

*Saddle Creek Preserve of Polk County
Community Development District*

Meeting Agenda

May 24, 2022

AGENDA

Saddle Creek Preserve of Polk County

Community Development District

219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

May 17, 2022

**Board of Supervisors
Saddle Creek Preserve of Polk County
Community Development District**

Dear Board Members:

The next meeting of the Board of Supervisors of the **Saddle Creek Preserve of Polk County Community Development District** will be held **Tuesday, May 24, 2022 at 1:00 PM** at **The Hampton Inn--Lakeland, 4420 North Socrum Loop Road, Lakeland, FL 33809.**

Zoom Video Join Link: <https://us06web.zoom.us/j/83951456515>

Call-In Information: 1-646-876-9923

Meeting ID: 839 5145 6515

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers may submit questions and comments to the District Manager prior to the beginning of the meeting via email at jburns@gmscfl.com)
3. Approval of Minutes of the April 26, 2022 Board of Supervisors Meeting
4. Consideration of Resolution 2022-08 Approving the Proposed Fiscal Year 2022/2023 Budget (Suggested Date: August 23, 2022), Declaring Special Assessments, and Setting the Public Hearings on the Fiscal Year 2022/2023 Budget and Imposition of Operations and Maintenance Assessments
5. Consideration of Resolution 2022-09 Designating a Date, Time, and Location for a Landowners Meeting and Election
6. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - i. Consideration of Landscape Proposals
 - D. District Manager's Report
 - i. Approval of Check Register

¹ Comments will be limited to three (3) minutes

- ii. Balance Sheet & Income Statement
 - iii. Ratification of:
 - a) Series 2020 Requisitions #71 and #72
 - b) Summary of Series 2022 Phase 2 Requisitions #1 to #14
 - iv. Presentation of Number of Registered Voters—0
- 7. Other Business
- 8. Supervisors Requests and Audience Comments
- 9. Adjournment

MINUTES

**MINUTES OF MEETING
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held Tuesday, **April 26, 2022** at 1:04 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Scott Shapiro	Chairman
Lori Campagna	Assistant Secretary
Kelly Evans <i>via Zoom</i>	Assistant Secretary
Ben Pridgeon	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	KE Law
Clayton Smith <i>via Zoom</i>	GMS

The following is a summary of the discussions and actions taken at the April 26, 2022 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three members present constituting a quorum and one member via Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present or on the Zoom call.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the February 22,
2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the February 22, 2022 Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Minutes of the February 22, 2022 Board of Supervisor's Meeting, were approved.

FOURTH ORDER OF BUSINESS

Review and Rankings of Proposals Received for District Engineering Services

Ms. Burns stated that they had received one response to their RFQ from Landmark Engineering and that proposal was included in their package. She stated that they ranked them one and authorized staff to send a notice of intent to award to Landmark.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, Rankings of Proposals Received for District Engineering Services with Landmark Engineering #1 and Authorization for Staff to Send a Notice of Intent to Award, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Interlocal Agreement with the City of Auburndale

Ms. Burns she stated that this was a draft of the agreement that is included in the package. She asked Ms. Hammock for clarification as to if they were approving in substantial form pending city comments. Ms. Hammock responded that yes, they were pending city comments.

Ms. Evans asked if Ms. Hammock could go over what the Interlocal Agreement does. Ms. Hammock stated that pursuant to development approvals, the District was required to install an onsite generator at a sewer lift and it was located within the District. However, the city had requested that the District locate that generator downstream at a lift station that the city has identified. She noted that additionally the city had requested that the District extend its current scope of sewer improvements further to the Districts western boundary.

Mr. Shapiro asked for clarification on whether the city was paying 100% of the expansion of extending this or not. Ms. Hammock answered that was correct. Ms. Campagna asked if they wanted them to do it as the District, but they would pay for it. Mr. Shapiro stated that yes, they wanted to do it through a change order through Tucker who was already out there. Ms. Hammock stated that the city was agreeing to provide the funds for the Sewer Extension improvements, engineering, permitting, and inspection.

Ms. Hammock stated that the city is responsible for accepting, inspecting and installing the generator at the site. The city is further responsible for any future maintenance and operation of

the generator as well as any claims that the city has under the manufacture warranty. Ms. Evans asked for confirmation that there would be no cost sharing when it comes to the generator. Ms. Burns stated that was correct.

Ms. Campagna asked if Ms. Evans's question was more on the lift station. Ms. Evans stated that it was and that she was looking at the draft plat for Phase 2 and it has the lift station going to the CDD. Mr. Shapiro stated that the lift station is at Tenoroc High School and is the lift station that Saddle Creek feeds into. He noted that the city had asked the District engineer about not installing the generator at Saddle Creek but installing it over at Tenoroc and it was agreed upon. He stated that the generators are taking a year now to get and it was agreed that if the District orders the generator that would fulfill any requirement that the District has with the city and it doesn't matter how long it takes and when the generator comes in that the city would completely pay for it because there were some modifications that have to be done for the generator to be installed at Tenoroc because the lift station was now old.

Ms. Campagna asked for clarification as to if the city was 100% doing maintenance after the fact and that the CDD would do the install and the city would do maintenance. Ms. Hammock stated that they were ordering a generator and having it delivered to wherever the city says, and the city is required to maintain it. Mr. Shapiro noted that it was a public lift station. Ms. Burns stated that this was approval in substantial form, authorizing the Chair to sign.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Interlocal Agreement with the City of Auburndale and Authorization for the Chair to work with staff to finalize, was approved in substantial form.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-07 Authorizing the Use of Electronic Documents and Signatures

Ms. Burns that this would allow them to utilize DocuSign for most of the District's records like resolutions and agreements. She noted that it was mostly any document that was not required to be notarized. She stated that instead of bringing copies to the meeting, they would send it to the Chair after everything was approved.

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Resolution 2022-07 Authorizing the Use of Electronic Documents and Signatures, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposal from Faulkner
for Construction Materials Testing
Services**

Ms. Burns noted that this proposal from Faulkner was for the materials testing for Phase 2 totaling \$28,000.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Proposal from Faulkner for Construction Materials Testing Services, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock stated that she had nothing further to report.

B. Engineer

Ms. Burns stated that their newly acquainted District's engineer is not on, but they would get him all the information in case he wanted to attend the next meeting.

C. Field Manager's Report

Mr. Smith stated that the site was mowed and cleaned up on Friday, they have a lot more landscaping going in and they were nearing completion, the irrigation well was in now. He stated that he is sending out landscape RFP to get a landscape contract in place. He stated that they should be able to review those by the next meeting. Ms. Campagna asked who he would send those out to. Mr. Smith asked if they had anyone in mind because he hasn't had much luck with anyone. He noted that he planned to send it to Floralawn and Prince, and stated that Prince was currently maintaining it and likely who he was going to recommend takes the contract. He asked if they had anyone else that they would like to send it to. Ms. Campagna stated that she was fine with Prince and she was just curious if there was anyone else. Ms. Burns stated that they would have those at the next meeting and the next meeting they were also going to be looking at their proposed budget for the upcoming year. She noted that they would be in touch for a couple of development timelines

for Phase 2 when they think that stuff would be transitioning. Mr. Shapiro stated that it would be done before September 3rd. Ms. Burns stated that they would make sure that they had copies of the plans to make sure they had comparable cost estimates from other Districts.

Mr. Shapiro asked if they had discussed lawn maintenance at the last meeting. Ms. Burns stated that it was already on the contract. Mr. Shapiro asked who they ended up using. Ms. Burns stated Sitex and then Prince doing the one-time mow. Mr. Shapiro asked if they had ever got a proposal from Horner for the wetlands monitoring. Mr. Smith stated that he had not addressed anything specific like that with Horner and he asked if they have wetland monitoring obligations for any areas. Mr. Shapiro answered that they did.

Ms. Burns stated that they would reach out to them, and Mr. Smith stated that he would call them. Mr. Shapiro stated that they have to certify that all the wells were done. He asked if they could reach out to them and get an update on that.

Ms. Evans asked Ms. Burns when they were expecting from Mr. Smith an acceptance landscape walkthrough. Ms. Burns answered that they were looking to get proposals for the next meeting. She asked when they thought all the landscaping would be installed because that was usually when he did the walk. Mr. Pridgeon stated that they had to finish out the rest of the frontage and they had done the main entrance. Ms. Evans stated that they may need to do as needed cuts until they get their contract. She noted that she knew he had got some of the front entrance done and she didn't want it to overgrow before they get in a contract. Ms. Burns stated that they were doing one-time every other week for the ponds and other landscape areas right now. Ms. Campagna suggested for them to talk to Lucas and that Lucas would be able to bid as a build out and until then he would be able to phase it in. Ms. Burns stated that if they had the plans that they were waiting for, they can send them the plans. Mr. Pridgeon stated that was what he was waiting for.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register totaling \$4,496.20 from March 14th through April 11th.

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, the Check Register totaling \$4,496.20, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were in the package for review and questions. There was no action needed and these were through March 31st.

NINTH ORDER OF BUSINESS

Other Business

Ms. Campagna asked if they were going to do the proposed budget next month. Ms. Burns responded yes. Ms. Campagna asked if July would be the final budget hearing. Ms. Burns stated it would be July or August.

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2022-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGET PURSUANT TO CHAPTERS 190, 170, AND/OR 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Saddle Creek Preserve of Polk County Community Development District (“**District**”) prior to June 15, 2022, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2022, and ending September 30, 2023 (“**Fiscal Year 2022/2023**”); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, “**Services**”) set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 190, 170, and/or 197, Florida Statutes (“**Assessments**”), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 190, 170, and/or 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the “**District’s Office**,” Governmental Management Services-CF, LLC, 219 E. Livingston Street, Orlando, Florida 32801. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District’s Office. If levied pursuant to Chapter 170, Florida Statutes, the Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2022, or, if levied pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes, the Assessments shall be collected on the tax roll of Polk County, Florida, and paid as directed therein.

3. SETTING PUBLIC HEARINGS. Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: Tuesday, August 23, 2022
HOUR: 1:00 PM
LOCATION: Hampton Inn Lakeland
4420 North Socrum Loop Road
Lakeland, FL 33809

4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Polk County at least 60 days prior to the hearing set above.

5. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and to ensure the Proposed Budget remains on the website for at least 45 days.

6. PUBLICATION OF NOTICE. Notice of the public hearings shall be published in the manner prescribed in Florida law.

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

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 24th DAY OF MAY, 2022.

ATTEST:

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

Saddle Creek Preserve of Polk County
Community Development District

Proposed Budget
FY 2023



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Saddle Creek Preserve of Polk County
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2022	Actuals Thru 4/30/22	Projected Next 5 Months	Projected Thru 9/30/22	Proposed Budget FY2023
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Revenues

Assessments - On Roll	\$173,600	\$173,600	\$0	\$173,600	\$ 318,629
Assessments - Direct	\$0	\$0	\$0	\$0	\$ 89,772
Developer Contributions	\$175,745	\$5,175	\$ 37,838	\$43,013	\$ -

Total Revenues	\$ 349,345	\$ 178,775	\$ 37,838	\$ 216,613	\$ 408,402
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Expenditures

Administrative

Supervisor Fees	\$7,200	\$3,400	\$3,000	\$6,400	\$7,200
Engineer Fees	\$15,000	\$0	\$6,250	\$6,250	\$15,000
Attorney Fees	\$25,000	\$6,552	\$10,417	\$16,968	\$25,000
Annual Audit	\$2,900	\$0	\$4,900	\$4,900	\$6,000
Assessment Administration	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Dissemination	\$5,000	\$3,333	\$3,125	\$6,458	\$7,500
Arbitrage	\$1,000	\$0	\$450	\$450	\$900
Management Fees	\$36,050	\$21,029	\$15,021	\$36,050	\$37,853
Trustee Fees	\$5,000	\$4,041	\$0	\$4,041	\$8,082
Information Technology	\$1,800	\$1,050	\$750	\$1,800	\$1,800
Website Maintenance	\$1,200	\$700	\$500	\$1,200	\$1,200
Telephone	\$250	\$0	\$104	\$104	\$250
Postage & Delivery	\$500	\$130	\$208	\$338	\$500
Insurance	\$5,500	\$5,175	\$0	\$5,175	\$5,822
Copies	\$500	\$21	\$208	\$229	\$500
Legal Advertising	\$10,000	\$1,246	\$4,167	\$5,412	\$2,500
Other Current Charges	\$2,000	\$843	\$1,157	\$2,000	\$2,000
Office Supplies	\$400	\$9	\$167	\$175	\$400
Travel Per Diem	\$550	\$0	\$550	\$550	\$550
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175

Total Administrative	\$ 125,025	\$ 52,703	\$ 50,974	\$ 103,677	\$ 128,232
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Saddle Creek Preserve of Polk County

Community Development District

Proposed Budget

General Fund

Description	Adopted Budget FY2022	Actuals Thru 4/30/22	Projected Next 5 Months	Projected Thru 9/30/22	Proposed Budget FY2023
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Operations & Maintenance

Field Expenditures

Property Insurance	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Field Management	\$15,000	\$0	\$6,250	\$6,250	\$15,750
Landscape Maintenance	\$40,000	\$4,300	\$16,667	\$20,967	\$75,000
Landscape Replacement	\$5,000	\$0	\$2,083	\$2,083	\$8,500
Mitigation Monitoring	\$25,000	\$0	\$10,417	\$10,417	\$25,000
Lake Maintenance	\$10,000	\$2,200	\$5,500	\$7,700	\$13,200
Streetlights	\$12,600	\$9,473	\$8,500	\$17,973	\$25,000
Electric	\$5,000	\$596	\$400	\$996	\$5,000
Water & Sewer	\$5,000	\$0	\$2,083	\$2,083	\$3,000
Sidewalk & Asphalt Maintenance	\$500	\$0	\$208	\$208	\$2,500
Irrigation Repairs	\$2,500	\$0	\$1,042	\$1,042	\$5,000
General Repairs & Maintenance	\$5,000	\$0	\$2,083	\$2,083	\$10,000
Contingency	\$5,000	\$0	\$2,083	\$2,083	\$7,500

Subtotal Field Expenses	\$ 135,600	\$ 16,569	\$ 62,317	\$ 78,886	\$ 200,450
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Amenity Expenditures

Amenity - Electric	\$14,400	\$0	\$6,000	\$6,000	\$14,400
Amenity - Water	\$5,000	\$0	\$2,083	\$2,083	\$5,000
Playground Lease	\$14,000	\$0	\$0	\$0	\$0
Internet	\$3,000	\$0	\$1,250	\$1,250	\$3,000
Pest Control	\$720	\$0	\$300	\$300	\$720
Janitorial Service	\$5,400	\$0	\$2,250	\$2,250	\$5,400
Security Services	\$15,000	\$0	\$6,250	\$6,250	\$15,000
Pool Maintenance	\$16,200	\$0	\$6,750	\$6,750	\$16,200
Amenity Repairs & Maintenance	\$5,000	\$0	\$2,083	\$2,083	\$10,000
Contingency	\$5,000	\$0	\$2,083	\$2,083	\$5,000

Subtotal Amenity Expenditures	\$ 83,720	\$ -	\$ 29,050	\$ 29,050	\$ 74,720
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Total Operations & Maintenance	\$ 219,320	\$ 16,569	\$ 91,367	\$ 107,936	\$ 275,170
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Other Expenditures

Capital Reserves	\$5,000	\$0	\$5,000	\$5,000	\$5,000
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Total Other Expenditures	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
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Total Expenditures	\$ 349,345	\$ 69,272	\$ 147,341	\$ 216,613	\$ 408,402
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Excess Revenues/(Expenditures)	\$ -	\$ 109,503	\$ (109,503)	\$ -	\$ -
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Net Assessments	\$ 408,402
Add: Discounts & Collections 7%	\$30,740
Gross Assessments	\$439,141

Product	ERU's	Assessable Units	ERU/Unit	Net Assessment	Net Per Unit	Gross Per Unit
Platted	224.00	224.00	1.00	\$318,629	\$1,422.45	\$1,529.52
Unplatted	63.11	201.00	0.31	\$89,772	\$446.63	\$480.24
	287.11	425.00		\$408,402		

Saddle Creek Preserve at Polk County

Community Development District

General Fund Budget

REVENUES:

Assessments

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

Developer Contributions

The District will enter into a Funding Agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel, KE Law Group, provides general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The District is currently contracted with Grau and Associates for these services.

Assessment Administration

The District has contracted with Governmental Management Services-Central Florida, LLC, to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon the Series 2020 bonds as well as one other anticipated bond issuance. Governmental Management Services-Central Florida, LLC, provides these services.

Saddle Creek Preserve at Polk County

Community Development District

General Fund Budget

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on its Series 2020 and 2022.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Governmental Management Services-Central Florida, LLC, provides these services.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Governmental Management Services-Central Florida, LLC, provides these services.

Telephone

Telephone and fax machine.

Copies

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability and public official's liability insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Legal Advertising

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

Saddle Creek Preserve at Polk County
Community Development District
General Fund Budget

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Operations & Maintenance:

Field Expenditures

Property Insurance

The District's property insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Field Management

Represents the estimated costs of contracting services that provide onsite field management of contracts for the District such as landscape and lake maintenance. Services can include onsite inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

Landscape Maintenance

The District has contracts with Prince & Sons, Inc. to provide landscaping services throughout the District. These services include mowing, edging, trimming, cleanup, detailing and pruning as well as maintenance of the irrigation systems.

Landscape Replacement

Represents the estimated cost of replacing landscaping within the common areas of the District.

Mitigation Monitoring

To provide scheduled monitoring of mitigation areas located throughout the District

Saddle Creek Preserve at Polk County
Community Development District
General Fund Budget

Lake Maintenance

The District has contracted with Sitex Aquatics for the care and maintenance of its ponds which includes shoreline grass, brush and vegetation control.

Streetlights

Represents the cost to maintain streetlights currently in place within the District Boundaries.

Electric

Represents current and estimated electric charges of common areas throughout the District.

Water & Sewer

Represents current and estimated costs for water and refuse services provided for common areas throughout the District.

Sidewalk & Asphalt Maintenance

Represents the estimated costs of maintaining the sidewalks and asphalt throughout the District's Boundary.

Irrigation Repairs

Represents the cost of maintaining and repairing the irrigation system. This includes the sprinklers, and irrigation wells.

General Repairs & Maintenance

Represents estimated costs for general repairs and maintenance of the District's common areas. These can include pressure washing, and repairs to fences, monuments, lighting, and other assets.

Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

Amenity Expenditures

Amenity - Electric

Represents estimated electric charges for the District's amenity facilities.

Amenity – Water

Represents estimated water charges for the District's amenity facilities.

Playground Lease

Represents estimated cost of leasing agreement for playgrounds to be installed in the community.

Saddle Creek Preserve at Polk County
Community Development District
General Fund Budget

Internet

Internet service will be added for use at the Amenity Facilities.

Pest Control

The District will incur costs for pest control treatments to its amenity facilities.

Janitorial Services

Represents the estimated costs to provide janitorial services 3 times a week and supplies for the District's amenity facilities.

Security Services

Represents the estimated cost of contracting a monthly security service for the District's amenity facilities.

Pool Maintenance

Represents the costs of regular cleaning and treatments of the District's pool.

Amenity Repairs & Maintenance

Represents estimated costs for repairs and maintenance of the District's amenity facilities.

Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any amenity category.

Other Expenditures:

Capital Reserves

Funds collected and reserved for the replacement of and/or purchase of new capital improvements throughout the District.

Saddle Creek Preserve of Polk County

Community Development District

Proposed Budget Debt Service Fund Series 2020

Description	Adopted Budget FY2022	Actuals Thru 4/30/22	Projected Next 5 Months	Projected Thru 9/30/22	Proposed Budget FY2023
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Revenues

Special Assessments	\$ 313,500	\$ 313,500	\$ -	\$ 313,500	\$ 313,500
Interest Income	\$ -	\$ 11	\$ -	\$ 11	\$ -
Carry Forward Surplus	\$ 106,148	\$ 106,148	\$ -	\$ 106,148	\$ 107,259
Total Revenues	\$ 419,648	\$ 419,659	\$ -	\$ 419,659	\$ 420,759

Expenses

Interest- 12/15	\$ 101,200	\$ 101,200	\$ -	\$ 101,200	\$ 99,825
Principal - 6/15	\$ 110,000	\$ -	\$ 110,000	\$ 110,000	\$ 115,000
Interest - 6/15	\$ 101,200	\$ -	\$ 101,200	\$ 101,200	\$ 99,825
Total Expenditures	\$ 312,400	\$ 101,200	\$ 211,200	\$ 312,400	\$ 314,650

Excess Revenues/(Expenditures)	\$ 107,248	\$ 318,459	\$ (211,200)	\$ 107,259	\$ 106,109
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*Carry forward less amount in Reserve funds.

Series 2020	
Interest - 12/15/23	\$98,388
Total	\$98,388

Product	Assessable Units	Maximum Annual Debt Service	Net Assessment Per Unit	Gross Assessment Per Unit
Single Family - 40'	89	\$ 111,161	\$1,250	\$1,344
Single Family - 50'	135	\$ 202,339	\$1,500	\$1,612
	224	\$ 313,500		

Saddle Creek
Community Development District
Series 2020 Special Assessment Bonds

AMORTIZATION SCHEDULE

DATE		BALANCE	PRINCIPAL		INTEREST		TOTAL
12/15/22	\$	5,285,000.00	\$	-	\$	99,825.00	\$ 311,025.00
06/15/23	\$	5,285,000.00	\$	115,000.00	\$	99,825.00	\$ -
12/15/23	\$	5,170,000.00	\$	-	\$	98,387.50	\$ 313,212.50
06/15/24	\$	5,170,000.00	\$	115,000.00	\$	98,387.50	\$ -
12/15/24	\$	5,055,000.00	\$	-	\$	96,950.00	\$ 310,337.50
06/15/25	\$	5,055,000.00	\$	120,000.00	\$	96,950.00	\$ -
12/15/25	\$	4,935,000.00	\$	-	\$	95,450.00	\$ 312,400.00
06/15/26	\$	4,935,000.00	\$	120,000.00	\$	95,450.00	\$ -
12/15/26	\$	4,815,000.00	\$	-	\$	93,650.00	\$ 309,100.00
06/15/27	\$	4,815,000.00	\$	125,000.00	\$	93,650.00	\$ -
12/15/27	\$	4,690,000.00	\$	-	\$	91,775.00	\$ 310,425.00
06/15/28	\$	4,690,000.00	\$	130,000.00	\$	91,775.00	\$ -
12/15/28	\$	4,560,000.00	\$	-	\$	89,825.00	\$ 311,600.00
06/15/29	\$	4,560,000.00	\$	135,000.00	\$	89,825.00	\$ -
12/15/29	\$	4,425,000.00	\$	-	\$	87,800.00	\$ 312,625.00
06/15/30	\$	4,425,000.00	\$	140,000.00	\$	87,800.00	\$ -
12/15/30	\$	4,285,000.00	\$	-	\$	85,700.00	\$ 313,500.00
06/15/31	\$	4,285,000.00	\$	145,000.00	\$	85,700.00	\$ -
12/15/31	\$	4,140,000.00	\$	-	\$	82,800.00	\$ 313,500.00
06/15/32	\$	4,140,000.00	\$	150,000.00	\$	82,800.00	\$ -
12/15/32	\$	3,990,000.00	\$	-	\$	79,800.00	\$ 312,600.00
06/15/33	\$	3,990,000.00	\$	155,000.00	\$	79,800.00	\$ -
12/15/33	\$	3,835,000.00	\$	-	\$	76,700.00	\$ 311,500.00
06/15/34	\$	3,835,000.00	\$	160,000.00	\$	76,700.00	\$ -
12/15/34	\$	3,675,000.00	\$	-	\$	73,500.00	\$ 310,200.00
06/15/35	\$	3,675,000.00	\$	165,000.00	\$	73,500.00	\$ -
12/15/35	\$	3,510,000.00	\$	-	\$	70,200.00	\$ 308,700.00
06/15/36	\$	3,510,000.00	\$	175,000.00	\$	70,200.00	\$ -
12/15/36	\$	3,335,000.00	\$	-	\$	66,700.00	\$ 311,900.00
06/15/37	\$	3,335,000.00	\$	180,000.00	\$	66,700.00	\$ -
12/15/37	\$	3,155,000.00	\$	-	\$	63,100.00	\$ 309,800.00
06/15/38	\$	3,155,000.00	\$	190,000.00	\$	63,100.00	\$ -
12/15/38	\$	2,965,000.00	\$	-	\$	59,300.00	\$ 312,400.00
06/15/39	\$	2,965,000.00	\$	195,000.00	\$	59,300.00	\$ -
12/15/39	\$	2,770,000.00	\$	-	\$	55,400.00	\$ 309,700.00
06/15/40	\$	2,770,000.00	\$	205,000.00	\$	55,400.00	\$ -
12/15/40	\$	2,565,000.00	\$	-	\$	51,300.00	\$ 311,700.00
06/15/41	\$	2,565,000.00	\$	215,000.00	\$	51,300.00	\$ -
12/15/41	\$	2,350,000.00	\$	-	\$	47,000.00	\$ 313,300.00
06/15/42	\$	2,350,000.00	\$	220,000.00	\$	47,000.00	\$ -
12/15/42	\$	2,130,000.00	\$	-	\$	42,600.00	\$ 309,600.00
06/15/43	\$	2,130,000.00	\$	230,000.00	\$	42,600.00	\$ -
12/15/43	\$	1,900,000.00	\$	-	\$	38,000.00	\$ 310,600.00
06/15/44	\$	1,900,000.00	\$	240,000.00	\$	38,000.00	\$ -

Saddle Creek
Community Development District
Series 2020 Special Assessment Bonds

AMORTIZATION SCHEDULE

DATE		BALANCE		PRINCIPAL		INTEREST		TOTAL
12/15/44	\$	1,660,000.00	\$	-	\$	33,200.00	\$	311,200.00
06/15/45	\$	1,660,000.00	\$	250,000.00	\$	33,200.00	\$	-
12/15/45	\$	1,410,000.00	\$	-	\$	28,200.00	\$	311,400.00
06/15/46	\$	1,410,000.00	\$	260,000.00	\$	28,200.00	\$	-
12/15/46	\$	1,150,000.00	\$	-	\$	23,000.00	\$	311,200.00
06/15/47	\$	1,150,000.00	\$	270,000.00	\$	23,000.00	\$	-
12/15/47	\$	880,000.00	\$	-	\$	17,600.00	\$	310,600.00
06/15/48	\$	880,000.00	\$	280,000.00	\$	17,600.00	\$	-
12/15/48	\$	600,000.00	\$	-	\$	12,000.00	\$	309,600.00
06/12/49	\$	600,000.00	\$	295,000.00	\$	12,000.00	\$	-
12/15/49	\$	305,000.00	\$	-	\$	6,100.00	\$	313,100.00
06/15/50	\$	305,000.00	\$	305,000.00	\$	6,100.00	\$	311,100.00
			\$	5,500,000.00	\$	3,875,933.96	\$	9,375,933.96

Saddle Creek Preserve of Polk County
Community Development District
Proposed Budget
Debt Service Fund
Series 2022

Description	Adopted Budget FY2022	Actuals Thru 4/30/22	Projected Next 5 Months	Projected Thru 9/30/22	Proposed Budget FY2023
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Revenues

Special Assessments	\$ -	\$ 94,457	\$ 188,914	\$ 283,371	\$ 287,653
Interest Income	\$ -	\$ 1	\$ -	\$ 1	\$ -
Carry Forward Surplus	\$ -	\$ -	\$ -	\$ -	\$ 220,515

Total Revenues	\$ -	\$ 94,458	\$ 188,914	\$ 283,372	\$ 508,168
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Expenses

Interest- 12/15	\$ -	\$ -	\$ -	\$ -	\$ 90,514
Principal - 12/15	\$ -	\$ -	\$ -	\$ -	\$ 130,000
Interest - 6/15	\$ -	\$ -	\$ 62,857	\$ 62,857	\$ 88,808

Total Expenditures	\$ -	\$ -	\$ 62,857	\$ 62,857	\$ 309,321
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Other Financing Sources/(Uses)

Bond Proceeds	\$ -	\$ 143,826	\$ -	\$ 143,826	\$ -
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Total Other Financing Sources/(Uses)	\$ -	\$ 143,826	\$ -	\$ 143,826	\$ -
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Excess Revenues/(Expenditures)	\$ -	\$ 238,284	\$ 126,057	\$ 364,341	\$ 198,847
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*Carry forward less amount in Reserve funds.

Series 2022		
Principal - 12/15/23		\$110,000
Interest - 12/15/23		\$88,808
Total		\$198,808

Product	Assessable Units	Maximum Annual Debt Service	Net Assessment Per Unit	Gross Assessment Per Unit
Single Family - 40'	55	\$ 68,727	\$1,250	\$1,344
Single Family - 50'	146	\$ 218,926	\$1,500	\$1,612
	201	\$ 287,653		

Saddle Creek
Community Development District
Series 2022 Special Assessment Bonds

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
06/15/22	\$ 5,155,000.00	\$ -	\$ 62,856.77	\$ 62,856.77
12/15/22	\$ 5,155,000.00	\$ 130,000.00	\$ 90,513.75	\$ -
06/15/23	\$ 5,025,000.00	\$ -	\$ 88,807.50	\$ 309,321.25
12/15/23	\$ 5,025,000.00	\$ 110,000.00	\$ 88,807.50	\$ -
06/15/24	\$ 4,915,000.00	\$ -	\$ 87,363.75	\$ 286,171.25
12/15/24	\$ 4,915,000.00	\$ 110,000.00	\$ 87,363.75	\$ -
06/15/25	\$ 4,805,000.00	\$ -	\$ 85,920.00	\$ 283,283.75
12/15/25	\$ 4,805,000.00	\$ 115,000.00	\$ 85,920.00	\$ -
06/15/26	\$ 4,690,000.00	\$ -	\$ 84,410.63	\$ 285,330.63
12/15/26	\$ 4,690,000.00	\$ 115,000.00	\$ 84,410.63	\$ -
06/15/27	\$ 4,455,000.00	\$ -	\$ 82,901.25	\$ 282,311.88
12/15/27	\$ 4,455,000.00	\$ 120,000.00	\$ 82,901.25	\$ -
06/15/28	\$ 4,455,000.00	\$ -	\$ 81,326.25	\$ 284,227.50
12/15/28	\$ 4,455,000.00	\$ 125,000.00	\$ 81,326.25	\$ -
06/15/29	\$ 4,330,000.00	\$ -	\$ 79,388.75	\$ 285,715.00
12/15/29	\$ 4,330,000.00	\$ 125,000.00	\$ 79,388.75	\$ -
06/15/30	\$ 4,205,000.00	\$ -	\$ 77,451.25	\$ 281,840.00
12/15/30	\$ 4,205,000.00	\$ 130,000.00	\$ 77,451.25	\$ -
06/15/31	\$ 4,075,000.00	\$ -	\$ 75,436.25	\$ 282,887.50
12/15/31	\$ 4,075,000.00	\$ 135,000.00	\$ 75,436.25	\$ -
06/15/32	\$ 3,800,000.00	\$ -	\$ 73,343.75	\$ 283,780.00
12/15/32	\$ 3,800,000.00	\$ 140,000.00	\$ 73,343.75	\$ -
06/15/33	\$ 3,800,000.00	\$ -	\$ 71,173.75	\$ 284,517.50
12/15/33	\$ 3,800,000.00	\$ 145,000.00	\$ 71,173.75	\$ -
06/15/34	\$ 3,655,000.00	\$ -	\$ 68,745.00	\$ 284,918.75
12/15/34	\$ 3,800,000.00	\$ 150,000.00	\$ 68,745.00	\$ -
06/15/35	\$ 3,800,000.00	\$ -	\$ 66,232.50	\$ 284,977.50
12/15/35	\$ 3,655,000.00	\$ 155,000.00	\$ 66,232.50	\$ -
06/15/36	\$ 3,655,000.00	\$ -	\$ 63,636.25	\$ 284,868.75
12/15/36	\$ 3,505,000.00	\$ 160,000.00	\$ 63,636.25	\$ -
06/15/37	\$ 3,505,000.00	\$ -	\$ 60,956.25	\$ 284,592.50
12/15/37	\$ 3,350,000.00	\$ 165,000.00	\$ 60,956.25	\$ -
06/15/38	\$ 3,350,000.00	\$ -	\$ 58,192.50	\$ 284,148.75
12/15/38	\$ 3,190,000.00	\$ 170,000.00	\$ 58,192.50	\$ -
06/15/39	\$ 3,190,000.00	\$ -	\$ 55,345.00	\$ 283,537.50
12/15/39	\$ 3,025,000.00	\$ 175,000.00	\$ 55,345.00	\$ -
06/15/40	\$ 3,025,000.00	\$ -	\$ 52,413.75	\$ 282,758.75
12/15/40	\$ 2,855,000.00	\$ 180,000.00	\$ 52,413.75	\$ -
06/15/41	\$ 2,855,000.00	\$ -	\$ 49,398.75	\$ 281,812.50
12/15/41	\$ 2,680,000.00	\$ 185,000.00	\$ 49,398.75	\$ -
06/15/42	\$ 2,315,000.00	\$ -	\$ 46,300.00	\$ 280,698.75
12/15/42	\$ 2,315,000.00	\$ 190,000.00	\$ 46,300.00	\$ -
06/15/43	\$ 2,125,000.00	\$ -	\$ 42,500.00	\$ 278,800.00
12/15/43	\$ 2,125,000.00	\$ 200,000.00	\$ 42,500.00	\$ -
06/15/44	\$ 1,925,000.00	\$ -	\$ 38,500.00	\$ 281,000.00
12/15/44	\$ 1,925,000.00	\$ 210,000.00	\$ 38,500.00	\$ -
06/15/45	\$ 1,715,000.00	\$ -	\$ 34,300.00	\$ 282,800.00
12/15/45	\$ 1,715,000.00	\$ 215,000.00	\$ 34,300.00	\$ -
06/15/46	\$ 1,500,000.00	\$ -	\$ 30,000.00	\$ 279,300.00
12/15/46	\$ 1,500,000.00	\$ 225,000.00	\$ 30,000.00	\$ -
06/15/47	\$ 1,275,000.00	\$ -	\$ 25,500.00	\$ 280,500.00

Saddle Creek
Community Development District
Series 2022 Special Assessment Bonds

AMORTIZATION SCHEDULE

DATE		BALANCE	PRINCIPAL		INTEREST		TOTAL
12/15/47	\$	1,275,000.00	\$	235,000.00	\$	25,500.00	\$ -
06/15/48	\$	1,040,000.00	\$	-	\$	20,800.00	\$ 281,300.00
12/15/48	\$	1,040,000.00	\$	245,000.00	\$	20,800.00	\$ -
06/15/49	\$	795,000.00	\$	-	\$	15,900.00	\$ 281,700.00
12/15/49	\$	795,000.00	\$	255,000.00	\$	15,900.00	\$ -
06/15/50	\$	540,000.00	\$	-	\$	10,800.00	\$ 281,700.00
12/15/50	\$	540,000.00	\$	265,000.00	\$	10,800.00	\$ -
06/15/51	\$	275,000.00	\$	-	\$	5,500.00	\$ 281,300.00
12/15/51	\$	275,000.00	\$	275,000.00	\$	5,500.00	\$ 280,500.00
			\$	5,155,000.00	\$	3,418,456.77	\$ 8,573,456.77

SECTION V

RESOLUTION 2022-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNERS' ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Saddle Creek Preserve of Polk County Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within Polk County, Florida; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT:

1. EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.

The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Scott Shapiro	November 2024
2	Mike Seney	November 2024
3	Lori Campagna	November 2022
4	Kelly Evans	November 2022
5	Ben Pridgeon	November 2022

This year, Seat 3, currently held by Lori Campagna, Seat 4, currently held by Kelly Evans, and Seat 5, currently held by Ben Pridgeon, are subject to election by landowners in November 2022. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

2. LANDOWNERS' ELECTION. In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held

on the following date, time and location:

DATE: Tuesday, November 1, 2022
TIME: 11:40 AM
LOCATION: Lake Alfred Public Library
245 N. Seminole Ave.
Lake Alfred, FL 33850

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

4. FORMS. Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its May 24, 2022 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801.

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

6. EFFECTIVE DATE. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 24th day of May 2022.

ATTEST:

**SADDLE CREEK PRESERVE OF
POLK COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Sample Election Documents

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within the Saddle Creek Preserve of Polk County Community Development District (the "District"), the location of which is generally described as comprising a parcel or parcels of land containing approximately 141.80 acres, generally located west of Old Dixie Highway and south of Saddle Creek Road (CR 546) within unincorporated Polk County, Florida, advising that a meeting of landowners will be held for the purpose of electing five (5) persons to the District Board of Supervisors. Immediately following the landowners' meeting and election, there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: Tuesday, November 1, 2022
TIME: 11:40 AM
LOCATION: Lake Alfred Public Library
245 N. Seminole Ave.
Lake Alfred, FL 33850

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801, Ph: (407) 841-5524 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors or staff will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made,

including the testimony and evidence upon which the appeal is to be based.

Jill Burns
District Manager

Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT
DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Tuesday, November 1, 2022**

TIME: **11:40 AM**

LOCATION: Lake Alfred Public Library
245 N. Seminole Ave.
Lake Alfred, FL 33850

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

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

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

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

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

LANDOWNER PROXY

**SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
POLK COUNTY, FLORIDA**

LANDOWNERS' MEETING – TUESDAY, NOVEMBER 1, 2022

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners’ of the Saddle Creek Preserve of Polk County Community Development District to be held at the **Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, FL 33850 on November 1, 2022, at 11:40 AM** and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

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

Printed Name of Legal Owner

Signature of Legal Owner

Date

Parcel Description

Acreage

Authorized Votes

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

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2020), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

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

OFFICIAL BALLOT

**SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT
DISTRICT**

POLK COUNTY, FLORIDA

LANDOWNERS' MEETING -TUESDAY, NOVEMBER 1, 2022

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

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

Description

Acreage

_____	_____
_____	_____
_____	_____

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

or

Attach Proxy.

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

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
1		
2		
4		

Date: _____

Signed: _____

Printed Name: _____

SECTION VI

SECTION C

SECTION 1

**Saddle Creek of Polk County
CDD
LANDSCAPE SCOPE OF
WORK**

***THE RIGHT PLANT, THE RIGHT PLACE.
THE RIGHT FERTILIZER, THE RIGHT WATER.***

The work for the landscape maintenance is to include the furnishing of all labor, materials, equipment, accessories and services necessary or incidental to sustain all turf and plant materials in a healthy, vigorous growing condition, free from weeds, diseases, insects, and nutritional deficiencies as well as a completely operational irrigation system. All associated planted areas are to be kept in a continuous healthy, neat, clean and debris free condition for the entire life of the contract.

GENERAL SERVICES

A. Turf Maintenance

Turf maintenance is defined as all mowing, edging, trimming and cleanup of lawn areas. High traffic and high profile areas such as the entrances and Amenity/clubhouse areas will be completely mowed, edged, trimmed and cleaned up prior to normal business hours of operation. In the event it becomes necessary to make a change in the mowing schedule for any reason, the CDD Management must be notified prior to adjustment of schedule. Mowing during inclement weather will not alleviate the contractor of responsibility for damage caused by the mowing of wet areas.

1. Mowing

- a. Prior to mowing, remove and dispose of normal litter and debris from all landscape areas. Contractor will not run over litter with mowers.
- b. St. Augustine, Bahia turf shall be mowed weekly during the growing season from April 1st through September 30th and bi-weekly during the winter season. It is understood that the contractor may be required to periodically add or delete mowing cycles based on weather or other factors with the consent of the CDD Management. Contractor should anticipate 42 mows annually for all common areas and ROWS. Ponds will be mowed between 19 and 26 times as needed.
- c. St. Augustine and Bahia turf shall be cut with rotary mowers to maintain a uniform height. Bahia will be cut between 3.5" and 4.5". St Augustine will be cut between 4.5" and 5.5". At no time will mowing height be reduced so that more than 1/3 of the grass blade is removed at any cutting. Mowing blades shall be kept sufficiently sharp and properly adjusted to provide a cleanly cut grass blade. Mowing pattern shall be varied where feasible to prevent rutting and minimize compaction.
- d. Contractor shall complete a minimum of two passes along all waterways/wetlands with a 50" mower or larger discharging clippings away from the water. Any waterway edges that cannot be reached with the full size mower will be string trimmed every other mow cycle at minimum or as needed to maintain an intended look as per the discretion of CDD management.
- e. Visible clippings that may be left following mowing operations shall be removed from the site each visit. Discharging grass clippings into beds, tree rings or maintenance strips is unacceptable and if it occurs they shall be removed prior to the end of each service day.
- f. Contractor will take special care to prevent damage to plant material as a result of the mowing operations. Any damage caused by contractor's mowing equipment may result in the replacement of damaged material at the contractor's cost. Determination as to replacement will be at the sole discretion of the CDD representative. Replacement material will be of similar size to the material being replaced.

2. Edging

Sidewalks, curbs, and concrete slabs, and other paved surfaces will be edged in conjunction with mowing operations each time. Beds, tree rings, and other landscape edges will be edged once during each detail rotation, every three weeks. Edging is defined as removal of unwanted turf and vegetation along the above borders by use of a mechanical edger. Edges are to be perpendicular to the ground. String trimmers will not be used for this function. Care will be taken to maintain bed edges as designed in either straight or curvilinear lines.

3. String Trimming

- a. String Trimming shall be performed around road signs, guard posts, trees, shrubs, utility poles, and other obstacles where mowers cannot reach. Grass shall be trimmed to the same desired height as determined by the mowing operation. Trimming shall be completed with each mowing operation.
- b. Under no circumstance will it be an acceptable practice to string trim bed edges or small areas that may be cut utilizing a walk behind mower.
- c. Maintaining grass-free areas by use of chemicals may be the preferred method in certain applications. Such use will only be done with prior approval of the CDD.
- d. Turf around the edge of all waterways shall be mowed or string trimmed to the natural water's edge during every other mowing cycle at minimum.

4. Blowing

When using forced air machinery to clean curbs, sidewalks and other paved surfaces, care must be taken to prevent blowing grass clippings into beds, onto vehicles or onto other hardscape surfaces. In addition, care also must be taken to disrupt mulch from beds and any mulch blown out of beds must be placed back and raked smooth.

5. Damage Prevention/Repair

Special care shall be taken to protect building foundations, light poles, sign posts and other hardscape elements from mowing, edging or string trimming equipment damage. Contractor will agree to have repairs made by specialized contractors or reimburse the CDD or homeowners within 30 days for any damage to property caused by their crew members or equipment.

B. Detailing

Detailing of planted areas will be performed weekly in a sectional method, each section representing one-third of the entire property. Based on three sections, the contractor will completely detail the entire property once every three weeks. The exception will be the entrances and clubhouse areas. These are high traffic, focal areas and as such will be included to provide weekly attention minimally. The detailing process will include trimming, pruning and shaping of all shrubbery, ornamental trees and groundcover, removal of tree suckers, structural pruning or cutbacks of select varieties of plant material and ornamental grasses as directed, as well as the defining of bed lines, tree saucers and the removal of all unwanted vegetation. A detail crew will be onsite at least one day per week 42-52 times per year as needed to accomplish the full amount of annual detail rotations

1. Pruning

- a. Prune trees, shrubs and groundcovers to encourage healthy growth and create a natural appearance. Prune to control the new plant growth, maintain the desired plant shape and remove dead, damaged, or diseased portions of the plant. Provide remedial attention and repair to plant material as appropriate to season or in response to incidental damage.
- b. Only Contractor's staff that have been trained and demonstrate competency in proper pruning techniques shall perform pruning. Use only hand pruners or loppers on trees and shrubs,

particularly groundcover Juniper varieties. Hand shears or Topiary shears will be the preferred method of trimming most formal shrubs. Only use power shears on formal hedges where previous practice was to shear, or as directed by the CDD representative.

- c. Pruning of trees up to a height of 12 feet is included in the scope of the work. If pruning is required above the height of 12 feet, contractor shall propose an extra service to the CDD representative and acquire approval prior to performing the work. The branching height of trees shall be raised only for the following reasons:
 - Provide clearance for pedestrians, vehicles, mowers and buildings.
 - Maintain clearance from shrubs in bed areas.
 - Improve visibility in parking lots and around entries.
- d. Prune trees to remove weak branching patterns and provide corrective pruning for proper development. Cut back to branch collar without leaving stubs. Provide clean and flush cut with no tearing of the tree bark.
- e. Prune all shrubbery in accordance with the architectural intent as it relates to adjacent plantings and intended function.
- f. Prune to contain perimeter growth within intended bed areas. Established groundcover shall be maintained 4" to 6" away from adjacent hardscape and turf. Bevel or roll leading edges to avoid creating a harsh boxed look. Mature groundcover shall be maintained at a consistent, level height to provide a smooth and even appearance and separation from adjacent plant material.
- g. Structural pruning will be required for several varieties of plants bi-annually, annually or semi-annually to maintain their scale and performance within the landscape. The methodology employed is to structurally prune one plant group throughout the entire property during the sectional detail rotation. Following this schedule, all structural pruning should be completed within a six week cycle each time it is performed. All needed structural pruning will be done once per year at minimum. All Ornamental Grasses are to be haystack cut one time per year.
- h. Crepe Myrtles are to be trimmed once per year in the winter months. Trimming should include removal of old blooms, sucker growth and any cross branching. Trimming should be done in such a way that cuts are no less than 12" away from previous year's cuts. "Hat Racking" will not be permitted unless directed otherwise by the CDD representative.
- i. Pruning of all palms less than 15' in height will be included in the sectional rotation. Pruning consists of removal of all dead fronds, seedpods and any loose boots.

2. Weed Control

- a. Bed areas are to be left in a weed free condition after each detail service. While pre and post-emergent chemicals are acceptable means of control, weeds in bed areas larger than 3" shall be pulled by hand.
- b. Hardscape cracks and expansion joints are to be sprayed in conjunction with the detail cycle to control weeds. Chemical practices shall not be a substitute for hand weeding where the latter is required for complete removal.

3. Trash Removal

- a. Removing trash from all landscape areas will be the responsibility of the contractor. The contractor will remove trash from all focal areas, including medians, around amenity areas, and monuments every visit. Other trash will be removed during normal detail rotations.

C. General

1. Policing

- a. Contractor will police the grounds during each service visit to remove trash, debris and fallen tree litter as needed prior to mowing and edging. Contractor is not responsible for removal of excessive storm debris which would be performed with prior approval with supplemental proposal.
- b. As needed contractor will dedicate supplemental personnel and specialized equipment to the removal of seasonal leaf drop from all landscape and hardscape areas during the months of November through April.
- c. All litter shall be removed from the property and disposed of off-site.

2. Communication

- a. Daily, the contractor will communicate with the CDD representative for any landscape issues requiring immediate attention.
- b. Communication is of the utmost importance. Contractor will provide a monthly written report in a form approved by the CDD representative which details all aspects of the previous month's maintenance activities.
- c. When requested by CDD management contractor will provide a Monthly Service Calendar for the upcoming period. A copy of the preceding month's Irrigation Maintenance report and Lawn and Ornamental Fertilization report will be provided monthly. A copy of these documents should be submitted to the CDD representative by the 5th of each month electronically, or in person. This is only necessary should management request, likely due to performance concerns.
- d. Contractor agrees to take part in regular weekly, bi-weekly or monthly inspections, as decided by CDD management, of the property to ensure their performance of this agreement meets the standards required herein and protects the overall well-being of the property's landscape. Contractor also agrees to complete any work that appears on punch lists resulting from inspections or reviews within three weeks of receiving them. Contractor will have their Account Manager participate on its behalf and have their Lawn and Ornamental and Irrigation Managers or Technicians available for inspection meeting as needed or requested by CDD management.

3. Staffing

- a. The Contractor shall have a well-experienced Foreman/Supervisor on site at all times with the crew. This person should have extensive knowledge of horticultural practices and be capable of properly supervising others. He/she and other supervisors should be in a certain type of uniform that distinguishes them from the crew. The Foreman/Supervisor should communicate regularly, daily when needed, with the property's manager. Further, In order to maintain continuity, the same Foreman/Supervisor shall direct the scheduled maintenance operations throughout the year. Any anticipated changes in supervisory personnel shall be brought to the attention of the CDD representative prior to any such change. This will assure the BOD and Management that maintenance personnel remain familiar with the maintenance specifications, the site and any changing conditions.
- b. The crew members should be properly trained to carry out their assigned task, and should work in a safe professional manner. Each crew member should be in full uniform at all times.
- c. Contractor is expected to staff the property with trained personnel experienced in commercial landscape maintenance. All personnel applying fertilizers, insecticides, herbicides and fungicides must be certified by the FL Department of Agriculture and Consumer Services. These individuals should be Best Management Practices Certified and hold a Limited Certification for Urban Landscape Commercial Fertilizer or a Certified Pest Control Operator or an employee with an ID card working under the supervision of a CPCO.

- d. Contractor agrees to screen all crew members for criminal background, advise Management and not employ persons for this Contract that have been convicted of or pled guilty to a felony crime or misdemeanor to which Management objects. Also, contractor agrees to follow all INS guidelines for hiring and to maintain an I-9 and other required documents on each employee.
- e. Contractor is expected to staff the property with adequately trained personnel a minimum 3 days per week between Monday & Friday. Holidays observed that do not require staffing include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, and any other day agreed to by CDD Management. Normal working hours are from 7:00 AM until 7:00 PM. No power equipment will be operated near homes before 9:00 AM. Efforts will be made such that ALL work performed around the Amenity Areas and pool area is to be completed prior to normal member attendance hours. Saturdays will be made available for makeup work due to inclement weather from 8:00 AM until 5 PM.

SCHEDULE "A" – TURF CARE PROGRAM - ST. AUGUSTINE

A. Application Schedule – Minimum schedule, if more is needed it is up to the contractor to recommend.

<u>Month</u>	<u>Application</u>
January:	Winter fertilization, broadleaf weed control and disease control
March:	Spring granular fertilization, broadleaf weed control, insect and disease control
May:	Late spring heavy, 100% slow release Nitrogen fertilization with Arena and weed Control
October:	Heavy fall granular fertilization and broadleaf weed/disease control

B. Application Requirements

1. Fertilization

- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a maximum of 4 lbs. of N/1000 square feet with a minimum of 50% slow release and a high Potassium blend in the fall fertilization to promote root development unless soil samples indicate the presence of sufficient Potassium. The winter liquid fertilization should contain a maximum of .5lbs of N/1000 square feet.
- b. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to ensure that all the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.
- c. All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining.
- d. The irrigation system will be fully operational prior to any fertilizer application.
- e. At the request of management, soils shall be tested at a reliable testing facility once per year to monitor for pH, Nematodes, Take All Root Rot and chemical make-up. The results will be provided to management along with the contractor's recommendation as to any changes in the turf care program based on these results.

- f. Any changes to the fertilization schedule, products used, or techniques will be discussed with CDD management and agreed to by CDD management.

2. Insect/Disease Control

- a. The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.
- b. Supplemental insecticide applications will be provided in addition to the normal preventive program as needed to provide control.

3. Weed Control

- a. Weed control will be limited to the broadleaf variety and sedge type grasses under this program.
- b. Contractor shall alert management of outbreaks of Crabgrass, Bermuda, Alexander and Dove grasses. Failure to do so will make the contractor liable for resulting turf loss.

4. Warranty

If the grass covered under this turf care program dies due to insect infestation, disease or improper fertilizer application, the affected grass will be replaced at no charge. Contractor will not be held responsible for turf loss due to conditions beyond their control. This includes nematodes, diseases such as Take-All Root Rot and weeds such as Crabgrass which are untreatable with currently available chemicals, high traffic areas, drainage problems, or acts of God. In the event these conditions exist, the contractor is responsible to employ whatever cultural practices can be reasonably performed to extend the life of the affected material.

SCHEDULE "B" – TURF CARE PROGRAM – BAHIA – Where Applicable

A. Application Schedule

<u>Month</u>	<u>Application</u>
March:	Complete liquid 18-0-8 N-P-K fertilizer and broadleaf weed control to include blanket pre-emergent herbicide application.
June:	Chelated Iron application and Mole Cricket control.
October:	Complete liquid 18-0-8 N-P-K fertilizer and broadleaf weed control to include blanket pre-emergent herbicide application.

B. Application Requirements

1. Fertilization

- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 2 lbs. of N/1000 square feet with a minimum of 30% slow release and a high Potassium blend in the late summer fertilization to promote root development unless soil samples indicate the presence of sufficient potassium.
- b. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to ensure that all the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.
- c. All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining.

- d. The irrigation system will be fully operational prior to any fertilizer application.
 - e. Soils shall be tested at a reliable testing facility twice per year to monitor for PH and chemical makeup. The results will be provided to management along with the contractor's recommendation as to any changes in the turf care program based on these results.
2. Insect/Disease Control
- a. The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.
 - b. Supplemental insecticide applications will be provided in addition to the normal preventive program as needed to provide control.
3. Weed Control
- a. Weed control will be limited to the broadleaf variety under this program.
 - b. Contractor shall alert management of outbreaks of Sedge, invasive Bermuda, or Crabgrass. Failure to do so will make the contractor liable for resulting turf loss.
4. Warranty
- Only turf loss due to dramatic negligence or mismanagement by the contractor will be considered for replacement by contractor.

SCHEDULE "C" – TREE/SHRUB CARE PROGRAM

A. Application Schedule

<u>Month</u>	<u>Application</u>
March/April:	Insect/disease control/fertilization.
May/June:	Insect/disease control as needed.
July/August:	Minor nutrient blend with insect/disease control.
October:	disease control as needed
December:	Insect/disease control/fertilization as needed

B. Application Requirements

1. Fertilization
- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Fertilizers selected must be appropriate for the plant material to be fertilized such as an acid forming fertilizer for Azaleas which require a lower soil pH.
 - b. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 50% slow release Nitrogen and a high Potassium blend in the fall fertilization to promote root development unless soil sample results indicate the presence of sufficient Potassium.
 - c. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to ensure that all the requirements of plant material are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.

- d. This program covers all fertility requirements on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.
- e. There will be a deep root feeding on an as needed basis to establish newly planted trees.
- f. Fertilizer will be distributed evenly under the drip zone of each plant. Special care will be taken not to "clump" fertilizer neither at the base nor in the crown of plants.
- g. The irrigation system will be fully operational prior to any fertilizer application.
- h. Soils shall be tested at a reliable testing facility once per year to monitor for pH, Nematodes, Take All Root Rot and chemical make-up. The results will be provided to management along with the contractor's recommendation as to any changes in the Tree/Shrub care program based on these results.

2. Insect/Disease Control

- a. Insect and disease control is intended to mean a thorough inspection of all plantings for the presence of insect or disease activity and the appropriate treatment applied. All insect and disease infestations require follow-up applications for control and are included in this program.
- b. Contractor is responsible for the continuous monitoring for the presence of damaging insects or disease. Any problems noted between regularly scheduled visits will be treated as a service call and responded to within 48 hours. Service calls due to active infestations are included in this program.
- c. This program covers all disease and Insect activity on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.
- d. Contractor will be required to apply all pesticides in accordance with labeled directions including the use of any Personal Protective Equipment.
- e. Contractor will provide a copy of the license for the Certified Operator in charge of chemical applications for this property.

3. Specialty Palms

- a. Considering the investment in Specialty Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date etc.), contractor will include in their proposed Tree/Shrub program, a comprehensive quarterly fertilization and root/bud drench for potential disease and infestation.
- b. When applicable, the contractor will monitor site tubes that have been installed to monitor ground water build up around the root ball of specimen palms to de-water them as necessary.

4. Warranty

If a plant or tree dies from insect or disease damage while under this Tree/Shrub Care Program, it will be replaced with one that is reasonably available by contractor if it is reasonably decided to be from negligence by CDD management. Exclusions to this warranty would be Acts of God, along with pre-existing conditions, i.e. soil contamination or poor drainage, nematodes, borers, locusts and insects such as Asian Cycad Scale. Also excluded are diseases such as Verticillium and Fusarium Wilt, TPDD, Lethal Bronzing, Entomosporium Leaf Spot Fungus and Downey Mildew that are untreatable with currently available chemicals. In the event these conditions exist, the contractor is responsible to promptly report any detection to the CDD representative.

SCHEDULE “D” – IRRIGATION MAINTENANCE

A. Frequency of Service

- a. Contractor will perform the following itemized services under “Specifications” on a monthly basis completing 25% of the inspection each week.
- b. The irrigation inspection will be performed during the same week(s) each month.

B. Specifications

- a. Activate each zone of the system.
- b. Visually check for any damaged heads or heads needing repair.
- c. Visually check all landscape areas irrigated with Netafim drip lines to ensure proper water flow and pressure.
- d. Clean filters located at each zone valve monthly if applicable.
- e. Clean, straighten or adjust any heads not functioning properly.
- f. Straighten, re-attach to bracing and touch up paint on riser heads as needed.
- g. Report any valve or valve box that may be damaged in any way.
- h. Leave areas in which repairs or adjustments are made free of debris.
- i. Adjust controller to the watering needs as dictated by weather conditions, seasonal requirements, and water management district restrictions including adjusting of rain sensors.
- j. Contractor will provide a written report of the findings by zone.

C. Qualifying Statements

1. Repairs

- a. Repairs that become necessary and that are over and above the routine monthly inspections will be done on a time and material basis. Hourly irrigation repair rates will be defined in overall landscape maintenance contract.
- b. Request for authorization must be submitted to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work. It is up to CDD management’s discretion to allow contractor to proceed with repairs at an agreed threshold without prior approval.

2. Service Calls

- a. Service Calls required between scheduled visits will be billed on a time and material basis at the rates extra pricing rates.
- b. When not an emergency, request for authorization must be submitted in written form to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work.

3. Contractor will pay special attention during irrigation (IMC) maintenance inspections to ensure that sprinkler heads are positioned so that water does not spray directly onto buildings, windows or parking areas.

- a. Contractor will be held responsible for any accident that arises from the over spray of water on hard surfaces if it is determined that the contractor was negligent in performing monthly irrigation maintenance.

4. Damage resulting from contractor’s crews working on the property (i.e., mower and edger cuts) will be repaired at no charge to the CDD within 24 hours of being detected.

5. Contractor shall not be held responsible for any system failure caused by lightning, construction work, pre-existing conditions, freeze or other acts of God.
6. Contractor shall not be held responsible for damage to the landscape caused by mandatory water restrictions placed on the property by the governing water management district.
7. Contractor will visually inspect irrigation system weekly while performing routine maintenance.
8. Contractor will provide a 24 hour "Emergency" number for irrigation repairs.
9. Contractor shall take all required readings from meters or at pump stations as required and work with the CDD representative to file all quarterly and/or semi-annual reports to the Water Management District.

SCHEDULE "E" – ADDITIONAL SERVICES – To be priced separately but as part of the landscape contract. These services are subject to bids at management's discretion at any point.

Note: Additional services work is to be considered as a supplement of the overall Landscape Maintenance contract. All Special Services work is to be performed by supplemental crews. CDD management can bid out these services at their discretion and work is to be completed according to this scope, or as CDD Management agrees. In addition, contractor should and is expected to recommend when they believe these services should be carried out in their bid documents. Additionally, all "Additional Services" will be billed in the month they are performed as a separate line item on that month's invoice. Additional services costs will not be spread out across the full annual contract.

A. Bedding Plants – Annuals (If Applicable)

The nature and purpose of "Flower Beds" is to draw attention to the display. The highest level of attention should be placed on their on-going care.

1. Schedule

- a. The most appropriate seasonal annuals will be used. A standard yearly rotation includes but is not limited to: All flower beds on the property will be changed out four (4) times per year during the months of January, April, July and October. Changes to the amounts of annuals, rotations timing, or date of installation can be made at CDD management discretion.
- b. Contractor recognizes that flower beds are intended to highlight and beautify high profile areas and should be selected for color, profusion and display.
- c. All newly planted beds will have a minimum of 50% of the plants in bloom at the time of installation and they shall be 4 ½" individual pots.
- d. Contractor will obtain prior approval of plant selection from the CDD representative 2 weeks before installation.

2. Installation

- a. Plants are to be installed utilizing a triangular spacing of 9" O.C. between plants.
- b. Annually, prior to the Spring change out, existing soil will be removed to a depth of 6" in all annual beds and replaced with clean growing medium composed of 60% peat and 40% fine aged Pine Bark.

- c. All beds will be cleaned and hand or machine cultivated to a depth of 6" prior to the installation of new plants.
- d. Create a 2" trench where the edge of the bed is adjacent to turf or hardscape.
- e. A granular time-release fertilizer and a granular systemic fungicide will be incorporated into the bedding soil at the time of installation.
- f. All beds should be covered with 1" layer of Pine bark Fines after planting.
- g. Follow-up applications of fertilizer, fungicide and insecticide are provided as needed.
- h. Annuals that require replacement due to over-irrigation or under-irrigation will be replaced immediately by contractor without charge to the CDD.

3. Maintenance

- a. Flower beds unique to Saddle Creek CDD will be reviewed daily or at each service visit for the following:
 - Removal of all litter and debris.
 - Beds are to remain weed – free at all times.
 - All declining blooms are to be removed immediately.
 - Inspect for the presence of insect or disease activity and treat immediately.
- b. Seed heads are to be removed from plants as soon as they appear. "Pinching" of certain varieties weekly is to be a part of the on-going maintenance as well. Frequent "pinching" will result in healthier, more compact plants.
- c. Prolific bloomers such as Salvia require that 10% to 20% of healthy blooms are to be removed weekly.
- d. Pre-emergent herbicides are not to be used in annual beds.
- e. Contractor guarantees the survivability and performance of all annual plantings for a period of 90 days. Any plant that fails to perform during this period will be immediately replaced at the contractor's expense.

4. Warranty

Any bedding plant that dies due to insect damage or disease will be replaced under warranty. Exclusions to this warranty would be freeze, theft, or vandalism.

B. Bed Dressing

1. Schedule

- a. Mulching will be carried out twice per year. Once in the spring, once in the fall. The most desirable months are May and Early November. Mulch will be priced "per yard".
- b. Application will be completed within a two week time period.

2. Installation

- a. Prior to application, areas will be prepared by removing all foreign debris and accumulated mulch material and establishing a defined, uniform edge to all bed and tree rings as well as a 1" to 2" deep trench along all hardscape surfaces to include equipment pads, in order to hold the mulch in place.

- b. Bed dressing should be installed in weed free beds that have been properly edged and prepared.
- c. Bed Dressing should be installed to maintain a 2" thickness in all bed areas, including tree rings in lawn areas and maintenance strips unless otherwise directed by the CDD representative. Some areas will require more mulch than others. Focal areas are to be prioritized. If at any point the application does not allow enough yards to maintain 2 inch depth across beds then an additional proposal will be created by the contractor for the additional needed yards.
- d. A summary of shipping tickets or invoices for products or subcontract services will be submitted prior to requesting payment for this work.

C. Palm Trimming

1. Schedule

- 2. Specimen Date Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date, etc.) in excess of 12' will be trimmed up to two times per year in June and/or December as needed. All vegetation will be removed from their trunk and nut and loose or excessive boots will be removed and/or cross cut during this process. Contractor will monitor for disease and recommend treatment if necessary.
- 3. All palms less than 12' will be trimmed as needed by the detail crew during the regular detail rotation as outlined in General Services.
- 4. Washingtonia palms in excess of 12' will be trimmed up to two times per year in the months of February and August as needed.
- 5. All palms other than Washingtonia, in excess 15' will be trimmed up to once per year in the month of August.
- 6. Trimming shall include removal of all dead fronds, loose boots and seed stalks.
- 7. Trim palms so that the lowest remaining fronds are left at a ten and two o'clock profile or nine and three o'clock at the discretion of management. "Hurricane" cuts are only to be done at the direction of the CDD representative.
- 8. When trimming, cut the frond close to the trunk without leaving "stubs"
- 9. It is imperative that the contractor use clean and sanitized tools, sanitizing their tools thoroughly from tree to tree

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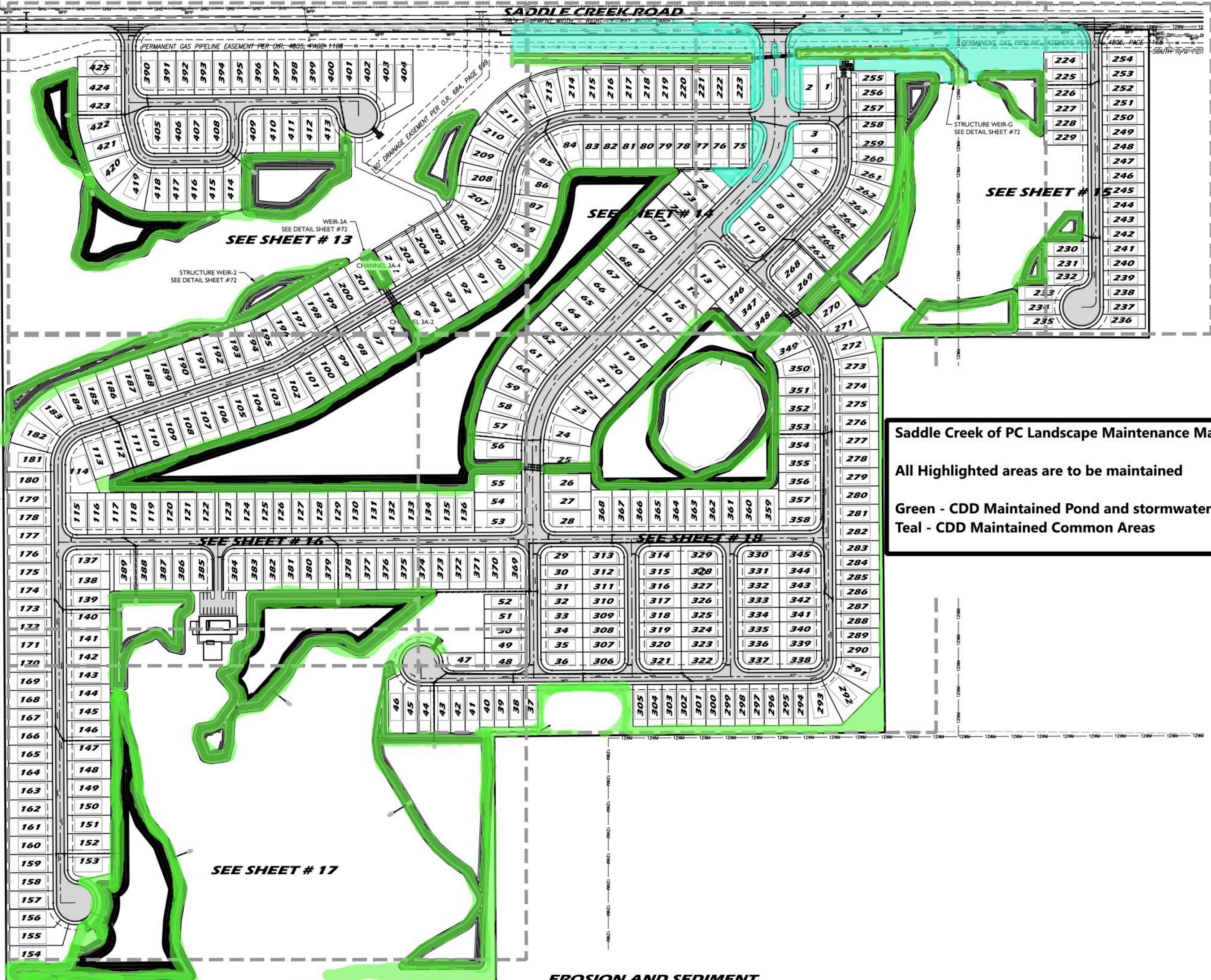
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EXIST.



Saddle Creek of PC Landscape Maintenance Map

All Highlighted areas are to be maintained

Green - CDD Maintained Pond and stormwater areas

Teal - CDD Maintained Common Areas

**EROSION AND SEDIMENT
CONTROL BEST MANAGEMENT
PRACTICES FOR POND AND**

**DRAINAGE NOTE DURING CONSTRUCTION
PERIOD EROSION/SEDIMENT**

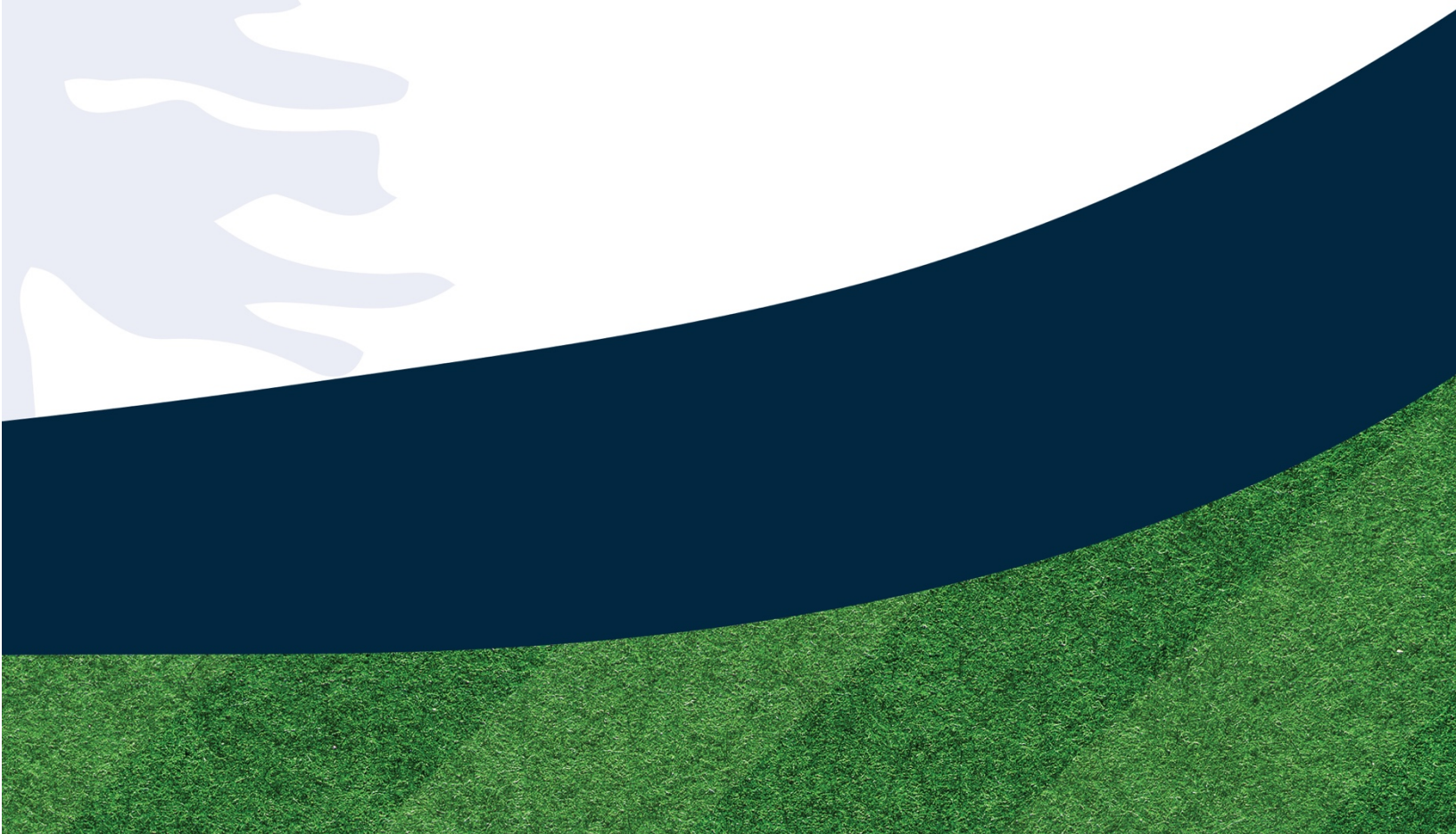


SADDLE CREEK CDD MAINTENANCE PROPOSAL

QUALITY IS OUR CORNERSTONE



OVERVIEW



OUR STORY

With a family business backed by three generations, the Princes are no stranger to the construction industry. Since a young age, current Owner/President, Ian Prince, was surrounded by the trade, working alongside his father as the Prince family built their name in landscape and construction in Central Florida. Formerly known as Prince Land Services, Ian later renamed the company to Prince and Sons, Inc., to better capture the future family generations, namely Ian's sons, Stetson and Jagger.

As a family-oriented business, Prince and Sons is run on true southern hospitality and manners. We realize that creating loyal customers not only requires quality service but also thoughtful and intentional relationships. It's what sets us apart from being average, and we are grateful for our unwavering clients.



OUR TEAM



IAN PRINCE
Owner / President

Ian was Born in Winter Haven and has lived in Central Florida his whole life. He grew up working under his parents in the green industry and hopes to pass that down to his two boys one day. Starting out at such a young age, he has a lot of hands-on knowledge and that has helped him to grow his company to what it is today!



LUCAS DEAN MARTIN
Vice President of
Landscape Maintenance

For 20 years Lucas has been in the green industry. After graduating with a Horticulture/ Plant Sciences degree from the University of Missouri he began in golf course maintenance before transitioning into commercial and community maintenance. Lucas' experience with contractors and developers makes him an asset in every aspect of the job.



JAMES SMITH
Landscape Maintenance
Operations Manager

After retiring from a 22-year career in the Marine Corp, James has been in the green industry as an Account and Operations Manager for the last 15 years. James and his 3 kids have called Central Florida home ever since relocating from Texas.



ANTHONY SANDRETTO
Fertilization & Pest
Control Manager

Anthony has been in the landscape industry since moving to Central Florida in 2001 from Wisconsin. Anthony has many certifications like being a Florida Certified Horticultural Professional, Florida Water Star Certified, and Certified Pest Control Operator, among others.



JERRY ROBERSON
Irrigation Manager

Since relocating from Georgia in 2001, Jerry and his wife of over 40 years have called Central Florida home. He has extensive irrigation education, certifications, and knowledge. Some of his expertise and certifications are in 2-wire system maintenance and design, Water Star irrigation, pump installation, and much more.

OUR CORE VALUES

Respect is not something we take lightly, and we make it a core value in how we treat both our clients and our employees. As a staff member, we never miss a chance to incentivize performance and show appreciation for hard work.

We are proud to have several employees who have been with the company for more than 20 years, as a result.

SAFETY

Managing safety in a fast-paced workplace environment should not be a one-person-job. But it can feel that way, especially if you're being asked to do more with less because of recent global events.

OUR SAFETY MANAGEMENT SOLUTION BRINGS TOGETHER:

- Incident, Near Miss and Hazard Reporting & Management
- Action Management & Analytics
- Inspections
- Meetings
- A full training program at "Prince and Sons University"



AREAS OF EXPERTISE



COMMERICAL LAWN MAINTENANCE

We have been a leading commercial lawn maintenance company for 26 years and boast the ability to tackle every aspect of lawn care for a wide range of clients. Whether it's leading property management and homeowner associations, college campuses or golf courses, we understand the importance and value of a well-maintained, beautiful landscape.



BRICK PAVERS

We are one of Polk County's premier brick paver contractors. Over our 15 years of installing brick pavers, we've secured hundreds of satisfied customers. We understand outdoor living is fundamental aspect to living in Florida, which is why we offer a wide selection of tools to enhance your time outside, including pool decks, patios, fire pits, outdoor kitchens and more!



LIGHT CONSTRUCTION

Prince and Sons can provide and assist in your residential home building with clearing, backfilling, final grades and driveway cut-outs. We currently work with many of Central Florida's leading residential contractors, and also provide hauling and clearing for residential customers.



IRRIGATION & WATER MANAGEMENT

Commercial irrigation systems are sophisticated technology that requires special certifications to install and operate. The key is to choose irrigation installation and maintenance experts who have comprehensive knowledge and expertise. From older systems that are frequently in need of repairs and updates to the installation of the latest technology, you want a company that can handle it all.



COMMERCIAL TREE CARE

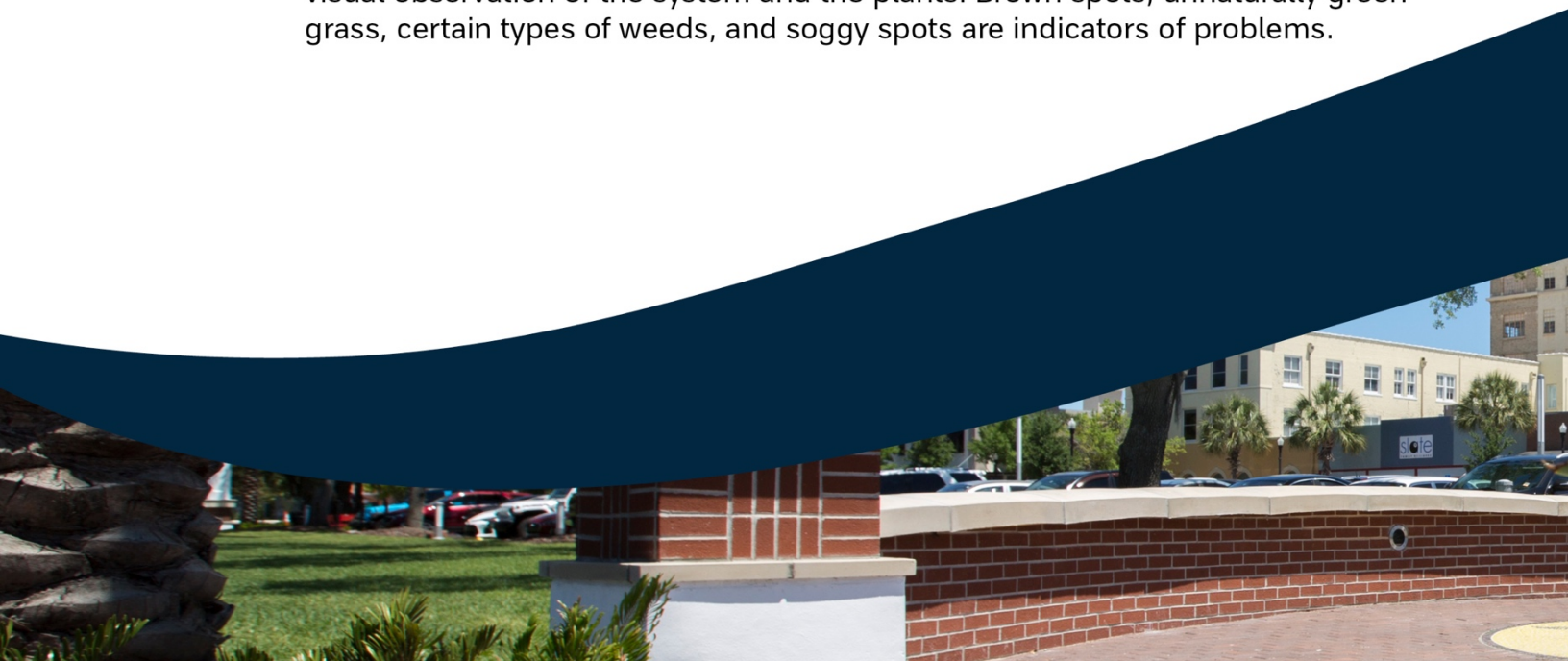
Proper care of your trees is an investment that will lead to substantial returns, such as reducing air conditioning costs, controlling erosion, and shielding your property from damaging winds. Our experts help protect your trees throughout their lifespan including damage due to storms and lightning.

PROPERTY NEEDS

Maintaining a property is not just “mowing and blowing” at Prince and Sons. Our team integrates a full **BMP (Best Management Practices) Program** to make the property look its best. This program addresses the most important aspects of plant health.

THESE PLANT HEALTH PRACTICES INCLUDE:

- 1** **The Plant Enhancement Team** makes sure that all aspects of the environment are included to make recommendations to the client to get the right plant in the right place while still providing the aesthetics that the client prefers. The long-term value of a landscape depends on how well it performs for its objectives. Performance is often directly related to matching a site’s characteristics and a client’s desires with plant requirements. Therefore, the first step in selecting plants for a landscape is to conduct a site evaluation, which may consist of studying planting site characteristics such as the amount of sun or shade, soil type, pH, soil compaction, slope, and water drainage. These characteristics will most likely differ between areas on the same property.
- 2** **The Irrigation/ Water Management Team** knows that the most important thing to keeping plants healthy is providing proper irrigation practices. Using proper irrigation system design, installation, management, and maintenance practices provides a multitude of benefits. These benefits include saving money, using irrigation efficiently, a healthy and more drought and pest-resistant landscape, and protecting the state’s water resources. By understanding the irrigation system, Prince and Sons can save the client money and help protect ground water supplies and water quality. Proper maintenance extends the life of an irrigation system and helps it to perform optimally. Maintenance begins with a visual observation of the system and the plants. Brown spots, unnaturally green grass, certain types of weeds, and soggy spots are indicators of problems.



3

The Fertilization/ Pest Control Team is one of the key management practices in establishing and maintaining healthy, actively growing turfgrass. The desires and budget of the individual owner/ HOA often dictate the level of fertility management. Integrated Pest Management (IPM) is part of each property for Prince and Sons. This method will include reducing pest management expenses, conserving energy, and reducing the risk of exposure to people, animals, and the environment. Its main goal, however, is to reduce pesticide use by using a combination of tactics to control pests, including cultural, biological, genetic, and chemical controls.

4

The Maintenance Team will continuously serve your property with the same crew leaders and team to provide a clean, professional, and healthy appearance to the property that will improve the enjoyment of the residences and property values. Mowing is an important maintenance operation. Mowing at the correct height increases turf density and root health and suppresses weeds. A dense turf impedes stormwater runoff. A healthy root system ensures that water and nutrients are absorbed and not wasted. Fewer weeds mean less need for herbicides. Clean, well-kept, weed-free mulch beds and properly manicured landscape plants/ trees will be part of any maintenance plan. Seasonal color is always a nice touch.



REFERENCES

Valhalla Home Owner's Association

Prince & Sons is our go-to company when it comes to all landscaping needs. James Smith, account manager, along with his crews are a pleasure to work with, always responding in a timely and positive manner when we have a special request. If something needs to be fixed or if we need a suggestion on how to make an area look better, James responds quickly while finding a way to work within our budget restraints.

James and his team are great at handling all our landscaping needs which include but is not limited to, working to improve a property's curb appeal, providing excellent customer service and supporting and sponsoring property events.

Please feel free to give me a call at (863) 412-1813 should you have any questions.

Kathy Arrington
Landscape Chairman
Valhalla HOA



SITE Centers Corp.

Prince and Sons is a professional, consistent, and reliable landscape maintenance company. They always leave the jobs clean and complete. The health of our plants has consistently improved as P&S has properly maintained, fertilized and irrigated. What may separate them more than anything is their customer service. They are accommodating, respectful, and responsive to our needs.

We highly recommend Prince and Sons for all of your landscaping, irrigation, and maintenance needs.

Kerri A. Ryan, LEED GA
Director of Property Management
SITE Centers Corp.

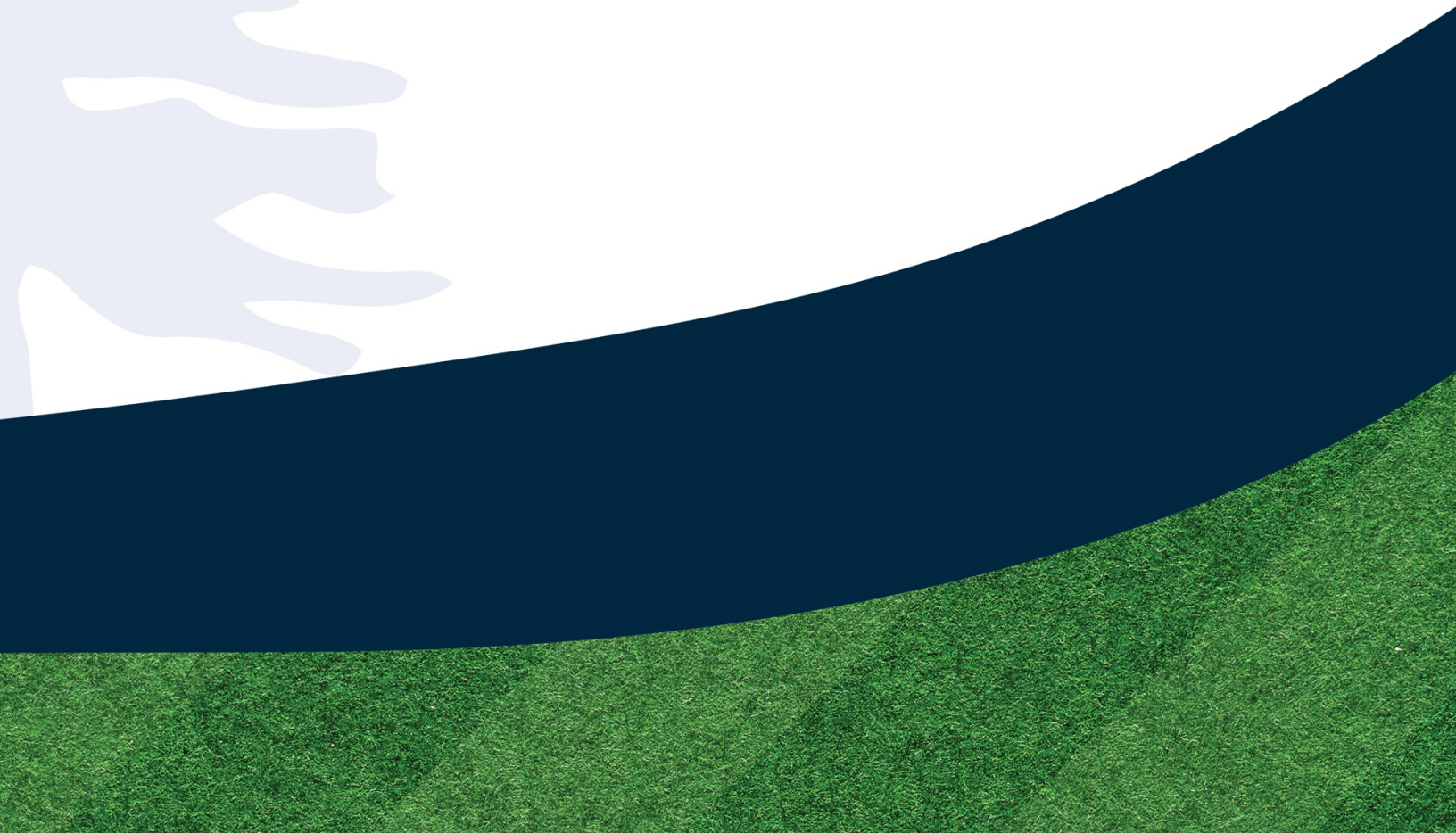
Artemis Lifestyle Services

I have worked with Prince & Sons for the past two years at multiple locations and assignments. In each location, Prince has done an excellent job of keeping the areas neat, clean, free of garbage or trash and meticulously well-trimmed to maintain an overall beautiful appearance. Their team of supervisors always responds to my calls; I receive an update after an issue is resolved or am made aware of an issue that's been discovered or uncovered and their turn-around time is faster than other landscaping vendors I've used in the past. I would highly recommend Prince & Sons to other Property Managers and HOA Boards.

Please don't hesitate to reach out to me if you have any questions.
(407) 705-2190 ext. 401

Sincerely,
Richard Blotta
Licensed Community Association Manager
Artemis Lifestyle Services, LLC

MAINTENANCE PROPOSAL





Landscape Maintenance Proposal Saddle Creek

May 18, 2022

Saddle Creek of Polk County CDD
c/o Clayton Smith
GMS

Our family-owned business at Prince and Sons sincerely appreciates the opportunity to propose a custom maintenance plan that would improve the appearance and health of your current landscape pallet. We will never take your property or busines for granted.

This pricing reflects the scope of service provided:

Saddle Creek of Polk County CDD Landscape Fee Summary

Contractor:	Prince and Sons, Inc	Property:	Saddle Creek CDD
Address:	9513 US 92 East Tampa, FL 33610 (863) 422-5207	Address:	4648 Eagle Falls Pl. Tampa, FL 33619 Phone: 407-201-1514
Phone:		Phone:	
Fax:		Contact:	Clayton Smith - Field Operations
Contact:	Lucas Martin Lmartin@princeandsonsinc.com	Email:	Csmith@gmscd.com
Email:			

	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
GENERAL SERVICES (Schedule A) - Mowing/Detailing	3,840	2,560	2,560	5,120	6,400	5,120	5,120	6,400	5,120	2,560	2,560	2,560	\$49,920
TURF CARE (Schedule B) Bahia/St Augustine Fert			420			420				420			\$1,260
TREE/SHRUB CARE (Schedule C) Tree/Shrub Fert			312			312		312		312			\$1,248
BED DRESSING - Estimate mulch yds (Schedule E - B.) <i>Per Yard Pricing: \$55</i>					1,375 <i>25 Mulch Yds</i>						1,375 <i>25 Mulch Yds</i>		\$2,750
PALM TRIMMING (Schedule E - C.) <i>Per Palm Price:</i>													\$0
ANNUAL CHANGES - None at this time (Schedule E - A.) <i>Per Annual Pricing:</i>													\$0
IRRIGATION MAINT. (Schedule D)	264	264	264	264	264	264	264	264	264	264	264	264	\$3,168
TOTAL FEE PER MONTH:	\$4,104	\$2,824	\$3,556	\$5,384	\$8,039	\$6,116	\$5,384	\$6,976	\$5,384	\$3,556	\$4,199	\$2,824	\$58,346

Flat Fee Schedule	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$4,862	\$58,346
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Essential Services Mowing/Detailing/Irrigation/Fert and Pest	\$55,596
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Extra Services Annual Changes, Palm Pruning, Mulch	\$2,750
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TOTAL	\$58,346.00
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Initials _____



Contact Us

863-422-5207

info@princeandsonsinc.com

200 South F Street
Haines City, FL 33844

Saddle Creek CDD

Landscape Maintenance Services Proposal

Micah Mohanna
Landscape Manager



Duval Landscape
MAINTENANCE

Saddle Creek CDD Community Leadership,

On behalf of Duval Landscape Maintenance, I want to first and foremost thank you for the opportunity and consideration to become your future landscape management services contract provider. The possibility of partnering with you is exciting! We are eager for the chance to service all your landscape needs as a single source landscape maintenance partner. Our commitment to quality, customer service and consistent communication are a few of the pillars on which our culture is built.

Quality is the conformance to established and agreed upon requirements. We at Duval Landscape Maintenance manage this from the very beginning by means of our initial assessment and estimating take off of your property. Our team of experts spend significant time on site, utilize sophisticated measuring/budgeting software, and cross reference decades of field experience to ensure we understand the unique agronomic and horticulture characteristics that your property presents. Our precise quantifying process is our approach for each job to ensure accurate hours, crew size, type & size of equipment and clear, defined specifications resulting in precise daily, weekly & annual work process(s).

In the following pages you will learn about Duval Landscape Maintenance and why we are the best choice as an organization. It is our desire to build partnerships through hard work that create lasting relationships. We believe that landscaping is about more than simply keeping up appearances and we hope we get the chance to show you just exactly what that means. Once again, we are grateful for the opportunity to propose our bid for partnership with Saddle Creek.

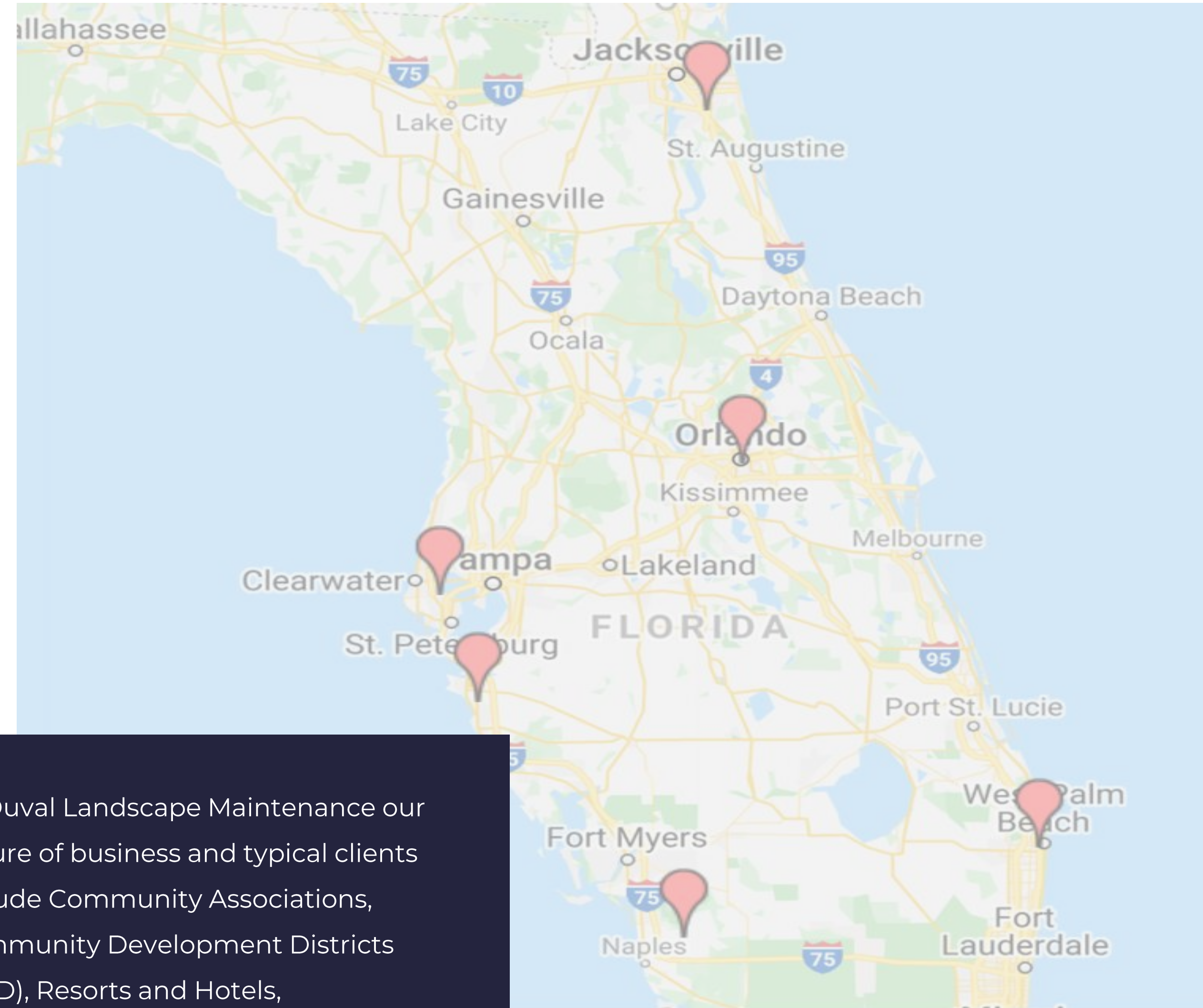
Sincerely,

Micah Mohanna

Landscape Manager

Duval Landscape Maintenance Company Overview

Duval Landscape started in 2009 with one man and one landscaping job. Since then, the company has rapidly grown to include over 340 full-time employees serving over 100 commercial customers throughout the state of Florida. Incorporated since August 12th 2009. Duval Landscape Maintenance (Charter No. L 09000077374 / FEIN 27 0877531) has since grown into one of the premier landscaping companies in Florida. Our corporate headquarters is located here in Jacksonville at 7011 Business Park Blvd N, Jacksonville FL 32256 however we also have branches at the following locations:

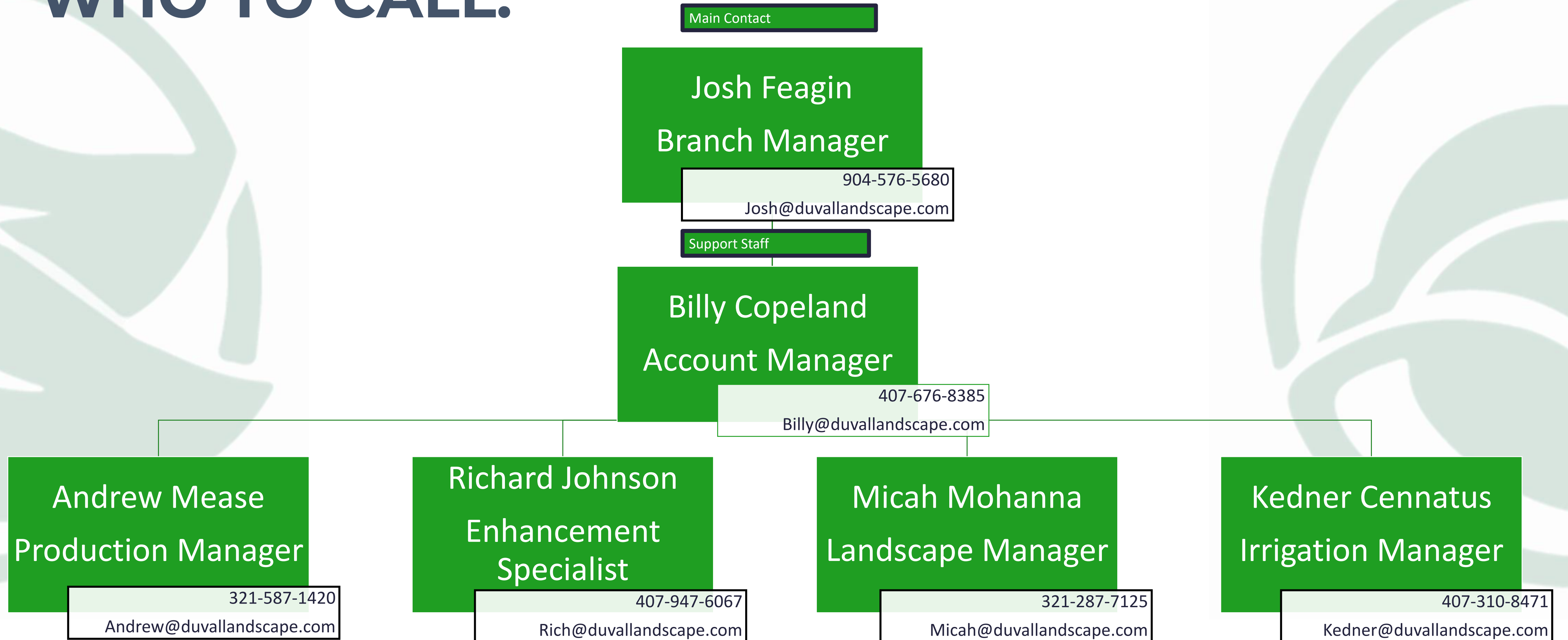


- Jacksonville: 7011 Business Park Blvd N | Jacksonville FL 32256
- Naples: 1961 Rock Road | Naples FL 34120
- Tampa: 4501 Ulmerton Road, Suite 7 | Clearwater FL 33762
- Sarasota: 2123 University Parkway, Suite 104 | Sarasota FL 34243
- Orlando: 882 Jackson Avenue | Winter Park FL 32789
- West Palm Beach: 1655 Donna Road, Suite 5 | West Palm Beach FL 3340

At Duval Landscape Maintenance our nature of business and typical clients include Community Associations, Community Development Districts (CDD), Resorts and Hotels, Multifamily Community, Government Districts and Corporate Commercial real estate properties.

Duval Landscape Maintenance Landscape Managers

WHO TO CALL:





Duval Landscape Maintenance Approach to Quality

5

Proper landscape can promote safety, comfort and tranquility in a space, making it a place worth spending time in. It is our responsibility to deliver these traits to a property and it is a responsibility we take seriously. Duval Landscape Maintenance values and commitment to quality are upheld by every member of our team and are reflected in every project we take on .

Based on the scope of service provided our approach to beginning and managing Saddle Creek would include introductory meetings, establish community expectations, and plan of action to achieve desired landscaping. A 30, 60, and 90 - day plan is built prioritize servicing the property at start up.

We understand the first 90-days truly set the tone when beginning a new property and expectations are at their highest. As such the key to success is through communication. Weekly/Monthly reporting will be documented and sent to community association manager upon completion. Duval Landscape Maintenance wants to improve and enhance the current landscape but understand the best way to achieve this goal will be with expertise of your property management team.

Narrative to Provide Services as Specified



6

During our preliminary assessment and inspection of the current property condition, we identified areas that require attention as well as their causes. While some may be related to work quality, there are many issues such as pest control, under/over irrigation and fertilization deficiencies that will certainly be addressed. Our goals are straight forward: Restore this property to the level of quality expected by Saddle Creek and Duval Landscape Maintenance. How will this be achieved? Proper man-power, communication, accountability, and applications with rotational chemical classes to control these issues. This is not a difficult process, it simply requires proper planning and execution.

As we began this proposal process, we looked at all current site conditions. Be it existing challenges such as slopes, turf, shrub and tree health, maintenance access, mowing challenges and obstacles to arrive at our man hour projections. Once those calculations were compiled using our formulas and spreadsheets, we tailored a specific landscape plan to provide resolution to those challenges. Throughout this proposal we will outline our anticipated our plan to improve the overall site conditions and the systematic approach to providing the services that will benefit the community. Duval Landscape feels confident in our ability to provide comprehensive, all-inclusive services based on the information within.

Proper estimation is the key to this project's success. With detailed information gathered, we have knowledge of this property and comprehensive understanding of quality expectations including turf condition, flower appearance, project cleanliness, and clubhouse condition. Accurate hours result in an efficient work schedule which in turn results in delivering obligations agreed upon.

There are five critical areas to Saddle Creek. Each will require separate planning, scheduling, and care.

7

1

Weed and Insect Control

Weeds and insects are unsightly, detrimental to plant health and can be very costly. We at Duval Landscape Maintenance take very seriously our fertilization and pest control program. With six (6) fertilization/pesticide applications for your turf and four (4) applications for shrubs/trees, we will formulate a program specific to your property's needs and current issues.

2

Irrigation Efficiency

Saddle Creek has unique drainage challenges resulting in oversaturation, regression of, and/or weakened turf. Installing and repairing irrigation, properly timed zones and clocks along with proper fertilization will transform these areas into visually appealing and healthy plant life.

3

Communication

Proactive dialogue, professional recommendations, monthly checks and accountable reporting are just some of the services Duval Landscape Maintenance is committed to providing Saddle Creek. In so doing, we will be able to avoid a large number of potential issues. Moreover, when issues do arise, they will be addressed and handled immediately because the channel of communication has been set in place to correct the matter in a timely and efficient manner

4

Man Power and Detail

This is a key area of concern and will be treated as such. Maintenance is a product of hours and man-power and we have budgeted accordingly. Specific areas such as the leaf and mulch control along all building perimeter, maintaining building clearance from shrubs and tree's, systematic detailing of shrubs and ornamentals, and the retention/overflow stream maintenance have all been calculated and accounted for.

5

Front Entrance, Roadways, and Common Areas

The community entrance and cabana/pool are areas you see when you enter the neighborhood and when leaving and it should have a lasting impression, one that is positive and inviting. Our Landscape Design Team is ready to collaborate to design and maintain a warm and appealing entrance full of color for you and your neighbors. This service is free of charge and yet another service we provide to the communities we partner with.

Increase Curb Appeal with Duval Landscape

8

Our landscape maintenance services to commercial properties include so much more than mowing, cleaning up and detailing plant life. Comprehensive landscape service plans include regular site visits, not only ensure the quality of our work, but to proactively address threats to the appearance of your landscaping and present opportunities for enhancement. Regular inspections of your irrigation system, evaluations of plant health, and fertilization requirements are included in your landscape management service all focused on maintaining an inviting appearance for your commercial property.

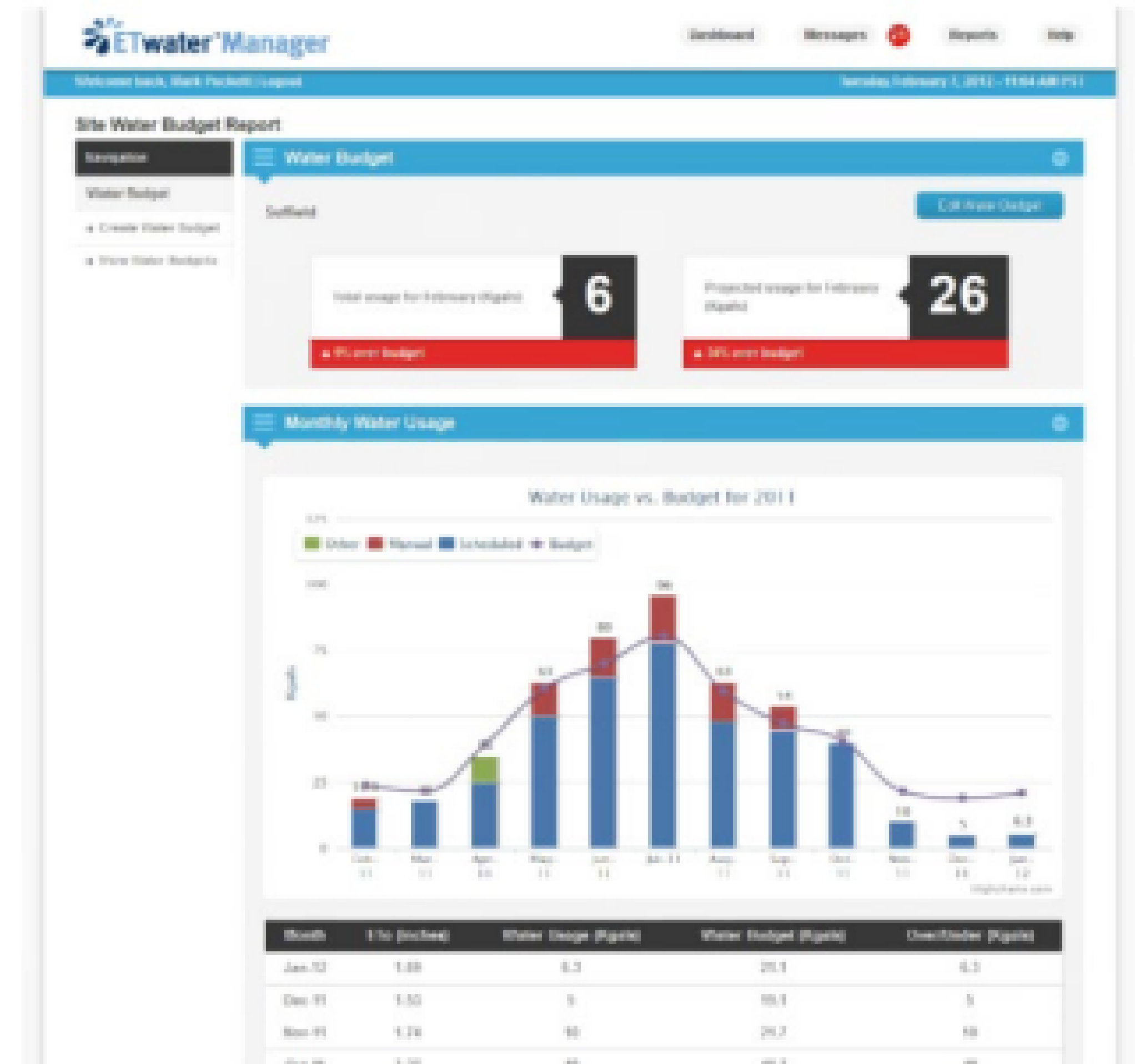


Smart Irrigation Systems

“Smart” water application technologies take the human element out of the equation.

Smart sensors and controllers monitor weather and toother site conditions and adjust the irrigation system apply just the right amount of water at just the right time. Water-saving nozzles and pressure regulators apply water just where it's needed and turn off the system when irregular changes in pressure are detected in real-time.

Together, these technologies can successfully reduce outdoor water use by as much as 20 to 40 percent annually, while maintaining a healthy, beautiful landscape. Many of these devices have WiFi functionality and can be controlled from a smart phone.



Traditional Controllers vs. Smart Controllers

Features	Traditional controller	"Smart" controller
Automated watering system	X	X
Automatic shutoff when raining		X
Automatically determines watering schedule based on weather conditions		X
Does not require seasonal monitoring/changes		X
Uses up to 20% less water		X
EPA WaterSense-labeled		X

Duval Landscape Maintenance Layers of Accountability

11



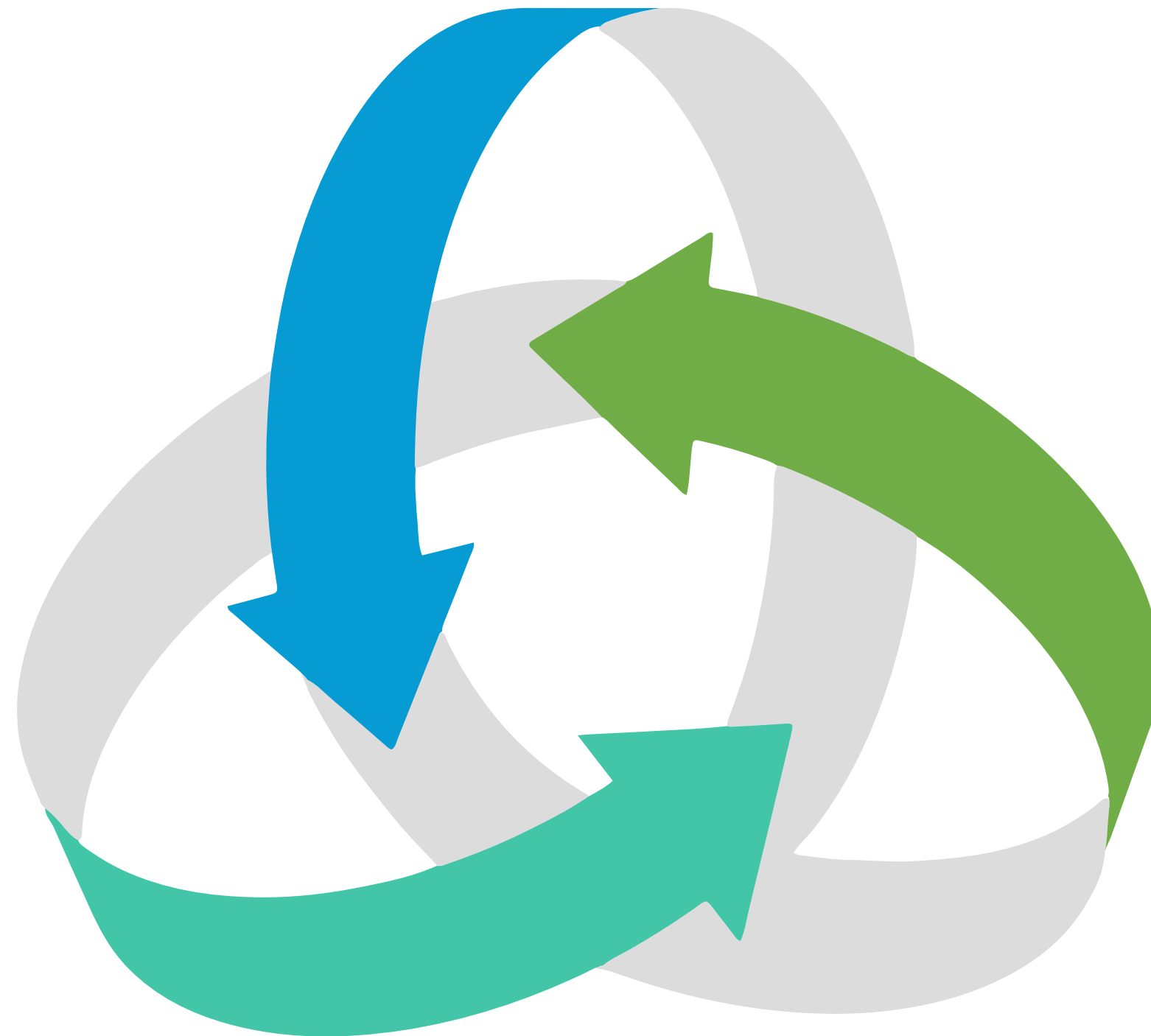
24 Hour Phone

Contact us at our office at 904-900-1127. Our team is on stand-by ready to assist and accommodate. All of our managers and supervisors have company phones as well and can be reached to service your requests.



Face to Face

We are in the business of creating and developing lasting relationships. What better way to do that than face to face interaction! Set up a property walk, lunch and learn, and/or a meeting with any of our managers. At Duval Landscape Maintenance we welcome the chance to meet those we are partnered with. So don't be shy, let's set something up!



DLM Website

Submit inquiries, requests, concerns, suggestions or any other feedback using our website. It is monitored daily and notifications are distributed to the appropriate party in order that your requests may be properly handled.



Customer Support

At the end of the day we want to do more than be your landscaper. A pillar on which we differentiate ourselves is through customer service and that starts with making ourselves available. We want to be your point of contact for every aspect of your landscape. Feel free to utilize any of our layers of accountability and we will make ourselves available.

The Duval Landscape Approach

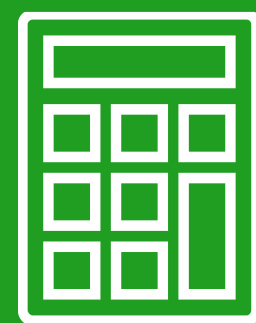


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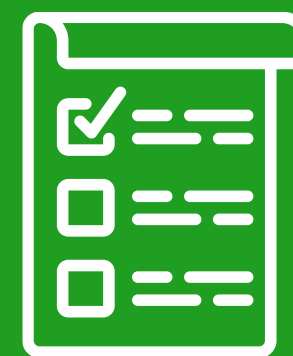
- Sufficient Man-Power
- Internal Communication
- Proactive Methodology
- Cross Trained Staff
- Detail Oriented Supervisors
- Accountability
- Safety of Residents and Staff
- Professional Consultants as Required
- Long Term Relationship Building
- Careful Planning Resulting in Level Quality
- Dedication to a Strong Ethical Standard
- Creative Problem Solving
- Take Charge and Accept Responsibilities
- Horticulture Acumen
- Understand Expectations/Deliver Results
- Service without Excuses
- Direct Communication with the Business Owner
- Staff Share a Common Vision-"Customer Service Equals Success"

Accurate Estimating and Pricing

Thorough work process & conformance to property specific requirements enable Duval Landscape Maintenance to accurately estimate what it will take to properly perform required work. Estimating is a critical best practice for Duval Landscape Maintenance and something we take pride in.



**Precise
Quantities**



**Adherence to
specifications**



**Accurate Hours
and Crew Size**

Estimating and Thorough Assessment = Best Practices

Pricing, quality assurance & client satisfaction only possible if estimate is accurate!

1

Aspire CRM
Historical Data

3

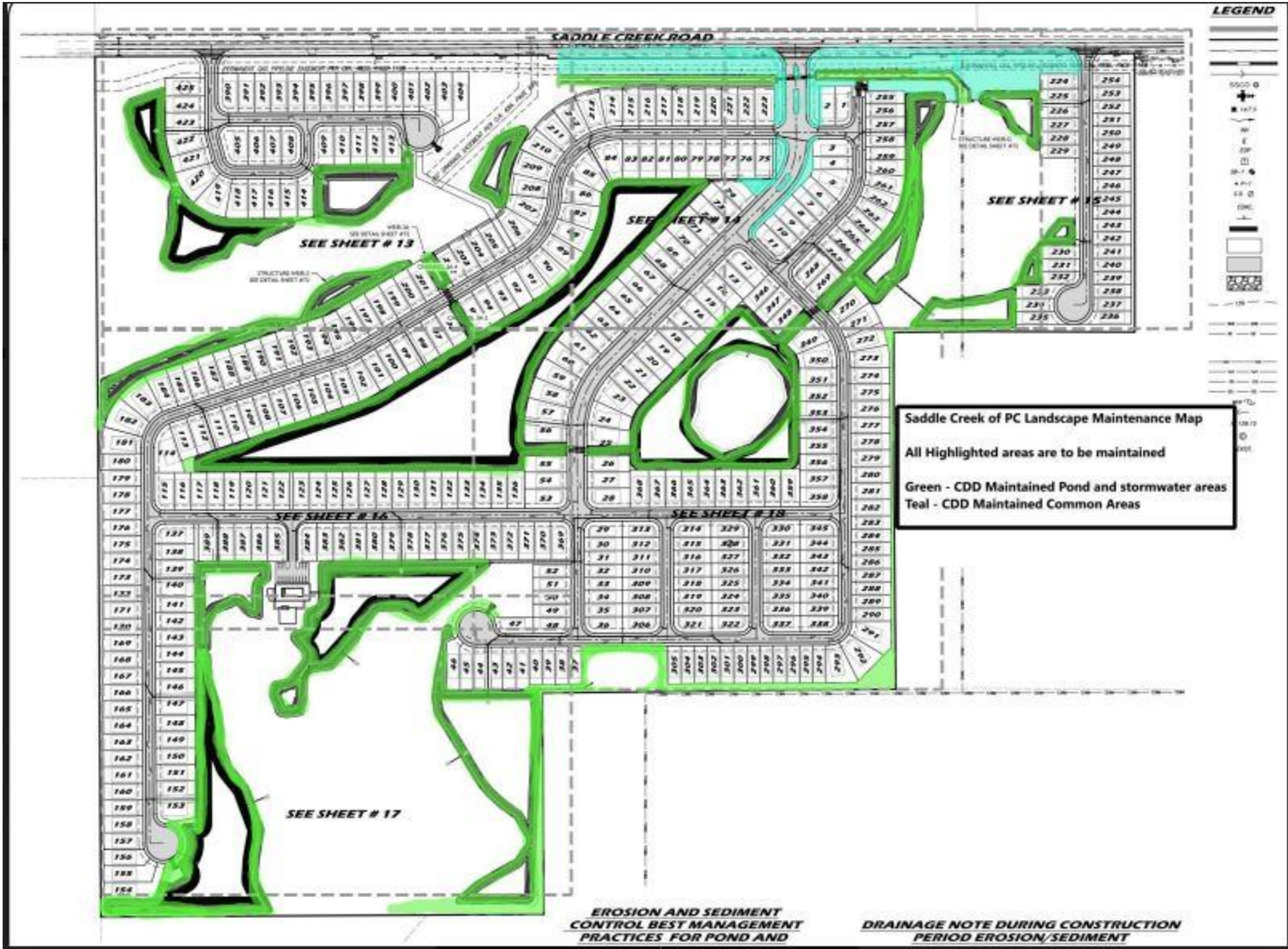
Right Type/Size
of Equipment

2

Accurate Quantities
& Project Data

4

Specifications
are Defined



Efficient Work Process & Conformance to Requirements!

Operational Plan

- Build 90-day operational calendar for transition
- Staffing review and placement
- Equipment procurement and assignment
- Perform operational audits (Irrigation, fertilization, maintenance...etc.)
- Safety audit to review operational exposure/improvements
- Prepare designs for seasonal annual installations

Maintenance

- Uniform Mow Height 3"- 4" determined by seasonal growth to maintain consistent height.
- Mower Blades sharpened after daily operations
- Eliminate turf weeds and utilize turf growth regulators to maintain healthy appearance
- Distribute clippings, prevent rut damage in low drainage areas behind buildings

Edging and Trimming

- Mechanical and String Trimmers to neatly trim around all plant beds, streets, trees, buildings, sidewalks, and driveways
- All equipment is commercial grade with safety guards to deflect hazardous debris
- Drainage grates, termite bait stations, and utility covers throughout the property will be cleared of debris and grass to be uniform with turf mowing

Debris removal/Blowing

- Prior to mowing crews will remove all trash and other debris to prevent scattering or propulsion
- Removal of all debris generated through maintenance by the contractor
- Removal of all trash and debris in beds, along roadways, and behind buildings/pond banks

January/February

- Monthly Irrigation Inspections +Insect and Disease Control
- Complete Fertilization | Pre-Emergent application (To prepare for March Mulch)
- Palm Trimming recommended
- (Enhancement Proposal recommendations)

March/April

- Monthly Irrigation Inspections +Insect and Disease Control
- Spring Schedule
- Mulch recommended
- Treat Mulch with Pre-Emergent application
- Slow-Release Nitrogen Fertilization application 1.0lbs/1000SF (St. Augustine Grass)
- (Enhancement Proposal recommendations)

May/June

- Monthly Irrigation Inspections +Insect and Disease Control
- Summer Schedule
- June fertilization; Liquid Potash fertilization (St. Augustine Grass) Preventing environmental stress on turf and shrubs from Florida's natural weather
- Large Area Mowers added to improve efficiency
- Enhancement Proposal (recommendations)

July/August

- Monthly Irrigation Inspections +Insect and Disease Control
- Summer Schedule
- Hurricane preparations (Tree Trimming recommended)
- August fertilization; Liquid Potash fertilization (St. Augustine Grass) Preventing environmental stress on turf and shrubs from Florida's natural weather
- (Enhancement Proposal recommendations)

September/October

- Monthly Irrigation Inspections +Insect and Disease Control
- Summer Schedule
- Continued Hurricane preparations (if needed)
- October Fertilization; Slow-Release Nitrogen 1.0lb/1000SF
- Grasses and Shrubs begin to become dormant

November/December

- Monthly Irrigation Inspections
- Winter Schedule
- Prepare for winter leaf fall and frost damage to plant material

17

Test	Results	SOIL TEST RATINGS					Calculated Cation Exchange Capacity
		Very Low	Low	Medium	Optimum	Very High	
Soil pH	6.1						9.3 meq/100g
Buffer pH	6.80						
Phosphorus (P)	103 ppm	<div></div>					Calculated Cation Saturation
Potassium (K)	94 ppm	<div></div>					%K 2.6
Calcium (Ca)	1246 ppm	<div></div>					%Ca 67.0
Magnesium (Mg)	183 ppm	<div></div>					%Mg 16.4
Sulfur (S)	22 ppm	<div></div>					%H 14.0
Boron (B)	0.4 ppm	<div></div>					Hmeq 1.3
Copper (Cu)	2.6 ppm	<div></div>					%Na 0.6
Iron (Fe)	180 ppm	<div></div>					
Manganese (Mn)	42 ppm	<div></div>					
Zinc (Zn)	7.6 ppm	<div></div>					K : Mg Ratio
Sodium (Na)	12 ppm	<div></div>					0.13 <div></div>
Soluble Salts							Ca : Mg Ratio
Organic Matter	6.1 % ENR 150	<div></div>					4.09 <div></div>
Nitrate Nitrogen							

[illegible]

Duval Operations Standard for Turf Irrigation

Irrigated turf areas are free from dry, muddy or over-irrigated areas and water coverage is uniform. Irrigated turf areas are uniformly watered providing a turf appearance that is consistent throughout.

- Monthly / Weekly System Inspection
- Regular zone inspections for proper coverage
- Clean and adjust heads/emitters
- Weekly pump station inspections
- Quarterly diving for filter inspection & cleaning
- Seasonal adjustment for water needs
- Emergency after hours call service
- Water Truck when required
- Reporting

Monthly Irrigation Inspections18

Duval Landscape Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection				Site Name:														
Location			Location				Location:														
Type/Size			Size				Technician:														
Rain Gauge			Y	N	Source		Meter	Well	Pump	Date of Inspection:											
Power On			Y	N					Inspection # : of in contract												
General Information			Backflow		Y	N	Inspection Start Time:														
Valve Type			PRV		Y	N	Inspection End Time:														
Adequate Coverage			Y	N	Master Valve		Y	N	Set to Run: Odd Even Every Days or Days of the Week: S M T W T F S												
			Repairs Proposed (P) or Completed (C)																		
Controller		Plant Type		Pipes		Valves		Broken Heads			Adjustments										
Zone	Head Type (Rotor, Spray, Drip, etc.)	Turf	Shrub	Annual	Mainline Break	Lateral Line Break	Zone Not Responding	Valve Leaking	Zone Not Shutting Down	Turf Spray (4")	Shrub Spray (12")	Fixed Riser	Gear Driven Rotor	Impact Rotor	Cleaned/Replaced Nozzle	Adjust Spray Pattern	Straightened	Capped	Raised/Lowered	Comments and Recommendations	
1																					
2																					
3																					
4																					
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7																					
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18																					
19																					
20																					
21																					
22																					
23																					
24																					
Comments																					

LANDSCAPE QUALITY AUDIT

Property Name

Street Address

City, State

Job #

Customer #

Date of Report

CATEGORY RATING CRITERIA

5

Exceptional

4

Exceeds Requirements

3

Meets Requirements

2

Needs Improvement

1

Does Not Meet Requirements

Note: The Landscape Quality Audit is based on a set of written standards that are to be used to determine the score for each subcategory in the landscape that is being rated.

INSPECTION APPROVAL

Client Signature: _____ Print Name: _____ Date: _____.

Landscape Reviews and Managing Quality

The Landscape Quality Audit is weekly/monthly a set of written standards that are to be used to determine the score for each subcategory in the landscape that is being rated.

- Weekly Site Inspections with association representative or designate.
- Monthly Quality Site Review conducted by Duval Management and Duval site management. The review specifically evaluates attributes of the of the landscape services provided such as turf condition, ornamental bed maintenance, flower program, irrigation system, and general site conditions. The goal is to meet and exceed current specification, improve lower scored areas quickly, utilize to analyze property trends from month-to-month and by the quarter. It’s also used for field crew training and reward & recognize for the Duval site team when performance improves and maintained.

Employee Appearance & Code of Conduct Program

- Employees must be clean, neat, and wear a proper uniform bearing Duval Landscape Maintenance
- Employees must use proper safety equipment: steel-toe boots, safety vests, safety glasses, and ear plugs
- No alcoholic beverages permitted on the property
- No employee shall be intoxicated while on property
- Show respect to all individuals on the property at all times
- No weapon of any kind is permitted
- The use of profanity or provocative language is prohibited
- Contractor shall not allow unauthorized persons on property
- No radios or loud music on property

Safety for Residents and Duval Staff

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Safety as a whole is one of our primary operational focuses. We combat work related injuries and damage to clients properties through the implementation of these safety policies.

Maintenance Operations;

- All employees are clothes in ANSI II compliant uniforms. This provides high visibility for our work force, and security for your residents.
- At any time a pedestrian or cyclist is within 200 ft. of a maintenance worker, he or she is to turn off mower blades or stop string trimming or edging operations until the pedestrian or cyclist passes.
- All mowers have flash beacons mounted to the roll over protection apparatus.
- Worker ahead signage will be placed at each street entry where employees are performing mowing operations.
- Small walk behind mowers have discharge guards in place and mulching blades installed which eliminate grass and debris discharge. These guards reduce vehicle damage as well as damage to property by eliminating thrown debris.
- Large area mowers are rear discharge. Rear discharge eliminates thrown debris.
- All string trimmer and edger guards are in place maintaining OSHA safe guarding requirements.
- Employees are all required to follow all OSHA guidelines regarding personal protections equipment. Eye protection, ear protection, gloves and machine guarding are all in place as required by law.

Chemical Applications;

- Prior to the start of a chemical spray cycle, the property manager will be notified 1 week in advance. We will post to local bulletin boards our spray schedule as well.
- Daily applications or spot treatments will be performed, and the areas posted as required under FL 827.1 rule.



Duval Landscape Maintenance Safety Plan

Duval Landscape Maintenance takes the safety of our employees very seriously, never compromising safety for production. Safety is a part of our culture and everyone on our team takes a role in it.

Senior Managers / Managers

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the department.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Supervisor/Superintendent or any other personnel with the safety process and/or as requested. This can include formal worksite periodic inspections.
- Uphold and enforce all known safe work practices.

Supervisors / Superintendents

- Ensure new-hire orientation is given to new employees, or is followed up at the work level
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate a qualified personnel to conduct-- regular inspections of the workplace
- Conduct frequent (daily) work discussions prior to the start of work that include safe work practices
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or monetary or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Provide safety meetings on a regular basis and require attendance of all workers

Duval Landscape Maintenance References

Sweetwater Homeowners Association

St. Augustine, FL

Jerry Lambert – Property Manager (248) 807-2763

Full landscape service contract – mowing, fertilization, pest control, trimming, mulch, palm trimming, irrigation, and enhancement services



Hampton Lakes of Davenport- \$1.1M Total Revenue 2021-Present

635 Bailey Circle, Davenport, Florida 33897

Mary Schumur – nana5993@aol.com

Full landscape service contract – mowing, fertilization, pest control, trimming, mulch, palm trimming, irrigation, and enhancement services





Century Dunes - \$250K Total Revenue 2021-Present

100 Integra Dunes Circle, Deland, Florida 32724

Christina Barnes– Cbarnes@firstcommunities.com

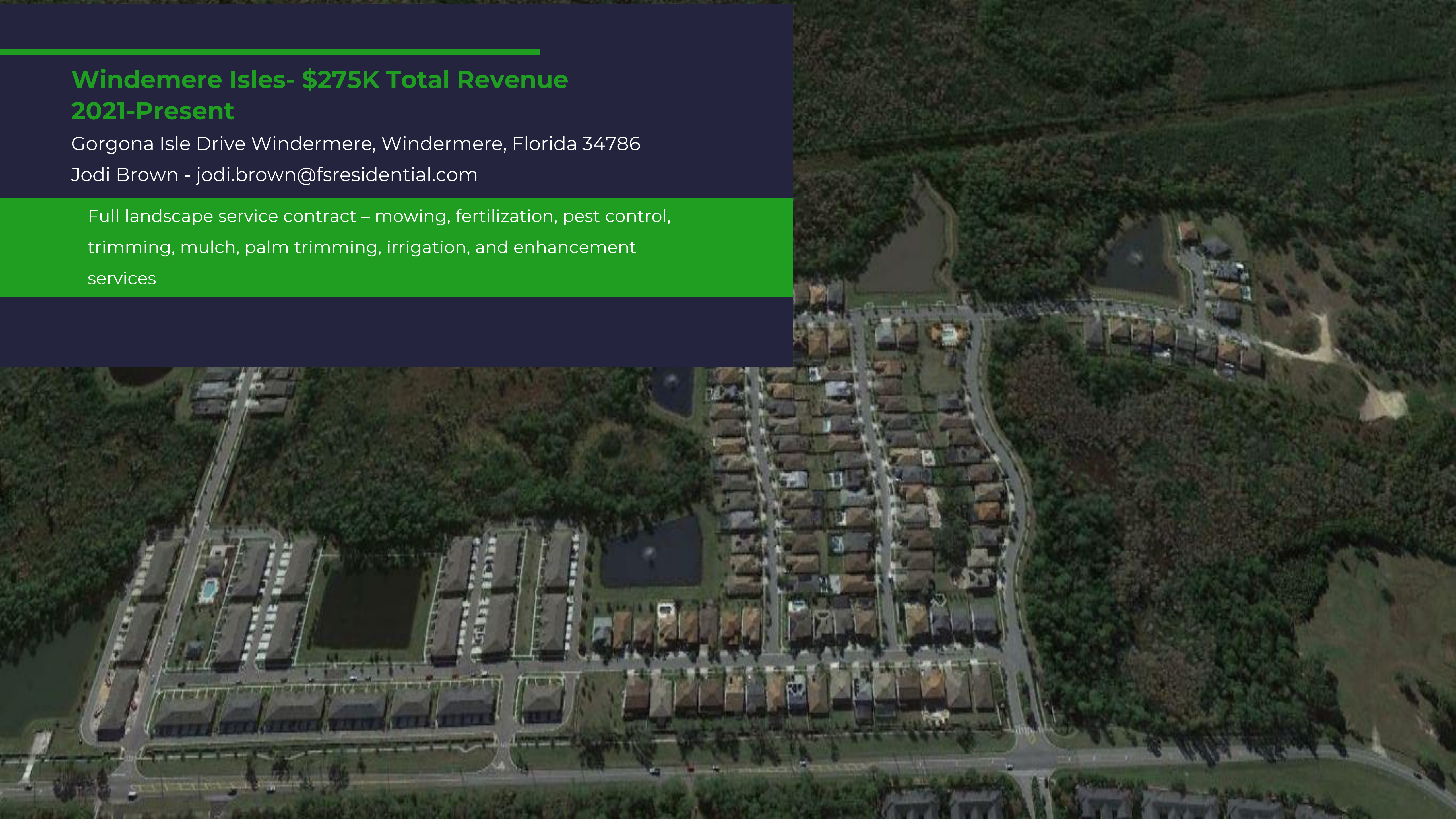
Full landscape service contract – mowing, fertilization, pest control, trimming, mulch, palm trimming, irrigation, and enhancement services

Windemere Isles- \$275K Total Revenue 2021-Present

Gorgona Isle Drive Windermere, Windermere, Florida 34786

Jodi Brown - jodi.brown@fsresidential.com

Full landscape service contract – mowing, fertilization, pest control, trimming, mulch, palm trimming, irrigation, and enhancement services



Duval Landscape Maintenance Awards

National Landscape Awards of Excellence

- Grand Award-Flagler Center
- Grand Award-Flagler Center
- Merit Award-Campfield Condominium Association
- Merit Award-Campfield Condominium Association
- Merit Award-Summer House in Old Ponte Vedra
- Merit Awards-Deerwood Park South





Landscape Maintenance Proposal Summary

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In accordance with the request for proposal for landscape and irrigation maintenance for Saddle Creek, Duval Landscape Maintenance proposes to conduct all work necessary to provide complete maintenance operations as described in the provided specifications. This proposal is for a one (1) year term of fifty-two (42) weeks of mowing with fifty-two (52) weeks of maintenance in which Saddle Creek has the option should they so choose, with or without cause, to cancel the contract with 30 day's notice provided to Duval Landscape Maintenance.

Duval Landscape Maintenance proposes and agrees, if this proposal is accepted, to contract with Saddle Creek in the form of contract specified, to furnish all necessary materials, all equipment, all necessary machinery, tools, apparatus, means of transportation, and labor necessary to complete the work specified in the proposal and the agreement, and called for by the detailed specifications and/or maintenance map and in the manner specified.

The proposal summary to follow is a comprehensive explanation of the minimum amount/quantity of work to be performed under the contract, in the case of any conflict between this schedule of proposal items and the contract specifications, the contract specifications will prevail.

Saddle Creek of Polk County CDD Landscape Fee Summary

Contractor: Duval Landscape Maintenance

Property: Saddle Creek of Polk County CDD

Address: 7011 Business Park Blvd N, Jacksonville, Florida 32256

Address: 4648 Eagle Falls Pl.

Tampa, FL 33619

Phone: 321-287-7125

Phone: 407-201-1514

Fax:

Contact: Micah Mohanna

Contact: Clayton Smith - Field Operations

Email: Micah@duvallandscape.com

Email: Csmith@gmscf.com

	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
GENERAL SERVICES (Schedule A) - Mowing/Detailing	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$3,154.20	\$37,850.40
TURF CARE (Schedule B) Bahia/St Augustine Fert	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$7.32	\$88
TREE/SHRUB CARE (Schedule C) Tree/Shrub Fert	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$45
BED DRESSING - Estimate mulch yds (Schedule E - B.) <i>Per Yard Pricing:</i>					550 <i>Mulch Yds</i>						550 <i>Mulch Yds</i>		\$1,100
PALM TRIMMING (Schedule E - C.) <i>Per Palm Price:</i>													\$0
ANNUAL CHANGES - <i>None at this time</i> (Schedule E - A.) <i>Per Annual Pricing:</i>													\$0
IRRIGATION MAINT. (Schedule D)	44	44	44	44	44	44	44	44	44	44	44	44	\$528
TOTAL FEE PER MONTH:	\$3,209	\$3,209	\$3,209	\$3,209	\$3,759	\$3,209	\$3,209	\$3,209	\$3,209	\$3,209	\$3,759	\$3,209	\$39,611

Flat Fee Schedule	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$3,301	\$39,611
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Essential Services Mowing/Detailing/Irrigation/Fert and Pest	\$38,511
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Extra Services Annual Changes, Palm Pruning, Mulch	\$1,100
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TOTAL	\$39,611.24
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Thank You

On behalf of our team here at Duval Landscape Maintenance we are very excited about the opportunity of partnering with you at Saddle Creek. We care about delivering the best quality, and that starts with you the customer. Our customers expect and deserve the best in customer service, and we work hard to ensure all our customers receive the best service. We thank you for the consideration of our proposal and look forward to working together.

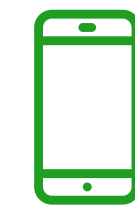




GET IN TOUCH

We care about your landscape, your priorities,
and your satisfaction.

Micah Mohanna
Landscape Manager



Cell
321-287-7125



Micah@Duvallandscape.com



www.duvallandscape.com

Saddle Creek of Polk County CDD Landscape Fee Summary

Contractor: Weber Environmental Services, Inc.

Address: 5935 SR 542 West
Winter Haven, FL 33880
Phone: 863-551-1820
Fax: 863-551-1639
Contact: Kirk Hestand
Email: Khestand@weberes.com

Property: Saddle Creek of Polk County CDD

Address: 4648 Eagle Falls Pl.
Tampa, FL 33619
Phone: 407-201-1514

Contact: Clayton Smith - Field Operations
Email: Csmith@qamscfl.com

	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
GENERAL SERVICES (Schedule A) - 42x Mowing/Detailing	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	\$37,800
TURF CARE (Schedule B) - 3x/Year Bahia/St Augustine Fert			900			900				900			\$2,700
TREE/SHRUB CARE (Schedule C) Tree/Shrub Fert - 8x/Year			563	563	563	563	563	563		563		563	\$4,500
BED DRESSING - Estimate mulch yds (Schedule E - B.) <i>Per Yard Pricing: \$95 Per CY</i>					3,800 <i>Mulch Yds</i>						3,800 <i>Mulch Yds</i>		\$7,600
PALM TRIMMING (Schedule E - C.) <i>Per Palm Price:</i>													\$0
ANNUAL CHANGES - <i>None at this time</i> (Schedule E - A.) <i>Per Annual Pricing:</i>													\$0
IRRIGATION MAINT. (Schedule D) - 12x	195	195	195	195	195	195	195	195	195	195	195	195	\$2,340
TOTAL FEE PER MONTH:	\$3,345	\$3,345	\$4,808	\$3,908	\$7,708	\$4,808	\$3,908	\$3,908	\$3,345	\$4,808	\$7,145	\$3,908	\$54,940
Fiat Fee Schedule	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$4,578	\$54,940
Essential Services Mowing/Detailing/Irrigation/Fert and Pest	\$47,340												
Extra Services Annual Changes, Palm Pruning, Mulch	\$7,600												
TOTAL	\$54,940.00												

SECTION D

SECTION 1

Saddle Creek Preserve of Polk County

Community Development District

Summary of Invoices

April 12,2022 to May 15,2022

Fund	Date	Check No.'s	Amount
General Fund	4/14/22	106-108	\$ 5,215.42
	4/20/22	109	\$ 156,750.00
	5/6/22	110-114	\$ 1,066.50
Total			\$ 163,031.92

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	5/16/22	PAGE	1		
*** CHECK DATES		04/12/2022 - 05/15/2022		***		SADDLE CREEK PRESERVE - GF											
						BANK A GENERAL FUND											

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/14/22	00030	2/22/22	BO022220 202202 310-51300-11000	SUPERVISOR FEE 2/22/22	*	200.00	
				BEN PRIDGEON			200.00 000106
4/14/22	00002	4/01/22	38 202204 310-51300-34000	MANAGEMENT FEES APR 22	*	3,004.17	
		4/01/22	38 202204 310-51300-35200	WEBSITE ADMIN APR 22	*	100.00	
		4/01/22	38 202204 310-51300-35100	INFO TECHNOLOGY APR 22	*	150.00	
		4/01/22	38 202204 310-51300-31300	DISSEMINATION APR 22	*	625.00	
		4/01/22	38 202204 310-51300-51000	OFFICE SUPPLIES	*	.15	
		4/01/22	38 202204 310-51300-42000	POSTAGE	*	36.10	
				GOVERNMENTAL MANAGEMENT SERVICES			3,915.42 000107
4/14/22	00028	4/01/22	6013B 202204 320-53800-46000	LAKE MAINTENANCE - APR22	*	1,100.00	
				SITEX AQUATICS			1,100.00 000108
4/20/22	00013	4/20/22	04202022 202204 300-20700-10200	ASSESSMENT TRNSF-S2020	*	156,750.00	
				SADDLE CREEK PRESERVE OF			156,750.00 000109
5/06/22	00030	4/26/22	BP042620 202204 310-51300-11000	SUPERVISOR FEE 4/26/22	*	200.00	
				BEN PRIDGEON			200.00 000110
5/06/22	00022	4/12/22	1979 202203 310-51300-31500	GENERAL COUNSEL - MAR 22	*	266.50	
				KE LAW GROUP, PLLC			266.50 000111
5/06/22	00025	4/26/22	KE042620 202204 310-51300-11000	SUPERVISOR FEE 4/26/22	*	200.00	
				KELLY ANN EVANS			200.00 000112
5/06/22	00026	4/26/22	LC042620 202204 310-51300-11000	SUPERVISOR FEE 4/26/22	*	200.00	
				LORI CAMPAGNA			200.00 000113
5/06/22	00010	4/26/22	SS042620 202204 310-51300-11000	SUPERVISOR FEE 4/26/22	*	200.00	
				SCOTT SHAPIRO			200.00 000114
TOTAL FOR BANK A						163,031.92	
SCPP SAD CREEK PRES CWRIGHT							

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
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TOTAL FOR REGISTER 163,031.92

SCPP SAD CREEK PRES CWRIGHT

SECTION 2

Saddle Creek Preserve
Community Development District

Unaudited Financial Reporting
April 30, 2022



Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Series 2020 Debt Service Fund</u>
5	<u>Series 2022 Debt Service Fund</u>
6	<u>Series 2020 Capital Projects Fund</u>
7	<u>Series 2022 Capital Projects Fund</u>
8-9	<u>Month to Month</u>
10	<u>Assessment Receipt Schedule</u>

Saddle Creek Preserve

Community Development District

Combined Balance Sheet

April 30, 2022

	General Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
Assets:				
<u>Cash:</u>				
Operating Account	\$ 187,572	\$ -	\$ -	\$ 187,572
Capital Projects Account	\$ -	\$ -	\$ 2,223	\$ 2,223
<u>Series 2020</u>				
Reserve	\$ -	\$ 156,750	\$ -	\$ 156,750
Revenue	\$ -	\$ 318,459	\$ -	\$ 318,459
Construction	\$ -	\$ -	\$ 47,724	\$ 47,724
<u>Series 2022</u>				
Reserve	\$ -	\$ 143,826	\$ -	\$ 143,826
Revenue	\$ -	\$ 94,458	\$ -	\$ 94,458
Interest	\$ -	\$ 0	\$ -	\$ 0
Construction	\$ -	\$ -	\$ 3,834,749	\$ 3,834,749
Due from Capital Projects	\$ 1,400	\$ -	\$ -	\$ 1,400
Due from Developer	\$ -	\$ -	\$ 269,139	\$ 269,139
Total Assets	\$ 188,972	\$ 713,493	\$ 4,153,834	\$ 5,056,299
Liabilities:				
Accounts Payable	\$ 986	\$ -	\$ -	\$ 986
Contracts Payable	\$ -	\$ -	\$ 269,139	\$ 269,139
Due to General Fund	\$ -	\$ -	\$ 1,400	\$ 1,400
Total Liabilities	\$ 986	\$ -	\$ 270,539	\$ 271,525
Fund Balances:				
Restricted for:				
Debt Service - Series 2020	\$ -	\$ 475,209	\$ -	\$ 475,209
Debt Service - Series 2022	\$ -	\$ 238,284	\$ -	\$ 238,284
Capital Projects - Series 2020	\$ -	\$ -	\$ 48,547	\$ 48,547
Capital Projects - Series 2022	\$ -	\$ -	\$ 3,834,749	\$ 3,834,749
Unassigned	\$ 187,986	\$ -	\$ -	\$ 187,986
Total Fund Balances	\$ 187,986	\$ 713,493	\$ 3,883,295	\$ 4,784,774
Total Liabilities & Fund Balance	\$ 188,972	\$ 713,493	\$ 4,153,834	\$ 5,056,299

Saddle Creek Preserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/22	Thru 04/30/22	Variance
<u>Revenues</u>				
Assessments - Direct	\$ 173,600	\$ 173,600	\$ 173,600	\$ -
Developer Contributions	\$ 175,745	\$ 5,175	\$ 5,175	\$ -
Total Revenues	\$ 349,345	\$ 178,775	\$ 178,775	\$ -
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 7,200	\$ 4,200	\$ 3,400	\$ 800
Engineer Fees	\$ 15,000	\$ 8,750	\$ -	\$ 8,750
Dissemination Fees	\$ 5,000	\$ 2,917	\$ 3,333	\$ (417)
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Arbitrage	\$ 1,000	\$ -	\$ -	\$ -
Attorney Fees	\$ 25,000	\$ 14,583	\$ 6,552	\$ 8,032
Audit Fees	\$ 2,900	\$ -	\$ -	\$ -
Trustee Fees	\$ 5,000	\$ 5,000	\$ 4,041	\$ 959
Management Fees	\$ 36,050	\$ 21,029	\$ 21,029	\$ (0)
Information Technology	\$ 1,800	\$ 1,050	\$ 1,050	\$ -
Website Maintenance	\$ 1,200	\$ 700	\$ 700	\$ -
Telephone	\$ 250	\$ 146	\$ -	\$ 146
Postage & Delivery	\$ 500	\$ 292	\$ 130	\$ 162
Insurance	\$ 5,500	\$ 5,500	\$ 5,175	\$ 325
Printing & Binding	\$ 500	\$ 292	\$ 21	\$ 271
Legal Advertising	\$ 10,000	\$ 5,833	\$ 1,246	\$ 4,588
Other Current Charges	\$ 2,000	\$ 1,167	\$ 843	\$ 324
Office Supplies	\$ 400	\$ 233	\$ 9	\$ 225
Travel Per Diem	\$ 550	\$ 321	\$ -	\$ 321
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Subtotal General & Administrative:	\$ 125,025	\$ 77,188	\$ 52,703	\$ 24,485

Saddle Creek Preserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/22	Thru 04/30/22	Variance
<u>Operations and Maintenance</u>				
Field Expenditures				
Property Insurance	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Field Management	\$ 15,000	\$ 8,750	\$ -	\$ 8,750
Landscape Maintenance	\$ 40,000	\$ 23,333	\$ 4,300	\$ 19,033
Landscape Replacement	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Mitigation Monitoring	\$ 25,000	\$ 14,583	\$ -	\$ 14,583
Lake Maintenance	\$ 10,000	\$ 5,833	\$ 2,200	\$ 3,633
Streetlights	\$ 12,600	\$ 7,350	\$ 9,473	\$ (2,123)
Electric	\$ 5,000	\$ 2,917	\$ 596	\$ 2,321
Water & Sewer	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Sidewalk & Asphalt Maintenance	\$ 500	\$ 292	\$ -	\$ 292
Irrigation Repairs	\$ 2,500	\$ 1,458	\$ -	\$ 1,458
General Repairs & Maintenance	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Contingency	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Subtotal Field Expenditures	\$ 135,600	\$ 81,183	\$ 16,569	\$ 64,614
Amenity Expenditures				
Amenity - Electric	\$ 14,400	\$ 8,400	\$ -	\$ 8,400
Amenity - Water	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Playground Lease	\$ 14,000	\$ 8,167	\$ -	\$ 8,167
Internet	\$ 3,000	\$ 1,750	\$ -	\$ 1,750
Pest Control	\$ 720	\$ 420	\$ -	\$ 420
Janitorial Service	\$ 5,400	\$ 3,150	\$ -	\$ 3,150
Security Services	\$ 15,000	\$ 8,750	\$ -	\$ 8,750
Pool Maintenance	\$ 16,200	\$ 9,450	\$ -	\$ 9,450
Amenity Repairs & Maintenance	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Contingency	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Subtotal Amenity Expenditures	\$ 83,720	\$ 48,837	\$ -	\$ 48,837
Total Expenditures	\$ 344,345	\$ 207,208	\$ 69,272	\$ 137,935
Excess (Deficiency) of Revenues over Expenditures	\$ 5,000		\$ 109,503	
<u>Other Financing Sources/(Uses)</u>				
Transfer In (Out)	\$ (5,000)	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ (5,000)		\$ -	
Net Change in Fund Balance	\$ -		\$ 109,503	
Fund Balance - Beginning	\$ -		\$ 78,483	
Fund Balance - Ending	\$ -		\$ 187,986	

Saddle Creek Preserve

Community Development District

Debt Service Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2022

	Adopted Budget	Prorated Budget Thru 04/30/22	Actual Thru 04/30/22	Variance
Revenues				
Assessments - Direct	\$ 313,500	\$ 313,500	\$ 313,500	\$ -
Interest	\$ -	\$ -	\$ 11	\$ 11
Total Revenues	\$ 313,500	\$ 313,500	\$ 313,511	\$ 11
Expenditures:				
Interest Expense - 12/1	\$ 101,200	\$ 101,200	\$ 101,200	\$ -
Principal Expense - 6/1	\$ 110,000	\$ -	\$ -	\$ -
Interest Expense - 6/1	\$ 101,200	\$ -	\$ -	\$ -
Total Expenditures	\$ 312,400	\$ 101,200	\$ 101,200	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 1,100		\$ 212,311	
Fund Balance - Beginning	\$ 106,148		\$ 262,898	
Fund Balance - Ending	\$ 107,248		\$ 475,209	

Saddle Creek Preserve

Community Development District

Debt Service Fund - Series 2022

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2022

	Adopted Budget	Prorated Budget Thru 04/30/22	Actual Thru 04/30/22	Variance
Revenues				
Assessments - Direct	\$ -	\$ -	\$ 94,457	\$ 94,457
Interest	\$ -	\$ -	\$ 1	\$ 1
Total Revenues	\$ -	\$ -	\$ 94,458	\$ 94,458
Expenditures:				
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 94,458	
Other Financing Sources/(Uses)				
Bond Proceeds	\$ -	\$ -	\$ 143,826	\$ 143,826
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 143,826	\$ 143,826
Net Change in Fund Balance	\$ -		\$ 238,284	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 238,284	

Saddle Creek Preserve

Community Development District

Capital Projects Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/22	Thru 04/30/22	Variance
Revenues				
Developers Contribution	\$ -	\$ -	\$ 498,585	\$ 498,585
Total Revenues	\$ -	\$ -	\$ 498,586	\$ 498,586
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 450,863	\$ (450,863)
Miscellaneous Expense	\$ -	\$ -	\$ 177	\$ (177)
Total Expenditures	\$ -	\$ -	\$ 451,040	\$ (451,040)
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 47,546	
Fund Balance - Beginning	\$ -		\$ 1,001	
Fund Balance - Ending	\$ -		\$ 48,547	

Saddle Creek Preserve

Community Development District

Capital Projects Fund - Series 2022

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/22	Thru 04/30/22	Variance
Revenues				
Interest	\$ -	\$ -	\$ 40	\$ 40
Total Revenues	\$ -	\$ -	\$ 40	\$ 40
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 983,988	\$ (983,988)
Capital Outlay - Cost of Issuance	\$ -	\$ -	\$ 287,600	\$ (287,600)
Total Expenditures	\$ -	\$ -	\$ 1,271,588	\$ (1,271,588)
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ (1,271,548)	
Other Financing Sources/(Uses)				
Bond Proceeds	\$ -	\$ -	\$ 5,011,174	\$ 5,011,174
Bond Premium	\$ -	\$ -	\$ 95,123	\$ 95,123
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 5,106,297	\$ 5,106,297
Net Change in Fund Balance	\$ -	\$ -	\$ 3,834,749	
Fund Balance - Beginning	\$ -	\$ -	\$ -	
Fund Balance - Ending	\$ -	\$ -	\$ 3,834,749	

Saddle Creek Preserve

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Assessments - Direct	\$ -	\$ 86,800	\$ -	\$ 43,400	\$ -	\$ -	\$ 43,400	\$ -	\$ -	\$ -	\$ -	\$ -	173,600
Developer Contributions	\$ 5,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,175
Total Revenues	\$ 5,175	\$ 86,800	\$ -	\$ 43,400	\$ -	\$ -	\$ 43,400	\$ -	\$ -	\$ -	\$ -	\$ -	178,775
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ 800	\$ -	\$ 1,800	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	3,400
Engineer Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dissemination Fees	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 625	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -	3,333
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney Fees	\$ 59	\$ 85	\$ 1,509	\$ 1,405	\$ 3,228	\$ 267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,552
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Trustee Fees	\$ -	\$ 4,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,041
Management Fees	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ 3,004	\$ -	\$ -	\$ -	\$ -	\$ -	21,029
Information Technology	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	1,050
Website Maintenance	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	700
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ 5	\$ 24	\$ 1	\$ 33	\$ 25	\$ 6	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	130
Insurance	\$ 5,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,175
Printing & Binding	\$ -	\$ -	\$ -	\$ 8	\$ 6	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21
Legal Advertising	\$ -	\$ -	\$ 287	\$ 283	\$ 676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,246
Other Current Charges	\$ 31	\$ 35	\$ 38	\$ 38	\$ 38	\$ 623	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	843
Office Supplies	\$ 0	\$ -	\$ 0	\$ 3	\$ 3	\$ 3	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	9
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Subtotal General & Administrative:	\$ 14,116	\$ 7,855	\$ 6,306	\$ 5,439	\$ 9,447	\$ 4,785	\$ 4,754	\$ -	\$ -	\$ -	\$ -	\$ -	52,703

Saddle Creek Preserve

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<u>Operations and Maintenance</u>													
Field Expenditures													
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Field Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Landscape Maintenance	\$ -	\$ 2,150	\$ -	\$ 2,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,300
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Mitigation Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Lake Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	2,200
Streetlights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,473	\$ -	\$ -	\$ -	\$ -	\$ -	9,473
Electric	\$ 153	\$ -	\$ -	\$ 306	\$ -	\$ 67	\$ 71	\$ -	\$ -	\$ -	\$ -	\$ -	596
Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
General Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Field Expenditures	\$ 153	\$ 2,150	\$ -	\$ 2,456	\$ -	\$ 1,167	\$ 10,644	\$ -	\$ -	\$ -	\$ -	\$ -	16,569
Amenity Expenditures													
Amenity - Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Playground Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Janitorial Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Security Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pool Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Amenity Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 14,269	\$ 10,005	\$ 6,306	\$ 7,895	\$ 9,447	\$ 5,952	\$ 15,398	\$ -	\$ -	\$ -	\$ -	\$ -	69,272
Excess (Deficiency) of Revenues over Expenditures	\$ (9,094)	\$ 76,795	\$ (6,306)	\$ 35,505	\$ (9,447)	\$ (5,952)	\$ 28,002	\$ -	\$ -	\$ -	\$ -	\$ -	109,503
<u>Other Financing Sources/(Uses)</u>													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (9,094)	\$ 76,795	\$ (6,306)	\$ 35,505	\$ (9,447)	\$ (5,952)	\$ 28,002	\$ -	\$ -	\$ -	\$ -	\$ -	109,503

Saddle Creek Preserve of Polk County

COMMUNITY DEVELOPMENT DISTRICT

Special Assessment Receipts

Fiscal Year 2022

DIRECT BILL ASSESSMENTS

Lennar Homes						
Total				\$487,100.00	\$173,600.00	\$313,500.00
Date Received	Due Date	Check Number	Net Assessed	Amount Received	Operations and Maintenance	Series 2020 Debt
11/17/21	12/1/21	1710797	\$243,550.00	\$243,550.00	\$86,800.00	\$156,750.00
1/25/22	2/1/22	1742224	\$121,775.00	\$121,775.00	\$43,400.00	\$78,375.00
4/19/22	5/1/22	1791014	\$121,775.00	\$121,775.00	\$43,400.00	\$78,375.00
\$487,100.00				\$487,100.00	\$173,600.00	\$313,500.00

Lennar Homes					
Total			\$283,370.52	\$283,370.52	
Date Received	Due Date	Check Number	Net Assessed	Amount Received	Series 2022 Debt
	4/1/22		\$94,456.84		
	7/1/22		\$94,456.84		
	10/1/22		\$94,456.84		
\$283,370.52			\$0.00	\$0.00	\$0.00

SECTION 3

SECTION (a)

EXHIBIT C

FORMS OF REQUISITIONS

SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT

SPECIAL ASSESSMENT BONDS, SERIES 2020 (Acquisition and Construction)

The undersigned, a Responsible Officer of the Saddle Creek Preserve of Polk County Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture by and between the District and U.S. Bank National Association, as trustee (the "Trustee"), dated as of October 1, 2020 as supplemented by that certain First Supplemental Trust Indenture dated as of October 1, 2020 (collectively, the "Series 2020 Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Series 2020 Indenture):

- (A) Requisition Number: 71
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee pursuant to Acquisition Agreement: Econ
- (D) Amount Payable: \$5,000.00
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due: Invoice # 36558 - Phase 1
- (F) Fund or Account and subaccount, if any, from which disbursement to be made:

Series 2020 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against:
Series 2020 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with:
the Costs of the Series 2020 Project.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto or on file with the District are copies of the invoice(s) or applicable contracts from the vendor of the property acquired or the services rendered, as well as applicable conveyance instruments (e.g. deed(s), bill(s) of sale, easement(s), etc.) with respect to which disbursement is hereby requested.

**SADDLE CREEK PRESERVE OF POLK
COUNTY COMMUNITY DEVELOPMENT
DISTRICT**

By: 
Responsible Officer

Date: 3/2/22

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE OR [NON-OPERATING COSTS REQUESTS ONLY]**

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2020 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2020 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof. The Consulting Engineer further certifies and agrees that for any acquisition (a) the portion of the Series 2020 Project that is the subject of this requisition is complete, and (b) the purchase price to be paid by the District for the portion of the Series 2020 Project to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.


Consulting Engineer

Date: 03/02/2022

EXHIBIT C

FORMS OF REQUISITIONS

SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT

SPECIAL ASSESSMENT BONDS, SERIES 2020

(Acquisition and Construction)

The undersigned, a Responsible Officer of the Saddle Creek Preserve of Polk County Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture by and between the District and U.S. Bank National Association, as trustee (the "Trustee"), dated as of October 1, 2020 as supplemented by that certain First Supplemental Trust Indenture dated as of October 1, 2020 (collectively, the "Series 2020 Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Series 2020 Indenture):

- (A) Requisition Number: 72
- (B) Identify Acquisition Agreement, if applicable;
- (C) Name of Payee pursuant to Acquisition Agreement: Tucker Paving Inc
- (D) Amount Payable: \$20,961.65
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due: Pay Application # 15 period thru 1/31/22
- (F) Fund or Account and subaccount, if any, from which disbursement to be made:

Series 2020 Acquisition and Construction Account of the Acquisition and Construction Fund.

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the District,
- 2. each disbursement set forth above is a proper charge against:
Series 2020 Acquisition and Construction Account;
- 3. each disbursement set forth above was incurred in connection with:
the Costs of the Series 2020 Project.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto or on file with the District are copies of the invoice(s) or applicable contracts from the vendor of the property acquired or the services rendered, as well as applicable conveyance instruments (e.g. deed(s), bill(s) of sale, easement(s), etc.) with respect to which disbursement is hereby requested.

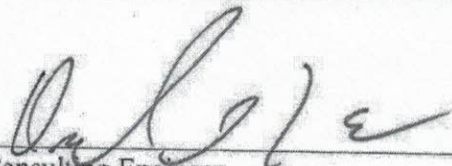
**SADDLE CREEK PRESERVE OF POLK
COUNTY COMMUNITY DEVELOPMENT
DISTRICT**

By: 
Responsible Officer

Date: 4/1/22

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE OR [NON-OPERATING COSTS REQUESTS ONLY]**

The undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2020 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2020 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof. The Consulting Engineer further certifies and agrees that for any acquisition (a) the portion of the Series 2020 Project that is the subject of this requisition is complete, and (b) the purchase price to be paid by the District for the portion of the Series 2020 Project to be acquired with this disbursement is no more than the lesser of (i) the fair market value of such improvements and (ii) the actual cost of construction of such improvements.


Consulting Engineer

Date: 04-01-22

SECTION (b)

Requisition	Payee/Vendor	Amount
1	Tucker Paving, Inc.	\$ 366,428.20
2	Forterra	\$ 119,446.18
3	Core & Main LP	\$ 487,153.88
4	Faulkner Engineering Services	\$ 10,960.00
5	KE Law Group, PLLC	\$ 146.00
6	City Electric Supply	\$ 19,822.02
7	Tucker Paving, Inc.	\$ 816,448.49
8	Forterra	\$ 4,275.00
9	Core & Main LP	\$ 51,110.72
10	Windward Building Group	\$ 12,852.40
11	Stewart & Associates Property Services	\$ 105,240.00
12	Windward Building Group	\$ 76,714.56
13	Pennoni Associates, Inc.	\$ 1,100.00
14	The Ditch Whisperer, LLC	\$ 30,095.00
	TOTAL	\$ 2,101,792.45

SECTION 4



April 21, 2022



Samantha Hoxie – Recording Secretary
Saddle Creek Preserve CDD Office
219 E. Livingston Street
Orlando, Florida 32801-1508

RE: Saddle Creek Preserve Community Development District Registered Voters

Dear Ms. Hoxie,

In response to your request, there are currently no voters within the Saddle Creek Preserve Community Development District as of **April 15, 2022**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Lori Edwards". The signature is fluid and cursive.

Lori Edwards
Supervisor of Elections
Polk County, Florida