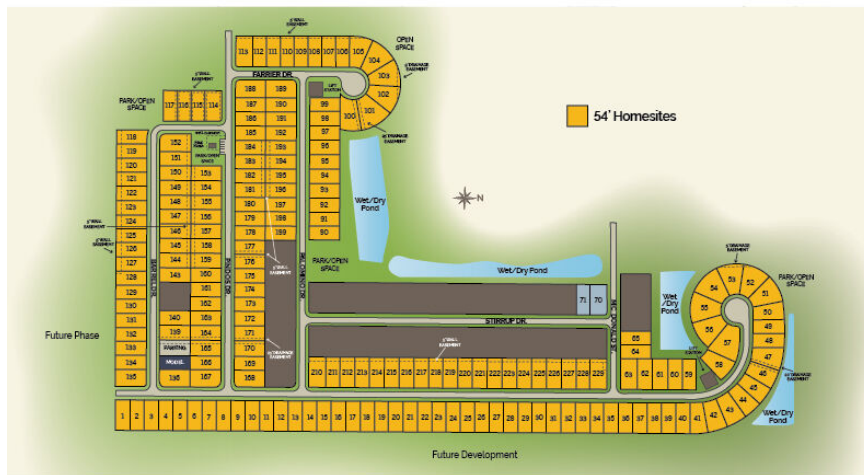


8. **Clean-Up:** All non-turf areas will be cleaned with a backpack or street blower. All trash shall be picked up throughout the common areas before each mowing. Trash shall be disposed of offsite.

Service Location

Hiltop Point CDD 38409 McDonald Street Dade City, FL 33525

Hilltop Point Site Map



mihomes.com

M/I Homes builds quality homes in Austin, TX; Charlotte, NC; Chicago, IL; Cincinnati, OH; Columbus, OH; Dallas/Fort Worth, TX; Detroit, MI; Houston, TX; Indianapolis, IN; Minneapolis/St. Paul, MN; Nashville, TN; Orlando, FL; Raleigh, NC; San Antonio, TX; San Diego, CA; San Francisco, CA; Tampa, FL.
Site map is for illustration purposes only. Plot is not to scale and may vary from actual conditions. See New Home Consultant for details.



Compensation

Contractor shall be paid monthly. On the first (1st) day of the month, the Contractor shall tender to the Customer and bill or invoices for those services rendered during the current month which shall be paid by the Customer by the first day of the following month.

Conditions:

This contract is for a period of (12) twelve months. This agreement shall remain in force for a period of 1 year. If, upon expiration of this agreement, a new agreement has not been executed by both parties, this agreement shall automatically be renewed for a period of 1 year from the date of expiration of the previous term at the annual fees stated with the addition of a 3% cost of living increase. Either party may cancel this contract, with or without cause, with a thirty (30) day written notice by certified mail.

No Finance Charge will be imposed if the total of such purchases is paid in full within 30 days of invoice date. If not paid in full within 30 days, then a FINANCE CHARGE will be imposed from the invoice date on the balance of purchases at a periodic rate of 1 1/2 % per month (18% Annual) until paid and Steadfast Contractors Alliance, LLC. / HC Property Maintenance, LLC, DBA Steadfast, shall have the right to elect to stop work under this Contract until all outstanding amounts, including Finance Charges, are paid in full. Payments will be applied to the previously billed Finance Charges, and thereafter, in order, to the previous invoices and finally to the New Invoices. In the event, any or all the amounts due under this Agreement are collected by or through an attorney, the Purchaser/Owner agrees to pay all reasonable attorneys' fees.



Utilities Usage: The Client shall allow the Contractor usage of utilities if needed.

Fuel Surcharge: For purposes of this agreement, the standard price for (1) gallon of regular unleaded fuel and or diesel shall be specified as the Florida average price per the Florida Attorney General's office. In the event that the average price is escalated over that of \$4.00 per gallon, a 3% fuel surcharge shall be added to each invoice. The 3% fuel surcharge will be suspended from all future invoices when the average gallon price drops below that of \$4.00 per gallon, however, the charge may again be implemented in the future invoices should the average gallon price again escalates over the established \$4.00 base price.

Change in Law: This Agreement is based on the laws and regulations existing at the date of execution. In the event that a governmental authority enacts laws or modifies regulations in a manner that increases the Contractor's costs associated with providing the services under this Agreement, the Contractor reserves the right to notify Client in writing of such material cost increase and to adjust pricing accordingly as of the effective date of such cost increase. Contractor must submit clear documentation supporting the cost increase and can only increase pricing to the extent of actual costs incurred.

This contract is withdrawn unless executed within ninety (90) days of the date of this document.

Thank you for the opportunity to submit this contract. We look forward to becoming part of your team.

By signing this Agreement in the space provided below, the undersigned Client signatory hereby represents and confirms that it has full power and authority to enter this Agreement on its own behalf and on behalf of the record owner of the service area, and that this Agreement is a legally binding obligation of the undersigned and the record owner of the service area.

In witness, whereof the parties to this agreement have signed and executed it this _____.

Client

Steadfast

Signature of Representative

Signature of Owner or Agent

Title

Title

Billing Information

Client Business Name:		Client Contact Name:	
Client Contract Number:		Client Contact Email:	
Billing Business Name:		Billing Contact Name:	
Billing Contact Phone:		Billing Contact Address:	
Any special billing requirements or notes?			



Hilltop Phase 1 CDD Maintenance Proposal

Contract Start Date:		July 1, 2022	
GENERAL SERVICES	\$ 5,041.67 Monthly	\$ 60,500.00	Annually
Bahia Visits 27			
Ponds are included			
IRRIGATION MAINT.	\$ 65.00 Monthly	\$ 850.00	Annually
3 zones/ inspected monthly			
TOTAL: \$ 5,112.50 Monthly		\$ 61,350.00	Annually

NOTES:

Price includes all ponds, comon areas and parks in Phase 1

APPROVED BY:_____ **DATE:**_____

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

June 03, 2022, Minutes of the Continued Meeting

Minutes of the Continued Meeting

The Continued Meetings of the Board of Supervisors for the Hilltop Point Community Development District was held on **Friday, June 03, 2022, at 10:15 a.m.** at the Long Lake Reserve Amenity Center located at 19617 Breynia Dr., Lutz, FL 33558.

1. CALL TO ORDER

Bryan Radcliff called the Continued Meetings of the Board of Supervisors of the Hilltop Point Community Development District to order on **Friday, June 03, 2022, at 10:01 a.m.**

Board Members Present and Constituting a Quorum:

Betty Valenti	Supervisor
Keith Malcuit	Supervisor
Lee Thompson	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Inframark	(via conference call)
Bryan Radcliff	District Manager, Inframark	
Erin McCormick	District Counsel, Erin McCormick Law	(via conference call)
Misty Taylor	Bond Counsel, Bryant Miller Olive	(via conference call)
Tonja Stewart	District Engineer	(via conference call)

There were no members of the general public present.

2. AUDIENCE QUESTIONS OR COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Manager

C. District Engineer

There were no staff reports at this time.

4. BUSINESS ITEMS

A. Supplemental Assessment Methodology Report and Supplemental Assessment Resolutions

i. Presentation of the Supplemental Assessment Methodology Report

ii. Consideration of Resolution 2022-37; Supplemental Assessment Resolution for Series 2022-1 (Assessment Area One) Bonds

The Board reviewed the resolution and motioned to approve.

MOTION TO: Approve Resolution 2022-37. (Assessment Area One)
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Thompson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

iii. Consideration of Resolution 2022- 38; Supplemental Assessment Resolution for Series 2022-2 (Assessment Area Two) Bonds

The Board reviewed the resolution and motioned to approve.

MOTION TO: Approve Resolution 2022-38. (Assessment Area Two)
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Thompson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

iv. Consideration of Resolution 2022-39: Bond Ratification Resolution

The Board reviewed the resolution and motioned to approve.

MOTION TO: Approve Resolution 2022-39.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Thompson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

B. Consideration of Forms of Issuer's Counsel Documents:

i. Collateral Assignment and Assumption of Development and Contract Rights Relating to the Hilltop Point Project

The Board reviewed the assignment and motioned to approve.

MOTION TO: Approve the Collateral Assignment and Assumption
Development and Contract Rights.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Malcuit
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

**ii. Agreement between Hilltop Point CDD and M/I Homes of Tampa, LLC
Regarding the Acquisition, Construction and Funding of Certain Work
Product and Improvements**

The Board reviewed the agreement and motioned to approve.

MOTION TO: Approve the agreement between Hilltop Point CDD
and M/I Homes of Tampa, LLC for Construction and
Funding of Certain Work Product Improvements.
MADE BY: Supervisor Thompson
SECONDED BY: Supervisor Valenti
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

**iii. Agreement between Hilltop Point CDD and M/I Homes of Tampa, LLC
Regarding the Completion of Certain Improvements**

The Board reviewed the agreement and motioned to approve.

MOTION TO: Approve the agreement between Hilltop Point CDD
and M/I Homes of Tampa, LLC for Completion of
Certain Improvements.
MADE BY: Supervisor Malcuit
SECONDED BY: Supervisor Valenti
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

iv. Declaration of Consent

The Board reviewed the declaration and motioned to approve.

MOTION TO: Approve the Declaration of Consent.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Malcuit
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

**v. Agreement between Hilltop Point CDD and M/I Homes of Tampa, LLC
Regarding the True-Up Payment of the Series 2022-1 and Series 2022-2
Assessments**

The Board reviewed the agreement and motioned to approve.

MOTION TO: Approve the agreement between Hilltop Point CDD
and M/I Homes of Tampa, LLC for True-Up
Payment of the Series 2022-1, and Series 2022-2
Assessments.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Thompson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

**vi. Disclosure of Public Financing and Maintenance of Improvements to Real
Property Undertaken by the Hilltop Point CDD**

The Board reviewed the disclosure and motioned to approve.

MOTION TO: Approve the Public Financing and Maintenance of
Improvements to Real Property Undertaken by the
Hilltop Point CDD.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Malcuit
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

vii. Notice of Special Assessments/Government Lien of Record

The Board reviewed the notice and motioned to approve.

MOTION TO:	Approve the Notice of Special Assessments and Government Lien of Record.
MADE BY:	Supervisor Malcuit
SECONDED BY:	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

C. Documents Related to Construction Requisition No. 1

- i. First Amendment to Agreement between the Hilltop Point CDD and M/I Homes of Tampa, LLC Regarding the Acquisition, Construction and Funding of Certain Work Product and Improvements**
- ii. Table reflecting the Acquisition Costs to be Paid from Construction Requisition No. 1**
- iii. Certificate of District Engineer for Construction Requisition No. 1**
- iv. Developer Certification Regarding Costs Paid**
- v. Bill of Sale for Construction Requisition No. 1**
- vi. Deed for Construction Requisition No. 1**

The Board reviewed and discussed business items (i-vi) and motioned to approve.

MOTION TO:	Approve Business Items I through VI.
MADE BY:	Supervisor Valenti
SECONDED BY:	Supervisor Malcuit
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

D. Discussion of Selection Process for Construction of Amenity Center; Possible Authorization of Prequalification Process for Contractors and/or Commencement of Competitive Selection Process for Construction of Amenity Center Project

The Board Approved motion to designate Keith Malcuit to meet with staff to generate a public notice to start the pre-qualification process

MOTION TO: Approve to designate Keith Malcuit to meet with staff
to generate a public notice to start the pre-
qualification process.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Thompson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

**E. General Matters Related to the District and Any Other Items related to Issuance
of the Series 2022-1, Bonds and Series 2022-2 Bonds**

There were no general matters to discuss related to the district at this time.

5. BOARD MEMBERS' COMMENTS

There were no comments from the Board.

6. PUBLIC COMMENTS

There were no public comments.

7. ADJOURNMENT

MOTION TO: Adjourn at 10:43 A.M.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Thompson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion Passed Unanimously

**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Signature

Printed Name

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

June 24, 2022, Minutes of the Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for the Hilltop Point Community Development District was held on **Friday, June 24, 2022, at 10:15 a.m.** at the Long Lake Reserve Amenity Center located at 19617 Breynia Dr., Lutz, FL 33558.

1. CALL TO ORDER

Brian Lamb called the Regular Meeting of the Board of Supervisors of the Hilltop Point Community Development District to order on **Friday, June 24, 2022, at 10:15 a.m.**

Board Members Present and Constituting a Quorum:

Betty Valenti	Chair	
Keith Malcuit	Vice-Chair	
Lee Thompson	Supervisor	(via conference call)
John Blakley	Supervisor	
Brian Saldano	Supervisor	

Staff Members Present:

Brian Lamb	District Manager, Inframark	(via conference call)
Bryan Radcliff	District Manager, Inframark	
Erin McCormick	District Counsel, Erin McCormick Law	

There were no members of the general public present.

2. AUDIENCE QUESTIONS OR COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Manager

C. District Engineer

There were no staff reports at this time.

4. BUSINESS ITEMS

A. Discussion on Pump Station Maintenance Proposal

The Board Approved a maintenance proposal from Lift Station Services for the District.

MOTION TO: Approved the proposal by Lift Station Services.
MADE BY: Supervisor Saldano
SECONDED BY: Supervisor Malcuit
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

B. Ratification of final Bill of Sale for Phase 1 Work Product, Facilities and Improvements and Phase 2 Work Product; Ratification of acceptance of final Special Warranty Deed for Phase 1 Tracts and Easements; and representations made by Developer in connection with conveyances (Notices of Commencement, Transfer of ERP Permit for Stormwater and Declaration of Easements and Covenants to Country Air Estates HOA)

The Board Ratified the Final Bill of Sale for Phase 1 Work Product, Facilities and Improvements and Phase 2 Work Product; Acceptance of Final Special Warranty Deed for Phase 1 Tracts and Easements, Representations made by Developer in connection with conveyances.

MOTION TO: Ratified the Final Bill of Sale for Phase 1 Work Product, Facilities and Improvements and Phase 2 Work Product; Acceptance of Final Special Warranty Deed for Phase 1 Tracts and Easements, Representations made by Developer in connection with conveyances.
MADE BY: Supervisor Malcuit
SECONDED BY: Supervisor Valenti
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

C. Discussion and Authorization of Soliciting Qualifications (RFQ) for Amenity Building and Swimming Pool

Mr. Malcuit presented the RFQ for Amenity Building and Swimming Pool construction to the Board. A conversation ensued regarding the structure of the RFQ. The Board Approved the criteria of the RFQ for Amenity Construction and agreed to present a finalized version at the next meeting.

MOTION TO: Approved the criteria of the RFQ for Amenity
Construction and agreed to present a finalized version
at the next meeting.
MADE BY: Supervisor Malcuit
SECONDED BY: Supervisor Valenti
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

D. General Matters of the District

The Board Appointed Brian Saldano to the Board of Supervisors of Hilltop Point CDD. Mr. Saldano declined compensation.

MOTION TO: Appoint Brian Saldano to the Board of Supervisors of
Hilltop Point CDD.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Malcuit
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

5. CONSENT AGENDA ITEM

- A. Consideration of Board of Supervisors Regular Meeting Minutes May 27, 2022**
- B. Consideration of Operations and Maintenance Expenditures May 2022**
- C. Review of Financial Statements for Month Ending May 31, 2022**

MOTION TO: Approve the Consent Agenda Item A-C.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Malcuit
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

6. BOARD MEMBERS' COMMENTS

There were no comments from the Board.

7. PUBLIC COMMENTS

There were no public comments.

8. ADJOURNMENT

MOTION TO:	Adjourn at 10:53 P.M.
MADE BY:	Supervisor Thompson
SECONDED BY:	Supervisor Malcuit
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

DRAFT

**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Signature

Printed Name

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

Hilltop CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Inframark	78001	\$ 2,505.56		District Management Services - 5/26/22
Monthly Contract Sub-Total		\$ 2,505.56		

Variable Contract				
Supervisor: John Blakley	JB 052722	\$ 200.00		Supervisor Fee - 05/27/2022
Supervisor: John Blakley	JB 062422	200.00		Supervisor Fee - 06/24/2022
Supervisor: Lee Thompson	LT 052722	200.00		Supervisor Fee - 05/27/2022
Supervisor: Lee Thompson	LT 060322	200.00		Supervisor Fee - 06/03/2022
Supervisor: Lee Thompson	LT 062422	200.00	\$ 600.00	Supervisor Fee - 06/24/2022
Variable Contract Sub-Total		\$ 1,000.00		

Utilities				
Utilities Sub-Total		\$ 0.00		

Regular Services				
Erin McCormick	10587	\$ 4,997.52		Professional Services thru 05/27/2022
Kaeser & Blair Authorized Dealer	20330053	108.75		Printing of 250 Laser Checks - 4/12/22
Kaeser & Blair Authorized Dealer	20421109	107.62	\$ 216.37	Printing of Laser Checks - 05/03/2022
Tampa Bay Times	320570 051822	122.00		Advertising Services thru 05/18/2022
Tampa Bay Times	320570 051822 2	107.60	\$ 229.60	Advertising Services thru 05/18/2022
Regular Services Sub-Total		\$ 5,443.49		

Additional Services				
Mike Fasano Tax Collector	MF052722	\$ 700.00		Fees for Collection of a Non Ad- Valorem Assessment (HTP CDD) - 5/27/22
Additional Services Sub-Total		\$ 700.00		

Hilltop CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
TOTAL:		\$ 9,649.05		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

A Division of Inframark, LLC

INVOICE

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

INVOICE#

#78001

DATE

5/26/2022

BILL TO

Hilltop Point CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

CUSTOMER ID

C2413

PO#**NET TERMS**

Net 30

DUE DATE

6/25/2022

Services provided for the Month of: May 2022

DESCRIPTION	QTY	UOM	RATE	AMOUNT
Website Maintenance - Website Maintenance	1	Ea	66.67	66.67
Recording Svcs - Recording Secretary	1	Ea	133.33	133.33
Recording Svcs - Administrative Services	1	Ea	250.00	250.00
Accounting Services - Accounting Services	1	Ea	666.67	666.67
District Management Services - District Management	1	Ea	1,388.89	1,388.89
Subtotal				2,505.56

Subtotal

\$2,505.56

Tax

\$0.00

Total Due

\$2,505.56

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

Please include CUSTOMER ID and the invoice number on the check stub of your payment.

Phone: 813-397-5122 | Fax: 813-873-7070

Hilltop Point CDD May 27, 2022

MEETING DATE: ~~June 02, 2022~~

DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Betty Valenti	✓	Salary Waived	\$0
Keith Malcuit	✓	Salary Waived	\$0
Lee Thompson	✓	Salary Accepted	\$200
John Blakley	✓	Salary Accepted	\$200
		Salary Waived	\$0

JB052722

Hilltop Point CDD

MEETING DATE: June 24, 2022

DMS Staff Signature _____

 BRYAN RADLOFF

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Betty Valenti	✓	Salary Waived	\$0
Keith Malcuit	✓	Salary Waived	\$0
Lee Thompson	✓ (PHONE)	Salary Accepted	\$200
John Blakley	✓	Salary Accepted	\$200
BRIAN SALDANO	✓	Salary Waived	\$0

(APPROVED 6-24-2022)

JB 062422

Hilltop Point CDD May 27, 2022

MEETING DATE: ~~June 02, 2022~~

DMS Staff Signature

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Betty Valenti	✓	Salary Waived	\$0
Keith Malcuit	✓	Salary Waived	\$0
Lee Thompson	✓	Salary Accepted	\$200
John Blakley	✓	Salary Accepted	\$200
		Salary Waived	\$0

LT 052722

Hilltop Point CDD

MEETING DATE: June 03, 2022

DMS Staff Signature _____



BRYAN RADCLIFF

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Betty Valenti	✓	Salary Waived	\$0
Keith Malcuit	✓	Salary Waived	\$0
Lee Thompson	✓	Salary Accepted	\$200
John Blakley		Salary Accepted	\$200
		Salary Waived	\$0

LT 060322

Hilltop Point CDD

MEETING DATE: June 24, 2022

DMS Staff Signature _____

 **BRIAN RADLOFF**

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Betty Valenti	✓	Salary Waived	\$0
Keith Malcuit	✓	Salary Waived	\$0
Lee Thompson	✓ (PHONE)	Salary Accepted	\$200
John Blakley	✓	Salary Accepted	\$200
BRIAN SALDANO	✓	Salary Waived	\$0

(APPROVED 6-24-2022)

LT 062422



Erin McCormick | Law, PA

Erin McCormick, Esq.

Hilltop Point CDD

Brittany Crutchfield
2005 Pan Am Circle
Suite 300
Tampa, FL 33607
Email: districtinvoices@meritus.corp;
brittany.crutchfield@merituscorp.com

131
3107
5148

Invoice Date	Invoice Number
05/27/2022	10587
Terms	Service Through
	05/27/2022

In Reference To: General Representation (Work)

Date	By	Services	Hours	Amount
04/20/2022	Erin R McCormick	Review of Agenda packages for Board of Supervisors meeting;	1.00	\$ 360.00
04/21/2022	Erin R McCormick	Prepare for Board of Supervisors meeting; email to Brittany Crutchfield regarding Notice of Establishment; email to Brittany Crutchfield regarding Affidavits of Publication;	1.40	\$ 504.00
04/22/2022	Erin R McCormick	Travel to and attend Board of Supervisors meeting	1.50	\$ 540.00
04/22/2022	Erin R McCormick	Travel to Pasco County Clerk's Office and record Notice of Expansion of CDD Boundaries	1.20	\$ 432.00
04/25/2022	Erin R McCormick	Record Ordinance Establishing the Hilltop Point CDD and Ordinance Expanding the Boundaries of the Hilltop Point CDD, per request of City of Dade City; prepare email to Jack Gaskins and transmit Ordinance Expanding the Boundaries of the Hilltop Point CDD, and recorded Notice of Expansion of the CDD Boundaries; prepare letter to Ms. Anya Owens, Program Administrator for the Florida Dept of State Administrative Code and Register; prepare email to Thomas Thanas, Brian Lamb and Brittany Crutchfield and transmit copy of correspondence to the Florida Dept of State; review email from Tom Thanas	2.60	\$ 936.00
05/03/2022	Erin R McCormick	Emails to and from Chris Roe and Misty Taylor; review of email from Sete Zare and respond; review of email from Cynthia Wilhelm; review of email from Zeep Panaseny and respond; telephone conference with Scott Steady; review of email from Tonja Stewart/	1.00	\$ 360.00
05/24/2022	Erin R McCormick	Review of Agenda for Board of Supervisors meeting; emails to Brian Lamb regarding above;	0.40	\$ 144.00

3314 Henderson Boulevard | Suite 103 | Tampa, FL 33609

o: 813.579.2653 | erin@emccormicklaw.com | f: 813.315.6333

Hilltop Point CDD

Brittany Crutchfield

2005 Pan Am Circle

Suite 300

Tampa, FL 33607

Email: districtinvoices@meritus.corp;

brittany.crutchfield@merituscorp.com

Invoice Date	Invoice Number
05/27/2022	10587
Terms	Service Through
	05/27/2022

05/26/2022	Erin R McCormick	Coordinate with Brittany Crutchfield, Brian Lamb and Zeep Panaseny regarding quorum for Board meeting; prepare for Board of Supervisors meeting; emails with Brian Lamb regarding time and location for continued meeting;	1.30	\$ 468.00
05/27/2022	Erin R McCormick	Travel to and attend Board of Supervisors meeting; review of Agenda for continued meeting, make edits and email to Brian Lamb, Brittany Crutchfield, Zeep Panaseny and Keith Malcuit; review of email from Brian Lamb regarding Contractor prequalification and contractor selection process for amenity center; review of website regarding updated information on continued meeting and posted Agenda; telephone conference with Brittany Crutchfield regarding above;	2.90	\$ 1,044.00

In Reference To: General Representation (Expenses)

Date	By	Expenses	Amount
04/22/2022	Erin R McCormick	Travel to and from Pasco County Clerk of Circuit Court to record Notice of Expansion;	\$ 21.89
04/22/2022	Erin R McCormick	Recording Fees for Notice of Expansion	\$ 27.95
04/25/2022	Erin R McCormick	Recording Fees for Ordinance Establishing CDD and Ordinance Expanding the Boundaries of the CDD	\$ 128.00
05/27/2022	Erin R McCormick	Mileage and tolls to and from Board of Supervisors meeting	\$ 31.68

Total Hours	13.30 hrs
Total Work	\$ 4,788.00
Total Expenses	\$ 209.52

3314 Henderson Boulevard | Suite 103 | Tampa, FL 33629

o: 813.579.2653 | erin@emccormicklaw.com | f: 813.315.6333

Hilltop Point CDD

Brittany Crutchfield

2005 Pan Am Circle

Suite 300

Tampa, FL 33607

Email: districtinvoices@meritus.corp;brittany.crutchfield@merituscop.com

Invoice Date	Invoice Number
05/27/2022	10587
Terms	Service Through
	05/27/2022

Total Invoice Amount	\$ 4,997.52
Previous Balance	\$ 2,698.18
5/23/2022 Payment - Check Split Payment	(\$216.00)
5/23/2022 Payment - Check Split Payment	(\$1,906.18)
5/23/2022 Payment - Check Split Payment	(\$576.00)
Balance (Amount Due)	\$ 4,997.52



Customer Payment Portal

4236 Grissom Drive, Batavia, OH
45103
Phone: (800) 607-8824
Fax: (800) 322-6000
credit@kaeser-blair.com

Invoice: 20330053

Customer: 003103354

Dealer: 88178

Date: 04/12/2022

Your Authorized K&B Dealer is:

MG PROMOTIONAL PRODUCTS

To reorder call:

(813) 949-9000

Bill To:

HILLTOP POINT CDD

ATTN: Teresa x-340 Farlow

2005 PAN AM CIRCLE #300

TAMPA, FL 33607

Ship To:

Hilltop Point CDD

ATTN: Teresa x-340 Farlow

2005 Pan Am Circle #300

Tampa, FL 33607

Your PO Number

HILLTOP POINT CHECKS

Date Shipped

04/07/2022

Shipped Via

OTHER

Terms

NET-30

Quantity.	Product No.	Description	Unit Price	Amount
1	L1037MB	250-LASER CHECKS, MARBLE BLUE	89.0000	89.00
1		PROOF	0.0000	0.00

Subtotal: \$ 89.00

Sales Tax: \$ 0.00

Shipping & Handling: \$ 18.32

Payment(s): *Deposits/Credits/Adjustments* \$ 0.00

Finance Charge: *Through 6/8/22* \$ 1.43

Balance Due: \$ 108.75

- Your complete satisfaction is our top priority. To report a problem with your shipment, please call customer service within 10 days of receipt. Our toll free number is (800) 607-8819
- Finance Charge: A finance charge applicable to previous months' unpaid balance will be computed by applying a periodic rate of 1.5% per month annual percentage rate of 18%
- If an item purchased is tax exempt we are required by your state law to charge tax unless a signed exemption certificate is on file with Kaeser & Blair.
- Make all checks payable to Kaeser & Blair, Inc. Mail payment direct to address below. We do not authorize our sales dealers to make collections.

Kaeser & Blair, Inc.
3771 Solutions Center
Chicago, IL 60677-3007



Customer Payment Portal

4236 Grissom Drive, Batavia, OH
45103
Phone: (800) 607-8824
Fax: (800) 322-6000
credit@kaeser-blair.com

Invoice: 20421109

Customer: 003103354

Dealer: 88178

Date: 05/03/2022

Your Authorized K&B Dealer is:

MG PROMOTIONAL PRODUCTS

To reorder call:

(813) 949-9000

Bill To:

HILLTOP POINT CDD

ATTN: Teresa x-340 Farlow

2005 PAN AM CIRCLE #300

TAMPA, FL 33607

Ship To:

Hilltop Point CDD

ATTN: Teresa x-340 Farlow

2005 Pan Am Circle #300

Tampa, FL 33607

Your PO Number

HILLTOP CHECKS

Date Shipped

04/29/2022

Shipped Via

OTHER

Terms

NET-30

Quantity.	Product No.	Description	Unit Price	Amount
1	L1037MB	250-LASER CHECKS, MARBLE BLUE	89.0000	89.00
1		PROOF	0.0000	0.00

Subtotal: \$ 89.00

Sales Tax: \$ 0.00

Shipping & Handling: \$ 18.30

Payment(s): *Deposits/Credits/Adjustments* \$ 0.00

Finance Charge: *Through 6/8/22* \$ 0.32

Balance Due: \$ 107.62

- Your complete satisfaction is our top priority. To report a problem with your shipment, please call customer service within 10 days of receipt. Our toll free number is (800) 607-8819
- Finance Charge: A finance charge applicable to previous months' unpaid balance will be computed by applying a periodic rate of 1.5% per month annual percentage rate of 18%
- If an item purchased is tax exempt we are required by your state law to charge tax unless a signed exemption certificate is on file with Kaeser & Blair.
- Make all checks payable to Kaeser & Blair, Inc. Mail payment direct to address below. We do not authorize our sales dealers to make collections.

Kaeser & Blair, Inc.
3771 Solutions Center
Chicago, IL 60677-3007

Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates	Advertiser Name	
05/18/22	HILLTOP CDD	
Billing Date	Sales Rep	Customer Account
05/18/2022	Deirdre Bonett	320570
Total Amount Due		Ad Number
\$122.00		0000226748

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
05/18/22	05/18/22	0000226748	Times	Legals CLS	Change in Meeting Location	1	2x51 L	\$120.00
05/18/22	05/18/22	0000226748	Tampabay.com	Legals CLS	Change in Meeting Location AffidavitMaterial	1	2x51 L	\$0.00 \$2.00

BN
4/8/22
5/13/22

Received
MAY 23 2022

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates	Advertiser Name	
05/18/22	HILLTOP CDD	
Billing Date	Sales Rep	Customer Account
05/18/2022	Deirdre Bonett	320570
Total Amount Due		Ad Number
\$122.00		0000226748

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

HILLTOP CDD

C/O MERITUS

2005 PAN AM CIRCLE, SUITE 300

TAMPA, FL 33607

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

} SS

Before the undersigned authority personally appeared **Deirdre Bonett** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Change in Meeting Location** was published in said newspaper by print in the issues of: **5/18/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **05/18/2022**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____

NOTICE OF REGULAR BOARD
"CHANGE IN MEETING LOCATION"
HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Hilltop Point Community Development District will hold a Regular Meeting of the Board to consider any and all business which may properly come before them. The location of the Regular Meeting of the Board of Supervisors of the Hilltop Point Community Development District has been changed to be held at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, FL 34638 on the following dates at 10:15 a.m.:

May 27, 2022	10:15 a.m.
June 24, 2022	10:15 a.m.
July 22, 2022	10:15 a.m.
August 26, 2022	10:15 a.m.
September 23, 2022	10:15 a.m.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication. The regular meetings may be continued to a date, time, and place to be specified on the record at such meeting.

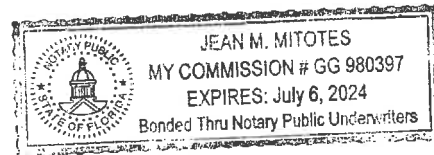
Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Brian Lamb
District Manager

Run Date 05/18/2022

0000226748





Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
05/18/22		HILLTOP CDD	
Billing Date	Sales Rep	Customer Account	
05/18/2022	Deirdre Bonett	320570	
Total Amount Due		Ad Number	
\$107.60		0000224090	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
05/18/22	05/18/22	0000224090	Times	Legals CLS	Audit Committee Meeting	1	2x45 L	\$105.60
05/18/22	05/18/22	0000224090	Tampabay.com	Legals CLS	Audit Committee Meeting AffidavitMaterial	1	2x45 L	\$0.00 \$2.00

BS
you
JTB

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates		Advertiser Name	
05/18/22		HILLTOP CDD	
Billing Date	Sales Rep	Customer Account	
05/18/2022	Deirdre Bonett	320570	
Total Amount Due		Ad Number	
\$107.60		0000224090	

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

HILLTOP CDD

C/O MERITUS

2005 PAN AM CIRCLE, SUITE 300

TAMPA, FL 33607

Received
MAY 23 2022

REMIT TO:

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
 COUNTY OF Pasco

Before the undersigned authority personally appeared **Deirdre Bonett** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Audit Committee Meeting** was published in said newspaper by print in the issues of: **5/18/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signature Affiant

Sworn to and subscribed before me this **05/18/2022**

Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced

NOTICE OF AUDIT COMMITTEE MEETING
HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Audit Committee of Hilltop Point Community Development District will hold a meeting on May 27, 2022, at 10:15 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Bexley Village Dr, Land O' Lakes, FL 34638.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Copies of the agenda for any of the committee meetings may be obtained by contacting the District Manager's Office at (813) 873-7300. Affected parties and others interested may appear at these meetings and be heard.

There may be occasions when one or more committee members will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

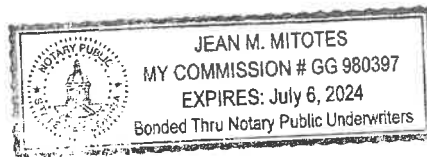
Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the committee with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Brian Lamb
 District Manager

Run Date: May 18, 2022

0000224090





MIKE FASANO
TAX COLLECTOR
PASCO COUNTY FLORIDA

POST OFFICE BOX 276 • DADE CITY, FLORIDA 33526-0276

May 27, 2022

Alexandra Wolfe
Inframark
2654 Cypress Ridge Blvd. Suite 101
Wesley Chapel, FL 33544

Re: Two Rivers North and West Community Development Districts
Resolution #2022-13, Cobblestone and **Hilltop** CDD's Resolution 2022-14

Dear Ms. Wolfe:

This will acknowledge receipt of the District's above referenced Resolutions.

Chapter 197.3632(2) F.S. provides that a written agreement be executed by the Tax Collector and local governing board as a prerequisite to the collection of a non-ad valorem assessment. Our policy requires payment of a non-refundable administrative fee in the amount of \$700.00 each with the submission of the contracts.

Attached are original contracts. Please execute two of each and return all to me together with your check in the amount of \$700.00 each. I will execute and return an original to you. We must receive the contracts and payment no later than July 1, 2022 in order to collect the assessments on the 2022 tax roll.

Thank you for your cooperation.

Best wishes

Mike Fasano
Tax Collector

MF/jlo
Enclosure

cc: Tim Couet, Deputy Tax Collector
Abby Noyes, Director of Finance
Jody Grove, Director of IT
Michele Musser, Tax Manager

51300
4903

FOR YOUR CONVENIENCE:

EAST PASCO GOVERNMENT CENTER
DADE CITY
TELEPHONE 852.521.4360

CENTRAL PASCO GOVERNMENT CENTER
LAND O'LAKE
TELEPHONE 813.235.6020

WEST PASCO GOVERNMENT CENTER
NEW PORT RICHEY
TELEPHONE 727.847.8165

COMPARK 75 BUSINESS PARK
WESLEY CHAPEL
TELEPHONE 813.235.6020

TAX COLLECTOR BUILDING
GULF HARBORS
TELEPHONE 727.847.8165

**INTERLOCAL AGREEMENT BETWEEN
HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT
AND THE PASCO COUNTY TAX COLLECTOR
REGARDING NON-AD VALOREM AND/OR SPECIAL ASSESSMENTS**

THIS INTERLOCAL AGREEMENT (the "Agreement"), made and entered into in duplicate this ____ day of _____, 2022, by and between **HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**, a political subdivision of the State of Florida (hereinafter the "District"), whose address is 2654 Cypress Ridge Blvd. Suite 101, Wesley Chapel, FL 33544 and the **PASCO COUNTY TAX COLLECTOR**, a constitutional officer of the state of Florida (hereinafter the "Tax Collector"), whose address is 14236 6th Street, Dade City, Florida 33523.

WITNESSETH:

WHEREAS, the District is authorized to impose special assessments for non ad valorem assessments and by Resolution Number 2022-14 adopted the 28th day of January, 2022, has expressed its intent to use the uniform method of notice, levy, collection and enforcement of assessments (hereinafter referred to as the "Uniform Collection Method"), as authorized by Section 197.3632 and Section 190.011(14), Florida Statutes for the notice, levy, collection and enforcement of the annual District assessments; and

WHEREAS, the Uniform Collection Method, with its enforcement provisions, including the sale of tax certificates and issuance of tax deeds in the event of enforcing against any delinquencies, is believed to be a fairer methodology to collect non ad valorem assessments from a delinquent property owner than traditional lien foreclosure methodology; and

WHEREAS, the Uniform Collection Method is believed to be a more efficient manner of collection due to the fact that the assessment will be placed on the tax notice issued by the Tax Collector, thereby hopefully producing positive economic benefits to the District; and

WHEREAS, the Uniform Collection Method is believed to eliminate confusion and to promote local government accountability; and

WHEREAS, Section 197.3632(2), Florida Statutes, provides that the District shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing the Uniform Collection Method; and

WHEREAS, Section 197.3632(7), Florida Statutes, provides that the District shall bear all costs associated with any separate notice in the event Tax Collector is unable to merge the District's non ad valorem assessments roll with the ad valorem tax roll to produce the annual tax notice; and

WHEREAS, Section 197.3632(8)(c), Florida Statutes, provides that the District shall compensate the Tax Collector pursuant to the provisions of Section 192.091(2)(b)(2), Florida Statutes, or the Tax Collector at its option shall be compensated for collecting its non ad valorem assessments based on the actual costs of collection, whichever is greater.

NOW, THEREFORE, for and in consideration of the foregoing as well as the mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

ARTICLE I

Purpose

The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect, and enforce the collection of, those certain non ad valorem assessments levied by the District; and to include compensation by the District to the Tax Collector, pursuant to Section 197.3632(8)(c), Florida Statutes, for any costs involved in separate mailings because of non merger of any non ad valorem assessment roll as certified by the District, pursuant to Section 197.3632(7), Florida Statutes; and to address the reimbursement of the necessary administrative costs, including but not limited to, those costs associated with personnel, forms, supplies, data

processing, computer equipment, postage and programming which attend all of the collection and enforcement duties imposed upon the Tax Collector by the Uniform Collection Method, as provided in Section 197.3632(2), Florida Statutes.

Article II

Term

The Term of this Agreement shall commence on the date that this Agreement is executed by both parties hereto and shall continue through and end on December 31, 2022. Thereafter, this Agreement shall automatically be renewed for successive periods, not to exceed one (1) year each, unless the parties hereto, prior to December 31st of any year, have negotiated and executed a subsequent written agreement providing for the continuation of such collection by the Tax Collector, under such terms and conditions as may then be imposed by said subsequent agreement. Notwithstanding the foregoing, the District shall inform the Tax Collector, as well as the Pasco County Property Appraiser and the Florida Department of Revenue, by January 10th, in any calendar year if the District intends to discontinue using, in the following calendar year, the Uniform Collection Method of collecting the non ad valorem assessments referred to in this Agreement.

ARTICLE III

Compliance With Laws And Regulations

The parties hereto shall abide by all statutes, rules and regulations pertaining to the levy and collection of non ad valorem assessments, and any ordinances promulgated by District not inconsistent with, nor contrary to, the provisions of Section 197.3632, Florida Statutes, and Section

197.3635, Florida Statutes, and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

ARTICLE IV

Duties and Responsibilities of the District

The District agrees, covenants and contracts to:

- (a) Be solely responsible for imposing and levying valid non ad valorem assessments.
- (b) Indemnify and hold Tax Collector harmless from any and all claims, liability, loss, damage, expense, suits, judgments, counsel fees and/or costs relating to any imposition or levy by the District hereunder.
- (c) Compensate the Tax Collector pursuant to Section 197.3632(8)(c), Florida Statutes, as opted by the Tax Collector on an annual basis during the term of this Agreement.
- (d) Reimburse Tax Collector for necessary costs for the collection and enforcement of the applicable non ad valorem assessments by the Tax Collector under the new uniform law, pursuant to Section 197.3632(2), Florida Statutes, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.
- (e) Pay for or, alternatively, to reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Tax Collector to merge the non ad valorem assessment roll certified by the District pursuant to Section 197.3632(7), Florida Statutes.
- (f) The District, upon being timely billed, shall pay directly for necessary advertising relating to implementation of the new Uniform Collection Method pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any applicable rules promulgated by the Department of

Revenue thereunder.

(g) By July 7, of each calendar year, the Chairperson of the governing board of District, or his/her designee, shall officially certify to the Property Appraiser the preliminary non ad valorem assessment roll for publication on the Notice of Proposed Property Taxes (also known as the TRIM Notice). The preliminary non ad valorem assessment roll must be submitted on compatible electronic medium, tied to the property parcel identification number, and otherwise in conformance in format to that contained on the ad valorem tax rolls submitted by the Property Appraiser to the Department of Revenue. Accompanying the preliminary non ad valorem assessment roll shall be public hearing information for inclusion on the Notice of Proposed Property Taxes. The District shall post the non ad valorem assessment for each parcel on the said non ad valorem assessment roll and shall exercise its responsibility that such non ad valorem assessment roll be free of errors and omissions. The District shall inform Tax Collector, as well as the Property Appraiser and the Department of Revenue by January 10th of any year, if it intends to discontinue using the Uniform Collection Method in the following calendar year.

(h) By September 15th of each calendar year, the Chairperson of the governing board of District, or his/her designee, shall officially certify to the Property Appraiser the final non ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, and otherwise in conformance in format to that contained on the ad valorem tax rolls submitted by the Property Appraiser to the Department of Revenue. The District shall post the non ad valorem assessment for each parcel on the said non ad valorem assessment roll and shall exercise its responsibility that such non ad valorem assessment roll be free of errors and omissions. The District shall inform the Tax Collector, as well as the Property Appraiser and the Department of Revenue by January 10th of any year, if it intends to discontinue using the Uniform Collection

Method in the following calendar year.

(i) The District agrees to cooperate with the Tax Collector to implement the Uniform Collection Method pursuant to, and consistent with, all the provisions of Section 197.3632 and 197.3635, Florida Statutes, or its successor statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rules.

(j) The District agrees that, as to any cost, fee or expense to be paid or reimbursed to Tax Collector hereunder, Tax Collector may, at its option, deduct the same from any disbursement to the District.

ARTICLE V

Duties of the Tax Collector

(a) The Tax Collector shall merge all rolls, prepare a collection roll and prepare a combined notice (the tax notice) for both ad valorem taxes and non ad valorem assessments for the District pursuant to Section 197.3632 and 197.3635, Florida Statutes and their successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific ordinances or resolutions, adopted by the District, so long as said ordinances and resolutions shall clearly state the District's intent to use the Uniform Collection Method for collecting such assessments and so long as they are further not inconsistent with, or contrary to, the provisions of Section 197.3632 and 197.3635, Florida Statutes, and their successor provisions, and any applicable rules.

(b) Tax Collector shall collect the non ad valorem assessments of District as certified no later than September 15, of each calendar year on compatible electronic medium, tied to the property identification number of each parcel, and in the format used by the Property Appraiser for

the ad valorem rolls submitted to the Department of Revenue and if free of errors or omissions.

(c) The Tax Collector agrees to cooperate with the District in the implementation of the Uniform Collection Method for collection and enforcing non ad valorem assessments pursuant to Section 197.3632 and 197.3635, Florida Statutes, and any successor provisions and applicable rules. The Tax Collector shall not accept any such non ad valorem assessment roll that is not officially certified by the District by September 15th of each calendar year on compatible electronic medium tied to the property identification number and in the format used by the Property Appraiser on the ad valorem roll submitted to the Department of Revenue.

(d) If the Tax Collector discovers errors or omissions on such roll, he may request the District to file a corrected roll or a correction of the amount of any assessment and the District shall bear the costs of any such error or omission.

(e) If Tax Collector determines that a separate mailing is authorized pursuant to Section 197.3632(7), Florida Statutes, and any applicable rules promulgated by the Department of Revenue, and any successor provision to said law or rules, the Tax Collector shall either mail a separate notice of the particular non ad valorem assessment or shall direct the District to mail such a separate notice. In making this decision, the Tax Collector shall consider all costs to the District and to the taxpayers of such a separate mailing as well as the adverse effect to the taxpayers of the delay in multiple notices. If such a separate mailing is effected, the District shall bear all costs associated with the separate mailing for the non ad valorem assessment that could not be merged, upon timely billing by the Tax Collector.

ARTICLE VI

Miscellaneous

(a) Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered or given when (i) actually received or (ii) signed for or "refused" as indicated on the postal service return receipt. Delivery may be by personal delivery, courier service, overnight courier, certified or registered mail, return receipt requested, addressed to the parties hereto at the respective addresses set out opposite their names below, or at such other addresses as they may hereafter specify by written notice delivered in accordance herewith:

To the Tax Collector:

Pasco County Tax Collector
Attn: Mike Fasano, or his successor
P.O. Box 276
Dade City, Florida 33526-0276

with a copy to:

Pasco County Property Appraiser
Attn: Mike Wells, Jr., or his successor
P.O. Box 401
Dade City, Florida 33526-0401

To the District:

Inframark
Attn: Brian Lamb
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

with copy to:

Inframark
Attn: Alex Wolfe
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

(b) This Agreement may not be assigned by either party without the prior written consent from the non-assigning party.

(c) Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach, and shall not be construed to be a modification of the terms of this

Agreement.

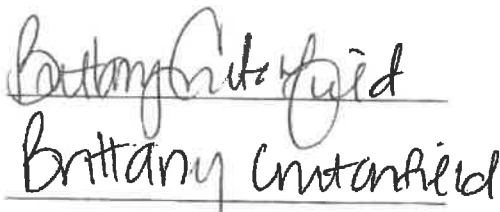
- (d) Time is of the essence of this Agreement and of each provision hereof.
- (e) In the event of litigation to enforce any part of this Agreement, the prevailing party shall be entitled to recover from the other party or parties a reasonable attorneys' fee (both at the trial and appellate levels) and costs.
- (f) The paragraph headings as herein used are for convenience or reference only and shall not be deemed to vary the content of this Agreement or the covenants.
- (g) This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Florida. The designated venue for any action or lawsuit pertaining to this Agreement shall be the state courts located in Pasco County, Florida.
- (h) The parties hereto agree that they have had the opportunity to consult with their respective counsels in this matter and hereby acknowledge that both have sought and received the advice of their respective counsels in connection with the meaning and import of each provision of this Agreement. As a result, both parties hereby enter into this Agreement with full understanding of the terms and conditions contained herein.
- (i) This Agreement may not be amended, modified or revised unless in a written addendum signed by the authorized representatives of both parties. Any other attempt at amending, modifying or revising this Agreement shall be null, void and of no force or effect.
- (j) The parties hereto represent and warrant to the other that (a) they are duly organized, qualified and existing entities under the laws of the state of Florida, and (b) all appropriate authority exists so as to duly authorize the persons executing this Agreement to so execute the same and fully bind the party on whose behalf they are executing.
- (k) If any clause or provision of this Agreement is found to be illegal, invalid, or

unenforceable under present or future laws effective during the Term or any renewal period of this Agreement, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.

(1) This Agreement constitutes the sole and entire understanding between the parties hereto and supersedes all prior representations, agreements and understandings between the parties related to the subject matter hereof.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate for the uses and purposes expressed herein on the day and year first above written.

WITNESS:


Brittany Custerfield

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT**

DocuSigned by:
By: 
CHAIRPERSON

6/20/2022

Date

"TAX COLLECTOR"

WITNESS:

**PASCO COUNTY TAX COLLECTOR,
a constitutional officer of the state of Florida**

By: _____
MIKE FASANO, TAX COLLECTOR

Date

Hilltop Point Community Development District

Financial Statements
(Unaudited)

Period Ending
June 30, 2022



Inframark LLC
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Hilltop CDD
Balance Sheet
As of 6/30/2022
(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash-Operating Account	<u>17,489</u>	<u>17,489</u>
Total Assets	<u><u>17,489</u></u>	<u><u>17,489</u></u>
Liabilities		
Accounts Payable	<u>7,032</u>	<u>7,032</u>
Total Liabilities	<u><u>7,032</u></u>	<u><u>7,032</u></u>
Fund Equity & Other Credits	10,458	10,458
Total Liabilities & Fund Equity	<u><u>17,489</u></u>	<u><u>17,489</u></u>

Hilltop CDD
Statement of Revenues and Expenditures
001 - General Fund
From 10/1/2021 Through 6/30/2022
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance	490,375	0	(490,375)	(100)%
Assmts-Tax Roll				
Contributions & Donations From Private Sources				
Developer Contributions	0	42,250	42,250	0 %
Total Revenues	490,375	42,250	(448,125)	(91)%
Expenditures				
Legislative				
Supervisor Fees	2,000	2,000	0	0 %
Financial & Administrative				
Administrative Services	4,500	500	4,000	89 %
District Manager	25,000	2,778	22,222	89 %
Recording Secretary	2,400	267	2,133	89 %
District Engineer	5,500	0	5,500	100 %
Construction Accounting	6,000	0	6,000	100 %
Financial & Revenue Collections	3,500	0	3,500	100 %
Dissemination Services	5,000	0	5,000	100 %
Accounting Services	12,000	1,333	10,667	89 %
Postage, Phone, Faxes, Copies	500	0	500	100 %
Rentals & Leases	600	0	600	100 %
Public Officials Insurance	2,500	0	2,500	100 %
Legal Advertising	3,500	7,869	(4,369)	(125)%
Bank Fees	200	47	153	77 %
Dues, Licenses, & Fees	175	875	(700)	(400)%
Miscellaneous Fees	250	750	(500)	(200)%
Office Supplies	100	216	(116)	(116)%
Technology Services	600	0	600	100 %
Website Maintenance	2,400	133	2,267	94 %
ADA Website Compliance	1,800	2,900	(1,100)	(61)%
Legal Counsel				

Hilltop CDD
Statement of Revenues and Expenditures
001 - General Fund
From 10/1/2021 Through 6/30/2022
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
District Counsel	5,500	12,124	(6,624)	(120)%
Electric Utility Services				
Electric Utility Services - Streetlights	55,000	0	55,000	100 %
Electric Utility Services-All Others	12,000	0	12,000	100 %
Garbage/Solid Waste Control Services				
Garbage Recreation Center	2,800	0	2,800	100 %
Water-Sewer Combination Services				
Water Utility Services	4,500	0	4,500	100 %
Stormwater Control				
Aquatic Maintenance	12,500	0	12,500	100 %
Retaining Wall Maintenance	1,000	0	1,000	100 %
Aquatic Plant Replacement	500	0	500	100 %
Other Physical Environment				
Property & Casualty Insurance	22,500	0	22,500	100 %
General Liability Insurance	3,200	0	3,200	100 %
Entry & Walls Maintenance	1,500	0	1,500	100 %
Landscape Maintenance	180,000	0	180,000	100 %
Plant Replacement Program	10,000	0	10,000	100 %
Landscape Mulch	18,500	0	18,500	100 %
Landscape Annuals	14,000	0	14,000	100 %
Miscellaneous Landscape	5,000	0	5,000	100 %
Irrigation Maintenance	12,000	0	12,000	100 %
Road & Street Facilities				
Pavement & Sidewalk & Maintenance	1,500	0	1,500	100 %
Parks & Recreation				
Field Services	12,000	0	12,000	100 %
Pool Service Contract	12,000	0	12,000	100 %
Facility A/C Maintenance	1,000	0	1,000	100 %
Pool Permits	350	0	350	100 %
Facility Janitorial Services	6,000	0	6,000	100 %
Facility Maintenance	7,500	0	7,500	100 %
Facility Janitorial Supplies	750	0	750	100 %

Hilltop CDD
Statement of Revenues and Expenditures
001 - General Fund
From 10/1/2021 Through 6/30/2022
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
Pool Repairs	2,500	0	2,500	100 %
Telephone / Internet Services	950	0	950	100 %
Playground Equipment Maintenance	300	0	300	100 %
Access Control Maintenance	2,000	0	2,000	100 %
Dog Waste Station Service & Supplies	1,500	0	1,500	100 %
Event Services & Supplies	500	0	500	100 %
Undesignated Reserve				
Miscellaneous	2,500	0	2,500	100 %
Total Expenditures	490,375	31,792	458,583	94 %
Excess of Revenues Over (Under) Expenditures	0	10,458	10,458	0 %
Excess of Revenue/Other Sources over Expenditures/Other Uses	0	10,458	10,458	0 %
Fund Balance, End of Period	0	10,458	10,458	0 %

Hilltop CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 06/30/2022

Reconciliation Date: 6/30/2022

Status: Locked

Bank Balance	18,639.30
Less Outstanding Checks/Vouchers	1,150.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	17,489.30
Balance Per Books	<u>17,489.30</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Hilltop CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 06/30/2022

Reconciliation Date: 6/30/2022

Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1013	6/2/2022	meeting room rental	50.00	Ballantrae CD
1014	6/9/2022	System Generated Check/Voucher	175.00	Ballantrae CD
1014	6/9/2022	System Generated Check/Voucher	(175.00)	Ballantrae CD
1018	6/23/2022	System Generated Check/Voucher	700.00	Mike Fasano Tax Collector
1019	6/29/2022	System Generated Check/Voucher	200.00	John C. Blakley
1020	6/29/2022	System Generated Check/Voucher	200.00	Lee R. Thompson
Outstanding Checks/Vouchers			1,150.00	

Hilltop CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 06/30/2022

Reconciliation Date: 6/30/2022

Status: Locked

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1001	5/19/2022	System Generated Check/Voucher	125.00	Department of Economic Opportunity
1007	5/26/2022	System Generated Check/Voucher	750.00	Pasco County Property Appraiser
1009	6/2/2022	System Generated Check/Voucher	4,997.52	Erin McCormick Law PA
1010	6/2/2022	System Generated Check/Voucher	200.00	John C. Blakley
1011	6/2/2022	System Generated Check/Voucher	200.00	Lee R. Thompson
1012	6/2/2022	System Generated Check/Voucher	229.60	Tampa Bay Times
1015	6/9/2022	System Generated Check/Voucher	2,505.56	Inframark LLC
1016	6/9/2022	System Generated Check/Voucher	200.00	Lee R. Thompson
1017	6/16/2022	System Generated Check/Voucher	216.37	Kaeser & Blair Inc.
002	6/21/2022	SERVICE CHARGES - PRIOR PERIOD 6.21.22	23.38	
Cleared Checks/Vouchers			9,447.43	