

**HILLTOP POINT  
COMMUNITY DEVELOPMENT  
DISTRICT**

**REGULAR MEETING**

**NOVEMBER 20, 2024  
AGENDA PACKAGE**

*If you are planning to call into the meeting. Please use Teams info below*

**[Click here to join the meeting](#)**

**Meeting ID:** 267 039 395 718

**Passcode:** ss6gUe Phone # 1-646-838-1601

**Pin:** 216 684 145#



2005 PAN AM CIRLE SUITE 300  
TAMPA FL, 33607

# Hilltop Point

## Community Development Districts

### Board of Supervisors

Tatiana Pagan, Chairman  
Aaron Spinks, Vice Chairperson  
John Blakley, Assistant Secretary  
Lee Thompson, Assistant Secretary  
Jared Rossi, Assistant Secretary

### District Staff

Bryan Radcliff, District Manager  
Erin McCormick, District Counsel  
Tonja Stewart, District Engineer

## Regular Meeting Agenda

Wednesday November 20, 2024 at 10:15 A.M.

[Click here to join the meeting](#)

**Meeting ID:** 267 039 395 718 **Passcode:** ss6gUe Phone # 1-646-838-1601 **Pin:** 216 684 145#

The Regular Meeting of the Hilltop Point Community Development District will be held on **Wednesday, November 20, 2024 at 10:15 a.m.** at **The SpringHill Suites by Marriott Tampa Suncoast Parkway** located at **16615 Crosspointe Run, Land O'Lakes, FL 34638.**

### THE REGULAR HEARING MEETING OF BOARD OF SUPERVISORS

#### 1. CALL TO ORDER/ROLL CALL

#### 2. PUBLIC COMMENTS ON AGENDA ITEMS

#### 3. BUSINESS ITEMS

A. Consideration of Resolution 2025-01 and Discussion of Landowners Meeting and Election

#### 4. CONSENT AGENDA

A. Approval of Minutes of the October 30, 2024 Regular meeting

B. Consideration of Operation and Maintenance Expenditures October 2024

C. Acceptance of the Financials and Approval of the Check Register for October 2024

#### 5. STAFF REPORTS

A. District Counsel

i. Approval of Landscape Maintenance Agreement with Steadfast (in Substantial Form)

- *under separate cover*

B. District Manager

i. Field Inspections Report

C. District Engineer

#### 6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

#### 7. ADJOURNMENT

**RESOLUTION 2025-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT AMENDING THE DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AMENDING RESOLUTION 2025-01 AS SET FORTH HEREIN; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Hilltop Point Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Dade City, Pasco County, Florida; and

**WHEREAS**, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to Chapter 190, *Florida Statutes*," and the Board shall consist of five members; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*; and

**WHEREAS**, the Board previously adopted Resolution 2025-01, setting the dates and times for the Landowners' Meeting and Election; and

**WHEREAS**, the Board hereby finds and determines that it is in the best interests of the District and the landowners within the District, to set a date for the Landowners' Meeting and Election of November 27, 2024, and to continue the Landowners' Meeting and Election until February 3, 2025, to provide the required statutory notice of the Landowners' Meeting and Election, and to ensure that all of the Landowners of the District are given substantial opportunity to participate and cast their votes or proxies in the Landowners' Election.

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

1. **INCORPORATION OF RECITALS.** The Recitals set forth above are incorporated and made a part of this Resolution, as if restated in their entirety.

2. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	<u>Jared Rossi</u>	Nov 2026
2	<u>Aaron Spinks</u>	Nov 2026
3	<u>Lee Thompson</u>	Nov 2024
4	<u>John Blakley</u>	Nov 2024
5	<u>Tatiana Pagan</u>	Nov 2024

This year, Seat 3, 4 and 5 currently held by, are subject to election by landowners in November 2024. The two candidates receiving the highest number of votes shall be elected for

a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

3. **LANDOWNERS' ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 27th day of November, 2024, at 10:15 a.m., at The SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O'Lakes, Florida 34638. The Landowners' Election will be continued until the 3rd day of February, 2025, in order to address the requirement to announce the date, time and location of the landowners' meeting at least ninety (90) days prior, in accordance with Subsection 190.006(2)(b), *Florida Statutes*, and in order to address the requirement to provide notice of the landowners' meeting once per week for two (2) consecutive weeks, in accordance with Subsection 190.006(2)(a), *Florida Statutes*. The continued Landowners' Election meeting will be held on the 3rd day of February, 2025, at 10:00 a.m., at The SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O'Lakes, Florida 34638. Any and all Landowners may vote by ballot in person, or by proxy, at the Landowners' Meeting on November 27, 2024, or the continued Landowner's Meeting on February 3, 2025.

4. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

5. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its November 20, 2024 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Inframark, LLC, located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607..

6. **AMENDING RESOLUTION 2025-01.** This Resolution amends previously adopted Resolution 2025-01, and supersedes Resolution 2025-01 to the extent of inconsistencies.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED THIS 20th DAY OF NOVEMBER, 2024.**

**HILLTOP POINT COMMUNITY  
DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_  
**CHAIRMAN / VICE CHAIR**

\_\_\_\_\_  
**ASST. SECRETARY**



## **NOTICE OF LANDOWNERS' MEETING AND ELECTION OF SUPERVISORS FOR THE HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within the Hilltop Point Community Development District (the "**District**"). The District is generally located East of US 301, and North of Clinton Avenue, in the City of Dade City, Pasco County, FL, and which comprises parcels of land containing approximately 114.91 acres, m.o.l., within Sections 2 and 11, Township 25 South, Range 21 East. This Notice is to advise that a meeting of the landowners of the District will be held for the purpose of electing three (3) persons to the District Board of Supervisors.

DATE: November 27, 2024 and February 3, 2025  
TIME: 10:15 AM  
PLACE: **The SpringHill Suites by Marriott Tampa Suncoast Parkway  
located at 16615 Crosspointe Run, Land O'Lakes, FL 34638.**

The Landowners' Meeting and Election will be opened on November 27, 2024, at 10:15 AM, and will be continued until February 3, 2025, at 10:15 AM. Each landowner may vote in person or by written proxy. Each Landowner may vote in person or by written proxy at the Landowners' Meeting and Election on November 27, 2024 at 10:15 AM, or and the continued Landowners' Meeting and Election on February 3, 2025 at 10:15 AM. Proxy forms may be obtained upon request at the Office of the District Manager, Inframark, LLC, 2654 Cypress Ridge Boulevard, Suite 101, Wesley Chapel, Florida 33544. At the Landowners' Meeting and Election, each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the Landowners' Meeting and Election, the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The Landowners' Meeting and Election is open to the public and will be conducted in accordance with the provisions of Florida law. The Landowners' Meeting may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for the landowners' meeting may be obtained from Inframark, LLC, 2654 Cypress Ridge Boulevard, Suite 101, Wesley Chapel, Florida 33544. There may be an occasion where staff will participate remotely by speaker telephone or similar technology.

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) 994-1001, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any action with respect to any matter considered at the landowners' meeting is advised that such 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, which record includes the testimony and evidence upon which the appeal is to be based.

Bryan Radcliff , District Manager

Run Dates: November 15, 2024, January 12, 2024 and January 19, 2024

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
HILLTOP POINT DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **November 27, 2024 and continued to February 3, 2025**

TIME: **10:15 A.M.**

LOCATION: The SpringHill Suites by Marriott Tampa Suncoast Parkway  
16615 Crosspointe Run, Land O'Lakes, Florida 34638

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

## LANDOWNER PROXY

### HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT PASCO COUNTY, FLORIDA LANDOWNERS' MEETING – November 27, 2024 and February 3, 2025

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Cobblestone Community Development District to be held at The SpringHill Suites by Marriott, Tampa Suncoast Parkway, 16615 Crosspointe Run, Land O'Lakes, Florida 34638, on \_\_\_\_\_, at \_\_\_\_\_ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**  
**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**PASCO COUNTY, FLORIDA**  
**LANDOWNERS' MEETING AND ELECTION**

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**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Cobblestone Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES

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

Signed: \_\_\_\_\_

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

**MINUTES OF MEETING  
HILLTOP POINT  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Hilltop Point Community Development District was held on Wednesday, October 30, 2024, and called to order at 11:32 am at SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O'Lakes, Florida 34638.

Present and constituting a quorum were:

Tatiana Pagan	Chairperson
Aaron Spinks	Vice Chairperson
Lee Thompson	Assistant Secretary
John Blakley	Assistant Secretary
Jared Rossi	Assistant Secretary

Also present were:

Bryan Radcliff	District Manager
Erin McCormick	District Counsel
Tyson Waag	District Engineer
Gary Schwartz	Field Services

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Radcliff called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comments on Agenda Items**

There being none, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**Business Items**

**A. Consideration of Advanced Funding Agreement between the Developer and the District**

On MOTION by Ms. Pagan seconded by Mr. Thompson, with all in favor, Advanced Funding Agreement between *MI Homes* and the District, was approved. 5-0

**B. Consideration of Landscape Maintenance Proposals**

- The Board reviewed landscape proposals for District Maintenance from *Down to Earth*, *Steadfast* and *Crowders*.

On MOTION by Ms. Pagan seconded by Mr. Thompson, with all in favor, the landscape maintenance contract was awarded to *Steadfast*, with *Crowders* ranking second and *Down To Earth* ranking third, with a start date of December 1, 2024 also, Mr. Radcliff was authorized to issue a 30-day termination notice to *LMP* as discussed. 5-0

**C. Ratification of Holiday Lighting Proposal**

On MOTION by Ms. Pagan seconded by Mr. Blakley, with all in favor, Holiday Lighting Proposal at the front monument, was ratified. 5-0

**D. Consideration of Clinton Lift Station Conveyance Agreement**

- The Board reviewed the conveyance of a lift station within the District and Ms.

McCormick advised the Board, an agreement will be drafted by *MI Home's* counsel for review at the next meeting.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Approval of Minutes of the September 18, 2024 Regular Meeting**

**B. Consideration of Operation and Maintenance Expenditures September 2024**

**C. Acceptance of the Financials and Approval of the Check Register for September 2024**

On MOTION by Mr. Blakley seconded by Ms. Pagan, with all in favor, the Consent Agenda was approved. 5-0

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being no report, the next item followed.

**B. District Manager**

On MOTION by Ms. Pagan seconded by Mr. Blakley, with all in favor, Resolution 2025-01, Setting the Landowners Election date for November 5, 2024 at which time it will be Continued to February 3, 2025 at 10:00 am at the Springhill Suites in Land O Lakes, FL., was adopted. 5-0

**i. Field Inspection Report**

The Field Inspection Report was presented, a copy of which is included in the agenda package.

**C. District Engineer**

There being no report, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and  
Comments**

There being none, the next order of business followed.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Thompson seconded by Ms. Pagan, with all in favor, the meeting was adjourned at 11:49 am. 5-0
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Bryan Radcliff  
District Manager

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Tatiana Pagan  
Chairperson

**HILLTOP POINT CDD**  
**Summary of Operations and Maintenance Invoices**

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
<b>Monthly Contract</b>					
INFRAMARK LLC	10/4/2024	134883	\$750.00		MANAGEMENT FEE OCT 2024
INFRAMARK LLC	10/4/2024	134883	\$375.00		MANAGEMENT FEE OCT 2024
INFRAMARK LLC	10/4/2024	134883	\$2,083.33		MANAGEMENT FEE OCT 2024
INFRAMARK LLC	10/4/2024	134883	\$50.00		MANAGEMENT FEE OCT 2024
INFRAMARK LLC	10/4/2024	134883	\$100.00		MANAGEMENT FEE OCT 2024
INFRAMARK LLC	10/4/2024	134883	\$416.67		MANAGEMENT FEE OCT 2024
INFRAMARK LLC	10/4/2024	134883	\$50.00	\$3,825.00	MANAGEMENT FEE OCT 2024
LANDSCAPE MAINTENANCE PROFESSIONALS INC	10/1/2024	186929	\$7,226.50	\$7,226.50	GROUND MAINT: OCT 24
LANDSCAPE MAINTENANCE PROFESSIONALS INC	10/1/2024	186929-A	\$7,226.50	\$7,226.50	GROUND MAINT: OCT 24
<b>Monthly Contract Subtotal</b>			<b>\$18,278.00</b>	<b>\$18,278.00</b>	
<b>Variable Contract</b>					
U.S. BANK	7/25/2024	7411789	\$3,178.63	\$3,178.63	ADMIN FEES - 07/01/24-06/30/25
U.S. BANK	7/25/2024	7410720	\$4,256.13	\$4,256.13	ADMIN FEES - 07/01/24-06/30/25
<b>Variable Contract Subtotal</b>			<b>\$7,434.76</b>	<b>\$7,434.76</b>	
<b>Regular Services</b>					
DEPARTMENT OF ECONOMIC	10/1/2024	91500	\$175.00	\$175.00	FY 25 SPECIAL DISTRICT FEE
DOORKING INC	9/16/2024	2336298	\$43.95	\$43.95	GATES
EGIS INSURANCE ADVISORS	9/10/2024	25483	\$3,200.00		GEN LIABILITY INS
EGIS INSURANCE ADVISORS	9/10/2024	25483	\$2,500.00		PUBLIC OFFICIALS INSURANCE
EGIS INSURANCE ADVISORS	9/10/2024	25483	\$10,880.00	\$16,580.00	PROPERTY INSURANCE
ERIN MCCORMICK LAW PA	10/14/2024	10777	\$3,244.98	\$3,244.98	PROFESSIONAL SERVICES
GRAU AND ASSOCIATES	9/30/2024	26398	\$3,000.00	\$3,000.00	AUDIT FYE 09/30/23
STANTEC CONSULTING SERVICES, INC.	10/4/2024	2293885	\$365.50	\$365.50	ENGG SVCS
<b>Regular Services Subtotal</b>			<b>\$23,409.43</b>	<b>\$23,409.43</b>	
<b>Additional Services</b>					
AYSHA TORRES	9/13/2024	091324	\$600.00	\$600.00	KEY CARD DISTRIBUTION
JNJ AMENITY SERVICES LLC	9/24/2024	0435	\$1,265.00	\$1,265.00	CLEANING SERVICES
MONICA ALVAREZ	9/13/2024	091324	\$600.00	\$600.00	KEY CARD DISTRIBUTION
REDWIRE LLC	7/26/2024	547556	\$9,769.75	\$9,769.75	SURVEILLANCE SYSTEM 50% DOWN PAYMENT
<b>Additional Services Subtotal</b>			<b>\$12,234.75</b>	<b>\$12,234.75</b>	



<p><b>HILLTOP POINT CDD</b></p> <p><b>Summary of Operations and Maintenance Invoices</b></p>
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Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
TOTAL			\$61,356.94	\$61,356.94	



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

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

Services provided for the Month of: October 2024

<b>INVOICE#</b>
#134883
<b>CUSTOMER ID</b>
C2413
<b>PO#</b>

# INVOICE

<b>DATE</b>
10/4/2024
<b>NET TERMS</b>
Net 30
<b>DUE DATE</b>
11/3/2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	750.00		750.00
Administration	1	Ea	375.00		375.00
District Management	1	Ea	2,083.33		2,083.33
Technology/Data Storage	1	Ea	50.00		50.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Dissemination Services	1	Ea	416.67		416.67
Rental & Leases	1	Ea	50.00		50.00
<b>Subtotal</b>					<b>3,825.00</b>

<b>Subtotal</b>	\$3,825.00
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$3,825.00

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

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:  
Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



Corporate Office  
PO Box 267  
Seffner, FL 33583

813-757-6500  
813-757-6501

Invoice

Date	Invoice #
10/1/2024	186929

Bill To:
Hilltop Point CDD c/o Inframark 2005 Pan Am Circle Suite 300 Tampa, FL 33607

Property Information

Services for the month of October 2024

Description	Qty	Rate	Amount
MONTHLY GROUND MAINTENANCE	1	2,430.25	2,430.25
MONTHLY GROUND MAINTENANCE: ADDENDUM ONE	1	2,521.25	2,521.25
EFFECTIVE DATE: JULY 23, 2024			
MONTHLY GROUND MAINTENANCE: ADDENDUM TWO AMENITY CENTER	1	2,275.00	2,275.00
EFFECTIVE DATE: JULY 25, 2024			
CONTRACT EFFECTIVE DATE: DECEMBER 1, 2023			

			Total	\$7,226.50
Questions regarding this invoice? Please e-mail arpayments@lmppro.com or call 813-757-6500 and ask for Accounts Receivable. If paying by credit card, please add a 3% processing fee of the Invoice total. Thank you.	Terms	Due Date	Payments/Credits	\$0.00
	Net 30	10/31/2024	Balance Due	\$7,226.50



Corporate Office  
PO Box 267  
Seffner, FL 33583

813-757-6500  
813-757-6501

Invoice

Date	Invoice #
10/1/2024	186929

Bill To:
Hilltop Point CDD c/o Inframark 2005 Pan Am Circle Suite 300 Tampa, FL 33607

Property Information

Services for the month of October 2024

Description	Qty	Rate	Amount
MONTHLY GROUND MAINTENANCE	1	2,430.25	2,430.25
MONTHLY GROUND MAINTENANCE: ADDENDUM ONE	1	2,521.25	2,521.25
EFFECTIVE DATE: JULY 23, 2024			
MONTHLY GROUND MAINTENANCE: ADDENDUM TWO AMENITY CENTER	1	2,275.00	2,275.00
EFFECTIVE DATE: JULY 25, 2024			
CONTRACT EFFECTIVE DATE: DECEMBER 1, 2023			

			Total	\$7,226.50
Questions regarding this invoice? Please e-mail arpayments@lmppro.com or call 813-757-6500 and ask for Accounts Receivable. If paying by credit card, please add a 3% processing fee of the Invoice total. Thank you.	Terms	Due Date	Payments/Credits	\$0.00
	Net 30	10/31/2024	Balance Due	\$7,226.50



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7411789  
Account Number: 247867000  
Invoice Date: 07/25/2024  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

Hilltop Point Community Devel Distr  
ATTN Brian Lamb  
2005 Pan AM Circle Ste 300  
Tampa, FL 33607  
United States

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE BONDS,  
SERIES 2022-2 REVENUE FUND**

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

### STATEMENT SUMMARY

**PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.**

TOTAL AMOUNT DUE	\$3,178.63
------------------	------------

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

**HILLTOP POINT COMMUNITY DEVELOPMENT  
DISTRICT SPECIAL ASSESSMENT REVENUE BONDS,  
SERIES 2022-2 REVENUE FUND**

Invoice Number:	7411789
Account Number:	247867000
Current Due:	\$3,178.63
Direct Inquiries To:	Duffy, Leanne M
Phone:	(407)-835-3807

Wire Instructions:  
U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 247867000  
Invoice # 7411789  
Attn: Fee Dept St. Paul

Please mail payments to:  
U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690





Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7411789  
Invoice Date: 07/25/2024  
Account Number: 247867000  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

HILLTOP POINT COMMUNITY DEVELOPMENT  
DISTRICT SPECIAL ASSESSMENT REVENUE BONDS,  
SERIES 2022-2 REVENUE FUND

Accounts Included 247867000 247867001 247867002 247867003 247867004 247867005  
In This Relationship: 247867006

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP				
Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04111 Paying Agent / Regist / Trustee Agent	1.00	2,950.00	100.00%	\$2,950.00
Subtotal Administration Fees - In Advance 07/01/2024 - 06/30/2025				\$2,950.00
Incidental Expenses 07/01/2024 to 06/30/2025	2,950.00	0.0775		\$228.63
Subtotal Incidental Expenses				\$228.63
TOTAL AMOUNT DUE				\$3,178.63





MK-WI-S300 GCFS  
1555 N. Rivercenter Drive, Suite 300  
Milwaukee, WI 53212

7411789



000002150 02 SP 106481096207932 P

Hilltop Point Community Devel Distr  
ATTN Brian Lamb  
2005 Pan AM Circle Ste 300  
Tampa, FL 33607  
United States





Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7410720  
Account Number: 229682000  
Invoice Date: 07/25/2024  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

Hilltop Point Community Devel Distr  
ATTN Brian Lamb  
2005 Pan AM Circle Ste 300  
Tampa, FL 33607  
United States

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE BONDS,  
SERIES 2022-1 REVENUE FUND**

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

### STATEMENT SUMMARY

**PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.**

TOTAL AMOUNT DUE

\$4,256.13

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

**HILLTOP POINT COMMUNITY DEVELOPMENT  
DISTRICT SPECIAL ASSESSMENT REVENUE BONDS,  
SERIES 2022-1 REVENUE FUND**

Invoice Number: 7410720  
Account Number: 229682000  
Current Due: \$4,256.13  
  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

**Wire Instructions:**

U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 229682000  
Invoice # 7410720  
Attn: Fee Dept St. Paul

**Please mail payments to:**

U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690







Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7410720  
Invoice Date: 07/25/2024  
Account Number: 229682000  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

HILLTOP POINT COMMUNITY DEVELOPMENT  
DISTRICT SPECIAL ASSESSMENT REVENUE BONDS,  
SERIES 2022-1 REVENUE FUND

Accounts Included 229682000 229682001 229682002 229682003 229682004 229682005  
In This Relationship:

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP				
Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,950.00	100.00%	\$3,950.00
Subtotal Administration Fees - In Advance 07/01/2024 - 06/30/2025				\$3,950.00
Incidental Expenses 07/01/2024 to 06/30/2025	3,950.00	0.0775		\$306.13
Subtotal Incidental Expenses				\$306.13
TOTAL AMOUNT DUE				\$4,256.13





MK-WI-S300 GCFS  
1555 N. Rivercenter Drive, Suite 300  
Milwaukee, WI 53212

7410720



000001591 02 SP 106481096207373 P

Hilltop Point Community Devel Distr  
ATTN Brian Lamb  
2005 Pan AM Circle Ste 300  
Tampa, FL 33607  
United States



**FloridaCommerce, Special District Accountability Program****Fiscal Year 2024 - 2025 Special District State Fee Invoice and Profile Update**

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/01/2024				Invoice No: 91500
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2024: \$175.00

**STEP 1:** Review the following profile and make any needed changes.**1. Special District's Name, Registered Agent's Name and Registered Office Address:**

000812

**Hilltop Point Community Development District**

Mr. Bryan Radcliff

Inframark LLC

2005 Pan Am Circle, Suite 300

Tampa, Florida 33607



- 2. Telephone:** 813-397-5121 Ext:  
**3. Fax:** 813-873-7070  
**4. Email:** bryan.radcliff@inframark.com  
**5. Status:** Independent  
**6. Governing Body:** Elected  
**7. Website Address:** hilltoppointcdd.com  
**8. County(ies):** Pasco  
**9. Special Purpose(s):** Community Development  
**10. Boundary Map on File:** 04/28/2022  
**11. Creation Document on File:** 01/12/2022  
**12. Date Established:** 01/11/2022  
**13. Creation Method:** Local Ordinance  
**14. Local Governing Authority:** City of Dade City  
**15. Creation Document(s):** City Ordinances 2021-25 and 2022-12  
**16. Statutory Authority:** Chapter 190, Florida Statutes  
**17. Authority to Issue Bonds:** Yes  
**18. Revenue Source(s):** Assessments

**STEP 2:** Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature:  Date 10/14/24**STEP 3:** Pay the annual state fee or certify eligibility for zero annual fee.**a. Pay the Annual Fee:** Pay the annual fee by following the instructions at [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).**b. Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. \_\_\_ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. \_\_\_ This special district is in compliance with its Fiscal Year 2022 - 2023 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2022 - 2023 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: \_\_\_ Denied: \_\_\_ Reason: \_\_\_\_\_

**STEP 4:** Make a copy of this document for your records.**STEP 5:** Email this document to [SpecialDistricts@Commerce.fl.gov](mailto:SpecialDistricts@Commerce.fl.gov) or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.

[Back](#)

**DoorKing Inc.**  
IM Server Payments  
120 S. Glasgow Avenue  
Inglewood, CA 90301  
**(800) 826-7493**

# DKS Cellular Subscription

## STATEMENT

STATEMENT #

**2336298**

STATEMENT DATE

**September 16, 2024**

SUBSCRIBER

Hilltop Point CDD  
Inframark  
2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

User ID: **HTPCDD**

Period Starts: August 16, 2024

Period Ends: September 15, 2024

Previous Balance: \$0.00 **Note: All \$ amounts are in US Dollars.**  
Payment Received: \$0.00  
New Charges: \$43.95  
**Total Amount Due: \$43.95 USD**

Cell Systems

From	To	Name	Phone	MC	Min	Transfer	Amount
8/16/2024	9/15/2024	Hilltop Point CDD	352 206 2733	9999	1	5	\$43.95

Summary	Total Amount Due
This amount will be charged to your credit card or echeck.	\$43.95 USD



# INVOICE

Customer	Hilltop Point CDD
Acct #	1277
Date	09/10/2024
Customer Service	Christina Wood
Page	1 of 1

Hilltop Point CDD  
c/o Inframark  
2005 Pan Am Circle, Ste 300  
Tampa, FL 33607

Payment Information	
Invoice Summary	\$ 16,580.00
Payment Amount	
Payment for:	Invoice#25483
100124957	

Thank You

Please detach and return with payment



Customer: Hilltop Point CDD

Invoice	Effective	Transaction	Description	Amount
25483	10/01/2024	Renew policy	Policy #100124957 10/01/2024-10/01/2025 Florida Insurance Alliance  Package - Renew policy Due Date: 9/10/2024	16,580.00

Total

\$ 16,580.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555  
Atlanta, GA 30374-8555

scclimer@egisadvisors.com

09/10/2024



Erin McCormick | Law, PA

Erin McCormick, Esq.

**Hilltop Point CDD**

Brittany Crutchfield  
2005 Pan Am Circle  
Suite 300

Tampa, FL 33607

Email: [districtinvoices@inframark.com](mailto:districtinvoices@inframark.com); [teresa.farlow@inframark.com](mailto:teresa.farlow@inframark.com)

Invoice Date	Invoice Number
10/14/2024	10777
Terms	Service Through
	10/14/2024

**In Reference To: General Representation (Work)**

Date	By	Services	Hours	Amount
08/12/2024	Erin R McCormick	Email to Aysha Torres and Bryan Radcliff regarding publication of notices for rate setting hearings; prepare Notice of proposed Non-Resident User Fee; prepare Notice of proposed Fee for Replacement Access Cards; coordinate with Aysha Torres and Bryan Radcliff regarding above;	1.30	\$ 526.50
08/13/2024	Erin R McCormick	Review of emails from Aysha Torres and Bryan Radcliff regarding notice for public hearings on rates, and respond; telephone conference with Bryan Radcliff regarding hearings; email to Bryan Radcliff regarding above; review of Order Confirmation and email to Aysha Torres regarding above; review of notices for future meeting dates and email Aysha Torres regarding above;	0.60	\$ 243.00
08/21/2024	Erin R McCormick	Review of proposed Agenda, prepare comments and transmit to Aysha Torres and Bryan Radcliff; prepare Resolution Setting Non-Resident Rate Fees for Use of Amenity Facilities and transmit to Aysha Torres and Bryan Radcliff; prepare Resolution Adopting Fee for Replacement Amenity Cards; review of email from Bryan Radcliff regarding Developer Funding Agreement and respond; transmit proposed Developer Funding Agreement; review of email from Aysha Torres regarding location of meeting and respond;	2.10	\$ 850.50
08/23/2024	Erin R McCormick	Review of Agenda materials in preparation for Board of Supervisors meeting	0.50	\$ 202.50
08/26/2024	Erin R McCormick	Emails to/from Aysha Torres; review of Affidavit of Publication of meeting schedule; calendar meetings; [CLIENT COURTESY - NO CHARGE]	0.30	\$ 0.00
08/27/2024	Erin R McCormick	Telephone conference with Bryan Radcliff regarding Board meeting tomorrow [CLIENT COURTESY - NO CHARGE]	0.10	\$ 0.00

08/28/2024	Erin R McCormick	Travel to and attend Board of Supervisors meeting; receipt of executed Resolution Adopting Supplemental Engineers Report and compile with exhibits	1.70	\$ 688.50
09/17/2024	Erin R McCormick	Prepare for Board of Supervisors meeting	0.60	\$ 243.00
09/18/2024	Erin R McCormick	Attend Board of Supervisors meeting via phone	0.60	\$ 243.00
09/30/2024	Erin R McCormick	Review of emails from Betty Valenti and Bryan Radcliff; review of requirements for Form 1 and Form 1F; telephone conference with Jack Gaskins regarding above; telephone conference with staff person at the Florida Commission on Ethics; email to Betty Valenti and Bryan Radcliff regarding above;	0.50	\$ 202.50

**In Reference To: General Representation (Expenses)**

Date	By	Expenses	Amount
07/26/2024	Erin R McCormick	Mileage and tolls to Board of Supervisors meeting	\$ 22.74
08/28/2024	Erin R McCormick	Mileage and tolls to Board of Supervisors meeting	\$ 22.74

<b>Total Hours</b>	8.30 hrs
<b>Total Work</b>	\$ 3,199.50
<b>Total Expenses</b>	\$ 45.48
<b>Total Invoice Amount</b>	<b>\$ 3,244.98</b>
<b>Previous Balance</b>	<b>\$ 14,715.46</b>

## Grau and Associates

1001 W. Yamato Road, Suite 301  
Boca Raton, FL 33431  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Hilltop Point Community Development District  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607*

Invoice No. 26398  
Date 09/30/2024

---

SERVICE	AMOUNT
Audit FYE 09/30/2023	\$ <u>3,000.00</u>
Current Amount Due	\$ <u><u>3,000.00</u></u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
3,000.00	0.00	0.00	0.00	0.00	3,000.00

Payment due upon receipt.



<b>Invoice Number</b>	2293885
<b>Invoice Date</b>	October 4, 2024
<b>Purchase Order</b>	215617110
<b>Customer Number</b>	183575
<b>Project Number</b>	215617110

**Bill To**

Hilltop Point Community  
Development District  
Accounts Payable  
c/o Inframark  
2654 Cypress Ridge  
Boulevard, Suite 101  
Wesley Chapel FL 33544  
United States

**Please Remit To**

Stantec Consulting Services  
Inc. (SCSI)  
13980 Collections Center  
Drive  
Chicago IL 60693  
United States

<b>Project</b>	<b>Hilltop Point CDD</b>			
	Project Manager	Sahebkar, Hamid	For Period Ending	<b>October 1, 2024</b>
	Current Invoice Total (USD)	365.50		

<b>Top Task</b>	<b>2024</b>	<b>2024 FY General Consulting</b>
-----------------	-------------	-----------------------------------

**Professional Services**

<b>Category/Employee</b>	<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Nurse, Vanessa M	2.00	160.00	320.00
Rankin, Ashley Alexandra	0.25	182.00	45.50
<b>Subtotal Professional Services</b>	<u>2.25</u>		<u>365.50</u>

Top Task Subtotal	2024 FY General Consulting	365.50
-------------------	----------------------------	--------

<b>Total Fees &amp; Disbursements</b>	<u>365.50</u>
<b>INVOICE TOTAL (USD)</b>	<b>365.50</b>

**Net Due in 30 Days or in accordance with terms of the contract**

Billing Backup

Date	Project	Task	Expnd Type	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment	AP Ref. #
2024-08-12	215617110	2024	Direct - Regular	NURSE, VANESSA M	0.50	160.00	80.00	REQUISITIONS	
2024-08-13	215617110	2024	Direct - Regular	NURSE, VANESSA M	0.50	160.00	80.00	REQUISITIONS	
2024-08-15	215617110	2024	Direct - Regular	NURSE, VANESSA M	0.50	160.00	80.00	REQUISITIONS	
2024-08-16	215617110	2024	Direct - Regular	NURSE, VANESSA M	0.50	160.00	80.00	REQUISITIONS	
2024-09-05	215617110	2024	Direct - Regular	RANKIN, ASHLEY ALEXANDRA	0.25	182.00	45.50	NEW FY TASK, CO, PSF, PIPELINE	
Total Project 215617110					2.25		\$365.50		

# **CHECK REQUEST FORM**

**District Name:**

**Hilltop Point**

**Date:**

**September 13, 2024**

**Invoice Number:**

**Please issue a check to:**

**Vendor Name:**

**Aysha Torres**

**Vendor No.:**

**Check amount:**

**\$600.00 *Aysha Torres***

**Please code to:**

**Check Description/Reason:**

**Key Card distribution**

**Mailing instructions:**

**Due Date for Check:**

**Requestor: Manager's review:**

# **CHECK REQUEST FORM**

**District Name:**

**Hilltop Point**

**Date:**

**September 13, 2024**

**Invoice Number:**

**Please issue a check to:**

**Vendor Name:**

**Monica Alvarez**

**Vendor No.:**

**Check amount:**

**\$600.00**

**Please code to:**

**Check Description/Reason:**

**Key Card distribution**

**Mailing instructions:**

**Due Date for Check:**

**Requestor: Manager's review:**


INVOICE

JNJ Amenity Services LLC  
7804 Davie Ray Dr  
Zephyrhills, FL 33540

services@jnjcleanservices.com  
+1 (813) 781-8999



Bill to  
Hilltop Point CDD c/o Inframark  
2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Invoice details  
Invoice no.: 0435  
Invoice date: 09/24/2024  
Due date: 10/15/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Restrooms	Clean and sanitize toilets, urinals and sinks. Sweep and/or mop as needed. Remove and replace any trash inside restrooms.	2	\$205.00	\$410.00
2.		Pool Deck	Clean and sanitize tables. Wipe down chairs/loungers as necessary. Reorganize any tables and/or chairs out of place. Clean/sanitize/polish water fountains.	1	\$100.00	\$100.00
3.		Trash	Remove and replace trash bags.	4	\$30.00	\$120.00
4.		Playground	Pick up any trash around playground area and clean equipment when necessary.	1	\$70.00	\$70.00
5.		Deep clean	Deep clean services completed on Sept 5th, prior to grand opening of amenities.	1	\$250.00	\$250.00
6.		Storm Preparations	Sept 25th - all pool furniture was removed from pool deck and stored. Sept 27th - pool furniture placed back on pool deck after storm passed.	1	\$315.00	\$315.00

Ways to pay



Note to customer

Total

\$1,265.00

Amenity cleaning services at Hilltop Point in September 2024.

Pay invoice



---

**RE: Hilltop Point CDD - Key Card Distribution**

---

From Torres, Aysha <aysha.torres@inframark.com>

Date Thu 9/19/2024 9:46 AM

To Trujillo, Itzel <Itzel.Trujillo@inframark.com>; District Amenity Access <districtamenityaccess@inframark.com>

Cc Monica Alvarez <Monica.Alvarez@Inframark.com>

Hi Itzel,

You will send the check to out Tampa office, make it out to Hilltop Point CDD.

**Thank you,**

**Respectfully,**

**Aysha Torres** | District Administrative Assistant



2005 Pan Am Circle Ste 300 | Tampa, FL 33607

(O) 813.873.7300 ext. 350 || [www.inframarkims.com](http://www.inframarkims.com)

**If you are a Board Member, please do not "reply all" per the Florida Sunshine Laws.**

**To maintain compliance with the Florida Sunshine Amendment, please do not reply globally to this notification. Any questions should be to the sending party only or to the District Office at (813) 873-7300.**

The information contained in this electronic message is confidential, proprietary and intended for the use of the owner of the e-mail address listed as the recipient of this message. If you are not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, copying of this communication, or unauthorized use is strictly prohibited and subject to prosecution to the fullest extent of the law. If you are not the intended recipient, please delete this electronic message and do not act upon, forward, copy or otherwise disseminate it or its contents.

---

**From:** Trujillo, Itzel <Itzel.Trujillo@inframark.com>

**Sent:** Thursday, September 19, 2024 11:30 AM

**To:** Torres, Aysha <aysha.torres@inframark.com>

**Subject:** Hilltop Point CDD - Key Card Distribution

Good morning, Aysha,

I am contacting you regarding the check request for the Key Card Distribution, could you please tell me where to send the check?

Thank you,

**Itzel Trujillo** | Accounts Payable Clerk





## redwire

FEID #27-1194163  
1136 Thomasville Road  
Tallahassee, FL 32303  
(850) 219-9473

# Invoice

Invoice Number <b>547556</b>	Date <b>07/26/2024</b>
Customer Number <b>W4C5596</b>	Terms <b>Net 30</b>

**Total Due:\$9,769.75**

To: Hilltop Point CDD  
38459 Barrel Dr.  
Dade City, FL 33525

Site Location: Hilltop Point CDD  
38459 Barrel Dr.  
Dade City, FL 33525

[Click Here To Pay Online!](#)

TO INSURE PROPER CREDIT, PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Customer Number	PO Number	Invoice Date	Terms
W4C5596		07/26/2024	Net 30

Description	Quantity	Rate	Amount
<b>Hilltop Point CDD - 38459 Barrel Dr., Dade City, FL</b>			
Access & Digital Surveillance System	0.50	\$19,539.50	\$9,769.75
<b>Subtotal:</b>			<b>\$9,769.75</b>
<b>Tax</b>			\$0.00
<b>Payments/Credits Applied</b>			\$0.00

Date	Invoice #	Description	Amount	Balance Due
7/26/2024	547556	Installation	\$9,769.75	<b>\$9,769.75</b>

50% Down Payment

**TERMS - NET 30 DAYS.** A FINANCE CHARGE OF 1.5% OR 18% ANNUAL PERCENTAGE RATE will be charged on Past Due Accounts.

Tallahassee \* 850.219.9473

Bay County \* 850.913.9473

Pensacola \* 850.499.9473



# **Hilltop Point Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
October 31, 2024

Prepared by:



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

# HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

## Balance Sheet

As of October 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL						TOTAL
	GENERAL FUND	SERIES 2022-1 DEBT SERVICE FUND	SERIES 2022-2 DEBT SERVICE FUND	SERIES 2022-1 CAPITAL PROJECT FUND	SERIES 2022-2 CAPITAL PROJECT FUND	LONG-TERM DEBT ACCOUNT GROUP FUND	
<b>ASSETS</b>							
Cash - Operating Account	\$ 22,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,912
Cash in Transit	-	5,240	8,441	-	-	-	13,681
Due From Developer	13,498	-	-	-	-	-	13,498
Due From Other Funds	18,857	-	-	99,525	254,465	-	372,847
Investments:							
Acquisition & Construction Account	-	-	-	4,684	333	-	5,017
Capitalized Interest Account	-	-	24	-	-	-	24
Prepayment Account	-	1,498	-	-	-	-	1,498
Reserve Fund	-	165,978	238,046	-	-	-	404,024
Revenue Fund	-	215,917	-	-	-	-	215,917
Amount To Be Provided	-	-	-	-	-	8,375,000	8,375,000
<b>TOTAL ASSETS</b>	<b>\$ 55,267</b>	<b>\$ 388,633</b>	<b>\$ 246,511</b>	<b>\$ 104,209</b>	<b>\$ 254,798</b>	<b>\$ 8,375,000</b>	<b>\$ 9,424,418</b>
<b>LIABILITIES</b>							
Accounts Payable	\$ 53,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,469
Accrued Expenses	4,832	-	-	-	-	-	4,832
Deferred Revenue	13,498	-	-	-	-	-	13,498
Bonds Payable - Series 2022A-1	-	-	-	-	-	5,010,000	5,010,000
Bonds Payable - Series 2022A-2	-	-	-	-	-	3,365,000	3,365,000
Due To Other Funds	-	226,041	146,806	-	-	-	372,847
<b>TOTAL LIABILITIES</b>	<b>71,799</b>	<b>226,041</b>	<b>146,806</b>	<b>-</b>	<b>-</b>	<b>8,375,000</b>	<b>8,819,646</b>
<b>FUND BALANCES</b>							
Restricted for:							
Debt Service	-	162,592	99,705	-	-	-	262,297
Capital Projects	-	-	-	104,209	254,798	-	359,007
Unassigned:	(16,532)	-	-	-	-	-	(16,532)
<b>TOTAL FUND BALANCES</b>	<b>(16,532)</b>	<b>162,592</b>	<b>99,705</b>	<b>104,209</b>	<b>254,798</b>	<b>-</b>	<b>604,772</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 55,267</b>	<b>\$ 388,633</b>	<b>\$ 246,511</b>	<b>\$ 104,209</b>	<b>\$ 254,798</b>	<b>\$ 8,375,000</b>	<b>\$ 9,424,418</b>

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Special Assmnts- Tax Collector	\$ 74,837	\$ 1,910	\$ (72,927)	2.55%
Special Assmnts- CDD Collected	-	6,236	6,236	0.00%
Developer Contribution	315,498	-	(315,498)	0.00%
<b>TOTAL REVENUES</b>	<b>390,335</b>	<b>8,146</b>	<b>(382,189)</b>	<b>2.09%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Supervisor Fees	7,200	600	6,600	8.33%
ProfServ-Dissemination Agent	5,000	417	4,583	8.34%
ProfServ-Pool Maintenance	14,400	-	14,400	0.00%
ProfServ-Recording Secretary	5,000	-	5,000	0.00%
District Counsel	15,000	3,245	11,755	21.63%
District Engineer	5,400	366	5,034	6.78%
Administrative Services	4,500	375	4,125	8.33%
District Manager	25,000	2,508	22,492	10.03%
Accounting Services	12,000	750	11,250	6.25%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	-	500	0.00%
Rentals & Leases	500	50	450	10.00%
Public Officials Insurance	2,500	-	2,500	0.00%
Legal Advertising	3,500	103	3,397	2.94%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	5,000	-	5,000	0.00%
Website Administration	1,200	100	1,100	8.33%
Information Technology	500	50	450	10.00%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
<b>Total Administration</b>	<b>109,725</b>	<b>8,739</b>	<b>100,986</b>	<b>7.96%</b>
<b><u>Electric Utility Services</u></b>				
Electricity - Utility Ops	1,500	248	1,252	16.53%
Electricity - Streetlights	42,275	3,052	39,223	7.22%
Utility - Water	10,000	833	9,167	8.33%
<b>Total Electric Utility Services</b>	<b>53,775</b>	<b>4,133</b>	<b>49,642</b>	<b>7.69%</b>

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Stormwater Control</u></b>				
R&M-Boundary Walls/Fences/Monuments	5,000	-	5,000	0.00%
<b>Total Stormwater Control</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>0.00%</b>
<b><u>Other Physical Environment</u></b>				
Insurance - General Liability	3,200	-	3,200	0.00%
Insurance -Property & Casualty	11,200	-	11,200	0.00%
Landscape - Annuals	7,500	-	7,500	0.00%
Landscape - Mulch	7,500	-	7,500	0.00%
Landscape Maintenance	116,535	8,887	107,648	7.63%
Plant Replacement Program	5,000	-	5,000	0.00%
Irrigation Maintenance	6,000	-	6,000	0.00%
Entry & Walls Maintenance	5,000	-	5,000	0.00%
<b>Total Other Physical Environment</b>	<b>161,935</b>	<b>8,887</b>	<b>153,048</b>	<b>5.49%</b>
<b><u>Parks and Recreations</u></b>				
Field Services	12,000	-	12,000	0.00%
Clubhouse - Facility Janitorial Service	7,200	-	7,200	0.00%
Amenity Center Cleaning & Supplies	750	-	750	0.00%
Contracts-Security Alarms	2,200	-	2,200	0.00%
Telephone, Cable & Internet Service	950	-	950	0.00%
Amenity Maintenance & Repairs	5,000	-	5,000	0.00%
Splash Pool Maintenance	2,500	-	2,500	0.00%
Access Control Maintenance & Repair	2,000	-	2,000	0.00%
Entry System-Key Fob	2,500	-	2,500	0.00%
Pool Permits	500	-	500	0.00%
<b>Total Parks and Recreations</b>	<b>35,600</b>	<b>-</b>	<b>35,600</b>	<b>0.00%</b>
<b><u>Contingency</u></b>				
Misc-Contingency	18,800	(457)	19,257	-2.43%
<b>Total Contingency</b>	<b>18,800</b>	<b>(457)</b>	<b>19,257</b>	<b>-2.43%</b>
<b>TOTAL EXPENDITURES</b>	<b>384,835</b>	<b>21,302</b>	<b>363,533</b>	<b>5.54%</b>

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Excess (deficiency) of revenues				
Over (under) expenditures	5,500	(13,156)	(18,656)	-239.20%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	5,500	-	(5,500)	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>5,500</b>	<b>-</b>	<b>(5,500)</b>	<b>0.00%</b>
Net change in fund balance	<u>\$ 5,500</u>	<u>\$ (13,156)</u>	<u>\$ (29,656)</u>	<u>-239.20%</u>
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>(3,376)</b>		
<b>FUND BALANCE, ENDING</b>		<b><u>\$ (16,532)</u></b>		

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
Series 2022-1 Debt Service Fund (201)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 1,101	\$ 1,101	0.00%
Special Assmnts- Tax Collector	333,303	-	(333,303)	0.00%
<b>TOTAL REVENUES</b>	<b>333,303</b>	<b>1,101</b>	<b>(332,202)</b>	<b>0.33%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	80,000	-	80,000	0.00%
Interest Expense	253,303	-	253,303	0.00%
<b>Total Debt Service</b>	<b>333,303</b>	<b>-</b>	<b>333,303</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>333,303</b>	<b>-</b>	<b>333,303</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	1,101	1,101	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>161,491</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 162,592</b>		

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
Series 2022-2 Debt Service Fund (202)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 1,458	\$ 1,458	0.00%
Special Assmnts- Tax Collector	229,905	-	(229,905)	0.00%
<b>TOTAL REVENUES</b>	<b>229,905</b>	<b>1,458</b>	<b>(228,447)</b>	<b>0.63%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	50,000	-	50,000	0.00%
Interest Expense	179,905	-	179,905	0.00%
<b>Total Debt Service</b>	<b>229,905</b>	<b>-</b>	<b>229,905</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>229,905</b>	<b>-</b>	<b>229,905</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	1,458	1,458	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>98,247</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 99,705</b>		

**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
Series 2022-1 Capital Project Fund (301)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 19	\$ 19	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>19</b>	<b>19</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	19	19	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>104,190</b>		
<b>FUND BALANCE, ENDING</b>		<b><u>\$ 104,209</u></b>		



**HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
Series 2022-2 Capital Project Fund (302)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 2	\$ 2	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	2	2	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>254,796</b>		
<b>FUND BALANCE, ENDING</b>		<b><u>\$ 254,798</u></b>		

## Hilltop Point CDD

Page 1  
Z-SPAWAR

**Statement Date** 10/31/2024

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Deposits						
						0.00
10/15/2024	Payment	BD00016	Deposit No. BD00016	4,989.16	4,989.16	0.00
10/17/2024	Payment	BD00017	Deposit No. BD00017	1,536.76	1,536.76	0.00
10/29/2024	Payment	BD00018	Deposit No. BD00018	1,247.29	1,247.29	0.00
10/25/2024	Payment	BD00019	Deposit No. BD00019	1,910.00	1,910.00	0.00
Total Deposits				9,683.21	9,683.21	0.00
Checks						
						0.00
10/03/2024	Payment	1201	Check for Vendor V00033	-1,585.28	-1,585.28	0.00
10/03/2024	Payment	1202	Check for Vendor V00028	-1,103.50	-1,103.50	0.00
10/03/2024	Payment	1203	Check for Vendor V00035	-600.00	-600.00	0.00
10/03/2024	Payment	1204	Check for Vendor V00036	-600.00	-600.00	0.00
10/25/2024	Payment	1207	Check for Vendor V00037	-1,265.00	-1,265.00	0.00
10/17/2024		JE000439	Rev. Special Assmnts- M/I Agency Ltd	-1,079.98	-1,079.98	0.00
Total Checks				-6,233.76	-6,233.76	0.00
Adjustments						
Total Adjustments						
Outstanding Checks						
08/15/2024	Payment	1177	Check for Vendor V00005			-126.16
10/25/2024	Payment	1205	Check for Vendor V00003			-175.00
10/25/2024	Payment	1206	Check for Vendor V00034			-43.95
10/25/2024	Payment	1208	Check for Vendor V00024			-365.50
Total Outstanding Checks						-710.61
Outstanding Deposits						
Total Outstanding Deposits						

# HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Fund

For the Period from 10/01/2024 to 10/31/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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### **GENERAL FUND - 001**

001	1201	10/03/24	REDWIRE LLC	547564	ACCESS CONTROLS	access services	549001-53908	\$1,585.28
001	1202	10/03/24	ROYCE BRAVO SECURITY & ACCESS CONTROL LLC	74489	FENCE RPRS	Miscellaneous Services	549001-53908	\$1,103.50
001	1203	10/03/24	AYSHA TORRES	091324	KEY CARD DISTRIBUTION	Miscellaneous Services	549001-53908	\$600.00
001	1204	10/03/24	MONICA ALVAREZ	091324	KEY CARD DISTRIBUTION	Miscellaneous Services	549001-53908	\$600.00
001	1205	10/25/24	DEPARTMENT OF ECONOMIC	91500	FY 25 SPECIAL DISTRICT FEE	Dues, Licenses, Subscriptions	554020-51301	\$175.00
001	1206	10/25/24	DOORKING INC	2336298	GATE SERVICES	GATES	546180-53908	\$43.95
001	1207	10/25/24	JNJ AMENITY SERVICES LLC	0435	CLEANING SERVICES	Miscellaneous Services	549001-53908	\$1,265.00
001	1208	10/25/24	STANTEC CONSULTING SERVICES, INC.	2293885	ENGG SVCS THRU 10/1/24	ENGG SVCS	531147-51301	\$365.50

<b>Fund Total</b>	<b>\$5,738.23</b>
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<b>Total Checks Paid</b>	<b>\$5,738.23</b>
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# HILLTOP POINT NOVEMBER INSPECTION REPORT. 11/6/24, 3:39 PM

LMP.

Wednesday, November 6, 2024

Prepared For Board of supervisors.

50 Issue Identified

Gary Schwartz





**McDonald.**

Assigned To LMP.

No weeds.



**McDonald.**

Assigned To LMP.

No weeds.



### **Pindos Drive.**

Assigned To LMP.

The back of the fence line is free of weeds.



### **Pindos Drive.**

Assigned To District manager.

All leaning and broken signs are scheduled to be repaired by the end of the month.





### Pindos Drive.

Assigned To MI Homes.

Leaning builder sign.



### Pindos Drive.

Assigned To LMP.

The community entrance is clean and looks good.



**Pindos Drive.**

Assigned To District manager.

The mailboxes are clean and look good.



**Pindos Drive.**

Assigned To District manager.

The mailbox hardware is scheduled to be reinstalled.





### Barrel Drive.

Assigned To LMP.

Trim the dead hanging branch, and remove all fallen branches.



### Barrel Drive.

Assigned To LMP / District manager.

Various leaning trees throughout the community. No action required.



### **Barrel Drive.**

Assigned To LMP / District manager.  
The fallen hardwood trees will be scheduled to be cut up and removed.



### **Barrel Drive.**

Assigned To District.  
Florida state fence is scheduled to repair all storm related fence damage.





### Hilltop Farms Drive.

Assigned To LMP / District manager.  
Leaning hardwood trees. No action required.



### Hilltop Farms Drive.

Assigned To MI Homes.  
Builder signed damage.



### **Garron Place.**

Assigned To District manager.

The amenity center is clean and looks good. The men's and women's bathroom key card entry is scheduled to be repaired.



### **Garron Place.**

Assigned To District manager.

The mailboxes are clean and look good.





**Garron Place.**

Assigned To District manager.

The mailbox hardware is scheduled to be repaired.



**Garron Place.**

Assigned To LMP.

Dead turf. Poor fertility.



### Garron Place.

Assigned To LMP.

The turf fertility needs improvement.



### Garron Place.

Assigned To LMP.

Poor turf fertility.





### **Garron Place.**

Assigned To LMP.

The playground is clean and looks good.



### **Garron Place.**

Assigned To District manager.

The pavers, table and chairs are clean and look good.



### **Garron Place.**

Assigned To District manager.

The Chase lounges are clean and look good.

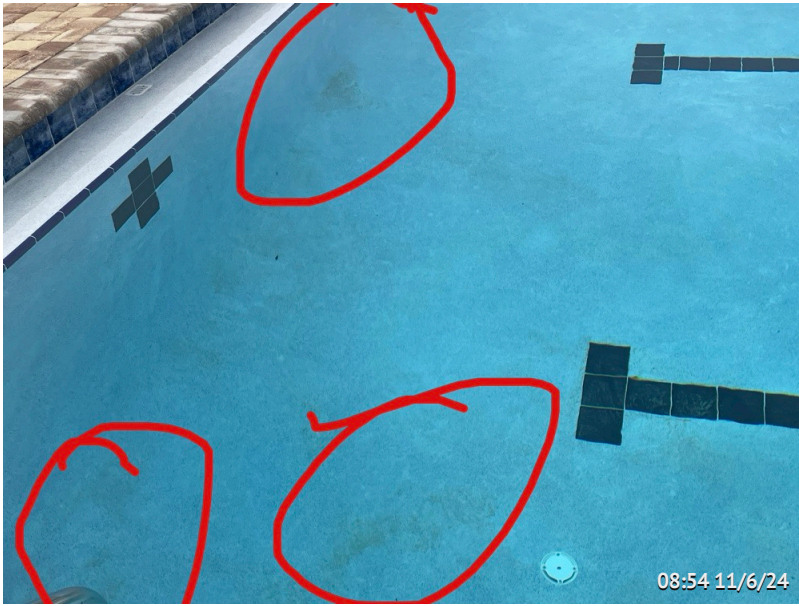


### **Garron Place.**

Assigned To Blue Life.

The pool is clear and blue.





**Garron Place.**

Assigned To Blue Life.  
Slightly stained.



**Garron Place.**

Assigned To Blue Life.  
Leaves in the pool.



### **Garron Place.**

Assigned To District manager.  
The pool shower needs to be repaired.



### **Garron Place.**

Assigned To LMP.  
Grass runners growing through the fence. LMP was informed and will immediately address.





### **Garron Place.**

Assigned To LMP.

Weeds in the pavers. LMP was informed and will immediately resolve the issue.



### **Hilltop Farms Drive.**

Assigned To LMP.

The community entrance is clean and looks good.



### Hilltop Farms Drive.

Assigned To LMP.

The East & West sides of the entrance façade is clean and looks good. Holiday lighting and decorations have been installed.



### Hilltop Farms Drive.

Assigned To LMP. / District manager.

Leaning hardwood trees. No action required.





### Clinton Ave.

Assigned To LMP.

Heading East on the frontage.



### Clinton Ave.

Assigned To District manager.

Construction in progress hitting East.



### Clinton Ave.

Assigned To MI Homes.

The MI banner pole needs to be reinstalled.



### Clinton.

Assigned To MI Homes.

There are 5 leaning builder signs on Clinton Ave.





### **Clinton Ave.**

Assigned To District manager.  
Heading West on the frontage.



### **Palomino Drive.**

Assigned To District manager.  
The damage fence is scheduled to  
be repaired.



### **North Perimeter Fence.**

Assigned To District manager.

All hurricane related fence damage is scheduled to be repaired.



### **Palomino pond.**

Assigned To LMP.

Looks good overall, except for the trash in the pond.





### Palomino pond.

Assigned To LMP.

Remove the debris in the pond.



### NW Perimeter Fence.

Assigned To LMP / District manager.

Hurricane related damage. No action needed.



### Stirup Drive pond.

Assigned To LMP.

Most of the overgrowth in the pond has been cut and removed. The only other area is still too wet to cut.



### NW Perimeter Fence.

Assigned To LMP.

Fence line overgrowth.





### **Stirup pond.**

Assigned To LMP.

Remove the debris.



### **Stirup pond. NW Perimeter Fence.**

Assigned To District manager.

Washout. Steadfast gave Inframark an estimate to repair the Washout.



### Hilltop Farms Drive.

Assigned To LMP.

The utility area is well maintained.



### East Perimeter Fence.

Assigned To LMP.

Fence line overgrowth.





### **Hilltop Farms Drive pond.**

Assigned To LMP / District manager.

Hurricane related fence and tree damage.



### **NE Perimeter Fence.**

Assigned To District manager.

Hurricane related fence and tree damage.