



Rizzetta & Company

# **Copperstone Community Development District**

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**Board of Supervisors' Regular Meeting  
August 1, 2023**

**District Office:  
2700 S. Falkenburg Road, Suite 2745  
Riverview, Florida 33578  
813-533-2950**

[copperstonecdd.org](http://copperstonecdd.org)

## **COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT AGENDA**

Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219

<b>Board of Supervisors</b>	Adam Bailey Gerard Litrenta Ryan Stulman Michael Fondario Tom Fretz	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Christina Newsome	Rizzetta & Company, Inc.
<b>District Attorney</b>	Mark Barnebey	Blalock Walters
<b>District Engineer</b>	Kyle L. Thornton, PE	Half Associates, Inc.

**All Cellular phones and pagers must be turned off while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813)-533-2950. 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), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.

**COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT**

District Office · Riverview, Florida · (813) 533-2950

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

[www.copperstonecdd.org](http://www.copperstonecdd.org)

**Board of Supervisors  
Copperstone Community  
Development District**

July 24, 2023

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Copperstone Community Development District will be held on **Tuesday, August 1, 2023, at 6:00 p.m.** at the Harrison Ranch Clubhouse located at 5755 Harrison Ranch Blvd, Parrish, FL 34219. The following is the final agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A. Aquatic Maintenance**
    - 1. Presentation of Waterway Inspection Report.....Tab 1
    - 2. Presentation of Quarterly Fountain Maintenance Report .....Tab 2
    - 3. Presentation of Inspection Report for the Fountain at Pond 14 .....Tab 3
  - B. District Engineer**
    - 1. Discussion of Ongoing and Completed Engineering Related Projects
  - C. District Counsel**
    - 1. Consideration of Resolution 2023-06, Resetting the Public Hearing on the Rules of Procedure .....Tab 4
  - D. District Manager**
    - 1. Review of District Manager’s Report.....Tab 5
    - 2. Discussion of Status Update for Action Items
- 4. BUSINESS ITEMS**
  - A.** Consideration of District Manager RFP Proposals .....Tab 6
  - B.** Discussion of CEPRA Landscape Contract Renewal
  - C.** Consideration of Arbitrage Engagement Renewal .....Tab 7
  - D.** Consideration of Resolution 2023-07, Adopting the Fiscal Year 2023-2024 Meeting Schedule.....Tab 8
- 5. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of the Board of Supervisors Meeting held on March 7, 2023.....Tab 9
  - B.** Consideration of Minutes of the Board of Supervisors Meeting held on April 4, 2023 .....Tab 10
  - C.** Consideration of Minutes of the Board of Supervisors Meeting held on May 2, 2023.....Tab 11
  - D.** Consideration of Minutes of the Board of Supervisors Meeting held on June 6, 2023.....Tab 12
  - E.** Consideration of Operations and Maintenance Expenditures for March, April, May, and June 2023 .....Tab 13

- 6. SUPERVISOR REQUESTS
- 7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,

*Christina Newsome*

Christina Newsome  
District Manager

# Tab 1



# Copperstone Community Development District

## Waterway Inspection Report

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**Reason for Inspection:**  
Quality Assurance

**Inspection Date:**  
6/15/2023

**Prepared for:**  
Copperstone  
Community Development District

**Prepared by:**  
Tom Donaghy, Service Manager  
Doug Agnew, Senior Environmental Consultant

[www.AdvancedAquatic.com](http://www.AdvancedAquatic.com)  
[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

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Locations in: Deerfield Beach, Fort Myers, Port St. Lucie, and Clearwater/Tampa  
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**Site Assessments**

**Pond 1**

**Comments:**

Treatment In Progress

Algae observed and treated. Also applying Phosphorus reducing product to aid in the reduction of recurring algae.

Healthy native aquatic plant species observed.



**Pond 2**

**Comments:**

Site Looks Good

Trace amounts of Algae observed and treated.



**Site Assessments**

**Pond 3**

**Comments:**

Normal Growth Observed

Torpedo Grass observed and treated.

Healthy native aquatic plant species observed.



**Pond 4**

**Comments:**

Treatment In Progress

Azolla has been greatly reduced.

Additional treatments being performed until the Azolla is 100% under control.

Healthy native aquatic plant species observed.



**Site Assessments**

**Pond 5**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.



**Dry Retention Area 6**

**Comments:**

Normal Growth Observed

Treating invasive growth to allow for proper drainage.



**Site Assessments**

**Dry Retention Area 7**

**Comments:**

Normal Growth Observed

Algae and Torpedo Grass observed and treated to allow for proper drainage.



**Pond 8**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.



**Site Assessments**

**Pond 9**

**Comments:**

Normal Growth Observed

Algae and Torpedo Grass observed and treated.



**Pond 10**

**Comments:**

Normal Growth Observed

Algae observed and treated.

Healthy native aquatic plant species observed.



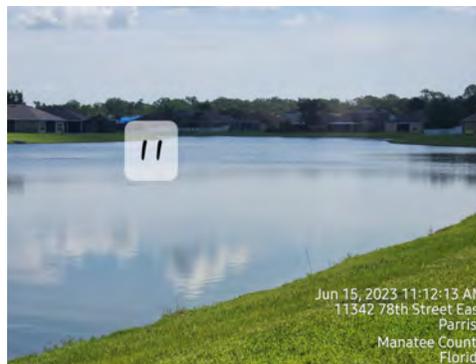
**Site Assessments**

**Pond 11**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.



**Pond 12**

**Comments:**

Site Looks Good

Trace amount of Torpedo Grass observed and treated.



**Site Assessments**

**Pond 13**

**Comments:**

Normal Growth Observed

Alligator weed and Algae observed and treated.

Healthy native aquatic plant species observed.



**Pond 14**

**Comments:**

Normal Growth Observed

Torpedo Grass and Algae observed and treated.

Healthy native aquatic plant species observed.



**Site Assessments**

**Pond 15**

**Comments:**

Normal Growth Observed

Algae and Slender Spike Rush observed and treated.



**Dry Retention Area 16**

**Comments:**

Site Looks Good

Drainage structure kept free of any vegetation.



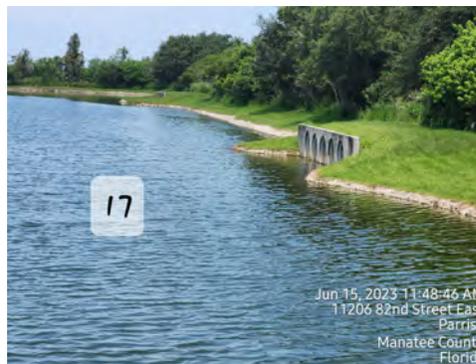
**Site Assessments**

**Pond 17**

**Comments:**

Normal Growth Observed

Hydrilla observed and treated.



**Pond 18**

**Comments:**

Normal Growth Observed

Algae and Duckweed observed and treated.



**Site Assessments**

**Pond 19**

**Comments:**

Treatment In Progress

Algae observed and treated.

Also applying Phosphorus reducing product to aid in the reduction of recurring algae.



**Pond 20**

**Comments:**

Site Looks Good

Trace amounts of Algae and Torpedo Grass observed and treated.



**Site Assessments**

**Pond 21**

**Comments:**

Normal Growth Observed

Torpedo Grass observed and treated.

Healthy native aquatic plant species observed.



**Pond 22**

**Comments:**

Normal Growth Observed

Torpedo Grass observed and treated.

Healthy native aquatic plant species observed.



**Site Assessments**

**Pond 23**

**Comments:**

Treatment In Progress

Treating Spatterdock within the pond.

Healthy native aquatic plant species observed.



**Pond 24**

**Comments:**

Normal Growth Observed

Torpedo Grass and vines observed and treated.



**Site Assessments**

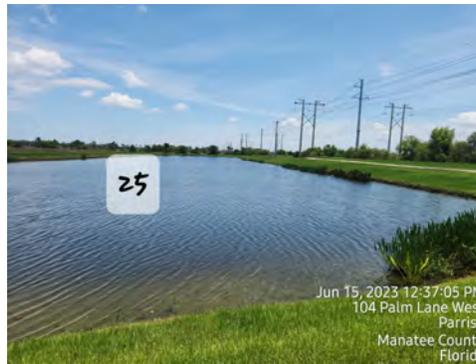
**Pond 25**

**Comments:**

Site Looks Good

Trace amounts of Algae and Torpedo Grass observed and treated.

Small groupings of healthy native aquatic plant species observed.



**Littoral Area 26**

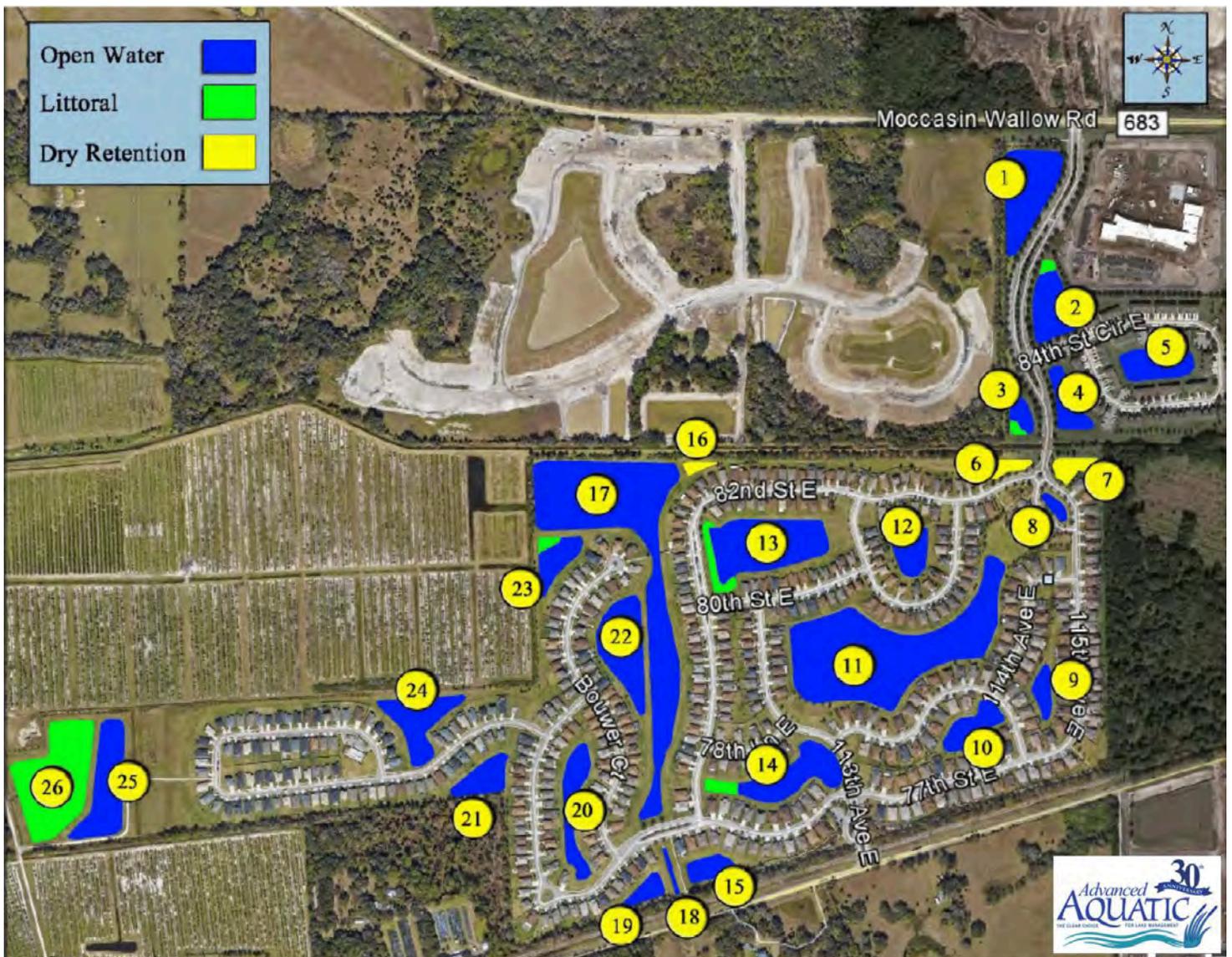
**Comments:**

Normal Growth Observed

Torpedo Grass and Cattails observed and treated. Keeping 20ft out all the way around the shoreline.



Map



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[lakes@advancedaquatic.com](mailto:lakes@advancedaquatic.com)

292 S. Military Trail, Deerfield Beach, FL 33442

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## **Tab 2**



# Quarterly Maintenance

292 S. Military Trail  
Deerfield Beach, Florida 33442  
P.: 954-596-2127  
E.: lakes@advancedaquatic.com

**COPPERSTONE HOA**  
c/o Rizzetta and Company, Inc.  
2700 S. Falkenburg Road, Suite 2745  
Riverview, FL 33578

**Date:** 01-Jun-2023 09:00 AM  
**Fieldworker:** Randy Mitchell  
**Job #:** 15048.3  
**Type:** Quarterly Service Job  
**Status:** Completed

**Contact Person:** Christina Newsome, CDD District Manager  
**Customer Type:**  
**Account Type:** 30 DAYS

### Site Address

**COPPERSTONE HOA, 8145 115th AVENUE, Florida, PARRISH, 34219, United States**

### Description:

Quarterly cleaning of four (4) lake fountains  
\*\*MUST TAKE PICTURES OF EVERY FOUNTAIN BEFORE CLEANING AND AFTER CLEAN AND ATTACHED TO TICKET

### Completed Notes:

6/15/23 Cleaned fountains 2,8,14.

Did not clean 1 because it is down.

### Work Performed:

-Fountains: cleaned intake screens, jets, and light fixtures; checked light bulbs and replaced if needed; checked overall fountain for signs of damage or wear; checked fountain mooring

-Control Panel: inspected electrical components for loose connections, damage or wear; tested and checked voltage and amperage; checked and, if necessary, reset timers.

### Finish Question

<b>Parts Used</b>	<b>None</b>
<b>Additional repairs needed?</b>	<b>Yes</b>
<b>Lake Condition</b>	<b>Good</b>
<b>RED FLAG</b>	



**Copperstone CDD**  
Tampa, Florida

**Pond #1**

Before

After

Fountain in Pond 1 is down.

**Pond #2**

Before

After



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**Copperstone CDD**

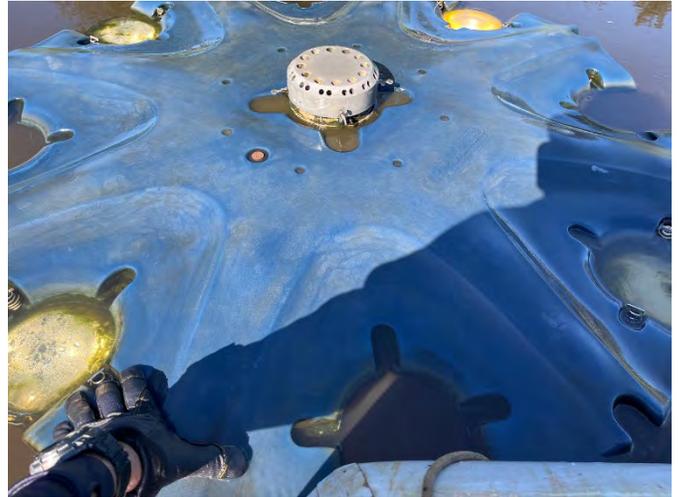
Tampa, Florida

**Pond #8**

Before



After



**Pond #14**

Before



After



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## **Tab 3**



## Repair Order

292 S. Military Trail  
 Deerfield Beach, Florida 33442, United States P.: (954) 596-2127  
 E.: Lakes@advancedaquatic.com

### COPPERSTONE HOA

c/o Rizzetta and Company, Inc.  
 2700 S. Falkenburg Road, Suite 2745  
 Riverview, FL 33578

E.: cnewsome@rizzetta.com

**Contact Person:** Christina Newsome, CDD District Manager

**Customer Type:**

**Account Type:** 30 DAYS

**Date:** 20-Jun-2023 08:00 AM  
**Fieldworker:** Randy Mitchell  
**Job #:** 16974  
**Type:** Service Ticket Repair  
**Priority:** High  
**Status:** Finished

#### Site Address

8145 115th AVENUE, Florida, PARRISH, 34219, United States

### Products & Services:

#### Description:

POND #14 WORKED THURSDAY BUT THEN WENT DOWN AND HASNT COME BACK ON SINCE THEN.

#### Completed Notes:

6/21/23 50A GFI breaker tripped on arrival.

Looks like they lost power both clocks are 12hrs off.

Reset breaker fountain is running amps are

Y	23
B	17
R 12	

Fountain: 4" 5hp 230v 1ph Gemini type spray pattern.

Clocks have been adjusted to current time.

### Notes:

#### Finish Question

<b>Parts Used</b>	<b>None</b>
<b>Additional repairs needed?</b>	<b>No</b>
<b>VOLTAGE</b>	<b>230V 1-PHASE</b>
<b>MOTOR AMPERAGE</b>	<b>See notes</b>
<b>HORSEPOWER</b>	<b>5HP</b>
<b>RED FLAG</b>	



## Pond 14



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## **Tab 4**

**Copperstone  
Community Development District**

**Resolution 2023-06,  
Resetting a Public Hearing Date  
on the Amendment of Rules of Procedure for the  
Copperstone Community Development District**

**RESOLUTION 2023-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON SEPTEMBER 5, 2023, AT \_\_:\_\_ P.M. OR AS SOON THEREAFTER AS SAME MAY BE HEARD AT THE \_\_\_\_\_, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON ADOPTING RULES RELATED THE RULES OF PROCEDURE FOR THE DISTRICT; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Copperstone Community Development District (hereinafter the “District”) is a community development district created by Manatee County Ordinance 06-79 (“Charter”), pursuant to the provisions of Chapter 418, Florida Statutes; and

**WHEREAS**, the District is empowered under the Charter and Chapter 418, Florida Statutes to operate and manage the District property for the benefit of its residents, and in furtherance thereof to exercise the rights and privileges under the laws of the State of Florida; and

**WHEREAS**, the District is authorized, pursuant to the Charter and Section 418.22, Florida Statutes, to adopt and enforce appropriate rules following the procedures of Chapter 120, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District now desires to adopt such rules; and

**WHEREAS**, the proposed rule and related documents shall be available for public inspection on the District website and at 2700 Falkenburg Road, Suite 2745, Riverview, FL 33578 (“District Records Office”).

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT:**

1. There is hereby declared a public hearing to be held at or as soon thereafter as may be heard, on

DATE: \_\_\_\_\_

HOUR: \_\_\_\_: \_\_\_\_PM

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the purpose of hearing comment and objections to the proposed Rule 2023-02, which adopts rules of procedure for the District, a copy of which is attached hereto. Affected parties may appear at that hearing or submit their comments in writing prior to the meeting to the office of the District Manager, 2700 S. Falkenburg Road, Suite 2745, Riverview, Florida 33578.

2. Notice of said hearing shall be advertised in accordance with Section 120.54, *Florida Statutes*, and the Charter. The District Manager shall file a publisher’s affidavit with the District Secretary verifying such publication of notice. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

3. This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

**BOARD OF SUPERVISORS OF THE  
COPPERSTONE  
COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Adam Bailey, Chair

## **Tab 5**



Rizzetta & Company

July 18

# District Manager's Report

# 2023

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## UPCOMING DATES TO REMEMBER

- **Next Meeting:** August 1, 2023 – Location TBD
- **Next Election:** November 2024

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D  
D

<u>FINANCIAL SUMMARY</u>	<u>5/31/2023</u>
General Fund Cash & Investment Balance:	\$259,022
Reserve Fund Cash & Investment Balance:	\$305,713
Debt Service Fund Investment Balance:	\$83,191
<b>Total Cash and Investment Balances:</b>	<b>\$910,850</b>
<b>General Fund Expense Variance:</b>	<b>Under Budget</b>

RASI Reports [rasireports@rizzetta.com](mailto:rasireports@rizzetta.com) • CDD Finance Team [CDDFinTeam@rizzetta.com](mailto:CDDFinTeam@rizzetta.com)

1	5/17/2022	District Counsel DC	DC working with DM to finalize Rules of Procedure and process to adopt the CDD procedural rules.	In progress	Public Hearing 06/06/23	A public hearing is set for required by law prior to the adoption of the rules on June 6, 2023
2	6/21/2022	DC/DM/DE/Crosscreek Environmental	Crosscreek Bank Restoration Warranty Inspection	On Hold	Possible Litigation	DC sent demand letters on Jan-23 to both Crosscreek and Schappacher Engineering. - Discussion still in progress possible litigation to occur
3	10/13/2022	DE	Vehicle bridge repairs using priority list from DE	In progress	TBD	An updated repair list created and Tom will reach out to Mike A with CMS Construction
4	2/7/2023	DE	Drainage canal at Erie entrance - W side, N bank erosion.	In progress	6/5/23	DE will contact Manatee Co about repair options. DE recommends residents contact 311 to boost the urgency of the matter.
5	2/7/2023	DM	DM to find vendor to add clearance under skimmers and erosion control around inlets of pond control structures as noted in DE 2-7-23 pond report and work outline for ponds.	COMPLETE	COMPLETE	Task Order #6 was approved by the board and completed by the engineering team. DE will report findings to the board.
6	2/7/2023	DM, Advanced Aquatic	Fountain in pond 8 is unbalanced and does not spray upright.	COMPLETE	COMPLETE	Evaluation done. Repair Complete
7	3/7/2023	AdamB	DC to send letter to resident about removing personal items on CDD property within 15 days. Junk removal service to remove if items remain; do not exceed \$500?	Pending	On going	Behind the house at 10877 79th St E, numerous items are stored on the CDD easement - large barbeque grill, standing platform, extension ladder, possibly other items. 03/07/23 - HOA to address and ask resident to remove items from CDD easement
8	3/7/2023	DM/HOA/CEPRA	District and HOA management to develop a plan/schedule for contract for landscaping with CEPRA	Pending	On going	Discussions still occurring. Revisions and redlines have been shared to both CDD and HOA to be discussed at the July HOA and CDD meetings
9	3/7/2023	/DM/HOA	Staff to work together to put together well repair and maintenance as well as repairs for well #4	Pending	Pending	
10	3/7/2023	DE / Chair	Ask DE for any feedback for temporary pond remediation efforts	Pending	On going	DE creating Task Order #5 NTE \$20k for Counsel and Engineer Fees combined.
11	3/7/2023	DM/HOA	mulch invoice audit \$31856.05	COMPLETE	7/18/23	The audit has begun verifying invoices from 2020 to the present. Update to be provided by July Meeting. Audit complete.
	6/6/2023	DM, Advanced Aquatic	Pond 8 New Fountain Proposal	Pending	On Hold	Supply, deliver and install one (1) Airmax EcoSeries ½ HP, 3 pattern fountains with control panel, and (4) Airmax RGBW LED light set. Includes one (1) Airmax fountain cord 100' 16/3 with disconnect and one (1) fountain mooring kit 100'. The project is currently on hold due to more pressing issues in the district.
12	4/4/2023	DM, Advanced Aquatic	Pond 1 motor replacement for fountain	Pending	On Hold	AA will need to install a new 5hp, 230v, single phase 4" motor on the lake fountain.. The project is currently on hold due to more pressing issues in the district.
13	5/2/2023	DM/DE	Signage for Ponds 9, 10, 12, 17 and 21	Pending	7/18/23	Verbiage to say "Unstable Banks" on a white background with Black Lettering. Poles for installation should be white galvanized and unpainted. Quote for 25 signs with installation for July meeting.
14						
15						

## **Tab 6**



# Copperstone Community Development District

*Manatee County, Florida*

Prepared on April 14, 2023

**PFM Group Consulting LLC**

Vivian Carvalho

Senior District Manager

Business Development

3501 Quadrangle Blvd.

Suite 270

Orlando, FL 32817

# Copperstone Community Development District

District Management Services

DMS RFP

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April 17, 2023

## Tab 1. Letter of Interest

Copperstone CDD  
CCDD Community Center Office  
c/o Lesly Candelier  
8145 115<sup>th</sup> Avenue East  
Parrish, Florida 34219

**pfm**

RE: Copperstone CDD District Management Services

Dear Ms. Candelier:

PFM Group Consulting LLC ("PFM") appreciates the opportunity to submit our proposal for District Management Services to the Copperstone Community Development District (the "District"). Our proposal includes additional services we would be pleased to offer the District under separate agreement with our affiliated companies such as financial advisory services provided by PFM Financial Advisors LLC ("PFMFA"), our registered municipal advisor affiliate.

The PFM Group of companies have roots in the municipal finance industry that go back over 40 years. From the outset, we wanted to be a firm that is very different from our competitors; an independent advisory firm with technical resources matching those of the most sophisticated Wall Street investment banks. Local governments around the nation have responded favorably to this focus, resulting in sustained long-term relationships with our clients while allowing for the addition of new clients. The industry-standard for reporting transaction experience is through Refinitiv (formerly Thomson Reuters), who has ranked our municipal advisory affiliate, PFMFA, #1 in the nation and the State of Florida in terms of overall issues and par amount as of December 31, 2021. Our independence is significant, but it is just the beginning of our qualifications. Below we summarize the reasons we believe our affiliate, PFM Group Consulting, to be the optimal choice for the District.

**District Management Services:** Through the acquisition by our affiliate of the majority assets of Fishkind & Associates, Inc., PFM is capable of providing our special district clients with what we believe to be highly effective services at every stage of a District's life -- from establishment to full development. In Florida, we continue to add clients and have an experienced team of professionals to provide clients with the level of service they expect and deserve. Our scope of services includes but are not limited to general consultation, orchestrating and managing meetings, District representation, accounting services, capital budgeting and improvement plan, recording and transcribing meeting minutes, record management, coordination of annual assessments, lien book

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3501 Quadrangle Blvd.  
Suite 270  
Orlando, Florida 32817  
407.723.5900

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pfm.com



maintenance and continuing disclosure assistance services. In addition, we offer field management services from our internal team as well as through a third-party sub-contractor.

**Staff:** Our team currently consists of over 15 professional staff members including five experienced District Managers who have over 44 years combined length of service in the industry. Additionally, our team includes Accountants, Assistant District Managers, Administrative Support, and Field Specialist subcontractors to service our districts. As we continue to grow, we continue to assess our team and add additional resources to serve our clients.

**Availability:** Our team manages over 60 special districts at various stages of the district's life cycle including multiple Districts in Manatee County. Clients include community development districts, stewardship districts and recreational districts. We are committed to working with each of the districts based on their specific and changing needs at each stage of the life cycle. Each of our District Managers have a portfolio that encompasses districts in various stages of development.

**Cost:** Our focus is to provide cost effective service that results in significant value to our clients and our fees reflect the changing needs of the district as it transitions from establishment to development to full build out. Based on our understanding of the District's current needs and stage of development, we would propose the Management Fee as outlined in Exhibit B. We hope to build a long, mutually beneficial relationship with the District and as such our fees are fully negotiable to meet the needs of the District.

In closing, we are pleased to open this discussion and look forward to having the opportunity to discuss our proposal to serve as District Manager to Copperstone CDD. The community can be assured that this engagement is a high priority for us, and we are committed to dedicating the full range of PFM's exceptional services and resources. We understand the scope of work to be performed and commit to doing so on the District's schedule. We believe PFM's relevant experience and dedicated project team — makes us the ideal choice as the Copperstone CDD's District Manager.

Sincerely,

*Vivian Carvalho*

Vivian Carvalho  
Senior District Manager  
Business Development  
**PFM Group Consulting LLC**

*Jennifer L. Walden*

Jennifer Walden  
Senior District Manager  
**PFM Group Consulting LLC**



## Tab 2. Qualifications of the Firm

### Firm Profile

PFM was founded in 1975 with the mission of providing independent financial advice to state and local governments, governmental agencies and authorities in the debt issuance process and began providing management and budget consulting services in the early 1990's. In 2014, as a result of the U.S. Securities and Exchange Commission's ("SEC's") new rules for Municipal Advisors (born out of Dodd-Frank) our firm's corporate structure was reorganized so that municipal advisory services could be delineated clearly from other financial consulting services. Accordingly, given the regulation of municipal advisory activities, financial advisory services are now offered through PFM Financial Advisors LLC ("PFMFA"), which commenced operations on June 1, 2016. Financial advisory relationships previously with PFM, Inc. have transitioned and been assigned from PFM, Inc. to PFMFA — which are collectively referred to as PFM. PFMFA is a Partnership under Limited Liability Company formed in the State of Delaware. Today, this mission continues with PFM Financial Advisors LLC ("PFM"). PFM, as successor in interest of the financial advisory and consulting businesses of Public Financial Management, Inc., has one of the largest financial advisory teams in the public finance industry, maintaining an expansive national presence.

PFM and its affiliates are wholly owned by its 53 Managing Directors (as of 1/11/22), who set the firm's strategic direction. Working hand-in-hand with our clients in helping them to achieve their immediate and long-term objectives, PFM and its affiliates bring a broad and deep range of expertise and experience to bear on our client engagements. As of December 2022, PFM consisted of more than 350 employees, including 222 financial advisory personnel, located in 31 offices and locations across the United States.

In order to further assist our clients with special district management, economic and financial consulting, we acquired the majority assets of Fishkind & Associates, Inc. in 2019. The company was formed in 1987 and has grown steadily since its inception. We now are able to leverage this extensive experience in economic and fiscal impact analysis, policy studies, forecasting, and finance throughout Florida and the United States.

Our expanded services, provided through PFM Group Consulting LLC ("PFMGC") include **special district management and accounting**, real estate analysis and development, management services, market research, feasibility studies, fiscal impact assessments, project feasibility, and asset valuations.

In addition to our district management and accounting services, our registered municipal advisory subsidiary, PFM Financial Advisors LLC ("PFMFA") is involved in key financial advisory roles to special districts, local governments, redevelopment agencies, and other governmental clients. In this capacity, we formulate innovative financing plans, provides economic advice and direction, and evaluates financing alternatives and have participated in structuring over \$5 billion in infrastructure & municipal financings.

PFMGC also conducts residential real estate feasibility research that involves price, product and supply analysis, as well as extensive consumer research and focus group studies. As a result, we have considerable skill in analysis and interpretation of consumer preferences, behavior patterns, and demographic trends.



## Tab 3. Presentation of the District Manager

### Key Team Members that will be involved with the Copperstone CDD:

#### **Vivian Carvalho, *Senior District Manager***

16 Years of Experience

Vivian Carvalho joined the District Management team at PFM in March 2018. Prior to joining PFM Group Consulting, LLC, she worked with two large companies in the industry in which she gained her knowledge and experience with District Management Services, Homeowner and Condominium Association services in the Central Florida market. She serves as District Manager for multiple districts on the west coast and northeastern Florida.

Vivian has a Bachelor of Business Administration from Florida Institute of Technology where she graduated with honors. In addition, she obtained her Master's in Business Administration from Nova Southeastern University.

#### **Amanda Lane, *Assistant Chief District Accountant***

13 Years of Experience

Amanda Lane has been on staff since 2009 and currently serves as the assistant chief district accountant. She handles full-cycle accounting for two of PFM's managed Homeowners Associations (HOAs), along with the full-cycle governmental accounting for several of the larger districts managed by PFM. Services provided include budgeting, estoppel preparation, amortization schedules, tax roll preparation, lien books, invoicing & collections, and financial statement preparation and review.

Amanda has a Bachelor of Arts from Rollins College where she graduated with honors and a Master's in Accounting from the University of Central Florida.

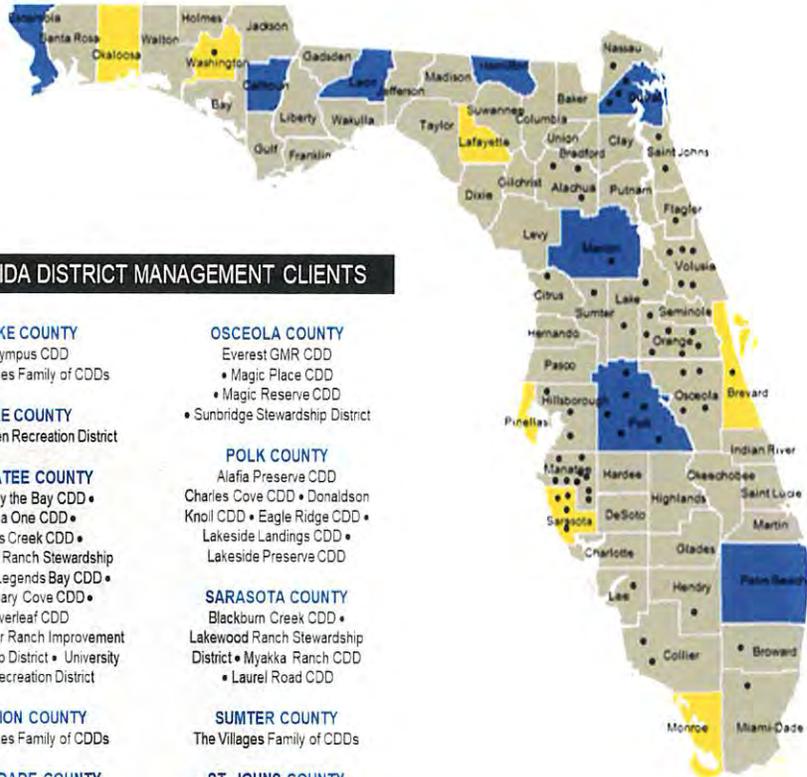
There will also be supporting staff of an Assistant District Manager, an Administrative Assistant and Continuing Disclosure Support assigned to Coppertone CDD.



## Tab 4. Specific Facilities Experience

### Representative Clients

PFMGC's Florida District Management clients include over 60 special districts located in 24 counties across Florida:



#### PFM's INDICATIVE LIST OF FLORIDA DISTRICT MANAGEMENT CLIENTS

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>ALACHUA COUNTY</b><br/>Celebration Pointe CDD No. 1<br/>• Finley Woods CDD<br/>• Parker Road CDD</p> <p><b>BREVARD COUNTY</b><br/>PBR CDD</p> <p><b>BROWARD COUNTY</b><br/>The Village at Gulfstream Park CDD</p> <p><b>CITRUS COUNTY</b><br/>Wyld Palms CDD</p> <p><b>COLLIER COUNTY</b><br/>Big Cypress Stewardship District<br/>• City Gate CDD</p> <p><b>DUVAL COUNTY</b><br/>Boggy Branch CDD<br/>• Cedar Pointe CDD<br/>• Villages of Westport CDD</p> <p><b>FLAGLER COUNTY</b><br/>Tomoka CDD</p> <p><b>HENDRY COUNTY</b><br/>• Olde Florida CDD</p> <p><b>HILLSBOROUGH COUNTY</b><br/>New Port Tampa CDD<br/>• Wynnmere East CDD</p> | <p><b>LAKE COUNTY</b><br/>Olympus CDD<br/>The Villages Family of CDDs</p> <p><b>LEE COUNTY</b><br/>Herons Glen Recreation District</p> <p><b>MANATEE COUNTY</b><br/>Aqua by the Bay CDD •<br/>Aqua One CDD •<br/>Cross Creek CDD •<br/>Lakewood Ranch Stewardship District • Legends Bay CDD •<br/>Sanctuary Cove CDD •<br/>Silverleaf CDD<br/>• North River Ranch Improvement Stewardship District • University Park Recreation District</p> <p><b>MARION COUNTY</b><br/>The Villages Family of CDDs</p> <p><b>MIAMI-DADE COUNTY</b><br/>Palace at Coral Gables CDD</p> <p><b>NASSAU COUNTY</b><br/>Amelia National CDD</p> <p><b>ORANGE COUNTY</b><br/>Boggy Creek ID • Greenway ID •<br/>Grove Resort CDD • Myrtle Creek ID •<br/>Poitras East CDD<br/>• Winter Garden Village at Fowler Groves CDD<br/>• Midtown ID</p> | <p><b>OSCEOLA COUNTY</b><br/>Everest GMR CDD<br/>• Magic Place CDD<br/>• Magic Reserve CDD<br/>• Sunbridge Stewardship District</p> <p><b>POLK COUNTY</b><br/>Alafia Preserve CDD<br/>Charles Cove CDD • Donaldson Knoll CDD • Eagle Ridge CDD •<br/>Lakeside Landings CDD •<br/>Lakeside Preserve CDD</p> <p><b>SARASOTA COUNTY</b><br/>Blackburn Creek CDD •<br/>Lakewood Ranch Stewardship District • Myakka Ranch CDD<br/>• Laurel Road CDD</p> <p><b>SUMTER COUNTY</b><br/>The Villages Family of CDDs</p> <p><b>ST. JOHNS COUNTY</b><br/>Tolomato CDD (FA only) •<br/>Longleaf Pine CDD</p> <p><b>VOLUSIA COUNTY</b><br/>CBL/BM Port Orange West CDD<br/>• One Daytona CDD • Pioneer CDD • SWI CDD<br/>• Walkers Green CDD</p> <p><b>WASHINGTON COUNTY</b><br/>Sunny Hills Units 12-15<br/>Dependent District</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*The list of clients is not intended as a testimonial. Contact information can be provided upon request.*

*Services provided by PFM Group Consulting LLC*



**Tab 5. Clams/Disputes/Litigation**

PFM Group Consulting LLC does not have any unresolved or ongoing claims and disputes against the firm in excess of \$100,000.



## Tab 6. Fee

### COMPENSATION FOR SERVICES

MANAGER shall be compensated for the provision of the services described based on fee schedule below. The fees do not include *reimbursable expenses* (as described in Appendix C of this proposal) related to regularly scheduled DISTRICT Board meetings. Fees will be reviewed and may be adjusted annually as reflected in the DISTRICT's approved budget.

<i>District</i>	<i>Management   Accounting   Administrative Fees</i>
Copperstone CDD	\$35,000
<i>Debt Issue Services</i>	<i>Annual Fee (per series)</i>
Assessment Administration	\$5,000
Continuing Disclosure Assistance	\$1,000
<i>Additional Services*</i>	<i>Cost of Issuance (per series)</i>
District Management Services Cost of Issuance	\$10,000
Continuing Disclosure Assistance Cost of Issuance	\$1,000
<i>Additional Services**</i>	<i>Field Management Services</i>
Field Management Services	\$12,000

\*Additional Services – District Management Services Cost of Issuance and Continuing Disclosure Assistance Cost of Issuance. These fees are applicable for any bond or debt issue and payable at closing as part of the Cost of Issuance. These fees are not related to the Operating & Maintenance Budget for the District.

\*\*Additional Services – Field Management Services. The Manager will coordinate and provide contract administration services provided to the District by outside vendors and interface with designated individuals to ensure anticipated levels of service are being met. Such services may be provided via subcontractor hired by the Manager.

*The fees outlined above may be increased or otherwise amended annually as reflected in the adopted Operations & Maintenance Budget for the District. New fees will become effective on October 1 of the applicable budget year.*



**Copperstone CDD**  
**Current Budget vs. PFM Proposed Fee**

Fee Type:	Current Budget <sup>1</sup>	PFM Proposed
District Management	\$22,700	\$35,000
Accounting	\$15,900	Included
Assessment Administration	\$4,500	Included
Assessment Roll & Financial Revenue Collections	\$8,600	\$5,000
Dissemination Agent/Continuing Disclosure Assistance	\$1,500	\$1,000
Field Services	\$0	\$12,000
<b>Total</b>	<b>\$57,450</b>	<b>\$53,000</b>

<sup>1</sup> Source: Copperstone CDD FY 2023 Budget

<i>*PFM Management Fee does not include website maintenance fees, below are the cost for a 3<sup>rd</sup> Party Company to provide website services*</i>	
Website - 3rd Party	
Website Conversion - One-Time	\$1,500*
Monthly Maintenance Fee	\$175 monthly / \$2,100 yearly
ADA Auditing Quarterly Fee	\$300 quarterly / \$1,200 yearly
*Includes conversion of site to ADA & WCAG optimized template with ADA Compliance seal*	



## **Tab 7. Signed Proposer Representations and Certifications Form**

- ✓ Firm's Certification
- ✓ No Lobbying Affidavit
- ✓ Sworn Statement
- ✓ PFM's Partner List - Appendix A
- ✓ Insurance Certificates- Appendix B
- ✓ Reimbursable Expenses- Appendix C

FIRMS CERTIFICATION

STATE OF FLORIDA COUNTY OF ORANGE

I. JENNIFER WALDEN, of PFM GROUP CONSULTING LLC (name of company), submitting to furnish the following described materials, equipment, and/or services to the Copperstone Community Development District (the "CCDD") \_\_\_\_\_

HEREBY CERTIFIES THAT:

1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is firm and binding and shall be valid for not less than sixty (60) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and the CCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of the CCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

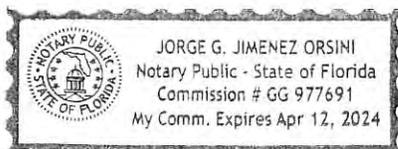
Jennifer L. Walden  
Print Name: JENNIFER L. WALDEN

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 14 day of April, 2023, by Jennifer Walden, as Senior District Manager (title) of PFM Group Consulting (name of company), on behalf of LLC (type of entity),

who is personally known to me,  who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)



Jorge Jimenez Orsini  
Signature  
Print Name  
NOTARY PUBLIC-STATE OF FL  
My Commission Expires: 4/12/24  
Commission No. GG 977691

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF ORANGE

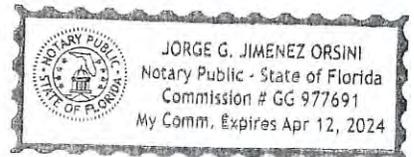
This, 14<sup>th</sup>, of APRIL, 2023, JENNIFER WALDEN  
being first duly sworn, deposes and says that he or she is the authorized representative of  
PFM GROUP CONSULTING LLC  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal  
released by the Copperstone Community Development District, and that the Firm and any of its agents  
agrees to abide by the Copperstone Community Development District's no lobbying restrictions in regards  
to this solicitation.

Jennifer L. Walden  
Affiant

The foregoing instrument was acknowledged before me by means of  physical presence or  online  
notarization this 14 day of April, 2023 by Jennifer Walden,  
Senior District manager (name of person, officer, or agent, title of officer or agent), of PFM Group  
Consulting LLC (name of corporation or partnership, a Delaware limited liability company  
(state of incorporation or partnership, if applicable), authorized to conduct business  
in Florida)

- who is personally known to me,
- who produced \_\_\_\_\_ as identification, who did take an oath, and who  
acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein  
expressed.

(Notary Seal)



Jorge Jimenez Orsini  
Signature  
Jorge Jimenez Orsini  
Print Name  
NOTARY PUBLIC-STATE OF FL  
My Commission Expires: 4/12/24  
Commission No. GG 977691

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Copperstone Community Development District (the "CCDD") by:

JENNIFER WARDEN, SENIOR DISTRICT MANAGER  
(Print individual's name and title)

For: PFM GROUP CONSULTING LLC  
(Print name of entity submitting sworn statement)

Whose business address is: 1735 MARKET STREET, 42ND FLOOR, PHILADELPHIA, PA 19103

And (if applicable) its Federal Employer Identification Number (FEIN) is: 81-1642478

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of

goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 4/14/23

Jess L Walden  
Signature

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 14 day of April, 2023 by Jennifer Walden, as Senior District Manager of PEM Group Consulting, a Delaware limited liability company on behalf of the company, authorized to conduct business in Florida

who is personally known to me, or  
 who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein expressed.

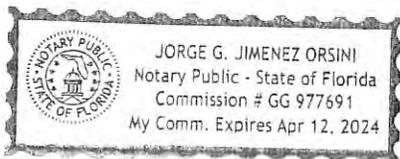
(Notary Seal)

Jorge Jimenez Orsini  
Signature

Jorge Jimenez Orsini  
Print Name

**NOTARY PUBLIC-STATE OF FL**  
My Commission Expires: 4/12/24

Commission No. 679 977691





## Appendix A

**PFM II LLC  
Partners**

1/1/2023

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Company Description</b>	<b>Office Location</b>
1 Bass	Jeremy	Managing Director/Partner	PFM II LLC	Boston, MA
2 Berwanger	Michael	Managing Director/Partner	PFM II LLC	Los Angeles, CA
3 Blanchett	Kari	Managing Director/Partner	PFM II LLC	Ann Arbor, MI
4 Burmeister	Jon	Managing Director/Partner	PFM II LLC	Des Moines, IA
5 Cameron	Jessica	Managing Director/Partner	PFM II LLC	Minneapolis, MN
6 Carter	JoAnne	Managing Director/Partner	PFM II LLC	Arlington, VA
7 Case	William	Managing Director/Partner	PFM II LLC	Orlando, FL
8 Choi	Christine	Managing Director/Partner	PFM II LLC	San Francisco, CA
9 Conway	Ryan	Managing Director/Partner	PFM II LLC	Charlotte, NC
10 Daniel	Lisa	Managing Director/Partner	PFM II LLC	Memphis, TN
11 Doyle	Jamie	Managing Director/Partner	PFM II LLC	Harrisburg, PA
12 Eichenthal	David	Managing Director/Partner	PFM II LLC	New Orleans, LA
13 Fraizer	Todd	Managing Director/Partner	PFM II LLC	Charlotte, NC
14 Francoeur	Mary	Managing Director/Partner	PFM II LLC	New York, NY
15 Gallucci	Brian	Managing Director/Partner	PFM II LLC	San Francisco, CA
16 Gerlach	Susanne	Managing Director/Partner	PFM II LLC	Des Moines, IA
17 Glover	Jay	Managing Director/Partner	PFM II LLC	Orlando, FL
18 Hartman	Daniel	Managing Director/Partner	PFM II LLC	Arlington, VA
19 Hass	Steven	Managing Director/Partner	PFM II LLC	New York, NY
20 Hodge	Darren	Managing Director/Partner	PFM II LLC	Chandler, AZ
21 Hollenbeck	Sarah	Managing Director/Partner	PFM II LLC	San Francisco, CA
22 Jaworski	Jill	Managing Director/Partner	PFM II LLC	Chicago, IL
23 Kaplan	Dean	Managing Director/Partner	PFM II LLC	Philadelphia, PA
24 Kozloff	Daniel	Managing Director/Partner	PFM II LLC	Philadelphia, PA
25 Lover	Chris	Managing Director/Partner	PFM II LLC	Charlotte, NC
26 Lowe	Lauren	Managing Director/Partner	PFM II LLC	Memphis, TN
27 Mace	Michael	Managing Director/Partner	PFM II LLC	Charlotte, NC
28 Maddox	Cheryl	Managing Director/Partner	PFM II LLC	Philadelphia, PA
29 Mann	Grodon	Managing Director/Partner	PFM II LLC	Philadelphia, PA
30 Masvidal	Sergio	Managing Director/Partner	PFM II LLC	Miami, FL
31 Matte	June	Managing Director/Partner	PFM II LLC	Boston, MA
32 Matteo	Brett	Managing Director/Partner	PFM II LLC	Philadelphia, PA
33 Matthews	Charles	Managing Director/Partner	PFM II LLC	Philadelphia, PA
34 McCoy	Joshua	Managing Director/Partner	PFM II LLC	Orlando, FL
35 Miller	David	Managing Director/Partner	PFM II LLC	Orlando, FL
36 Nadol	Michael	Managing Director/Partner	PFM II LLC	Philadelphia, PA
37 Niedfeldt	Jeremy	Managing Director/Partner	PFM II LLC	Orlando, FL
38 Pugh	Bethany	Managing Director/Partner	PFM II LLC	Cleveland, OH
39 Remig	Bradley	Managing Director/Partner	PFM II LLC	Harrisburg, PA
40 Rich	Robert	Managing Director/Partner	PFM II LLC	Princeton, NJ
41 Rosenbluth	Brandon	Managing Director/Partner	PFM II LLC	Philadelphia, PA
42 Rotty	Kevin	Managing Director/Partner	PFM II LLC	Richmond, VA
43 Schirmer	Sarah	Managing Director/Partner	PFM II LLC	New Orleans, LA
44 Schlesinger	Jamie	Managing Director/Partner	PFM II LLC	Malvern, PA
45 Schnackenberg	Matthew	Managing Director/Partner	PFM II LLC	Minneapolis, MN
46 Shearer	Scott	Managing Director/Partner	PFM II LLC	Harrisburg, PA
47 Shellenberger	Peter	Managing Director/Partner	PFM II LLC	San Francisco, CA
48 Stauder	Paul	Managing Director/Partner	PFM II LLC	Ann Arbor, MI
49 Stewart	Geoffrey	Managing Director/Partner	PFM II LLC	Philadelphia, PA
50 Toepfer	Thomas	Managing Director/Partner	PFM II LLC	Seattle, WA
51 Waley	Dennis	Managing Director/Partner	PFM II LLC	Austin, TX
52 Watson	Nate	Managing Director/Partner	PFM II LLC	Ann Arbor, MI
53 Wilder	Brent	Managing Director/Partner	PFM II LLC	Orlando, FL
54 Willard	Zachary	Managing Director/Partner	PFM II LLC	Harrisburg, PA



## Appendix B





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Crystal IBC, LLC 2 Old Slip 29th Fl ew York NY 10005	<b>CONTACT NAME:</b> Brian Rozynski	<b>FAX (A/C, No):</b>	
	<b>PHONE (A/C, No, Ext):</b> 212-504-1882		
<b>SURED</b> FM Group Consulting LLC 735 Market Street, 42nd Floor Philadelphia PA 19103	<b>E-MAIL ADDRESS:</b> brian.rozynski@alliant.com	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	License#: BR-1359321 PFMILL-01	<b>INSURER A:</b> Lloyd's Syndicate 1084 (Chauce)	0
		<b>INSURER B:</b> AXIS Surplus Insurance Company	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 387303250

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A B	Professional Liability (E&O)			HMPL22-0291 ENN604632	12/7/2022 12/7/2022	12/7/2023 12/7/2023	Limit of Liability: \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Evidence of coverage only.

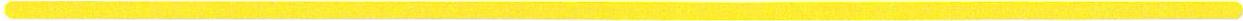
**CERTIFICATE HOLDER****CANCELLATION**

To Whom It May Concern

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## Appendix C

## Reimbursable Expenses

	<b>Item</b>	<b>Cost (\$)</b>
1	Agenda package	\$ 0 cost *
2	Tapes/CS	\$ 0 cost
3	Binders	\$ 0 cost
4	# 10 envelope	\$ 0 cost **
5	9 x 12 envelope	\$ 0 cost **
6	10 x 13 envelope	\$ 0 cost **
7	Storage box	\$ 0 cost
8	Copy	\$ 0 cost **
9	USPS	\$10.00 ***
10	Fed Ex	\$ 25.00 ***
11	Conference calls	\$ 0 cost
12	Offsite storage (archival)	\$ 0 cost

\* Agendas are all produced electronically and provided on PFM tablet at the meeting. If the Board would like hard copies, see below for fees.

\*\* If mailings are needed than there will be a cost associated with the quantity. See below for applicable fees.

\*\*\* Postage/FedEx fees vary by the amount of items sent per month and are only billed on an incurred basis.

Paper - \$0.25 per page

Envelopes - \$0.07 per envelope

Postage - current USPS standard postage

# Tab 6A

# Copperstone Community Development District



## Proposal for District Management Services April 17, 2023



### OUR MISSION:

TO BE THE **PARTNER AND PROTECTOR**  
OF THE **MOST CRITICAL RESOURCE**  
THAT HELPS **COMMUNITIES PROSPER**



April 17, 2023

Re: Proposal for Copperstone Community Development District

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for District Management services with pricing and a scope of services for Copperstone Community Development District. Copperstone is a premier community and we are excited about the opportunity to serve the board and residents.

**Our Mission is: "To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper."** We do this through our **3 Principles of Pure Partnership:**

## PURE PARTNERSHIP



### Pure Alignment

We connect with clients on their terms, on a foundation of clarity, trust and mutual understanding. We make their goals our goals, tailoring the right mix of skills and resources to every project.



### Pure Accessibility

We are open and transparent with our clients and each other. We make information and insights easy to see, understand and share. We're always available and open to share our skills, ideas and thinking.



### Pure Accountability

We hold ourselves accountable to our clients, through continuous measurement and improvement, to our environment, through rigorous compliance, and to each other, through ongoing safety, training and professional development.

- **Experience:**
  - Providing District Management Services to West Florida Region for nearly 40 years.
  - We provide service to over 125 CDDs throughout Florida including 80+ CDDs in the West Florida Region.
  - 15 District Managers on staff with 10+ years average tenure.
  - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction.
- **Project Management** – We are able to provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.

- **Cost Savings** –Our proposal includes a price decrease of almost **10%** for overall District Management and Financial services. We will continue to review your current operating budget and to identify additional savings opportunities or more efficient ways to operate the district.
- **Technology:**
  - **Avid Xchange:** An advanced accounts payable system that allows the Inframark team to be highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
  - **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system that allows us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach: We are more than the individual assigned to your account.** Our service to your community will include 11 highly trained professionals including: a secondary District Manager, Finance and Recording personnel and supervision. We have been told the depth and experience of our team is one of our greatest strengths!
- **Infrastructure:**
  - Full team of Health, Safety and Environmental (HSE) staff
  - Complete internal IT support and infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms
  - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more

Inframark is committed to making continuous improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-based fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.

Respectfully,



Chris Tarase  
Vice President  
Inframark - Infrastructure Management Services





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# 1 Executive Summary

Inframark – Infrastructure Management Services is pleased to provide this proposal for District Management Services to the board. Inframark has been providing District Management services in Florida for over 40 years.

To meet the needs of your District, we provide a fully empowered local District Manager out of our Tampa office. We provide additional support to all our clients through a central office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients which include the following:

- **Personnel:**
  - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
  - We also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District, but also our competence in addressing a wide range of complex matters that may come before your District.
  - Your assigned team has more than 200 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
  - Inframark is the most experienced company in the business.
  - We manage over 200 clients statewide including Community Development Districts, Special Districts, Homeowner Associations and local municipalities.
  - We pride ourselves on providing the best customer service in the industry and have a client retention rate over 99%.
- **Capital Project Management:** Inframark has the knowledge and experience to manage multi-million dollar capital improvement projects for our clients and also can provide Certified Project Managers (PMP) on staff as needed
- **Office Locations:**
  - We have six offices in the State of Florida that support our district clients. (Tampa, Wesley Chapel, Ft. Myers, Celebration, St. Augustine and Coral Springs)
  - We will support your District with a local district manager out of the Tampa office

*"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5 year period our CDD has performed many projects from paving roadways to a multi million dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule. In areas where his knowledge was limited he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed he listened and we then were always able to reach a better outcome.*

*– Norman Day, Cedar Hammock CDD Chair*

- **Safety:**
  - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
  - Documented monthly safety training for ALL Inframark personnel.
  - Disaster Preparedness Plans for staff and ability to assist in plan creation for clients
  
- **Human Resource Management:**
  - Inframark has its own professional team of human resource professionals.
  - Provides drug and background screening that meet all applicable Federal and State requirements.
  - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service and other important programs.
  - Regimented performance review process.
  - Spot bonus and annual merit incentives
  - Best in industry employee benefit and 401(k) program
  
- **Field Services:** Inframark is also able to provide the following field services with our own employees:
  - A complete range of Field Management and Maintenance services including but not limited to:
    - Vendor management
    - Contract administration
    - Sidewalk grinding
    - Pressure washing
    - Concrete Replacement and sidewalk repair
    - Monthly field services report
    - Landscape reviews
    - A full range of maintenance services for District and Association clients

## 2 Pricing & Business Considerations

Pricing Category	Proposed Pricing	Proposed FY2023 Budget from current Management
District Management Services	\$47,200	\$22,700
Admin/Recording	Included	\$ 4,500
Accounting Services	Included	\$ 15,900
Financial & Revenue	Included	\$ 3,600
Assessment Services	Included	\$ 5,000
Disclosure Services	\$ 1,000	\$ 1,500
<b>Total</b>	<b>\$48,200</b>	<b>\$53,200</b>

- Pricing is good for 60 days and is contingent upon a mutually agreed contract.
- Pricing represents **almost 10% cost reduction** from current similarly budgeted services.

### 3 About the Company



#### Our Partnership Principles

##### Pure Alignment

We connect with our clients on a foundation of clarity, trust and mutual understanding. We make our clients' goals our goals, and tailor the right mix of skills and resources to every project.

##### Pure Accessibility

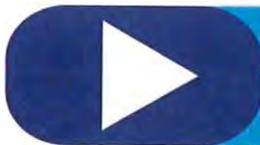
We are open and transparent with our clients and each other, making information and insights easy to see, understand, and share. We are always available and open to share our skills, ideas, and thinking.

##### Pure Accountability

We hold ourselves accountable to our clients and ourselves. We seek continuous improvement through rigorous compliance, as well as ongoing safety, training, and professional development.

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts, municipalities, residential and commercial property owner associations. With offices throughout the State of Florida in Tampa, Wesley Chapel, St. Augustine, Celebration, Ft. Myers and Coral Springs. Inframark maintains a focus in serving CDD's and HOA's and, as a result, has become a leader in our industry managing over \$87M in financial assets for over 125 Community Development Districts and 185 HOA's. Inframark is a member of Florida Association of Special Districts (FASD), Community Association Institute (CAI), the Florida League of Cities, Greater Orlando Builders Association, Tampa Bay Builders Association, Association of Florida Community Developers (AFCD) and the Urban Land Institute.

The success of any project (big or small) and every relationship depends on a positive and productive interplay of the people, processes, resources and responsibilities of all involved. Over the years, we've formalized the most important elements into our own service philosophy that we call the Principles of Pure Partnership™. These partnership elements, Alignment, Accessibility and Accountability, are infused into our culture, into every project and every interaction. The result is deeper relationships with our clients and each other and real value in ways you can see, feel and measure.



**CLICK HERE TO SEE OUR VIDEO ON YOU TUBE.**

<https://www.youtube.com/watch?app=desktop&v=C-elgNECVJ4&feature=youtu.be>

## 4 Qualifications

### Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. As the District Manager, Inframark will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Inframark will attend up to twelve meetings a year at no additional cost to the District.

The Inframark team uses a primary and secondary management approach to the District Management position. This ensures that the District will have continuity of services for district management services which are not dependent on a single individual. This approach is a hallmark of the Inframark approach to highly effective customer service to our District clients. This ensures that there will always be a qualified District Manager at every meeting.

### Records:

Inframark has one of the largest teams of recording professionals (ten personnel), in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark provides full compliance with all the Florida Statutes Records Requirements of Chapter 119. This includes storage of records, access to records and coordination of all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

### Document Management:

Inframark utilizes three parallel processes to manage the documents of our clients.

- First, our electronic document management system allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client's Website for timely updates. We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.

*"I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."*

*"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."*

*"I highly recommend Inframark."*

*Dennis Smith- Former Chairman  
Meadow Pointe CDD*

- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.

**Disaster Contingency & Recovery:**

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region or state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location. Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

**District Operations:**

Inframark has fifteen (15) District Managers throughout the State of Florida with over 100 years of District Management experience in the Florida Community Development District market. The West Regional Manager for Inframark has over fifteen (15) years of District Management experience in addition to experience in finance, IT and is a Certified Project Manager. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.

The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFP's) for a wide variety of District construction, capital and maintenance projects including:

- a) development of complex bid and proposal packages,
- b) advertisement of the opportunities,
- c) analysis of the proposals and bids, and
- d) development of recommendations for Board consideration.

With the vast experience of our District Management team and the presence of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

#### **Accounting and Reporting:**

Inframark performs all required financial accounting functions through solid workflow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. Inframark has over 300 years of combined experience on our Finance Team.

Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

**Audits:**

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAP and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.

**Budgeting:**

Inframark's customized CDD financial software system allows us to deliver options to our clients on how they wish to have their monthly financials and annual budget detailed. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based upon the input from the Board as to the goals they wish to achieve in the upcoming budget cycle.

The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors. The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased or eliminated as part of the new budget cycle. It is critical in the development of an annual budget that aspects of the budget are reviewed by each team member providing service to the District.

**Capital Program Administration:**

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget. It is important that the annual capital budget is fully coordinated with the operation and maintenance budget. We also examine the life cycle cost of projects based on the Reserve Study to determine their financial feasibility prior to the Board acting on said expenditure.

Inframark has many years of experience in dealing with capital bond issues and bank qualified loans for District projects. We have extensive experience in working with bond underwriters, financial advisors and various lending institutions on the establishment and implementation of capital programs for District clients. We have established procedures for making certain that specific deadlines associated with bond documents and bank qualified loan requirements are met. We have an excellent reputation of successful implementation of a wide variety of financing programs for our District clients.

**Assessments and Revenue Collection:**

Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on roll and off roll collection. We have successfully worked with District legal counsel to accurately and timely collect off roll assessments when they are called for. We also routinely conduct true up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as needed basis at no cost to the District.

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

## 5 Effective Technology Tools and Support

### AvidXchange Accounts Payable Processing System



Inframark offers AvidXchange, which is an advanced accounts payable processing system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by the District Manager and/or a designated Board member, if desired. The system is PDF driven, easily tracks and archives records, preserves historical information on vendor payments, provides for creation of specialized reports, allows increased transparency for the Board's overall review of the payables process and provides for timely payment for the vendor.



#### Improve Security and Transparency

Automate the approval workflow to improve governance and control for managers and board members. Enjoy 24-7 access from anywhere with an internet connection.



#### Centralize Invoices and Speed Up Approvals

Leverages a flexible online invoice approval process for expedited processing, while minimizing manual data entry and enabling mobile invoice review and approval.



#### Efficiently Manage Invoices

Vendors scan invoices in PDF format and submit them directly to the system in seconds. No need for printing, mailing & stuffing invoices in file cabinets.

The Manager reviews invoices online and ensures expenditures are coded to the proper general ledger account. Designated approvers receive email notifications whenever invoices are awaiting their review and approval. Approvers log on to the AvidXchange website, view the invoices in their individual queues and approve them for payment, which then prompts a payment being sent to the vendor.

### Customized Financial Statements & Budgets

Inframark developed a proprietary financial operating system designed exclusively for the Community Development District business, allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements will look, depending upon the preference of the Board.

## TECHNOLOGY DRIVES OUR COMMUNITIES

## IMS TownSquare – Website, Portal and Communications

Inframark intentionally promotes communication and transparency through our hybrid communication tools. Accessible from smart phones, pads, and computers streaming community info and news feeds, providing tangible communication and alternatives to unofficial chatter among social media.

# townsquare



### SMART CALENDAR W/ RSVP



- An upcoming event can be posted with recurring automatic notifications
- A recurring event can be set to the system with just one post.
- RSVP system shows head count, attendee reports and allows setting attendee limits.
- Events can be published on association calendar, custom calendar, Group calendar, or Committee calendar.
- Event location is integrated to a map view.
- Designed for optimum web and mobile viewing.

Inframark's hybrid webpage is password protected and functions like both a webpage documents center and a social media network with safety control filters. It is manager-controlled communication hub to proactively provide information, build approved community groups, update important community activities, and optionally request feedback from residents – all postings have a 1200-word filter to screen out profanity and other inappropriate language.

Managers can proactively plan and schedule communications with strategic postings, so residents are more informed. Inframark's Phone App creates proactive postings where residents are focused! This site can be stand alone or become the District's Communication Hub.

- Private and secure communication tool - only for the use of the residents.
- Communication can be one-way from manager, or if chosen, interactive with residents.
- Official District news and topic channels are used to categorize discussion threads.
- "Report a post" feature and blacklisted word filters
- Designed for optimum web and mobile viewing and posting.
- IMS TownSquare Mobile app for Apple iOS and Android users.

- **IMS TownSquare Work Order System**

Managers, Residents AND Vendors can now go online to maximize workflow. Inframark TownSquare Work Orders allow for Members, Vendors and Community Manager to create work orders online and via our TownSquare App. The digital forms created by the Manager or approved vendor are tracked in the system which notifies all parties with all work order requests. Status and activity can be exported in Excel or PDF form and becomes part of our standard Monthly Reporting.

## 6 Staffing

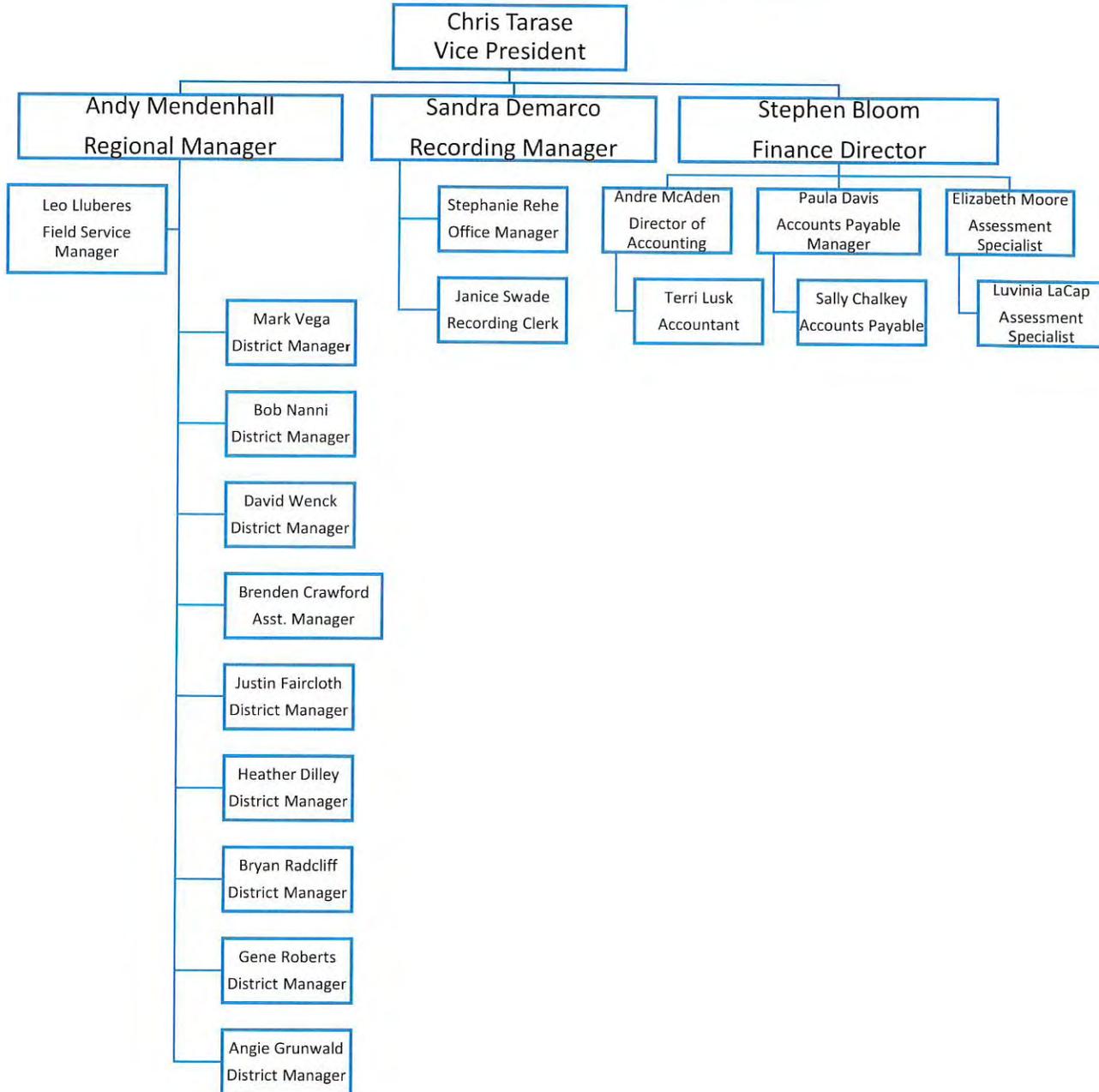
Inframark is the only District Management firm with its own Human Resource team. This means the following:

- our employees are fully vetted prior to hiring,
- employees have regular performance evaluations,
- we follow a progressive disciplinary policy,
- we have an exceptional benefit program for our employees that other firms do not offer,
- we have a bonus program for exceptional performance,
- we offer a management bonus for employees that are responsible for financial performance goals,
- we provide a 401K retirement plan,
- we provide ongoing training and training incentive programs,
- we offer tuition reimbursement, and
- we have an in-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits that are designed to encourage long-term employment with Inframark.

In terms of the personnel assigned to your District, Inframark will ensure to the highest degree possible that we will retain the same personnel for your District. In addition, for the primary District Manager and the Secondary District Manager we will not remove or replace them without notifying the Board and the Board will have the opportunity to approve their replacement.

## West Florida Organizational Chart



### District Management:

**Mark Vega**, District Manager, is a certified District Manager through Florida Association of Special Districts (FASDO) and has over nine years of District Management experience. He has been a District Manager in the Tampa Region for the past nine years and has managed many complex Districts. Mark has never lost a district that he manages and has over thirteen years of CDD experience as he was the first resident Board Supervisor on the South Fork CDD and shortly after being appointed by the developer was selected as Chairman. He has a Bachelor of Arts Degree in Political Science from the University of South Florida.

**Andy Mendenhall** is the Regional Manager for Inframark and is also available to work with Mark on addressing any issues that could develop and he will be responsible for the overall performance of the Inframark team. Mr. Mendenhall has 16 years of district management experience. He is a certified Project Management Professional with more than 19 years of project and program management experience in technical and business operational areas. His background includes treasury services work with JP Morgan and Citibank with additional years of information technology experience working for Cigna Healthcare and Metris Corporation. He holds a bachelor's and master's degree in Business Administration. Mr. Mendenhall also currently serves as a Supervisor on the Seven Oaks CDD and previously served as the Chairman of the Northwood CDD and is based in our Tampa office.

### Recording Services:

**Sandra Demarco**, Records Manager, has been with Inframark for over 17 years and serves as Manager of the Recording Department. She has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a BA from Florida Atlantic University.

**Janice Swade**, Recording Secretary, has been working with Inframark for 17 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working with various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

**Stephanie Rehe**, Office Manager, has been with Inframark for over 18 years and is responsible for coordinating the publication of all meeting notices, responding to public record requests and updating the electronic archival repository. She works closely with the entire Management Services team, facilitating and gathering documentation to compile agenda packages and finalize the District's records of proceedings in accordance with Florida Statutes. Stephanie has 15 years of clerking experience with Inframark.

### Financial Services:

**Stephen Bloom**, Finance Director, has been with Inframark for over 16 years and leads the Finance Department and coordinates the District's banking and investment activities. He is also responsible for monitoring and implementing changes to the financial reports to ensure the District is compliant with all GAAP requirements. Stephen holds Bachelor Degrees in both Finance and Management and has more than 20 years of combined accounting and finance experience in both the public and private sectors.

**Andre McAden**, Director of Accounting, oversees the Inframark Financial Team which manage the District's financials, budgets and annual audits. He works with financial institutions to provide long term investing, credit and debit cards; and ensures investment policies are upheld with Federal and State requirements. He coordinates bond compliance requirements with the Trustee, establishes procedures and maintains reporting of unclaimed property. He has over 12 years of Municipal experience.

**Terri Lusk**, Accountant, has been with Inframark over 17 years and is responsible for preparation of financial statements, annual budgets and audits. She earned a Bachelor of Business Administration in Accounting from Florida Atlantic University and has more than 20 years of experience that includes over 17 years in the not-for-profit sector.

**Paula Davis**, Accounts Payable Manager, has been with Inframark for 19 years and is responsible for overseeing all accounts payable, accounts receivable and payroll activities. In addition, she coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, which includes five (5) years as a Human Resources Coordinator.

**Sally Chalkey**, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Sally has 20 years' extensive experience working in the accounting and customer service field. Sally is proficient in the accounts payable process, processing over 7,000 invoices annually.

**Luvinia LaCap**, Assessment Specialist, has been with Inframark since 1999 working closely with title companies, residents, District Managers and accountants. Luvinia has over 19 years' extensive experience working in assessments and customer service fields.

**Elizabeth J. Moore**, Assessment Services, graduated from the University of Central Florida with a Bachelor's in Science, specializing in Finance, in August 2004. She has 16 years' experience that has encompassed a wide variety of fields and disciplines. Personal banking, mortgage lending, personal portfolio management, accounting and municipal financial management are some of the fields in which she has worked over the course of her career. Elizabeth has worked for Inframark since 2008 and is the lead Assessment Specialist of the Finance Department. Her current responsibilities include, but are not limited to building District assessment rolls, managing District lien books, bond methodology analysis and implementation, debt service funding, developer billings and debt service budget analysis.

## 7 Clients (Partial List)

Community	County
Coral Lakes CDD	Charlotte
Heritage Lake Park CDD	Charlotte
Riverwood CDD	Charlotte
Bonita Springs	Collier
Cedar Hammock CDD	Collier
Heritage Bay CDD	Collier
Naples Heritage CDD	Collier
Quarry CDD	Collier
Avalon West	Hernando
Four Seasons @Crystal Spring	Hernando
Southern Hills Plantation II	Hernando
Spring Ridge CDD	Hernando
Arbor Greene CDD	Hillsborough
Avelar Creek	Hillsborough
Balm Grove	Hillsborough
Belmond Reserve CDD	Hillsborough
Berry Bay	Hillsborough
Bullfrog Creek	Hillsborough
Carlton Lakes CDD	Hillsborough
Cheval West CDD	Hillsborough
Cordoba Ranch CDD	Hillsborough
Creek Preserve CDD	Hillsborough
Cypress Mill	Hillsborough
Easton Park CDD	Hillsborough
Gas Worx (Tampa)	Hillsborough
Hammocks (The) CDD	Hillsborough
Harbour Isles CDD	Hillsborough
Heritage Isles CDD	Hillsborough
La Collina	Hillsborough
Live Oak No. 1 CDD	Hillsborough
Live Oak No.2 CDD	Hillsborough
Mirabella	Hillsborough
North Park Isle	Hillsborough
Park East	Hillsborough
Park Place	Hillsborough
Parkway Center {Oak Creek}	Hillsborough
Shell Point {Shell Cove}	Hillsborough
Sherwood Manor {Brookside}	Hillsborough
Simmons Village North CDD	Hillsborough
South Creek CDD	Hillsborough
South Fork CDD	Hillsborough
South Fork East CDD	Hillsborough
South Fork III	Hillsborough

Spencer Creek	Hillsborough
Summit at Fern Hill	Hillsborough
The Heights	Hillsborough
The Oaks at Shady Creek	Hillsborough
Timber Creek	Hillsborough
Touchstone	Hillsborough
TPOST CDD	Hillsborough
Ventana	Hillsborough
Waterchase CDD	Hillsborough
Westchase CDD	Hillsborough
Westchester	Hillsborough
Buckhead Trails CDD	Manatee
Buckhead Trails II CDD	Manatee
Forest Creek CDD	Manatee
Lexington CDD	Manatee
Parrish Plantation	Manatee
Plant City	Manatee
Saltmeadows	Manatee
Sawgrass Village CDD	Manatee
SouthBay	Manatee
Chapel Crossings CDD	Pasco
Cobblestone	Pasco
Cypress Preserve	Pasco
Harvest Ridge	Pasco
Heritage Springs CDD	Pasco
Hillcrest Preserve (Recreate)	Pasco
Hilltop Point (Dade City)	Pasco
Lake Bernadette CDD	Pasco
Lexington Oaks CDD	Pasco
Longleaf	Pasco
Meadow Pointe CDD	Pasco
Meadow Pointe II CDD	Pasco
New River CDD	Pasco
Northridge	Pasco
Northwood	Pasco
Oak Creek CDD	Pasco
Oakstead CDD	Pasco
St Joe (Dade City)	Pasco
Suncoast	Pasco
Two Rivers East CDD	Pasco
Two Rivers North CDD	Pasco
Two Rivers West CDD	Pasco
Watergrass	Pasco
Watergrass II CDD	Pasco
West Hillcrest	Pasco
Bobcat Trail CDD	Sarasota
Woodlands CDD	Sarasota

## REFERENCES

Watergrass II CDD  
<https://www.watergrass2cdd.com>  
Wesley Chapel, FL (Pasco County)  
Zuriel Cabrera, Chairman  
[zcabrera@hotmail.com](mailto:zcabrera@hotmail.com)  
201-723-9119

Forest Creek CDD  
<https://www.forestcreekcdd.org/>  
Parrish, FL (Manatee County)  
Joe Dewitt, Chairman  
[jdewittfccdd@gmail.com](mailto:jdewittfccdd@gmail.com)  
941-212-7080

Westchase CDD  
<https://westchasecdd.com/>  
Tampa, FL (Hillsborough County)  
Matt Lewis, Chairman  
[Seat3@westchasecdd.com](mailto:Seat3@westchasecdd.com)  
813-503-2239

Live Oak No 1 CDD  
<https://www.liveoakno1cdd.com/>  
Tampa, FL (Hillsborough County)  
Mike Ceparano  
[seat4@liveoakno1cdd.com](mailto:seat4@liveoakno1cdd.com)  
813-417-6698

Oak Creek CDD  
<https://www.oakcreekcdd.org/>  
Wesley Chapel, Florida (Pasco County)  
David Gerald  
813-629-5502

## 8 Sample Scope of Services

All services required for the management of a Community Development District under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

### A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

### B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Monitor certificates of insurance as needed per contracts.
7. Assist with the preparation of and follow risk management policies and procedures.
8. Recommend and advise the Board, in consultation with the District Engineer, of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
9. Process and assist in investigation of insurance claims..
10. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
11. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the County.
  - ii. provide the regular meeting schedule of the Board to the County.
  - iii. prepare and file annual public depositor report.
  - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. transmit Public Facilities Report and related updates to appropriate agencies.
  - vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.

- vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
- viii. maintain the District Seal.

**C. Accounting, Reporting, and Audit Support**

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

**D. Budgeting**

1. Prepare and provide for a proposed budget for Board approval and submission to the County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

**E. Assessments & Revenue Collection**

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.
4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

**F. Bond Compliance and Dissemination Agent – Additional fees may apply**

1. Oversee and implement bond issue related compliance. For example:
  - i. coordination of annual arbitrage report as required.
  - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. annual/quarterly disclosure reporting **for additional fee** as required.

**G. Records**

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the local government in which the District is located and include meeting minutes,

resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.

2. Serve as the District's Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. protect the integrity, confidentiality, or exemption of all public records.
  - ii. respond to public records requests in a timely, professional, and efficient manner.
  - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

**H. Field Operations Services (Additional Fee will apply based on mutually agreed upon scope)**

1. Monthly community inspections
2. Meet with vendor contractors
3. Process invoices
4. Re-bid contracts as needed
5. Receive and respond to homeowner phone calls
6. Attend Board Meetings as requested

FIRMS CERTIFICATION

STATE OF FLORIDA COUNTY OF PASCO

I, ANDREW P. MENDENHALL, of INFRAMARK (name of company), submitting to furnish the following described materials, equipment, and/or services to the Copperstone Community Development District (the "CCDD")

HEREBY CERTIFIES THAT:

- 1. Bidder/Firm has thoroughly inspected the specifications or request for proposal and understands the terms and conditions thereof and they are incorporated by reference in the bid or proposal for said goods or services, and have verified measurements, if applicable.
2. The bid or proposal is firm and binding and shall be valid for not less than sixty (60) days from the date of bid opening. A longer time may be set out in the bid, the proposal, or as negotiated between the Bidder/Firm and the CCDD.
3. The bid or proposal is made by a person authorized to bind the Bidder/Firm.
4. The bid or proposal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of the CCDD.
5. The bid or proposal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

[Signature]
Print Name: ANDREW P. MENDENHALL

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this 4th day of APRIL, 20 23, by ANDREW P. MENDENHALL, as REGIONAL MANAGER (title) of INFRAMARK, LLC (name of company), on behalf of LLC (type of entity).

[X] who is personally known to me,
[ ] who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

[Signature]
Signature
Print Name
NOTARY PUBLIC-STATE OF Florida
My Commission Expires: 6-14-26
Commission No. HH 276213



NO LOBBYING AFFIDAVIT

STATE OF FLORIDA

COUNTY OF PASCO

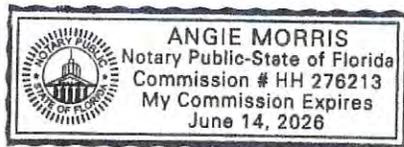
This, 4<sup>th</sup>, of April, 2023, ANDREW P MENDENHALL  
being first duly sworn, deposes and says that he or she is the authorized representative of  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal  
released by the Copperstone Community Development District, and that the Firm and any of its agents  
agrees to abide by the Copperstone Community Development District's no lobbying restrictions in regards  
to this solicitation.

*Andrew P. Mendenhall*  
Affiant

The foregoing instrument was acknowledged before me by means of  physical presence or  online  
notarization this 4<sup>th</sup> day of April, 2023, by ANDREW P. MENDENHALL  
(name of person, officer, or agent, title of officer or agent), of INFRAMARK, LLC  
(name of corporation or partnership, a LLC  
(state of incorporation or partnership, if applicable).

who is personally known to me,  
 who produced \_\_\_\_\_ as identification, who did take an oath, and who  
acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein  
expressed.

(Notary Seal)



*Angie Morris*  
Signature

Angie Morris  
Print Name

NOTARY PUBLIC-STATE OF Florida

My Commission Expires: 6-14-26

Commission No. HH 276213

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Copperstone Community Development District (the "CCDD") by:

ANDREW P MENDENHALL  
(Print individual's name and title)

For: INFRAMARK, LLC  
(Print name of entity submitting sworn statement)

Whose business address is: 2659 CYPRESS RIDGE BLVD., STE 101, WESLEY CHAPEL, FL 33544

And (if applicable) its Federal Employer Identification Number (FEIN) is: 23-2632347

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of

goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: 4/4/23

Signature [Signature]

STATE OF FLORIDA  
COUNTY OF PASCO

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 4th day of April, 2023, by ANDREW P. MEYERHALL, as REGIONAL MANAGER of INFRAMARK, LLC, on behalf of \_\_\_\_\_.

who is personally known to me, or  
 who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

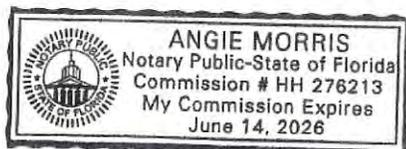
Signature Angie Morris

Print Name Angie Morris

NOTARY PUBLIC-STATE OF Florida

My Commission Expires: 6-14-26

Commission No. HH 270213



# Tab 6B



Rizzetta & Company  
Professionals in Community Management



# PROPOSAL

Copperstone Community Development District  
Prepared for: Adam Bailey, Chair

## RIVERVIEW OFFICE

2700 S. Falkenburg Rd. Suite 2745  
Riverview, FL 33578  
813.533.2950 | rizzetta.com



Rizzetta & Company  
Professionals In Community Management

April 12, 2023

Adam Bailey  
Chairman  
Copperstone CDD

RE: Community Development District Management Services

Dear Adam,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Copperstone Community Development District. With 36 years of experience and a state-wide presence, we are prepared to handle all present and future projects for the district.

As the current provider of district management services, we are uniquely qualified to understand the workings of the district. As such our proposal specifically identifies what we believe to be the requirements to best fulfill the obligations of managing your district, and we have priced it accordingly. Our proposal outlines a knowledgeable team, including Christina Newsome as your proposed Lead District Manager from our Riverview office. She'll have the support of Taylor Nielsen as 2nd Chair District Manager, Matt Hubber our Regional District Manager and a large team of district services professionals to ensure transition and daily operations run smoothly.

Thank you for your time and consideration of our proposal. We look forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. Should you have any questions or require additional information, please feel free to contact Scott Brizendine at [sbrizendine@rizzetta.com](mailto:sbrizendine@rizzetta.com)

Very truly yours,

William J. Rizzetta  
President

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

This, 12th, of April, 2023, William J. Rizzetta  
being first duly sworn, deposes and says that he or she is the authorized representative of  
Rizzetta & Company  
(Name of the authorized Contractor, Contractor or individual), maker of the attached request for proposal  
released by the Copperstone Community Development District, and that the Firm and any of its agents  
agrees to abide by the Copperstone Community Development District's no lobbying restrictions in regards  
to this solicitation.

William J. Rizzetta  
Affiant

The foregoing instrument was acknowledged before me by means of  physical presence or  online  
notarization this 17 day of APRIL, 2023 by William J. Rizzetta  
(name of person, officer, or agent, title of officer or agent), of Rizzetta & Company  
(name of corporation or partnership, a Corporation  
(state of incorporation or partnership, if applicable),

- who is personally known to me,
- who produced \_\_\_\_\_ as identification, who did take an oath, and who  
acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein  
expressed.

(Notary Seal)



Deborah Brennan  
Signature

Deborah Brennan  
Print Name

NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: March 23, 2024

Commission No. GG 947251

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Copperstone Community Development District (the "CCDD") by:

William J. Rizzetta, President

\_\_\_\_\_  
(Print individual's name and title)

For: Rizzetta & Company

\_\_\_\_\_  
(Print name of entity submitting sworn statement)

Whose business address is: 3434 Colwell Avenue, Suite 200, Tampa, FL 33614

And (if applicable) its Federal Employer Identification Number (FEIN) is: 59-3075187

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of

goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: April 14, 2023

William A. Rizzetta  
Signature

STATE OF FLORIDA  
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 17 day of APRIL, 2023, by William J. Rizzetta, as President of Rizzetta & Company, on behalf of Rizzetta & Company.

who is personally known to me, or  who produced \_\_\_\_\_ as identification, who did take an oath, and who acknowledged before me that he/she executed the same freely and voluntarily for the purposes therein expressed.



Deborah Brennan  
Signature  
Deborah Brennan  
Print Name

NOTARY PUBLIC-STATE OF FLORIDA  
My Commission Expires: March 23, 2024  
Commission No. GG 947251



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# OUR STORY

## ... SO FAR

Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 36 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

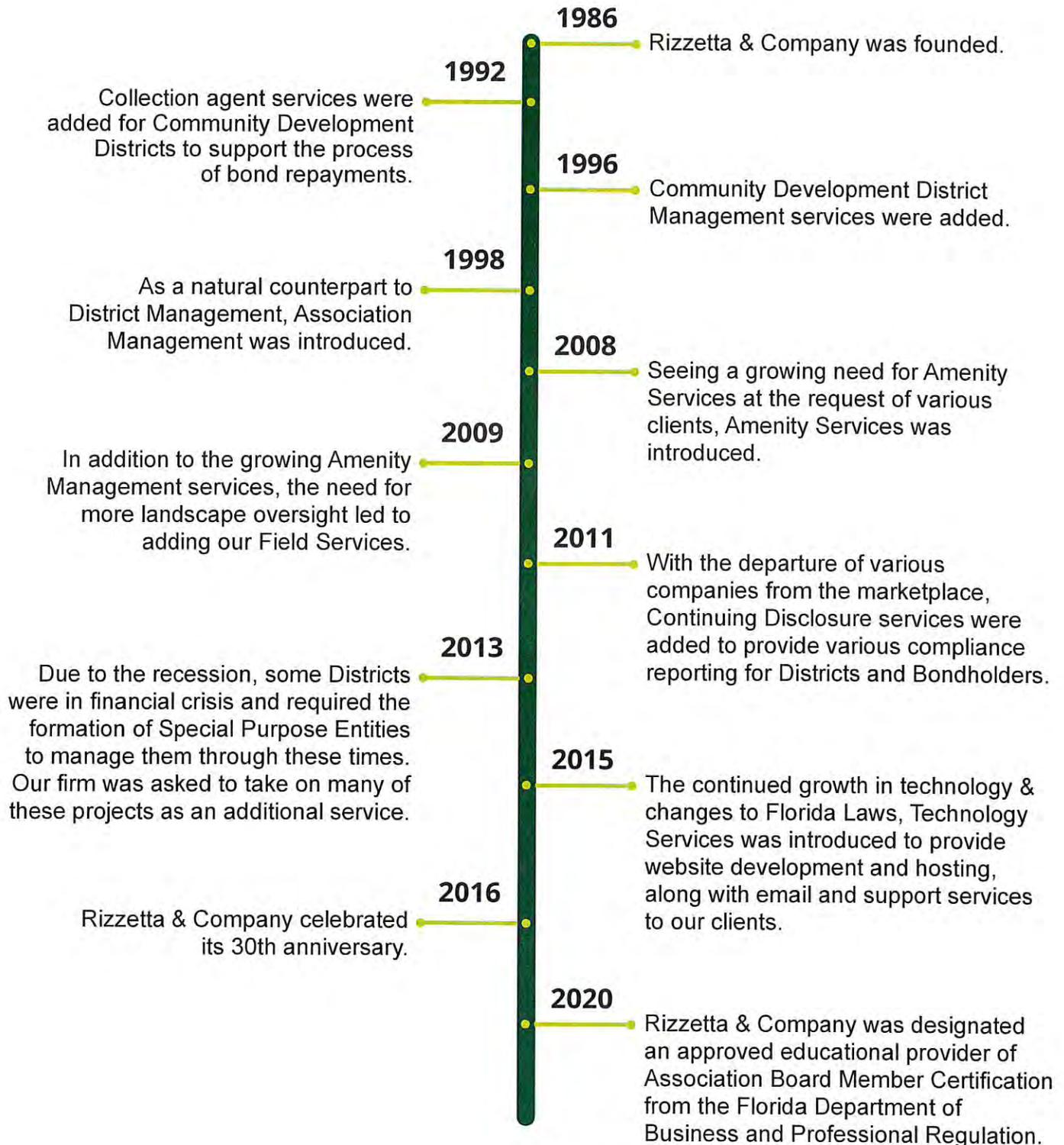
Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization.

## OFFICE LOCATIONS





# OUR MILESTONES





# BY THE NUMBERS



36  
YEARS OF  
EXPERIENCE  
EST. 1986



150+  
ASSOCIATION  
SERVICES  
CLIENTS



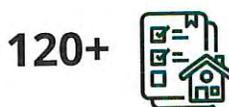
55  
ASSOCIATION  
SERVICES TEAM  
MEMBERS



20+  
AMENITY  
SERVICES  
CLIENTS



100  
AMENITY  
SERVICES TEAM  
MEMBERS



120+  
DISTRICT  
SERVICES  
CLIENTS



50  
DISTRICT  
SERVICES TEAM  
MEMBERS





# AREAS OF SERVICE

Rizzetta & Company would provide professional district management services to Copperstone CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

## Management

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
  - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
  - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
  - » Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
  - » Monitor certificates of insurance as needed per contracts.
- Routine site inspections to verify the state of repair for all District assets
- Review and create as needed a periodict maintenance schedule for District assets

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

## Administrative

- Prepare agendas for Board of Supervisors meetings
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.



Rizzetta has been electronically providing agendas to our Boards for a number of years resulting in substantial savings in printing costs to the Districts. We go one step further by providing electronic tablets to Board member for use during the meetings. This approach also allows immediate posting on the CDD website as required by statute. Audio recordings of the board meetings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

## **Accounting**

Services include the monthly preparation of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Rizzetta uses Sage Intacct Fund Accounting software that is designed specifically for governmental fund accounting. Our accounting processes have multi-level reviews to insure proper internal control and accuracy. The result of our accounting infrastructure is an industry recognition by auditing firms that the books and records of Rizzetta managed districts are exceptional.

## **Financial & Revenue Collection**

Services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations.

Our staff has significant expertise in assessment roll preparation and required certification to county Property Appraiser offices. Because of our experience, we enjoy a great relationship with those staff throughout the state. In addition, the required direct billings for property not on the tax roll are managed in concert with the same familiar staff.

We are organized to efficiently respond to property owner questions regarding District assessments and issue estoppel letters and lien releases as needed for property transfers

## **Bond Issuance Services**

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.



Bond Validation;

- d) Coordinate the preparation of a Bond Validation Report which states the “Not-to exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- e) Provide expert testimony at bond validation hearing in circuit court.

Certifications and Closing Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

Because providing bond issuance services was the cornerstone on which Rizzetta was founded, our expertise in this area is unparalleled. The special assessment allocation methodology report has been continually refined over the years to reflect new financing methods that are acceptable to the industry.

### **Landscape Inspection Services**

Landscape Inspection Services conducted by certified and experienced advisors is the fastest growing business sector at Rizzetta. As the District’s live assets generally represent the largest maintenance expenditure. Our Field Services team presently services 40 communities preparing monthly reports for District Boards wanting their greenspace to be unrivalled. Working alongside the District Manager, monthly inspections ensure irrigation, vegetation and landscape maintenance are working in concert to create the appealing environment envisioned by the original landscape architect.

### **Amenity Services and Management**

Rizzetta & Company provides expert general management and oversight of the amenity contract with the District within the agreed upon scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation.

As required, the Amenity Services representative will attend meetings to provide any updates or address concerns as well as be available to any board member for open and direct communications.

### **Technology Services**

Our Technology Services host District websites for purposes of updating records to ensure the websites remain in compliance with statutory requirements. Having this service under the same roof as District Management ensures details are not missed and critical filings are consistently observed. A third-party vendor performs the ADA mediation of the website. We also host and archive District specific e-mail accounts, if necessary.



# TECHNOLOGY TOOLS & RESOURCES

## Vendor Management Software: VIVE

As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with Vendor Information Verification Experts (VIVE) as the platform to support the program.

We chose to move vendor vetting to VIVE to ensure consistent compliance amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.

## Client Support System: Zendesk

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, powered by Zendesk, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.

This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.

## Document Management System: SharePoint

SharePoint is a web-based collaborative platform that integrates with Microsoft Office. A dedicated SharePoint site will provide access to the district documents to quickly find information and share files, data, news and other resources.

**sage** Intacct

Sage Intacct is a best-in-class cloud-based financial management software that provides online access to real-time accounting information on payables, cash balances, and financial statements. The magic of Sage Intacct is its flexibility to give you a truly tailored report.



# PROPOSED PRICING

<b>District Services Provided</b>	<b>Fees</b>
<b>District Management</b>	<b>\$20,430</b>
Up to 12 Meetings per year and 1 budget workshop. Recording, Notice, Administrative Support, Public Records Repository and Distribution District Operations.	
Administrative Fees:	
- For all meetings exceeding 3 hours	\$175/per hour
- For additional meetings	\$175/per hour
(includes drafting agenda, meeting attendance, and drafting of minutes)	
<b>Administrative Services</b>	<b>\$4,050</b>
<b>District Accounting</b>	<b>\$14,310</b>
Monthly Financial Package per GASB Budget Prep and Monthly Monitoring	
<b>Assessment Roll Administration</b>	<b>\$5,000</b>
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers Create and Maintain the Assessment Rolls	
<b>Annual Finance and Revenue Collections</b>	<b>\$1,200</b>
Estopple Issuance Debt Management	
<b>Continuing Disclosure Services</b>	<b>\$1,500</b>
Serve as the Dissemination Agent for All Bond Issuances to Ensure Compliance with the Security & Exchange Commission Rule 15c2-12 (\$1,000 for each additional bond issuance)	
<b>Technology Services</b>	<b>\$1,200</b>
Website Monitoring and Monthly Content Uploads	
<b>TOTAL RIZZETTA FEES (Fixed fee for FY 2023)</b>	<b>\$47,690</b>
Fee for FY 2024	\$47,960
Fee for FY 2025	\$49,120



# COPPERSTONE CDD DEDICATED TEAM MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service.



**Christina  
Newsome**

### **District Manager**

Christina is currently a District Manager with Rizzetta & Company, in our Riverview office. She has been with the District Services Management team since April 2021. Her portfolio includes overseeing districts in both Hillsborough and Manatee Counties.

Previously, Christina worked in the Healthcare field for 9 years, specializing in contracts, governmental laws and fraud waste and abuse. Christina's main responsibility were to verify claims processed correctly and within the guidelines of provided contacts and Medicare laws. Christina also helped to investigate instances of fraud waste and abuse with both providers and members. Christina holds a Bachelor of Science Degree in Criminal Justice.



**Taylor  
Nielsen**

### **2nd Chair District Manager**

Taylor Nielsen is a District Manager presently managing 9 active Districts. His current portfolio includes Districts in Hillsborough, Manatee and Pasco Counties. His clients compliment his ability to organize, communicate and execute.

Prior to joining the team at Rizzetta, Taylor comes from a background of Operations Management, and Brand Management; with over 7 years of experience. Taylor was among top level management at the tourism capital, Orlando, FL overseeing the largest rental car operation in the world; generating over 100 million in revenues per year.

Taylor received his BA from the University of Central Florida, and is a licensed Community Association Manager in Florida



**Matthew  
Huber**

### **Regional District Manager**

Matthew Huber is a Regional District Manager for Rizzetta & Company, Inc., and oversees the management team in our Tampa Bay market, with offices in Tampa, Wesley Chapel, and Riverview. He was named to the position in August of 2020.

Mr. Huber most recently served as a District Manager in the Tampa office, overseeing a portfolio of Community Development Districts in Pasco, Hillsborough, and Manatee Counties. Prior to that he served as a District Manager in the Wesley Chapel office. Mr. Huber started with Rizzetta & Company, Inc., in 2006 as a District Manager for our Fort Myers area clients in Lee and Collier County.

Prior to joining Rizzetta & Company, Inc., Mr. Huber worked as a Land Development Project Manager with DR Horton in the Fort Myers area. While working as a Land Development Manager, Mr. Huber gained valuable development knowledge that assists him in his management of his Districts. In addition to his development experience, Mr. Huber also has sat as CDD Board member, serving on two CDD Boards as an Assistant Secretary. Prior to working for DR Horton, Mr. Huber interned with the Board of County Commissioners Long Range Planning Department in Polk County. With his experiences working in this department, he has gain valuable insight into government practices.

Mr. Huber received his Degree in Business Administration from the University of South Florida in 2005. He is a Licensed Community Association Manager and Notary Public in the State of Florida.



## IMMEDIATE SUPPORT FOR COPPERSTONE CDD TEAM MEMBERS



**Scott  
Brizendine**

Scott Brizendine is our Vice Present of Operations, Community Development Districts. His responsibilities include the oversight of all operations associated with Rizzetta's district services department including management, administration, accounting, financial and dissemination services. Most recently, Scott was the Manager of District Financial Services after serving 10 years as a District Manager and Associate Director, beginning his employment with Rizzetta in 2005. He has extensive experience managing special districts in Florida and Louisiana, as well as writing assessment methodology reports for 100+ bond issuances, processing assessment rolls and providing continuing disclosure services. He has served as an expert witness multiple times for litigation, district establishments, district boundary amendments and bond validation proceedings.

Prior to joining Rizzetta, Scott worked in the Finance Department of the Walt Disney Corporation and most recently he was employed as an Accountant for property management companies in Indianapolis as well as in Tampa.

Scott received a bachelor's degree in Finance from Florida State University. He is a licensed Community Association Manager and Notary Public. He is a member of the Florida Government Finance Officers Association, the Association of Florida Community Developers, and a graduate of Leadership Tampa Bay – Class of 2018. Scott has enjoyed volunteering his services to multiple charities including the Make a Wish Foundation, Metropolitan Ministries and The United Way.



**Kaitlyn  
Gallant**

Kaitlyn Gallant is the Manager of our exceptional District Accounting Services. She started with Rizzetta in 2006 as a Construction Accounting Clerk and has progressed to her current role where she is responsible for all facets of district accounting, including preparation of financial statements, processing accounts payable and construction requisitions, reconciliation of bank statements, recording and collecting assessments, completing annual audits, and all other accounting processes that periodically require attention.

Kaitlyn received her bachelor's degree in International Business and Economics from Fitchburg State University in Massachusetts. As part of her coursework, she studied abroad in London, England.



**Kayla  
Connell**

Kayla Connell is the newest member of the CDD management team having been with Rizzetta & Company for 3 years and manages the District Financial Services department where she and her staff are responsible for the preparation of tax rolls for the thousands of homeowners residing in Rizzetta managed Districts and the corresponding collection of the revenues from the various tax collection offices.

Additionally this department issues Estoppels for properties changing ownership, assists in individual District budget preparations and posts required disclosures to EMMA – the official source for municipal securities data and disclosure documents. She oversees the writing of assessment methodology reports for bond issuances, refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for District establishment and boundary amendment petitions.

Kayla spends some of her spare time supporting Feeding Tampa Bay, Autism Speaks as well as instructing at Orange Theory Fitness. Kayla received her Bachelor of Science in Finance from the University of Central Florida.



# EXTENDED SUPPORT FOR COPPERSTONE CDD TEAM MEMBERS



**William (Bill)  
Rizzetta**

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 35 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. from U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heros and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



**Shawn  
Wildermuth**

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 28 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer Organizations, direct marketing, and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget, and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources, and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered **Certified Public Accountant** in the State of Illinois and a member of the American Institute of Certified Public Accountants.



# OUR COMMITMENT TO THE INDUSTRY

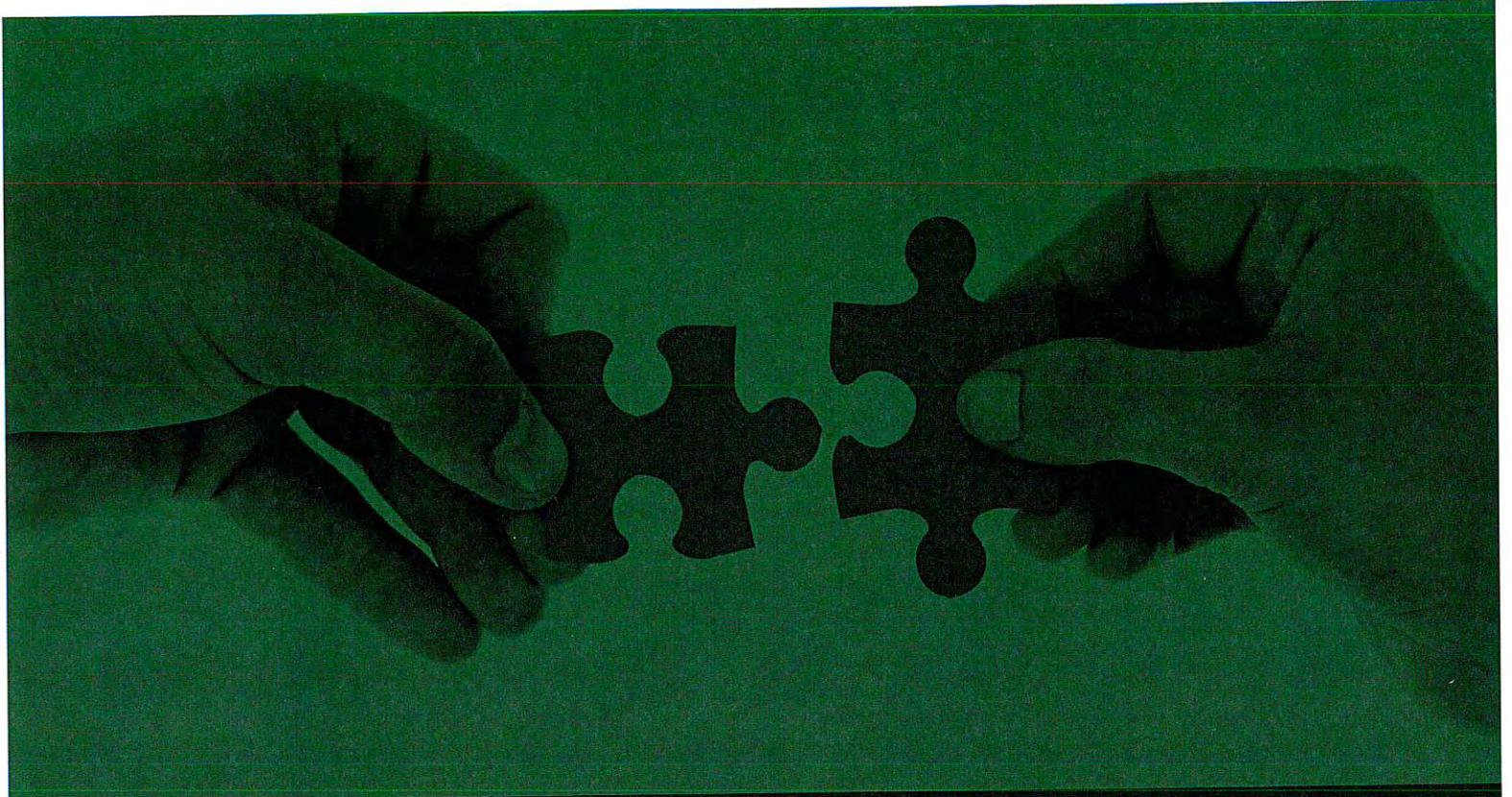
As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- Community Associations Institute
- International Society of Arboriculture
- The Northeast Florida Builders Association
- The Greater Tampa Chamber of Commerce
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association
- CFO Exchange Group
- Florida Association of Special District
- Leadership Tampa Bay
- Tampa Bay Builders Association
- Urban Land Institute, Tampa Bay
- Visit Tampa Bay

# GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.



WE BUILD

# PARTNERSHIPS

THAT LAST

## TESTIMONIAL

“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”

*Susie White, Chairperson, The Harborage at  
Braden River Community Development District*

**Municipal Advisor Disclaimer :** Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

## **Tab 7**



LLS Tax Solutions Inc.  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: [liscott@llstax.com](mailto:liscott@llstax.com)

July 13, 2023

Copperstone Community Development District  
c/o Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

Thank you for choosing LLS Tax Solutions Inc. (“LLS Tax”) to provide arbitrage services to Copperstone Community Development District (“Client”) for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$5,209,000 Copperstone Community Development District Capital Improvement Revenue Refunding Bond, Series 2019

### **SCOPE OF SERVICES**

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service (“IRS”) forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

### **TAX POSITIONS AND REPORTABLE TRANSACTIONS**

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment

of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

## **PROFESSIONAL FEES AND EXPENSES**

Our professional fees for the services listed above for the three annual bond years ending June 26, 2023, June 26, 2024, and June 26, 2025, is \$1,500, which is \$500 each year. We will bill you upon completion of our services. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax Solutions Inc. of its intent.

**ACCEPTANCE**

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,  
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:  
Copperstone Community Development District

By: Linda L. Scott  
Linda L. Scott, CPA

By: \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date: \_\_\_\_\_

## **Tab 8**

**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COPPERSTONE COMMUNITY DEVELOPMENT  
DISTRICT DESIGNATING DATES, TIME AND LOCATION  
FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF  
THE DISTRICT, FOR FISCAL YEAR 2023/2024, AND PROVIDING FOR  
AN EFFECTIVE DATE**

WHEREAS, Copperstone Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the, Parrish County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

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

1. The Fiscal Year 2023/2024 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 1<sup>st</sup> DAY OF AUGUST 2023.**

**COPPERSTONE COMMUNITY  
DEVELOPMENT DISTRICT**

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

**ATTEST:**

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

**EXHIBIT "A"**  
**BOARD OF SUPERVISORS MEETING DATES**  
**COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**

October 3, 2023

November 7, 2023

December 5, 2023

\_\_\_\_\_, 2024

February 6, 2024

March 5, 2024

April 2, 2024

May 7, 2024

June 4, 2024

July 2, 2024

August 6, 2024

September 3, 2024

All meetings will convene at \_\_\_\_ a.m./ p.m. and will be held at

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Tab 9**

**MINUTES OF MEETING**

*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.*

**COPPERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Tuesday, March 7, 2023, at 7:02 p.m.** at the Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219. The following is the agenda for this meeting:

Present and constituting a quorum:

Adam Bailey	<b>Board Supervisor, Chairman</b>
Gerard Litrenta	<b>Board Supervisor, Vice Chair</b>
Michael Fondario	<b>Board Supervisor, Assistant Secretary</b>
Ryan Stulman	<b>Board Supervisor, Assistant Secretary</b>
Tom Fretz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Mark Barnebey	<b>District Counsel, Blalock Walters</b>
Doug Agnew	<b>Representative, Advanced Aquatics</b>
Trace Swartz	<b>Representative, CEPRA</b>
Rob Ferrante	<b>Representative, CEPRA</b>

Audience                      **Present.**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present. There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance**

**1. Presentation of Waterway Inspection Report**

Mr. Agnew presented the Waterway Inspection Report to the Board

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**B. District Engineer**

Not present, not report was given.

**C. Landscape**

CEPRA reps agreed to mowing around the ponds if the area is dry. They also informed the Board that the work previously approved by the HOA, will begin soon.

**D. District Counsel**

1. Presentation of RFP for District Management Services

Mr. Barnebey was present and presented the Request for Proposals for District Management Services.

On a Motion by Mr. Stulman, seconded by Mr. Bailey with all in favor, the Board of Supervisors adopted Resolution 2023-02, Setting the Public Hearing for the Rules of Procedure, the date is set for April 4, 2023, for the Copperstone Community Development District.

**E. District Manager**

1. Review of District Manager's Report

Ms. Newsome informed the Board that the next regular meeting is scheduled for Tuesday, April 4, 2023, at 6:30 p.m.

Ms. Newsome presented the District Manager's Report to the Board.  
Ms. Newsome informed the Board that the next regular meeting is scheduled for Tuesday, April 4, 2023, at 6:30 p.m.

**FOURTH ORDER OF BUSINESS**

**Discussion of Vehicular  
Bridge Repairs**

On a Motion by Mr. Bailey, seconded by Mr. Fretz, with all in favor, the Board of Supervisors accepted the revised proposal from CMS to replace the 17 boards on the vehicular bridge, not to exceed \$1505, for the Copperstone Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Floatation Ring  
Replacement Proposal**

There was no action taken on the Floatation Ring Replacement Proposal.

88 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2023-**  
89 **02, Setting a Public Hearing Date**  
90 **for Amendments to Rules**  
91 **of Procedure**  
92

93 The Board adopted Resolution 2023-02, Setting a Public Hearing Date for Amendments to  
94 Rules.  
95

On a Motion by Mr. Bailey, seconded by Mr. Stulman with all in favor, the Board of Supervisors adopted Resolution 2023-02, Setting a Public Hearing Date for Amendments to Rules of Procedure, for the Copperstone Community Development District.

96  
97 **SEVENTH ORDER OF BUSINESS** **Presentation of Rules**  
98 **of Procedure**  
99

100 Mr. Barnebey presented the Rules of Procedure to the Board. The public hearing is  
101 set for the next board meeting held on April 4, 2023.  
102

103 **EIGHTH ORDER OF BUSINESS** **Discussion of Budget for Fiscal**  
104 **Year 2022-2023**  
105

106 The Board discussed the budget for fiscal year 2023-2024.  
107

108 **NINTH ORDER OF BUSINESS** **Discussion of Temporary**  
109 **Pond Remediation**  
110

111 The Board discussed the temporary pond remediation. Staff will work together to address  
112 the temporary pond remediation issues.  
113

114 **TENTH ORDER OF BUSINESS** **Consideration of Minutes of**  
115 **the Regular Board held**  
116 **on January 3, 2023**  
117

118 There were a few changes to the minutes on lines 52 and lines 96-97. On line 52, insert  
119 "work is scheduled for March." On lines 96-97, the sentence needs more clarification.  
120

On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of Supervisors approved the amended minutes of the Board of Supervisors' meeting held on March 7, 2023, for the Copperstone Community Development District.

121  
122 **ELEVENTH ORDER OF BUSINESS** **Consideration of Operations and**  
123 **Maintenance Expenditures for**  
124 **January 2023**  
125

126 Ms. Newsome presented the Operations and Maintenance Expenditures for  
127 January 2023.

128

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for January 2023 (\$41,878.04), for the Copperstone Community Development District.

129

**TWELFTH ORDER OF BUSINESS**

**Supervisors Requests**

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Mr. Bailey would like to discuss the invoice received from HOA for mulch in the amount of \$31,856.05. He also requests landscape to let the shrubs around the lift station to create a buffer for protection.

136

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

137

On a Motion by Mr. Fretz, seconded by Mr. Fondario, with all in favor, the Board of Supervisors agreed to adjourn the meeting at 9:07 p.m., for the Copperstone Community Development District.

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

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 10

**MINUTES OF MEETING**

*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.*

**COPPERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Tuesday, April 4, 2023, at 6:58 p.m.** at the Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219. The following is the agenda for this meeting:

Present and constituting a quorum:

Adam Bailey	<b>Board Supervisor, Chairman</b>
Gerard Litrenta	<b>Board Supervisor, Vice Chair</b>
Michael Fondario	<b>Board Supervisor, Assistant Secretary</b>
Tom Fretz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Marisa Powers	<b>District Counsel, Blalock Walters</b>
Doug Agnew	<b>Representative, Advanced Aquatics</b>
Kyle Thornton	<b>District Engineer; Halff Associates, Inc.</b>
Geneva Roa	<b>Representative, HOA</b>
Lesly Candelier	<b>Representative, HOA</b>

Audience	<b>Present.</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present. There were audience comments made by the HOA, the HOA informed the Board that the upcoming contract renewal with the landscaping company CEPRA, is 33 months. The price will remain the same until December 2023 before an increase is added.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance**

**1. Presentation of Waterway Inspection Report**

49 Mr. Agnew presented the Waterway Inspection Report to the Board. The  
50 Midge fly treatments will begin in May. There will be 3 applications, 10 days  
51 apart.  
52

## 53 2. Consideration of Flotation Ring Replacement Proposal

54  
55 Advanced aquatics will install a site Aquamaster float for the fountain located  
56 on Pond 18.  
57

### 58 B. District Engineer

59  
60 Kyle Thornton was present. Kyle will work with CMS Construction to create a  
61 priority list for bridge repairs.  
62

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors tabled the Task Order #4 to the June meeting for discussion, for the Copperstone Community Development District.

#### 63 1. Discussion of Temporary Pond Remediation and Plan

64  
65  
66 The signage that the Board is considering adding to Ponds 9, 10, 12, 17, 21, are  
67 subject to regulations on spacing and verbiage being researched by Counsel  
68 with advice from engineers to be presented at the May meeting in order to  
69 discuss pricing and installation.  
70

On a Motion by Mr. Fretz, seconded by Mr. Fondario with all in favor, the Board of Supervisors agreed to add signage on Ponds 9, 10, 12, 17, and 21, subject to regulations on spacing and verbiage, for the Copperstone Community Development District.

### 71 C. District Counsel

- 72  
73 1. Public Hearing on Rules of Procedure  
74 i. Consideration of Resolution 2023-03, Adopting the Rules of  
75 Procedure  
76

77 Marisa Powers was present and presented Resolution 2023-03, Resetting the  
78 Date of the Public Hearing to Adopt the Rules of Procedure to June 6, 2023.  
79

On a Motion by Mr. Stulman, seconded by Mr. Bailey with all in favor, the Board of Supervisors adopted Resolution 2023-02, Resetting the Date of the Public Hearing to Adopt the Rules of Procedure to June 6, 2023, for the Copperstone Community Development District.

### 80 D. District Manager

- 81  
82 1. Review of District Manager's Report  
83  
84

85 Ms. Newsome informed the Board that the next regular meeting is scheduled for  
86 Tuesday, May 2, 2023, at 6:30 p.m.  
87

88 Ms. Newsome presented the District Manager's Report to the Board. She informed  
89 the Board that the CDD will be holding 2 public hearings during the June meeting.  
90 One to adopt the rules of procedure of the district and another to approve the  
91 budget for the upcoming fiscal year.

92 **FOURTH ORDER OF BUSINESS**

**Discussion of Fiscal  
Year 2023/2024 Budget**

93  
94  
95 The Board discussed the upcoming fiscal year budget and projects that may be upcoming.  
96

97 **FIFTH ORDER OF BUSINESS**

**Discussion of Pond Repair Plan**

98

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors agreed to prepare task order to prepare a RFP for pond design plans not to exceed \$20k in fees for the engineer and counsel services, for the Copperstone Community Development District.

99

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors approved the District Engineer to prepare a proposal for fieldwork to clean the control structures which will include vegetation trees and protective slats not to exceed \$2500. The Board authorized the Chair to execute the proposal outside the meeting, for the Copperstone Community Development District.

100

101 **SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Regular Board held on  
March 7, 2023**

102

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The March 7, 2023, meeting minutes have been tabled. The Board would like the minutes to be redone to have more specific and clarity to be presented at the May meeting.

106

107

108 **EIGHTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for  
February 2023**

109

110

111

112 Ms. Newsome presented the Operations and Maintenance Expenditure for February 2023  
113 to the Board.  
114

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors ratified the Operations and Maintenance Expenditures for February 2023 (\$31,285.15), for the Copperstone Community Development District.

115

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118

119 **NINTH ORDER OF BUSINESS**

**Supervisors Requests**

120  
121 There were a few Board requests. The Board would like to add discussion of landscape to  
122 the May agenda, along with the coordination of District Engineer and CMS on bridge  
123 repairs. Ms. Newsome will gather information from vendors and additional Staff to get  
124 schedules, for changing meeting date back to the third Tuesday in the month. Ms.  
125 Newsome will also ask Counsel what the procedure is for extended meetings and what  
126 happens if the time limit is exceeded.

127  
128 **TENTH ORDER OF BUSINESS**

**Adjournment**

129  

On a Motion by Mr. Fretz, seconded by Mr. Litrenta, with all in favor, the Board of Supervisors agreed to adjourn the meeting at 9:54 p.m., for the Copperstone Community Development District.
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134 \_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 11

**MINUTES OF MEETING**

*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.*

**COPPERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Tuesday, May 2, 2023, at 6:55 p.m.** at the Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219. The following is the agenda for this meeting:

Present and constituting a quorum:

Adam Bailey	<b>Board Supervisor, Chairman</b>
Gerard Litrenta	<b>Board Supervisor, Vice Chair</b>
Michael Fondario	<b>Board Supervisor, Assistant Secretary</b>
Ryan Stulman	<b>Board Supervisor, Assistant Secretary</b>
Tom Fretz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Mark Barnebey	<b>District Counsel, Blalock Walters</b>
Doug Agnew	<b>Representative, Advanced Aquatics</b>
Kyle Thornton	<b>District Engineer; Halff Associates, Inc.</b>

Audience **Present.**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present. A resident voiced their opinion on the concern with the cost share agreement shared between the CDD and HOA for landscaping.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance**

**1. Presentation of Waterway Inspection Report**

Mr. Agnew presented the Waterway Inspection Report to the Board. The Midge fly treatments occurred on April 20<sup>th</sup>, May 4<sup>th</sup>, and May 18<sup>th</sup>.

On a Motion by Mr. Bailey, seconded by Mr. Stulman with all in favor, the Board of Supervisors reconsidered the decision made in April regarding the Pond 8 Float, for the Copperstone Community Development District.

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A discussion ensued regarding proposals for ponds 8 and 1.

On a Motion by Mr. Bailey, seconded by Mr. Litrenta with all in favor, the Board of Supervisors approved to replace the capacitor for Pond 14 fountain for \$1,313.42 to be installed at the next meeting, for the Copperstone Community Development District.

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**2. Consideration of Fountain Proposal**

A discussion ensued regarding the fountain proposal.

**3. Consideration of Fountain Motor Repair Proposal**

A discussion ensued regarding the fountain motor repair proposal.

**B. District Engineer**

**1. Consideration of Agreement for Professional Engineering Services**

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68

Kyle Thornton was present. Kyle presented the Agreement for Professional Engineering Services. Kyle will check with his contact at the county regarding the erosion in the ditch near the Erie Road Entrance and will report back to the Board.

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors approved the agreement subject to review and comment from Counsel and authorize Chair to sign outside the meeting, for the Copperstone Community Development District.

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**C. District Counsel**

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Mark Barnebey was present and discussed the upcoming public hearing for the Rules of Procedure. The Board discusses the possibility of litigation for pond bank erosion repairs. He gave the Board information on a court case involving the Sunshine Laws. The Board heard from Inframark representatives Chris Tarasee and Brenden Crawford. The Board gave Staff direction to create a document section on the website.

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**D. District Manager**

**1. Review of District Manager's Report**

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84 Ms. Newsome informed the Board that the next regular meeting is scheduled for  
85 Tuesday, June 6, 2023, at 6:30 p.m.  
86

87 Ms. Newsome presented the District Manager's Report to the Board. The Board  
88 discussed creating an emergency contact list to be shared with the Board and Staff

89 **FOURTH ORDER OF BUSINESS** **Discussion of Signage on Ponds**  
90 **9, 10, 12, 17, and 21**  
91

92 Ms. Newsome informed the Board that the project is still in progress. The signs are going to  
93 be white with the black lettering stating, "caution unstable banks." Poles will be unpainted  
94 and galvanized. Staff will work together on spacing, and the number of signs needed. Ms.  
95 Newsome has been directed to obtain a quote for 15 signs to start the project.  
96

97 **FIFTH ORDER OF BUSINESS** **Discussion of Landscape**  
98

99 An in-depth discussion ensued regarding the upcoming Landscape Contract Renewal and  
100 the scope of work provided.  
101

102 **SEVENTH ORDER OF BUSINESS** **Discussion of Meeting**  
103 **Date Change**

104 A discussion ensued regarding the meeting date change. The best days include Tuesday  
105 Thursday. The meeting time will remain the same.  
106

107 **EIGHTH ORDER OF BUSINESS** **Consideration of HOA Cost**  
108 **Sharing Agreement**  
109 **for Landscape and**  
110 **Irrigation Maintenance**  
111

112 An in-depth discussion ensued regarding the cost share agreement and its procedures. The  
113 Board discussed having the agreement revised and invited the HOA to a joint meeting to  
114 discuss.  
115

116 **A recess was taken from 9:05-9:13pm.**  
117

118 **NINTH ORDER OF BUSINESS** **Consideration of Fiscal Year 2023-**  
119 **2024 Proposed Budget**  
120

121 **1. Consideration of Resolution 2023-02, Adopting Fiscal Year 2023-2024 Proposed**  
122 **Budget, and Setting a Public Hearing on the Final Budget**  
123

124 A discussion ensued the Board will make the final decision at the June Meeting.  
125

126 **TENTH ORDER OF BUSINESS** **Consideration of Minutes of**  
127 **the Regular Board held on**  
128 **April 4, 2023**  
129

130 This item has been tabled.

131 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Regular Board held on  
March 7, 2023**

132  
133  
134

135 This item has been tabled.

136  
137

**TWELFTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for  
March 2023**

138  
139  
140

141 This item has been tabled.

142  
143

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests**

144  
145

145 There were no supervisors' requests.

146  
147

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

148

On a Motion by Mr. Fondario, seconded by Mr. Litrenta, with all in favor, the Board of Supervisors agreed to adjourn the meeting at 9:52 p.m., for the Copperstone Community Development District.

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

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 12

**MINUTES OF MEETING**

*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.*

**COPPERSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Copperstone Community Development District was held on **Tuesday, June 6, 2023, at 6:47 p.m.** at the Copperstone Clubhouse located at 8145 115<sup>th</sup> Avenue East, Parrish, FL 34219. The following is the agenda for this meeting:

Present and constituting a quorum:

Adam Bailey	<b>Board Supervisor, Chairman</b>
Gerard Litrenta	<b>Board Supervisor, Vice Chair</b>
Michael Fondario	<b>Board Supervisor, Assistant Secretary</b>
Ryan Stulman	<b>Board Supervisor, Assistant Secretary</b>
Tom Fretz	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Mark Barnebey	<b>District Counsel, Blalock Walters</b>
Doug Agnew	<b>Representative, Advanced Aquatics</b>
Kyle Thornton	<b>District Engineer; Halff Associates, Inc.</b>
Vivian Carvalho,	<b>Representative; PFM</b>

Audience	<b>Present.</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Newsome called the meeting to order and conducted roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present, there were no audience comments.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance**

**1. Presentation of Waterway Inspection Report**

Mr. Agnew presented the Waterway Inspection Report to the Board.

49 **2. Presentation of May 2023 Aeration Report**

50  
51 Mr. Agnew presented the May 2023 Aeration Report to the Board.

52  
53 **3. Consideration of New Fountain Proposal**

54  
55 The Board decided to add the Pond 8 fountain proposal to the action item list to  
56 be discussed later. As the District has more pressing projects.

57  
58 Mr. Bailey will send pictures of the area that needs to be cut back to the District  
59 Manager to obtain proposals from CEPRA to be billed to the CDD only.

60  
61 **4. Consideration of Capacitor Replacement Update for the Fountain**

62  
63 The Board received an update that the capacitor replacement for the Pond 14  
64 Fountain has been completed. The fountain is up and running and the amps  
65 are good.

66  
67 **5. Re-Consideration of Fountain Motor Repair Proposal**

68  
69 The Board decided to add the Pond 1 Fountain Motor repair proposal to the  
70 action item list to be discussed later.

71  
72 On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of  
73 Supervisors approved to add the consideration of Pond 1 Fountain Motor Repair  
74 Proposal, for the Copperstone Community Development District.

75  
76 **B. District Engineer**

77  
78 Kyle Thornton was present. Mr. Thornton advised the residents to call 311 to  
79 report drainage ditch concerns at the Erie Road entrance.

80  
81 On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of  
82 Supervisors approved Task Order #6 Field Services for Control Structure Maintenance  
83 not to exceed \$2,000, for the Copperstone Community Development District.

84  
85 **C. District Counsel**

**1. Public Hearing on Rules of Procedure**

On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of  
Supervisors agreed to Open the Public Hearing on the Rules of Procedure, for the  
Copperstone Community Development District.

**Audience Comments: None.**

**i. Consideration of Resolution 2023-04, Adopting Rules of**

86

**Procedure**

On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of Supervisors Adopted Resolution 2023-04, Adopting the Rules of Procedure for the Copperstone Community Development District.

87

88

**Audience Comments: None.**

89

On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of Supervisors agreed to Close the Public Hearing on the Rules of Procedure, for the Copperstone Community Development District.

90

91

**2. Consideration of Authorization for the District Attorneys to File Suit Against Schappacher Engineering, Inc., and Cross Creek Environmental, Inc. for Matters Related to the Stormwater Ponds**

92

93

94

95

District Counsel advised that the filling will begin within the next week.

96

On a Motion by Mr. Bailey, seconded by Mr. Fondario with all in favor, the Board of Supervisors approved for District Attorneys to File Suit Against Schappacher Engineering, Inc. and Cross Creek Environmental, Inc. for Matters Related to the Stormwater Ponds, for the Copperstone Community Development District.

97

98

**D. District Manager**

99

**1. Review of District Manager's Report**

100

Ms. Newsome informed the Board that the next regular meeting is scheduled for Tuesday, July 18, 2023, at 6:00 p.m.

101

102

103

Ms. Newsome presented the District Manager's Report to the Board. The Board requested pricing and installation price for 24 signs with "Unstable Pond Bank" as verbiage for the next meeting.

104

105

106

**FOURTH ORDER OF BUSINESS**

**Presentation of Fiscal Year  
2021-2022 Audit**

107

108

109

The Board accepted the Fiscal Year 2021-1011 Audit Findings.

110

111

**FIFTH ORDER OF BUSINESS**

**Consideration of District Manager  
RFP Proposals**

112

113

114

This item has been moved to the next meeting agenda.

115

116

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal  
Year 2023/2024 Proposed Budget**

117

118

119

**1. Consideration of Resolution 2023-05, Approving the Fiscal  
Year 2023/2024 Proposed Budget and Setting the Public Hearing**

120

121 **on the Final Budget**

122 The Public Hearing date for the Final Budget has been set as September 5, 2023. The Board  
123 adopted Resolution 2023-05, Approving the Fiscal Year 2023-2024 Proposed Budget and  
124 Setting the Public Hearing on the Final Budget.  
125

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors adopted Resolution 2023-05, Approving the Fiscal Year 2023-2024 Proposed Budget and Setting the Public Hearing on the Final Budget, for the Copperstone Community Development District.

126  
127 **EIGHTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Board of Supervisors Meeting  
held on May 2, 2023**

128  
129  
130  
131 This item has been moved to the next meeting agenda.

132  
133 **NINTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Board of Supervisors  
Meeting held on April 4, 2023**

134  
135  
136  
137 This item has been moved to the next meeting agenda.

138  
139 **TENTH ORDER OF BUSINESS**

**Consideration of Minutes of  
the Regular Board held on  
March 7, 2023**

140  
141  
142  
143 This item has been moved to the next meeting agenda.

144  
145 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures  
for March and April 2023**

146  
147  
148  
149 This item has been moved to the next meeting agenda.

150  
151 **TWELFTH ORDER OF BUSINESS**

**Supervisors Requests**

152  
153 The Board motioned to move the July meeting to July 18, 2023, due to the holiday.  
154

On a Motion by Mr. Bailey, seconded by Mr. Fretz with all in favor, the Board of Supervisors moved the July 4, 2023, meeting to July 18, 2023, due to the holiday, for The Copperstone Community Development District.

155  
156 **THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

157  
On a Motion by Mr. Fondario, seconded by Mr. Fretz, with all in favor, the Board of Supervisors agreed to adjourn the meeting at 10:03 p.m., for the Copperstone

Community Development District.

158  
159  
160  
161

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

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 13

# COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## **Operation and Maintenance Expenditures March 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **36,687.31**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2023 Through March 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Advanced Aquatic Services, Inc.	100101	10548511	Monthly Lake Maintenance 03/23	\$2,480.00
Blalock Walters, P.A.	100106	44351-000-15	Legal Services through 02/28/23	\$4,539.40
Blalock Walters, P.A.	100099	44351-002-2	Legal Services through 01/30/23	\$5,900.15
Blalock Walters, P.A.	100107	44351-002-3	Legal Services through 02/28/23	\$390.00
Cepra Landscape, LLC	100102	TPA1861	Landscape Maintenance 03/23	\$9,945.00
Cepra Landscape, LLC	100108	TPA1937	Work Order 03/23	\$189.00
Cepra Landscape, LLC	100108	TPA1938	Work Order 03/23	\$480.00
Genesis Halff, Inc.	100103	10091313	Engineering Services Through 02/19/23	\$3,788.32
Peace River Electric Cooperative, Inc.	20230405-1	Electric Summary 01/23 Auto Draft	Electric Summary 01/23	\$943.14
Rizzetta & Company, Inc.	100100	INV0000077981	District Management Fees 03/23	\$3,991.67
U.S. Bank	100104	6805119	Trustee Fees Series 2020 01/01/23-12/31/23	<u>\$4,040.63</u>

**Report Total**

**\$36,687.31**

# Tab 13A

# COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## Operation and Maintenance Expenditures April 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **22,685.12**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Adam E Bailey	100109	AB040423	Board of Supervisors Meeting 04/23	\$200.00
Adam E Bailey	100120	AB050223	Board of Supervisors Meeting 05/23	\$200.00
Advanced Aquatic Services, Inc.	100114	10548893	Monthly Lake Maintenance 04/23	\$2,480.00
Blalock Walters, P.A.	100117	44351-001-3	Legal Services through 03/31/23	\$785.00
Cepira Landscape, LLC	100118	TPA1981	Work Order 03/23	\$522.00
Cepira Landscape, LLC	100118	TPA1982	Work Order 03/23	\$564.00
Cepira Landscape, LLC	100116	TPA1995	Landscape Maintenance 04/23	\$9,945.00
Construction Management Services, LLC	100119	24	Carpentry and Labor 02/23	\$1,501.00
Gerard Litrenta III	100110	GL040423	Board of Supervisors Meeting 04/23	\$200.00
Gerard Litrenta III	100121	GL050223	Board of Supervisors Meeting 05/23	\$200.00
Michael Fondario	100111	MF040423	Board of Supervisors Meeting 04/23	\$200.00
Michael Fondario	100122	MF050223	Board of Supervisors Meeting 05/23	\$200.00
Peace River Electric Cooperative, Inc.	20230510-1	Electric Summary 02/23 Auto Draft	Electric Summary 02/23	\$896.45

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100115	INV0000078795	District Management Fees 04/23	\$3,991.67
Ryan Stulman	100112	RS040423	Board of Supervisors Meeting 04/23	\$200.00
Ryan Stulman	100123	RS050223	Board of Supervisors Meeting 05/23	\$200.00
Thomas R Fretz	100113	TF040423	Board of Supervisors Meeting 04/23	\$200.00
Thomas R Fretz	100124	TF050223	Board of Supervisors Meeting 05/23	<u>\$200.00</u>
<b>Report Total</b>				<b><u>\$22,685.12</u></b>

# **Tab 13B**

# COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## Operation and Maintenance Expenditures May 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2023 through May 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **45,507.24**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Adam E Bailey	100130	AB051823	Board of Supervisors Meeting 05/18/23	\$200.00
Advanced Aquatic Services, Inc.	100129	10549303	Monthly Lake Maintenance 05/23	\$2,480.00
Blalock Walters, P.A.	100125	44351-000-16	Legal Services through 03/31/23	\$2,216.16
Blalock Walters, P.A.	100136	44351-000-17	Legal Services through 04/30/23	\$5,110.45
Blalock Walters, P.A.	100125	44351-002-4	Legal Services through 03/31/23	\$1,110.00
Blalock Walters, P.A.	100138	44351-002-5	Legal Services through 04/30/23	\$60.00
Cepira Landscape, LLC	100139	TPA1578	Work Order 12/15/22	\$420.00
Cepira Landscape, LLC	100139	TPA1579	Work Order 12/15/23	\$195.00
Cepira Landscape, LLC	100126	TPA2058	Work Order 04/23	\$1,022.25
Cepira Landscape, LLC	100126	TPA2069	Work Order 04/23	\$1,950.00
Cepira Landscape, LLC	100135	TPA2126	Work Order 04/23	\$9,897.00
Cepira Landscape, LLC	100135	TPA2162	Landscape Maintenance 05/23	\$9,945.00
Cepira Landscape, LLC	100135	TPA2175	Work Order 05/23	\$186.00

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cepra Landscape, LLC	100139	TPA2185	Irrigation Inspection 04/23	\$316.20
Cepra Landscape, LLC	100139	TPA2195	Work Order 05/16/23	\$1,236.00
Genesis Halff, Inc.	100127	10093803	Engineering Services Through 03/23	\$750.00
Genesis Halff, Inc.	100137	10095800	Engineering Services Through 04/23	\$2,746.71
Gerard Litrenta III	100131	GL051823	Board of Supervisors Meeting 05/18/23	\$200.00
Michael Fondario	100132	MF051823	Board of Supervisors Meeting 05/18/23	\$200.00
Peace River Electric Cooperative, Inc.	20230601-1	Electric Summary 03/23 Auto Draft	Electric Summary 03/23	\$874.80
Rizzetta & Company, Inc.	100128	INV0000079620	District Management Fees 05/23	\$3,991.67
Ryan Stulman	100133	RS051823	Board of Supervisors Meeting 05/18/23	\$200.00
Thomas R Fretz	100134	TF051823	Board of Supervisors Meeting 05/18/23	<u>\$200.00</u>

**Report Total**

**\$45,507.24**

# Tab 13C

# COPPERSTONE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## **Operation and Maintenance Expenditures June 2023 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **33,592.58**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Adam E Bailey	100144	AB060623	Board of Supervisors Meeting 06/06/23	\$ 200.00
Advanced Aquatic Services, Inc.	100148	10549382	Midge Fly Treatments for Ponds 04/23 - 05/23	\$ 6,180.00
Advanced Aquatic Services, Inc.	100150	10549741	Service Call 05/23	\$ 1,313.92
Advanced Aquatic Services, Inc.	100152	10549868	Service Call 01/23	\$ 1,395.82
Advanced Aquatic Services, Inc.	100156	10549704	Monthly Lake Maintenance 06/23	\$ 2,480.00
Berger, Toombs, Elam, Gaines & Frank CPA	100146	362901	Audit FYE 2022	\$ 3,310.00
Blalock Walters, P.A.	100153	44351-002-6	Legal Services through 05/31/23	\$ 7,470.00
Blalock Walters, P.A.	100155	44351-000-18	Legal Services through 05/31/23	\$ 3,912.50
Cepra Landscape, LLC	100147	TPA2242	Irrigation Inspection 05/23	\$ 461.40
Cepra Landscape, LLC	100149	TPA1586	Work Order 12/22	\$ 261.57
Genesis Halff, Inc.	100151	10097563	Engineering Services Through 05/23	\$ 915.57
Gerard Litrenta III	100140	GL060623	Board of Supervisors Meeting 06/06/23	\$ 200.00

# Copperstone Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2023 Through June 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
McClatchy Company, LLC	100154	194394	Legal Ad 05/23	\$ 121.68
Michael Fondario	100143	MF060623	Board of Supervisors Meeting 06/06/23	\$ 200.00
Peace River Electric Cooperative, Inc.	EFT	Electric Summary 04/23 Auto Draft	Electric Summary 04/23	\$ 978.45
Rizzetta & Company, Inc.	100145	INV0000080644	District Management Fees 06/23	\$ 3,991.67
Thomas R Fretz	100142	TF060623	Board of Supervisors Meeting 06/06/23	\$ <u>200.00</u>
<b>Report Total</b>				<b>\$ <u>33,592.58</u></b>