

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT**

OCTOBER 6, 2025

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

Hilltop Point Community Development District

Board of Supervisors:

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

Staff:

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

Emergency Meeting Agenda Monday, October 6, 2025 – 11:15 a.m.

The Emergency Meeting of Hilltop Point Community Development District will be held at **The Springhill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.**

Microsoft Teams Meeting: [Join the meeting now](#)

Meeting ID: 288 118 779 426 2 **Call in (audio only):** +1 (646) 838-1601

Passcode: 46EC3xs7 **Phone Conference ID:** 258 297 363#

1. Call to Order/Roll Call

2. Public Comment Period

3. Business Items

A. Jons Custom Fence - Fence Removal Proposal

B. QGS Final Proposal

C. GEOPoint Hilltop FKA Clinton Avenue, Phase 1, East Side Proposal

4. Other Business, Updates, and Supervisor Comments

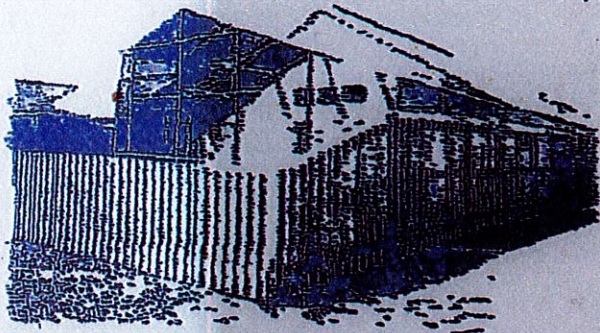
5. Adjournment

District Office:

Pan Am Circle, Suite 300
Tampa, FL 33607
(813) 873-7300

Meeting Location:

In person: 16615 Crosspointe Run, Land O' Lakes, FL
Participate remotely: Microsoft Teams [Join the meeting now](#)
OR dial in for audio only (646) 838-1601
Meeting ID: 288 118 779 426 2
Passcode: 46EC3xs7



JON'S CUSTOM FENCE
901 S HILLSIDE CT.
WINTER HAVEN, FL 33881
813 843-2629
jontroupe@aol.com

Proposal Submitted to:	Phone	Reg.	Job	Sub
Hilltop Point Community Development District				
Street:	Hilltop/Clinton Phase 1			
City, State and Zip:	Swale Repair			
Salesman:	Date of Plans:			
Jon	8-12-2025			

Height	type	fence face	In/Out
Post	gates	Ft. Rd.	If Rt.

Special:

Remove and Reinstall Approximately 125'
of 6' High tan PVC Fence and two
gates

Proposal cost: 1350.00

ACCEPTANCE OF PROPOSAL: _____ Date: _____

Processed by: Jon R. Troupe Date: 8-12-2025

We propose Hereby to furnish material and labor complete in accordance with above specifications.



QGS Development, Inc.
1450 S. Park Road, Plant City, FL 33566
(813) 634-3326 ■ Fax (813) 634-1733

Proposal for Work Order

Proposal Submitted To:
To: M/I Homes of Tampa, LLC
4343 Anchor Plaza Parkway, Suite 200
Tampa, FL 33634

Work To Be Performed At
Hilltop Point
Clinton Avenue,
Dade City, FL

Date: September 18, 2025
We hereby propose to provide the following:

Proposal for WO # TBD

Hilltop Point Ph 1 Drainage

	Units	Unit of Measure	Unit Price	Amount
1000 HDPE N12 12"	160	LF	\$ 27.15	\$ 4,344.00
1001 HDPE MES 12"	2	EA	\$ 2,996.52	\$ 5,993.04
1002 Yard Drain	2	EA	\$ 1,800.00	\$ 3,600.00
1004 Grading Swales	9260	SF	\$ 0.16	\$ 1,481.60
1003 Sodding Bahia	2050	SY	\$ 3.50	\$ 7,175.00

Total Proposal for WO

\$ 22,593.64

Note:

The above work to be completed:

*******As Indicated Above*******

With payments made as follows: **Per Contract**

Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.

The Purchaser: Hereby agrees that the contractor shall, at any time after ten (10) days of Purchaser's default in payment as hereby above provided, have the right to place liens and hire attorneys for the collection of the past due amount. All costs in collection and the additional cost of 10% APR interest will be due.

Note: This proposal may be withdrawn by us if not accepted within 10 days. Pricing is also only good for 10 days.

ACCEPTANCE OF PROPOSAL FOR WORK ORDER

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

Signature: _____

Date: _____

Owner or Representative

Signature: Rosaura Aragon Pecina

Date: 09/18/25

QGS Development, Inc.



PROPOSAL/AUTHORIZATION FOR WORK

To: Hilltop Point CDD C/O Inframark
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

Date: October 2nd, 2025

Attn: Bryan Radcliff

Re: Hilltop FKA Clinton Avenue, Phase 1, East Side

We hereby propose to do the following work:

Task	Description:	Hourly Budget Not To Exceed
1	Construction Staking of Berm, Centerline of Swale, Storm Structures and As-Built (for MI Homes & CDD Use Only) of the New Swale Berm & Centerline with Added Storm (Does Not Include Preparing Record Drawings) <u>NOTE: GeoPoint will perform Construction Staking Services on an Hourly Basis with an approximate Budget number. Should the Budget number be reached, GeoPoint will send an additional Lump Sum or Hourly NTE work order to cover the remaining balance & any Additional Cost to complete the Task.</u>	\$7,500

All work herein is subject to the conditions described in Exhibit "A" attached herewith and made a part of this "Authorization for Work". This proposal is valid for 30 days from today, October 2nd, 2025.

GeoPoint Surveying, Inc.

By: 
Justin Brantley P.S.M.
Vice President, Owner

**ACCEPTANCE: Hilltop Point CDD
C/O Inframark**

By: _____
(Authorized Signature)

Date: _____

(Print Name & Title)


Please return one signed copy to: proposals@geopointsurvey.com

File Name: J:\Clinton Avenue\Contracts\Hilltop Point CDD\Hilltop, Phase 1 East Side Berm, Swale and Storm Staking & Asbuilts aw.JOB 10.02.2025



GRATE OPTIONS	LOAD RATING	PART #	DRAWING #
PEDESTRIAN	MEETS H-20	3099CGP	7001-110-220
STANDARD	MEETS H-20	3099CGS	7001-110-221
SOLID COVER	MEETS H-20	3099CGC	7001-110-222
DOME	N/A	3099CGD	7001-110-223

DRAWN BY	EBC	MATERIAL
DATE	04-03-06	
REVISED BY	NMH	PROJECT I
DATE	03-14-16	
DWG SIZE	A	SCALE

	3130 VERONA AVE BUFORD, GA 30518 PHN (770) 932-2443 FAX (770) 932-2490 www.nyloplast-us.com
TITLE 30 IN DRAIN BASIN QUICK SPEC INSTALLATION DETAIL	
DWG NO.	7001-110-193
	REV G

Coastal Engineering
Mining
Structural
Environmental
Transportation
Construction Management

engineering associates, inc.

966 Candlelight Boulevard • Brooksville • Florida 34601
(352) 796-9444 • Fax (352) 795-6359
EIS-0000142

THIS DOCUMENT, COMPRISED OF THE INCORPORATED IDEAS AND DESIGNS, IS THE PROPERTY OF PROFESSIONAL ENGINEERING ASSOCIATES, INC. AND IS NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN AUTHORIZATION OF COASTAL ENGINEERING ASSOCIATES, INC.

DATE	REV. BY/REV. NO.	REVISION
10/13/24	DC 8	UPDATED WITH PHASE 1 AS-BUILTS
5/23/22	DC 2	REVISED PER CITY COMMENTS
7/6/22	DC 3	ADDED PARCEL # PER CITY COMMENT
8/9/22	DC 4	REVISED PER FIRE MARSHAL
8/23/22	DC 5&6	CONSTRUCTION COMMENTS REVISIONS
2/16/23	DC 7	ADDED NEW R/W FOR CLINTON AVE.
WHEN PRINTED TO SCALE, DRAWING SIZE SHALL BE 22" X 34"		

SHEET

C-14

JOB No.: 21024

MASS GRADING OF PHASE 2 AND PHASE 3 AREAS
TO BE COMPLETED WITH PHASE 2

Attachment "A"

Terms and Conditions

All fees stated in this Contract shall be payable in full, in monthly installments, based on the percentage of work completed in that month, as mutually agreed upon, or, if appropriate, on an hourly basis at GeoPoint Surveying, Inc.'s prevailing hourly rates, subject to any agreed upon limits.

In addition to the fees in this Contract, we charge all out-of-pocket expenses such as photocopying, long distance telephone calls, postage, etc. These expenses will be charged to the Client at GeoPoint Surveying, Inc.'s cost.

Work will be billed on the 20th of each month under the terms of this Contract or upon completion, and GeoPoint Surveying, Inc. shall expect payment by the tenth of the following month. Client shall pay the invoice and statement in accordance with the terms of this Contract and the terms of said statement and invoice. If Client fails to make any payment due GeoPoint Surveying, Inc. for services within 30 days of the invoice date, the amount(s) due shall accrue interest at the rate of 1 ½ percent per annum, and shall be calculated from the first day that the payment is deemed late pursuant to this Section.

In the event this Contract is terminated prior to completion, GeoPoint Surveying, Inc. shall be entitled to payment for services performed as of the date of termination, plus all out-of-pocket expenses.

Client shall indemnify, defend and hold harmless GeoPoint Surveying, Inc., from and against any claims, liabilities, damages, penalties and/or costs (including, without limitation, reasonable attorney's fees and expenses) GeoPoint Surveying, Inc., may incur as a result of claims in any form by third parties (including, without limitation, governmental agencies and departments) relating to or arising out of this Contract, except to the extent such claims arise from the gross negligence or intentional misconduct of GeoPoint Surveying, Inc.

The prevailing party in any litigation between the parties relating to or arising out of this Contract (including, without limitation, trial, appellate and bankruptcy proceedings) shall recover its reasonable attorney's fees and costs from the non-prevailing party.

The Client, upon executing this Contract authorizes the work described within the Scope of Services Section of this Contract and does so on behalf of the owner of the subject property, and warrants that the Client has authority to sign the Contract.

All documents, including but not limited to drawings, reports, and electronic data which have been or will be prepared, designed, written or developed by GeoPoint Surveying, Inc., in any form or fashion while rendering services to Client or that pertain to the work performed under this Contract (the "**Documents**") are the sole property of GeoPoint Surveying, Inc. Client may not use or modify such Documents on other projects or extensions of this project without the prior written approval of GeoPoint Surveying, Inc. Client agrees that GeoPoint Surveying, Inc. shall be considered the author of the Documents for all purposes and the owner of all the rights comprised in the undivided copyright (and all reissues, renewals and extensions thereof) in and to the Documents and of any and all corresponding intellectual property rights. Notwithstanding any provision in this Contract to the contrary, in the event of a default by Client including, without limitation, any failure to pay amounts due within 30 days of invoice date, GeoPoint Surveying, Inc., shall be entitled to exclusive possession of any and all of the Documents prepared pursuant to this Contract and Client shall have no rights in the Documents.

Attachment "A"

Terms and Conditions

This Contract and the rights of the signers under this Contract shall be governed by the laws of the State of Florida, without reference to the choice of law principles thereof. The exclusive venue for all actions to enforce or interpret the provisions of this Contract will be courts of the State of Florida or of the United States having jurisdiction over Hillsborough County, Florida. All parties irrevocably waive any objection they may have to the laying of venue of any suit, action or proceeding arising out of or relating hereto brought in any such court, irrevocably waives any claim that any such suit, action or proceeding so brought has been brought in an inconvenient forum, and further waives the right to object that such court does not have jurisdiction over such party.

Your acceptance of this proposal shall constitute a Contract between the Client and GeoPoint Surveying, Inc.

Client agrees not to assign this Contract or any part hereof without the prior written consent of GeoPoint Surveying, Inc. which consent may be withheld by GeoPoint Surveying, Inc. for any reason it deems appropriate in its sole discretion. GeoPoint Surveying, Inc. may assign or transfer this Contract or any of its rights or obligations hereunder without the prior written consent of Client. This Contract shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns.

Each provision of this Contract will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Contract is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Contract.

GeoPoint Surveying, Inc., in furnishing the services under this Contract, is acting only as an independent contractor and shall have the exclusive control of the manner and means of performing the work contracted for hereunder. GeoPoint Surveying, Inc. does not undertake by this Contract or otherwise to perform any obligations of Client, whether regulatory or contractual, or to assume any responsibility for Client's business or operations. Nothing contained in this Contract shall be construed to create a joint venture or partnership between the parties.

The exhibits and other attachments to this Contract are hereby incorporated by reference and made part hereof. This Contract constitutes the entire understanding of the parties with respect to the subject matter hereof and there are no restrictions, warranties, covenants or undertakings other than those expressly set forth or referred to herein. This Contract may not be modified or amended except by an instrument in writing signed by the party against whom enforcement of any such modification or amendment is sought.

The waiver by either of the parties of breach or violation of any provision of this Contract shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provisions hereof.



Attachment "B"
Hourly Rates Schedule
(Effective May 2025)

Personnel Hourly Rate

<u>Geomatics Services</u>	<u>Regular</u>
Principal Project Manager - - - - -	\$296.00
Project Manager, P.S.M. - - - - -	\$196.00
Project Manager, S.I.T. - - - - -	\$180.00
Project Manager - - - - -	\$172.00
Project Surveyor, P.S.M. - - - - -	\$164.00
Project Surveyor, S.I.T. - - - - -	\$144.00
Project Surveyor - - - - -	\$124.00
Project Coordinator - - - - -	\$84.00
CAD Technician Level 3 - - - - -	\$108.00
CAD Technician Level 2 - - - - -	\$92.00
CAD Technician Level 1 - - - - -	\$80.00
Chief of Field Crews - - - - -	\$148.00
Field Crew Chief Level 3 - - - - -	\$116.00
Field Crew Chief Level 2 - - - - -	\$100.00
Field Crew Chief Level 1 - - - - -	\$92.00
Instrument Operator Level 2 - - - - -	\$84.00
Instrument Operator Level 1 - - - - -	\$72.00
Field Crew Member - - - - -	\$64.00
 <u>Geospatial Services</u>	 <u>Regular</u>
Geospatial Project Manager, P.S.M. - - - - -	\$192.00
Geospatial Project Manager, S.I.T. - - - - -	\$184.00
Geospatial Project Manager - - - - -	\$172.00
GIS Project Manager - - - - -	\$172.00
Geospatial Analyst Level 3 - - - - -	\$160.00
Geospatial Analyst Level 2 - - - - -	\$132.00
Geospatial Analyst Level 1 - - - - -	\$104.00
GIS Specialist Level 3 - - - - -	\$160.00
GIS Specialist Level 2 - - - - -	\$132.00
GIS Specialist Level 1 - - - - -	\$104.00
 <u>Geospatial Equipment</u>	 <u>Regular</u>
UAS Drone - LiDAR / Photogrammetry - - - - -	\$400.00
Mobile LiDAR Mapping Scanner & Truck - - - - -	\$300.00
Terrestrial LiDAR Mapping Scanner - - - - -	\$250.00
USV Hydrographic Echo Sounder - - - - -	\$250.00

**** The above hourly rates may be subject to a 25% surcharge for personnel who work more than 40 hours in a given week – Excluding Equipment ****