



Carrollwood Recreation District

June 12, 2023

Board of Trustees

Mark Snellgrove
President

Dr. Anna Brown
Vice President
Recreation Center/
Tennis Chairwoman

Mark Georgiades
Treasurer

Joseph Costa
Secretary

Michael Carelli
Original Carrollwood
Park Chairman

Jack Griffie
Scotty Cooper Park
Chairman

Christina Price
Community
Development
Chairwoman

Dan Seeley
Grounds Chairman

Kevin Shidler
White Sands Beach
Chairman

Executive Committee Meeting - 6:00 p.m.

Public Hearing - 6:30 p.m.

Regular Meeting Agenda - 6:40 p.m. (After the Public Hearing)

1. Call to Order

2. Roll Call

3. Determination of Quorum

4. Public Hearing on 2024 Fiscal Year Ending Budget

- a. Announce the opening of the public hearing.
- b. Motion to Approve the Public Hearing Agenda made by Board Member. Motion Seconded by another Board Member. Board Vote.
- c. Public Hearing Presentation by Treasurer Mark Georgiades
- d. Public Comment on the Proposed 2024 Fiscal Year Ending Budget
- e. Board Vote (Motion to Adopt the 2024 Fiscal Year Ending Budget, based on the District Tax Rate of \$800.00 to be assessed and collected upon the Taxable Property of the District for 2024-FYE.
- f. Announce closing of the public hearing.

5. Regular Meeting Public Comment

6. Regular Meeting Agenda Items



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7. Motion to Approve the Consent Agenda

- Approval of June 12, 2023, Regular Meeting Agenda
- Approval of May 2023, Independent Accountant's Compilation Report
- Approval of May 8, 2023, Executive Committee Meeting Minutes
- Approval of May 8, 2023, Regular Meeting Minutes

Treasurer Matters:

President Matters:

- Board Vote (Motion to Adopt changes to Article VI – Financial Matters of the CRD Bylaws as follows):
 - Section 4a: Expenditures of \$2,000 (increase to \$4,000) or less that are included in the approved budget may be paid at the discretion of the Chairman of the appropriate committee (add: or President) without competitive bids and without further approval of the Board of Trustees. This paragraph does not apply to expenditures paid from the Debt Service Fund.
 - Section 4b: Expenditures in excess of \$2,000 (increase to \$4,000) but no more than \$4,000 (increase to \$8,000) that are included in the approved budget may be paid without competitive bids, but must be approved by the Board of Trustees. This paragraph does not apply to expenditures paid from the Debt Service Fund or the Capital Improvements Fund.
 - Section 4d: Emergency repair work may be authorized by any Trustee, up to a limit of \$5,000 (increase to \$20,000) per occurrence. Emergency repair work that will cost more than \$5,000 (increase to \$20,000) shall be approved by a majority vote of the Board, meeting in regular or special session. Emergency repair work is defined as expenditures that are necessary to remedy an immediate threat to public safety, or those that are necessary to avoid closure of any District facility or significant amenity of a District facility. Damages that may be remedied by a partial closure of a portion of a facility that does not significantly affect the overall service provided by that facility do not qualify as emergency repair work.



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Recreation Center / Tennis Chairwoman:

Original Carrollwood Park Chairman:

White Sands Beach Chairman:

- Review Lab Results – (swim area only)

Scotty Cooper Park Chairman:

Grounds Chairman:

Community Development Chairwoman:

- Review Reserve Study Proposals & Vote if Required.
- Review Signage Proposals & Vote if Required.

CCA Liaison:

8. Other Business

9. Adjourn

Carrollwood Recreation District Board
Executive Meeting Minutes
May 8, 2023

THESE MEETING MINUTES ARE NOT A WORD FOR WORD TRANSCRIPT OF WHAT WAS SAID. THE NOTES CAPTURE THE ESSENCE AND MEANING OF ALL DIALOGUE WHILE TRANSCRIBING EXACT PHRASING AS CLOSELY AS POSSIBLE.

1. Call To Order

- President Mark Snellgrove called the meeting to order at 6:00 p.m.

2. Roll Call (rolled not called for Executive Meeting)

Board Members present:

Michael Carelli	Original Carrollwood Park	Not Present
Joseph Costa	Secretary	Not Present
Dan Seeley	Grounds	Not Present
Dr. Anna Brown	VP - Rec Center/Tennis	Not Present
Mark Georgiades	Treasurer	Present
Jack Griffie	Scotty Cooper Park	Present
Chrissie Price	Community Development	Not Present
Kevin Shidler	White Sands Beach	Not Present
Mark Snellgrove	President	Present

- President Snellgrove made corrections to the April 10, 2023, meeting minutes.
- Tree trimming bids added to the Regular meeting agenda for consideration by Trustee Seeley.
- Executive Meeting Adjourned at 6:30 p.m.

Carrollwood Recreation District Board
Regular Meeting Minutes
May 8, 2023

THESE MEETING MINUTES ARE NOT A WORD FOR WORD TRANSCRIPT OF WHAT WAS SAID. THE NOTES CAPTURE THE ESSENCE AND MEANING OF ALL DIALOGUE WHILE TRANSCRIBING EXACT PHRASING AS CLOSELY AS POSSIBLE.

1. Call To Order

- President Mark Snellgrove called the meeting to order: 6:30 p.m.

2. Roll Call

Board Members present:

Michael Carelli	Original Carrollwood Park	Present
Joseph Costa	Secretary	Not Present
Dan Seeley	Grounds	Present
Dr. Anna Brown	VP - Rec Center/Tennis	Present
Mark Georgiades	Treasurer	Present
Jack Griffie	Scotty Cooper Park	Present
Chrissie Price	Community Development	Present
Kevin Shidler	White Sands Beach	Present
Mark Snellgrove	President	Present

3. Determination of Quorum

- Yes: eight trustees present

4. Public Comment

- **Resident:** Suzy Giunta in attendance to observe.
- **Resident:** Sheila Santafemia thank-you for your work in our community.
- **Resident:** Mark Boghich asked about the well in OCP. President Snellgrove said it is our well, but is-not operational. He also recommended adding some sand at WSB since the water level is so low.
- **Resident:** Josh Shaffer in attendance.
- **Resident:** Fred Thompson in attendance to observe.
- **Residents:** Daniel & Leah Fernandez thank-you for the Board's help with the pickleball social. We have seen the number of interested people soar. We are at capacity and want to know if the Board could add painted lines to make the pickleball lines. Trustee Brown recommended that Daniel provide an example of what they are requesting.
- **Resident:** Shelley Stewart thanked the Board for their work. In light of our resounding tax cap increase vote, she would like the Board to consider a compensation increase for the District's two employees. She recommended a \$1.00 increase per hour for both employees.

- **Resident:** Rick Benyo brought to the Board’s attention legislation about local municipalities having the authority to restrict fertilizer spreading. He asked the Board to get this into the community newsletter and to limit spreading from May 31 to late September to limit problems in Lake Carroll.
- **Resident:** Mark Boghich - thanks to all for their time on the Board. He was recently reserving a room at the Recreation Center and asked where the defibrillator was located. He recommends us getting one and placing it inside the Recreation Center. He also asked if we could have a mobile one so it could be at community events. Hillsborough County Parks & Rec has them in the sports fields, but they are all secured under a camera.
- **PUBLIC COMMENT CLOSED AT 6:45 p.m.**

5. Motion to Approve the Consent Agenda

- Approval of May 8, 2023, Regular Meeting Agenda
 - Approval of April 2023, Independent Accountant’s Compilation Report
 - Approval of April 10, 2023, Executive Committee Meeting Minutes
 - Approval of April 10, 2023, Regular Meeting Minutes
- **Motion by Trustee Brown** to Approve the Consent Agenda
- **Motion** Seconded by **Trustee Carelli**
- **Vote:** 8 in favor 0 opposed

6. Regular Meeting

Mark Georgiades — Treasurer Matters:

- Review & Discuss Draft Budget for FY 2023-2024.
- Public Hearing & Board Vote scheduled for June 12th.
- **Treasurer Georgiades** discussed the proposed budget updates. The lease for CCA was increased by \$5,000 to \$50,000. An employee compensation increase of \$1,000 was also included and the Treasurer recommended an increase of \$1.00 per hour for both to take effect immediately, in line with their annual performance review due this month. The Board agreed. Also, some monies were added to the grounds committee due to the number of projects looming.
- **Trustee Seeley** mentioned that the project to design the access gate for WSB will need to be included but can be split between expense categories.
- **Trustee Price** recommended adding \$50,000 for this.
- **Trustee Georgiades & Carelli** also recommended, and all Board members agreed to adding monies to the reserve fund.

Mark Snellgrove – President

- Discuss Resident Request for a Defibrillator: President Snellgrove explained that this has never come up previously. He reached out to our general counsel. AEDs are encouraged but not required. If we put one in, we are required to follow state guidelines. Training is required to use the device. President Snellgrove asked Trustee Carelli if they have them in his businesses. He does-not. They maintain the stance that they call 911 rather than have untrained folks try and use it and do harm. President Snellgrove asked opinions of all Board members. Trustee Griffie agreed with President Snellgrove due to training needs, Trustee Georgiades agrees also, Trustee Brown agreed and stated that having a trained team is critical for the device and due to the mobility in our facilities we don't have the ability to train folks. Trustee Price says her company has them but feels that we shouldn't in our situation. Trustee Shidler agrees and stated that having one in the areas when needed is logistically difficult. Trustee Seeley also agrees. Due to Board consensus, we will-not make this purchase.
- New "Short-Form" Contract for Goods & Services: President Snellgrove explained the new short form. Janet has the form and will start using it.
- Per Trustee Carelli's Recommendation: Review Doubling the Payment Authorization Requirements for each Limit in Section 4 of the CRD Bylaws, to be Voted on at the June 12th Regular Meeting: President Snellgrove explained the financial matters recommendation in the meeting materials. Board members reviewed the updates that were highlighted in **RED**. Trustee Carelli reiterated the need to keep up with the rising costs and to have the ability to get things done for our community by having a bit more flexibility. The Board also agreed to raise the emergency authorization to \$20,000.
- The Board will hire off-duty deputies at WSB for Memorial Day weekend.
- The Board needs to recruit new board members. We will need to fill Trustee Carelli's position when he resigns.

Michael Carelli — Original Carrollwood Park:

- Review new Clay & Grading proposals for the Softball Field & Vote if Required: Trustee Carelli **made a motion** to purchase 72-yards of clay to be delivered by Seffner Rock & Gravel up to \$3,600.00.
 - **Motion** Seconded by **Trustee Griffie**
 - **Vote:** 8 in favor 0 opposed
- Trustee Carelli **made a motion** to award a contract to A Stellar Landscaping up to \$3,000.00 to level and grade the clay on the softball field after it is delivered.
 - **Motion** Seconded by **Trustee Seeley**
 - **Vote:** 8 in favor 0 opposed

- The new benches were installed at OCP and SCP. Mulch was installed at SCP. We are waiting for new barriers for the OCP area, and the mulch will be installed thereafter.

Kevin Shidler — White Sands Beach:

- Review lab results from the swim side.
- Recap of meeting with Sheriff's Office: The Sheriff's Office explained what can be done at WSB. We must enforce our own rules. We are developing an internal incident report form for the guard service. We will discuss new procedures for incident reports at the next meeting.

Jack Griffie — Scotty Cooper Park:

- **Trustee Griffie:** discussed how he is working to get the electrical boxes moved in the ivy area at the park. Working to get that area cleaned up.

Dr. Anna Brown — VP & Recreation Center & Tennis:

- Review Gutter & Drain Proposals & Vote if Required: Trustee Brown **made a motion** to award a contract to Designer Gutter Company in the amount of \$6,332.00 for installation of gutters and micro mesh leaf guard along the rear of the Recreation Center building.
 - **Motion** Seconded by **Trustee Shidler**
 - **Vote:** 8 in favor 0 opposed
- Review Interior Painting Proposals & Vote if Required. Trustee Brown **made a motion** to award a contract to Hannigan Painting, Inc. in the amount of \$5,500.00 for interior painting at the Recreation Center building.
 - **Motion** Seconded by **Trustee Shidler**
 - **Vote:** 8 in favor 0 opposed

Dan Seeley — Grounds

- **Trustee Seeley:** last month the trees at the Recreation Center were trimmed. The contractor was excellent and very safety conscious. Tree services on all the islands were bid out. Trustee Seeley presented 3-bids for review. Trustee Seeley **made a motion** to award a contract to Omega Tree Service in the amount of \$14,685.00 for tree trimming at WSB and all the islands EXCEPT Lake Carroll Way.
 - **Motion** Seconded by **Trustee Carelli**
 - **Vote:** 8 in favor 0 opposed

- **Trustee Seeley** is continuing to work on bundling all items for the Lake Carroll Way islands and will present them at the June meeting.
- **Trustee Seeley** reported that pressure cleaning at WSB was completed.

Chrissie Price — Community Development

- Review Reserve Study Proposals & Vote if Required.
- We only received one bid for the reserve study, so the Board briefly discussed it and perhaps can vote at the June meeting.
- Most board members expressed favor for the one-time study.
- Review Signage Proposals / Renderings & Vote if Required: We only received one bid so this will continue at the June meeting.

7. Other Business

- **Trustee Brown** mentioned that she is working with the school and our Recreation Center staff to limit parent parking at the Recreation Center during arrival and dismissal from Carrollwood Elementary School. The Trustee is also talking to the CCA to garner support for our staff.
- **Trustee Seeley** asked about getting a sign “to indicate no soliciting etc. President Snellgrove recommended that we speak to the CCA regarding this.

8. Adjournment

- Public comment reopened.
- **Trustee Shidler:** Made a motion to adjourn.
- **Motion** Seconded by **Trustee Carelli**
- **Vote:** 8 in favor; 0 opposed
- The meeting ended at 7:45 p.m.

Meeting minutes recorded by Trustee Brown.

Carrollwood Recreation District Board
Executive Meeting Minutes
April 10, 2023 - **Corrected**

THESE MEETING MINUTES ARE NOT A WORD FOR WORD TRANSCRIPT OF WHAT WAS SAID. THE NOTES CAPTURE THE ESSENCE AND MEANING OF ALL DIALOGUE WHILE TRANSCRIBING EXACT PHRASING AS CLOSELY AS POSSIBLE.

1. Call To Order

- President Mark Snellgrove called the meeting to order at 6:00 p.m.

2. Roll Call (rolled not called for Executive Meeting)

Board Members present:

Michael Carelli	Original Carrollwood Park	Present
Joseph Costa	Secretary	Not Present
Dan Seeley	Grounds	Present
Dr. Anna Brown	VP - Rec Center/Tennis	Present
Mark Georgiades	Treasurer	Present
Jack Griffie	Scotty Cooper Park	Not Present
Chrissie Price	Community Development	Present
Kevin Shidler	White Sands Beach	Not Present
Mark Snellgrove	President	Present

- President Snellgrove made corrections to the March 13, 2023, meeting minutes.
- No new business.
- Executive Meeting Adjourned at 6:30 p.m.

Carrollwood Recreation District Board
Regular Meeting Minutes
April 10, 2023 - **Corrected**

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1. Call To Order

- President Mark Snellgrove called the meeting to order: 6:30 p.m.

2. Roll Call

Board Members present:

Michael Carelli	Original Carrollwood Park	Present
Joseph Costa	Secretary	Not Present
Dan Seeley	Grounds	Present
Dr. Anna Brown	VP - Rec Center/Tennis	Present
Mark Georgiades	Treasurer	Present
Jack Griffie	Scotty Cooper Park	Not Present
Chrissie Price	Community Development	Present
Kevin Shidler	White Sands Beach	Present
Mark Snellgrove	President	Present

3. Determination of Quorum

- Yes: seven trustees present

4. Public Comment

- **Resident:** Dr. Rick Dillon inquired about how to request a traffic signal enhancement. Wants to make the intersection of Lacewood Road and McFarland Road more visible.
- **Resident:** Mike Arnold had the same request for Orange Grove Drive and Carrollwood Drive.
- **Residents:** Bennett Jacobson, Jared Jones, and Mike Shaw present.
- **Resident:** Bob Tomczak – in attendance for the TECO presentation.
- **PUBLIC COMMENT CLOSED AT 6:36 p.m.**

5. Motion to Approve the Consent Agenda

- Approval of April 10, 2023, Regular Meeting Agenda
- Approval of March 2023, Independent Accountant’s Compilation Report
- Approval of March 13, 2023, Executive Committee Meeting Minutes
- Approval of March 13, 2023, Regular Meeting Minutes
- **Motion by Trustee Georgiades** to Approve the Consent Agenda
- **Motion** Seconded by **Trustee Carelli**
- **Vote:** 7 in favor 0 opposed

6. Regular Meeting

Mark Georgiades — Treasurer Matters:

- Request for Committee Budget Proposals for FY 2023-2024. Budget draft to be provided at the May meeting, with a Public Hearing scheduled for June 12th.
- **Treasurer** Georgiades requested a brief Board discussion for next year's budget planning. **Trustee** Seeley reported that irrigation upgrades are needed throughout the community, as well as tree trimming. There was also a Board discussion about raising the height of the entrance wall at White Sands Beach along with a new controlled access gate.

Mark Snellgrove – President

- **Bob Tomczak**, a resident & retired TECO Vice President invited Chip Whitworth, current V.P. of TECO to the meeting. Bob has lived on Lipsey Road since 1966. Bob says there has been a lot of construction going on with new switches, new cables, water, and cable utilities being installed. He reminds us that we had electricity interruptions over the past 2-years.
- **Chip Whitworth:** The TECO Storm Protection Plan (SPP) includes increased vegetation management (tree trimming). TECO has doubled its budget for this activity. Also looking at tree removals where it makes sense to do so. Feeder hardening: large trunk distribution lines with laterals extending to homes. The feeder trunk lines are getting upgraded poles, changing conductors, installing sensing devices to speed identification of faults during a power outage. They are also adding underground lines. The feeder lines to homes are being placed underground where there is dense vegetation. For the first time in Chip's career, lighting was the number one reason for outages in 2022 (instead of trees). This plan will be in progress for a very long time. There should be an improvement in reliability along with this. A study is conducted every three years and the vegetation, number of customers, and historical hurricane damage are used to determine where the SPP will be implemented.
- **Board members & the Public** asked questions and discussed our specific community needs with Chip. Chip will connect us with the TECO community liaison (community outreach folks with SPP) to provide more information about the work in progress. **Trustee** Seeley volunteered to serve as the point of contact for the Board.
- **President Snellgrove** read aloud an email from Alyssa Shafii Campbell, a speech-language pathologist who teaches summer camp classes. Her parents live on Carrollwood Drive and she was able to rent the Recreation Center last summer. She has been provided with an opportunity to rent other facilities at a much cheaper rate. She asked if the Board would be willing to lower the daily rate to \$115.00. Currently, Janet reported to **President Snellgrove** that the small meeting

room is only rented 1-2 times per month. **Trustee Carelli** suggested if she committed to renting for six weeks, the daily rental rate can be \$145.00. This would equal paying the full price for five and getting the 6th free. The Board approved **Trustee Carelli's** recommendation.

- **President Snellgrove** read aloud another email from CCA Board member Jim Powell, who had received a request from the Tampa Bay Ski Show Team to hold a 30-year celebration banquet at the Recreation Center. Jim indicated that he would sign the room rental contract as a resident. The Board briefly discussed the request, and **Trustee Carelli & Trustee Shidler** indicated because the ski show team has provided longstanding service to our community, the Board will only require the deposit and a setup / cleaning fee of \$100.00. As a gesture of our community's appreciation, the rental fee will be waived. The Board approved this also.
- **President Snellgrove** read aloud another email request from an OC resident for Grace Lutheran Church to hold Easter Sunrise Service at White Sands Beach for 2024. There are usually 50-65 attendees, and many are OC residents. It would require allowing early park access. The Board approved the request but will require a certificate of liability insurance and it must be finished by 9:00 a.m.

Michael Carelli — Original Carrollwood Park:

- **Trustee Carelli:** provided bids for 7-benches that need to be replaced. There are 5 at OCP and 2 at SCP. He has found a vendor that offers free shipping.
 - **Motion by Trustee Carelli** for authorization to purchase 5-Jameson recycled plastic benches at a cost of \$5,565.00 for OCP; and 2-Jameson recycled plastic benches at a cost of \$2,226.00 for SCP. TOTAL PURCHASE COST: \$7,791.00.
 - **Motion** Seconded by **Trustee Shidler**
 - **Vote:** 7 in favor 0 opposed
- **Trustee Carelli** requested authorization to purchase playground mulch at a cost of \$61.33 per cubic yard - installed. The County contract that we could purchase from was \$50 per cubic yard but did-not include installation and would be delivered on multiple pallets that would require installation. Another vendor was at a cost of \$51.74 per cubic yard but did-not include installation either.
 - **Motion by Trustee Carelli** to award ASI Landscape Management the contract to install 88 cubic yards of playground mulch at OCP that cost \$5,397.28; and to install 50 cubic yards of playground mulch at SCP that cost \$3,066.64.
 - **Motion** Seconded by **Trustee Price**
 - **Vote:** 7 in favor 0 opposed
- **Trustee Carelli** recommended that the Board consider doubling the payment authorization requirements for each limit in section 4 of the Board bylaws, this would be consistent with doubling the tax cap assessment.

Kevin Shidler — White Sands Beach:

- **Trustee Shidler:** lab results from the swim side look good.
- **Trustee Shidler:** the new guard service began on Monday, March 27th. Resident feedback has been positive about the change in service.
- **Trustee Shidler** recommended that the Board purchase a tablet for the guard to use to have an electronic record and potentially a way to track violations.
- **Trustee Shidler** also discussed the need to manage the 25-person per resident rule. Some residents are taking advantage of the rule.
- **Trustee Shidler** recommends that the Board find a process to allow 14+ age residents to access the park without a parent.

Jack Griffie — Scotty Cooper Park:

- **Trustee Griffie:** Not Present.

Dr. Anna Brown — VP & Recreation Center & Tennis:

- **Trustee Brown** presented three gutter proposals for discussion. The lowest bid needs further investigation to make sure the leaf guard installed is the same quality and materials as the ones on the other proposals. **Trustee Brown** will bring the information to the May board meeting for final consideration.

Dan Seeley — Grounds

- **Trustee Seeley:** presented the bids for tree trimming at the Recreation Center.
- **Motion by Trustee Seeley** to award a contract to Omega Tree & Nursery for tree trimming at the Recreation Center in the amount of \$5,950.00.
- **Motion** Seconded by **Trustee Carelli**
- **Vote:** 7 in favor 0 opposed
- **Trustee Seeley** discussed plans for plants in the entry way.
- **Trustee Seeley** discussed a quote for irrigation that was presented to him.
- **Trustee Seeley** reviewed proposals for pressure washing @ White Sands Beach and will approve the lower quote (\$750.00).

Chrissy Price — Community Development

- **Trustee Price:** recommended that the Board conduct a Reserve Study: Long-term financial assessment by a Professional Firm which includes future cost repairs, maintenance, and facilities replacement. The Trustee is participating in the process for Learning Gate Community School, a charter school where her children attend. The Board recommended that we solicit for bids to determine the cost.
- **Trustee Price:** The sign RFP is in the works. The dog park sign will also be included.

7. Other Business

- **Trustee Carelli** announced that he has listed his house for sale. When it sells, he will be required to resign from the Board.

8. Adjournment

- Public comment reopened.
- Dr. Rick Dillon asked about the condition of the grill at White Sands Beach.
- Resident Mike Shaw asked about the electrical box repair at White Sands Beach. President Snellgrove indicated that the electrician is scheduled to come out on Wednesday, April 12th.
- **Trustee Shidler:** Made a motion to adjourn.
- **Motion** Seconded by **Trustee Carelli**
- **Vote:** 7 in favor; 0 opposed
- The meeting ended at 8:24 p.m.

Meeting minutes recorded by Trustee Brown.

Carrollwood Recreation District

Proposed Budget

October 2023 - September 2024

Assessment Rate: \$800 per OC Home

June 12, 2023 Public Hearing

	<u>Total</u>
Income	
GENERAL	
605 Rec Center Room Charges	24,000.00
610 Interest	7,500.00
615 Special Assessments	664,000.00
616 Special Assessments - Reserve Fund Replenish	50,000.00
620 Other	10,000.00
Total Income	<u>\$ 755,500.00</u>

Expenses

03 PRESIDENT

820 Contingency & Other President	10,500.00
825 Gatekeeper Service	4,000.00
830 Insurance - Bonds	250.00
835 Insurance - Officer D&O	7,000.00
845 Insurance - Prop/Liab/Umbrella	55,000.00
850 Insurance - Workers Comp	2,500.00
870 Operating Supplies	9,000.00
900 Professional Services	7,000.00
915 Cleaning Contract	8,000.00
960 Utilities - TECO	18,500.00
965 Utilities - Trash	2,500.00
970 Utilities - Water	11,000.00
Total 03 PRESIDENT	<u>\$ 135,250.00</u>

05 TREASURER

805 Accounting-Bookkeeper	10,000.00
810 Accounting - Auditing	10,000.00
815 Accounting - Bank Charges/Fees	250.00
875 Board Fee - State	175.00
910 Property Taxes - Non-Ad Valorem	500.00
920 Rent/Leases - CCA	50,000.00
Total 05 TREASURER	<u>\$ 70,925.00</u>

07 WHITE SANDS BEACH

855 Lake Testing	300.00
924 Repairs & Maint WSB	20,000.00
940 Guard Service WSB	65,000.00
985 Capital Improvements WS Beach	50,000.00
Total 07 WHITE SANDS BEACH	<u>\$ 135,300.00</u>

09 SCOTTY COOPER PARK	
925 Repairs & Maint SCP	20,000.00
986 Capital Improvements SCP	10,000.00
Total 09 SCOTTY COOPER PARK	\$ 30,000.00
11 ORIGINAL CARROLLWOOD PARK	
926 Repairs & Maint OCP	14,000.00
987 Capital Improvements OCP	16,000.00
Total 11 Original Carrollwood Park	\$ 30,000.00
13 TENNIS	
927 Repairs & Maintenance Tennis	7,000.00
Total 13 TENNIS	\$ 7,000.00
15 RECREATION CENTER	
865 Office Supplies Rec Center	4,000.00
885 Payroll Taxes	4,000.00
890 Pest Control Rec Center	1,000.00
895 Postage	500.00
928 Repairs & Maint Rec Center	18,000.00
930 Salary - Maintenance	19,000.00
935 Salary - Office	20,000.00
936 Travel - Mileage Reimbursement	925.00
941 Security Monitoring Rec Center	4,000.00
950 Telephone	3,000.00
988 Capital Improvement Rec Center	0.00
Total 15 RECREATION CENTER	\$ 74,425.00
17 GROUNDS	
860 Landscaping Monthly	85,000.00
929 Repairs & Maint Grounds	50,000.00
955 Tree Trimming	50,000.00
990 Capital Improvements - Grounds	50,000.00
Total 17 GROUNDS	\$ 235,000.00
19 COMMUNITY DEVELOPMENT	
989 Capital Improvements Comm Dev	15,000.00
Total 19 COMMUNITY DEVELOPMENT	\$ 15,000.00
Total Expenses	\$ 732,900.00
Total Income	\$ 755,500.00
Excess Income Over Expenses	\$ 22,600.00



8611 N.Dale Mabry
Tampa, FL 33614
(813) 960-0633

ESTIMATE

E-25359

www.image360.com/northtampaf1

Payment Terms: Cash Customer

Created Date: 5/2/2023

DESCRIPTION: Original Carrollwood Signage

Bill To: Carrollwood Recreation District
3515 Mcfarland Rd
Tampa, FL 33618
US

Pickup At: Image360 - North Tampa
8611 N.Dale Mabry
Tampa, FL 33614
US

Requested By: Christina Price
Email: cprice@originalcarrollwoodcrd.com
Work Phone: (813) 210-5007

Salesperson: Michael Vargo
Email: mike@image360northtampa.com
Entered By: Michael Vargo

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Aluminum Panel Sign	4	\$1,715.00	\$6,860.00
1.1	Stock Sign - Part Qty: 1 Text: Qty 4 Aluminum Panel Sign 30" Tall by 40" Wide with contour shape .090 Painted Aluminum cabinet (1" Return) .090 Aluminum Face with full color digital print graphics (Oracal 3651) and Matte UV Laminate (Briteline OLUV). Painted 3" by 3" Square 1/8" Aluminum posts concealed on backside of sign. Overall Sign Height approx 60" 12 Month warranty on materials. Customer Provided artwork.			
1.2	In House Installation - Text: Installation			
2	Aluminum Panel with rounded corners / mounting holes	7	\$171.3814	\$1,199.67

2.1	.080" Aluminum - Part Qty: 1 Width: 24.00" Height: 36.00" Text: .080 Aluminum Panels with digital print graphics. Fence Mounted Customer Provided artwork Private Property Fence Mounted			
2.2	In House Installation - Text: Installation			
3	Aluminum Panel with rounded corners / mounting holes	1	\$278.09	\$278.09
3.1	.080" Aluminum - Part Qty: 1 Width: 45.00" Height: 30.25" Text: .080 Aluminum Panels with digital print graphics. Fence Mounted Customer Provided artwork White Sands Beach / Boat Ramp Gate Mounted			
3.2	In House Installation - Text: Installation			
4	Aluminum Panel with rounded corners / mounting holes	2	\$66.83	\$133.66
4.1	.080" Aluminum - Part Qty: 1 Width: 36.00" Height: 7.00" Text: .080 Aluminum Panels with digital print graphics. Dock Mounted Customer Provided artwork Dock Panel Sign - PRIVATE Original Carrollwood Residents Only			
4.2	In House Installation - Text: Installation			
5	Aluminum Panel with rounded corners / mounting holes	8	\$59.985	\$479.88

5.1	<p>.080" Aluminum -</p> <p>Part Qty: 1 Width: 12.00" Height: 18.00"</p> <p>Text: .080 Aluminum Panels with digital print graphics. Customer Provided artwork Enter At Your Own Risk</p> <p>Install: Option 1 – attached to chain link fence (5) , Opton 2 – freestanding with two posts & foundation 3</p>
5.2	<p>In House Installation -</p> <p>Text: Installation</p>
6	<p>Coroplast Inserts 2 \$38.62 \$77.24</p> <p>6.1 Corrugated Plastic - 4mm White -</p> <p>Part Qty: 1 Width: 24.00" Height: 36.00" Sides: 1</p> <p>Text: Single sided 4mm coroplast with digital print graphics. Customer provided artwork STOP Original Carrollwood Residents Only</p>

This estimate is valid for 7 days from the date of the estimate.

Subtotal:	\$9,028.54
Taxes:	\$613.39
Grand Total:	\$9,641.93

Signature: _____ **Date:** _____

<< Quote >>

Order Id

037855

Phone (813) 464-4304

Fax

E-mail



SIGNSTAR
3502 Queen Palm Dr Ste C
Tampa, FL, 33619- USA
Phone: (813)-980-6763 Fax: (813)-980-6857
www.signstar.net

Quote Date	5/1/2023
SalesRep	Angela
Terms Code	Due on Receipt
Cust Id	CARROLL003

Phone	
Fax	

SOLD TO
Carrollwood Recreation District
3515 MacFarland Road
Tampa, FL 33618- USA

SHIP TO
Carrollwood
Various Locations
Tampa, FL USA

Item ID	Qty	Unit of Measure	Unit Price	Extended Price
Staff time	1	EA	\$665.00	\$665.00

Permit Staff time to obtain permit and engineering

This fee is for permit submittal, permit processing & tracking, up to 2 revisions if required, underground locates call in & coordination if applicable, inspections and coordination as required by municipality, recording and submittal of NOC, permits issuance and permit close out. This fee assumes no more than 6 permits required per location.

Additional revisions or permits as required for a single location will be invoiced at \$70 per hour.

Permit fees, NOC recording fees and any other fees charged by the municipality for the permits will be forwarded to the customer for payment. If Signstar is to pay for the fees and then be reimbursed there will be a 10% handling fee added to the fees.

All permit associated charges must be paid in full upon receipt or before any associated work can be scheduled.

Permit	1	EA	\$0.00	\$0.00
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Actual permit fees will be invoiced AT COST

Note: All permit fees, engineering fees (if applicable) and permit procurement will be invoiced when permits are issued by the building department. You will have the option to pay online with a credit card or ACH via a link for immediate credit or you may elect to mail in a check. Please note, the permits will not be issued until the funds are received.

XENGINEERING	1	EA	\$450.00	\$450.00
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Florida Sealed Engineering

Art	1	EA	\$0.00	\$0.00
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New Signage for various locations Carrollwood Rec

Custom Signage	4	EA	\$1,156.00	\$4,624.00
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Custom Sign - Sign Type1 - Main ID Sign - (Qty 4)

Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$10,830.00	\$0.00	\$0.00	\$0.00	\$10,830.00

<< Quote >>

Order Id

037855

Phone (813) 464-4304

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Tampa, FL USA

Item ID	Qty	Unit of Measure	Unit Price	Extended Price
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Aluminum panel sign with 1" return
approx.. 30" x 40", 60" OAH
Square tube post painted black concealed behind panel
Vinyl graphics applied to face

Custom Signage	7	EA	\$136.00	\$952.00
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Custom Sign - Sign Type 2 - Large Panel Sign (Qty 7)

Aluminum panel with rounded corners
mounting holes
Fence Mounted 36" x 24"

Custom Signage	1	EA	\$204.00	\$204.00
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Custom Sign - Sign Type 3 - Boat Ramp Gate Panel - (Qty1)

Aluminum panel with rounded corners mounting holes
30 1/4" x 45"
Install: Attached to gate

Custom Signage	2	EA	\$102.00	\$204.00
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Custom Sign - Sign Type 4 - Dock Panel Sign (Qty 2)

Aluminum panel with rounded corners and mounting holes
Aluminum panels 7" x 36" Attached to wood

Custom Signage	3	EA	\$262.00	\$786.00
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Custom Sign - Sign Type 5 - (Qty 3)

Option 2 freestanding with two posts & foundation

12" x 18" rounded corner aluminum panel with graphics

Custom Signage	5	EA	\$112.00	\$560.00
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Custom Sign - Sign Type 5 - (Qty 5)

Option 1 attached to chain link fence

Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$10,830.00	\$0.00	\$0.00	\$0.00	\$10,830.00

<< Quote >>

Order Id

037855

Phone (813) 464-4304

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Item ID	Qty	Unit of Measure	Unit Price	Extended Price
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12" x 18" rounded corner aluminum panel with graphics

Custom Signage	2	EA	\$180.00	\$360.00
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Custom Sign - Sign Type 6 - (Qty 2)

Coroplast boards 24" x 36" Two panels with graphics - One panel per side.

Install	1	EA	\$1,000.00	\$1,000.00
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Install signage: Sign Type 1 - Main ID Sign - (Qty 4)

Install	1	EA	\$245.00	\$245.00
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Install signage: Sign Type 2 - Large Panel Sign (Qty 7)

Install	1	EA	\$35.00	\$35.00
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Install signage: Sign Type 3 - Boat Ramp Gate Panel - (Qty1)

Install	1	EA	\$70.00	\$70.00
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Install signage: Sign Type 4 - Dock Panel Sign (Qty 2)

Install	1	EA	\$450.00	\$450.00
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Install signage: Sign Type 5 - With Posts, foundation (Qty 3)

Install	1	EA	\$175.00	\$175.00
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Install signage: Sign Type 5 - Without Posts (Qty 5)

Install	1	EA	\$50.00	\$50.00
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Install signage: Sign Type 6 - Coroplast Signs (Qty 2)

Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$10,830.00	\$0.00	\$0.00	\$0.00	\$10,830.00

<< Quote >>

Order Id

037855

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Item ID	Qty	Unit of Measure	Unit Price	Extended Price
---------	-----	-----------------	------------	----------------

This quote does not include the costs associated with permits, permit labor fees, engineering or sales tax. These fees may vary with will be calculated and added to final invoice.

1. COMPLETION AND PERFORMANCE: SELLER shall commence the construction of the sign upon receipt of permit (if required) and prosecute the work thereon with due diligence until completion. Reference completion date is approximate only. All obligations to be performed by the Seller hereunder shall be subject to delay or failure resulting from riot, war, fire, labor disputes, unforeseen commercial delays, acts of God, laws, regulations or restriction of governmental or public authorities, accidents, forces, conditions or circumstances, whether or not similar to the foregoing, beyond its reasonable control.

2. TERMS OF PAYMENT Any invoices more than 30 days overdue are subject to a service charge of one and one-half percent per month interest on the unpaid balance. In the event that this bill is referred for collection, it shall be subject to a twenty percent attorney's fee charge.

3. TAXES The amount of any present or future sales, license, excise, or other tax, Federal, State, or Local, which may now or hereafter be assessed against the SELLER, or the PURCHASER, for services or materials covered by this contract, or against such services, shall be paid by the PURCHASER, for services or materials covered by this contract, or against such services, shall be paid by the PURCHASER, to the SELLER, upon demand by the SELLER, as an additional charge over and above the price as set forth in this contract

A 3% Service Charge Will Be Added to All Invoices That Are Paid With A Credit Card.
A 50% Deposit Is Required On All Projects Before Manufacturing Or Installation Is Started.

Signature: _____
Date: _____

OrderTotal	\$10,830.00
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Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$10,830.00	\$0.00	\$0.00	\$0.00	\$10,830.00

May 11, 2023

Ms. Chrissie Price
 Carrollwood Recreation District
 3515 McFarland Road
 Tampa, FL 33618

**RE: PROPOSAL AND CONTRACT
 RESERVE STUDY
 CARROLLWOOD RECREATION DISTRICT, 3515 MCFARLAND ROAD, TAMPA, FL 33618**

Dear Ms. Price:

EnviroBusiness Inc.'s ("EBI") Due Diligence Real Estate Services team appreciates the opportunity to be of assistance to Carrollwood Recreation District ("Client"). As we understand your needs, you wish to have a Reserve Study (the "Report") completed. Where referenced as the "Subject Property," in this Proposal and Contract, the term shall refer to all the physical assets included in the scope of work provided herein. We are pleased to submit this Proposal and Contract and information defining the scope of proposed work.

Our understanding of the Subject Property is based on information provided by you and is summarized in the *Required Project Data* table below. Please note that all data in the *Required Project Data* table must be provided to EBI prior to commencement of work.

REQUIRED PROJECT DATA	
Property Name	Carrollwood Recreation District
Address, City and State	3515 McFarland Road, Tampa, FL 33618
Rentable Square footage	5,243
Number of Buildings	1
Type of Building	Recreation
Construction Date	2007
Renovation Date(s)	Please provide
Tenant Details	Please provide
Subject Property Acreage	Please provide
Number of Parcels	Assumed 1 Please provide
Site Contact Name	Please provide
Site Contact Company/Relation to Property	Please provide
Site Contact Phone	Please provide
Site Contact Fax	Please provide
Site Contact e-mail	Please provide

I. SCOPE OF WORK

RESERVE STUDY

EBI will complete a Reserve Study that focuses on major building systems and components that fall under the jurisdiction of the Recreation District's by-laws for maintenance, repair and replacement.

The objective of the Reserve Study is to assist Carrollwood Recreation District with its internal analysis of the Subject Property systems and components by identifying customary Immediate Repairs and Replacement Reserve items. The on-site survey and assessment will be conducted by one or more of our senior-level field staff, engineers or architects (an experienced building assessor).

EBI will request that the Subject Property's Association's representatives provide a list of maintenance contractors and/or vendors who currently perform routine work on various components that fall under the jurisdiction of the Recreation District. These can include (but should not be limited to): roofing, building exteriors, property site elements and amenities, landscaping, clubhouses, and pools. If requested by you, EBI will attempt to contact/interview individuals in the case of reported and/or maintenance or condition issues observed at the time of the survey. Their comments will be provided as part of the *Report*.

A representative sampling of site improvements, amenities, common area facilities and representative accessible building exteriors, common interiors will be surveyed. The actual number of areas surveyed may depend on the observed variability in construction materials and property condition, and the size of the property.

Report information will be obtained through sources deemed reliable, a visual site survey of areas readily observable, easily accessible or made accessible by the property contact, interviews with owners, agents, occupants or other appropriate persons involved with the Subject Property. Findings, conclusions or recommendations will be based on our visual observations, the information provided or obtained, information provided by the Client or property contact, and/or a review of readily available and supplied documents and drawings. EBI renders no opinion as to the condition of the property at areas not available, un-surveyed and/or inaccessible portions of the Subject Property.

The Report will identify "Immediate Repairs" that may be observed during the survey. Immediate Repairs typically include notable deferred maintenance, life, safety, health, and material building code violation or building or Subject Property stabilization issues observed at the Subject Property. For the purposes of an acquisition, Immediate Repairs include items that could be a component of the Subject Property sale price negotiations. Routine annual or preventative maintenance items are not reported or included in the Report.

The Report will identify "Short-Term Repairs" that may be observed during the survey. Short-Term Repairs are deferred maintenance or repairs necessary or of significant cost so to warrant them as a Short-Term Repair to be completed in less than one year, and/or Immediate Repairs that can't be completed within a short timeframe due to weather considerations, the magnitude of the issue, the scope of work, the need to design and/or engineer and/or bid and complete the repairs.

The Report will identify "Replacement Reserves" that may be recommended as a result of the survey for the analysis term identified below. Replacement Reserves are typically larger expenditure items and/or ongoing replacements that are anticipated to exceed their average effective useful life and require replacement, based on current condition, observed maintenance and overall conditions at the Subject Property. Replacement Reserves may also include items that require costly and/or material significant regular maintenance to maintain their condition, or items that could be improved or upgraded.

In regard to the survey and analysis of the Subject Property roof surfaces, coordination of safe access to roof surfaces, if applicable, are to be provided by the Subject Property site contact or client. Sloped roofs will be walked upon only by qualified consultants due to the possibility of damaging roof shingles and safety concerns.

The gathering of information for the preparation of the Reserve Study, and any additional report services requested by the Client, will be performed in general conformance with the American Society for Testing and Materials (ASTM) Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process E 2018-15. The extent of the physical survey for the production of this Report is limited, by contract and agreed upon Scope of Work, to interviews, visual observations, and a walk through of the Subject Property. Assumptions regarding the overall condition of the Subject Property will be developed based upon a survey of representative areas of the Subject Property. As such, no representation of all aspects of all areas or components is made.

If requested, or recommended as a result of our initial survey, EBI can mobilize specialized assessors or a team of assessors with specific skills to assess individual building components (i.e. structural systems, roofs, facades, fire safety systems, mechanical/electrical/plumbing, parking garage etc.) for reporting specific to that specialty.

ANALYSIS TERM

The services above incorporate an analysis term for recommendations. EBI will complete a 10-year analysis term for the Replacement Reserves for the Reserve Study.

2. FEE QUOTES, SCHEDULE AND TERMS

REIMBURSABLE TRAVEL EXPENSES

Reimbursable Expenses Included

The fees below include all travel-related expenses.

FEE QUOTES

CONFIRM SERVICES REQUESTED	REPORT TYPE	FEE	NOTES
<input type="checkbox"/>	Acquisition-Level Property Condition Report	\$5,285	Additionally includes White Sands Beach, Original Carrollwood Park, and Scotty Cooper Park.
	TOTAL FEE:	\$5,285	

SCHEDULE

Subject to and contingent on the following:

- receipt of this signed Proposal and Contract authorizing EBI to proceed
- receipt of retainer (see below)
- complete Site Contact information
- complete documents and information from you and/or your Site Contact
- no delays in accessing the Subject Property
- no extraordinary property or systems conditions
- the Subject Property is substantially as described to EBI in your explanation of the asset(s), or information provided regarding the asset(s)
- availability of any outside consultants
- EBI staff and/or third-party consultants being provided access to the Subject Property in a timely manner

EBI proposes to deliver the:

- Draft Report within 15 full business days from booking into our Project Tracking System

NOTE: Monday 5/29/23 is an EBI holiday and is not counted as a business day.

Due to workload and staffing variables which may occur beyond the date of this Proposal and Contract, this quotation (cost & timing) is valid for five (5) business days from the date of this proposal and contract; if you are engaging us after this time, please contact us for an updated quote.

TERMS

The fees above do not include costs for sampling, equipment rental, or testing, which will be invoiced upon completion. Additional fees and work as may be required for the items above will be discussed with you prior to proceeding with the work and will be invoiced in addition to the fees above.

We require a 50% retainer prior to the start of any onsite work. Please mail your check to EBI Consulting, 21 B Street, Burlington, MA 01803 Attn: Accounting Department, with accompanying project information. If you would prefer wiring instructions, please email our accounting department at accountsreceivable@ebiconsulting.com, and they will provide wire details.

Our fees are based on our understanding of the Subject Property and project as described above. Our fees to complete the above scope(s) of work are based on an estimate of our labor effort to complete the tasks, and that free, easy, and unrestricted access is provided to all systems and components. Should this not be the case, the fees may be subject to change, which will be discussed with you prior to project completion. Our fee is also based on no extraordinary Subject Property, system or component, or environmental conditions, unless the condition is described to EBI in your explanation of the asset(s) or information provided regarding the asset(s), and that the Subject Property is substantially as described. Review and incorporation of Client supplied reports and their findings are not included within the scope of work for the completion of this Report, unless specifically noted and requested.

This project budget includes up to one (1) hour of additional consulting time, which may include edits or corrections and related consultation after the draft Report is submitted to Client and prior to finalization. If further revisions, report edits, forms, or consultation are requested, additional fees will be billed at \$200/hour for senior engineer/scientist reviewer time.

After authorization to proceed, significant scope of work alterations requested by you will incur a minimum \$250 fee. If, after authorization to proceed, you request expedited Reports or tables sooner than the timeframe in the signed Proposal and Contract as noted above, additional fees up to 15% of the Proposal and Contract fee will apply, as determined by EBI.

COVID-19 Rider, March 2020: By signing this engagement letter, client acknowledges that given the ongoing corona virus response actions nationwide, by various regulatory agencies and travel and hospitality companies, as well as individual, corporate, and institutional controls, Client is fully aware that there could be scheduling and logistical obstacles beyond EBI's control that impinge on its ability to complete site inspections, especially for those properties that are residential and/or occupied, municipal research, and other aspects of this project. EBI will make commercially reasonable efforts to complete this scope of work in accordance with this agreement. In the event that conditions arise that delay EBI, client agrees to cooperate and assist with making alternative arrangements, and paying for work performed. In the event that EBI is refused site access without advance notice, or other delays or changes that require additional site visits or travel, client agrees to pay for the associated time and expense, provided that such conditions and estimated costs are communicated beforehand to the client. If Client elects to allow EBI to incorporate into EBI's report(s) photographic and/or video documentation taken by the property manager or other third parties not affiliated with EBI of areas inaccessible to EBI, then client agrees to release and hold harmless EBI for any inaccuracies or deficiencies in such photographic or video documentation.

We propose to perform the work outlined above in accordance with our Special Terms and Conditions for Third Party Due Diligence Services attached below and made a part hereof. We understand that Carrollwood Recreation District will engage EBI as an independent consultant. No additional work other than the above mentioned scope of work will be undertaken without written approval from Carrollwood Recreation District. This Proposal and Contract is based upon the knowledge we have to date of the above referenced Subject Property. If additional information becomes available, we will discuss this information with you and refine our Proposal and Contract.

The draft Report will be transmitted as an electronic PDF copy only. Within three to four business days of your request, EBI will provide electronic delivery of final Reports delivered via emailed PDF file or PDF link. Please note that bound, paper Reports will only be provided upon specific request at a cost of \$75 per Report.

If the survey of the Subject Property is cancelled or placed on hold, the Client must notify EBI immediately so we can suspend all work. Projects cancelled or placed on hold will be invoiced for the charges incurred to date and billed based on standard hourly rates and a percentage of work completed at the time of notification to stop work based on EBI's interpretation of the level of completion.


Information reviewed within the scope of the Reserve Study will include that which is considered to be publicly available, reasonably ascertainable, and practically reviewable, and can be obtained within reasonable time and cost constraints.

We look forward to the opportunity to work with you on this assignment and are prepared to commence work upon receipt of this authorization and the completed Required Project Data table on page 1. Please feel free to call me at your earliest convenience to discuss or review this Proposal and Contract.

Please note that all pages of this contract must be initialed and returned with the signed authorization prior to the start of work on this project.

Sincerely,

Carrollwood Recreation District authorization and acceptance of terms:



Dennis Davis
Program Director
Real Estate Services
EBI Consulting

Signature Date

Name Title



Amy Gariepy
Inside Sales Representative
Real Estate Services
EBI Consulting

Special Terms and Conditions for Third Party Due Diligence Services

The Client and EnviroBusiness, Inc. (Dba EBI Consulting, hereinafter "EBI") hereby agree as follows:

1. **CONTRACT** - The Contract is the Proposal and Contract document that is signed and dated by EnviroBusiness Inc. ("EBI," "we" or "us") and Carrollwood Recreation District, the "Client," ("Client," "you" or "your") including these Special Terms and Conditions for Third Party Due Diligence Services which are appended and incorporated by reference. The Client is defined as the individual and/or entity that signs the Proposal and Contract.
 2. **SPECIAL TERMS AND CONDITIONS** - These "Special Terms & Conditions for Third Party Due Diligence Services" are an integral part of the Proposal and Contract and shall remain in effect during and after the completion or termination of EBI's services and shall control all conflicting terms or conditions unless EBI agrees otherwise in writing. EBI retains the right to attach this Proposal and Contract and/or these "Special Terms and Conditions for Third Party Due Diligence Services" to the Reserve Study, and any other additional service Specialty Assessment Reports or Environmental Site Assessment selected by Client, as an exhibit, and Client agrees that this Proposal and Contract is considered a part of the Draft or Final Reserve Study.
 3. **COMPENSATION FOR SERVICES AND PAYMENT TERMS** - The Client agrees to pay EBI in accordance with the payment terms provided in the Contract. Invoices will be submitted upon submittal of the draft report described in the Proposal. Invoices are due and payable upon receipt. If payments are not made as agreed, the Client agrees to pay reasonable collection costs and a handling charge of one and one-half percent (1½%) per month. Subconsultant's work will be invoiced at cost plus 15%.
 4. **PURPOSE** - Client has requested the preparation of this Reserve Study, and other possible selected scopes of work indicated above, for the purpose of providing an opinion regarding the general condition of the Subject Property's as of the date of the site survey.
 5. **RIGHT OF ENTRY** - The Client agrees to furnish EBI with the right-of-entry on the land and into any structures or represents and warrants, if the site is not owned by the Client, that permission has been granted to make site reconnaissance and observations pursuant to the scope of services in the Contract. Client will make all reasonable efforts to secure permission (and any permits) necessary to allow EBI free access to the Subject Property.

EBI will take reasonable precautions to minimize damage to the land and structures from activities related to its services but has not included in the fee the cost for restoration of damage that may result from EBI's operations, unless specifically stated in the Contract.
 6. **STANDARD OF CARE** - EBI's services will be performed in accordance with generally accepted practices of members of the same profession providing similar services at the same time, in the same locale, and under like circumstances. The Consultant makes no other representations or warranties, whether express or implied, with respect to the services rendered hereunder.
 7. **INSURANCE** - EBI is protected by Worker's Compensation Insurance and General Commercial Liability Insurance. EBI will furnish certification upon written request. The Client agrees that EBI will not be liable or responsible to the Client for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.
 8. **PROFESSIONAL LIABILITY** - In recognition of the limited fees associated with this Proposal and Contract, the Client agrees to limit EBI's professional liability to the cost of the reports, or a maximum of \$50,000, whichever is less, and subject to the terms and conditions of EBI's professional liability insurance policy. Client agrees that to the fullest extent permitted by law, EBI shall not be liable to Client for any special, indirect or consequential damages whatsoever, whether caused by EBI's negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever. EBI assumes no liability whatsoever for deliverables or reports that are submitted in only draft form. EBI's reports, findings, recommendations or conclusions are valid for a period of a maximum of one (1) year, or until such time, whichever is less, that the Subject Property or its components has been modified to a different condition than that observed and reported within the reports covered under this Proposal and Contract. After this time EBI and Client agree that sufficient time has elapsed such that the Client has had significant control over the Subject Property, and all EBI liability is released.
 9. **CONSULTING SERVICES DO NOT CONSTITUTE THE PRACTICE OF ARCHITECTURE OR ENGINEERING** - This Proposal and Contract to perform the consulting services described above in each of the selected services Scopes of Work does not constitute the professional practice of architecture or engineering, regardless of whether EBI is licensed or registered in any state to practice architecture or engineering, and EBI shall not be required to provide any professional architecture or engineering services in completion of this Proposal and Contract.
 10. **WORK PRODUCT** - All reports, drawings, field data and notes, laboratory test data, calculations, estimates, photographs, video and other documents that EBI prepares as instruments of service as part of this Proposal and Contract shall remain EBI's property (collectively, "Work Product"). The Client agrees that EBI's services are on behalf of and for the exclusive use of the Client and that Work Product furnished to the Client or its agents shall be utilized solely for this project. Any use of Work Product video for purposes other than as set forth in the Proposal or any editing of the Work Product video in whole or in part without the prior written approval of EBI is strictly prohibited. Client shall indemnify and hold harmless EBI, its officers, directors, employees and subconsultants (collectively, EBI) against any damages, liabilities, including reasonable attorneys' fees and defense costs, arising from or alleging arising from or in any way connected with the unauthorized use of EBI's Work Product by the Client or any person or entity that acquires or obtains EBI's instruments of service from or through the Client without the written authorization of EBI. EBI will retain the Work Product for a period of one (1) year following submission of our report or other documents. EBI's reports, findings, recommendations or conclusions are valid for a period of a maximum of one (1) year, or until such time as the Subject Property or its components has been modified to a different condition than that observed and reported within the Reports covered under this Proposal and Contract.
- The Client agrees to indemnify and hold harmless EBI, its officers, directors, employees, and subconsultants against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than EBI or from any reuse of the electronic files provided to Client without prior written consent of EBI.
11. **PUBLIC RESPONSIBILITY** - The Client acknowledges that the Client or the Subject Property Owner, as the case may be, is now and shall remain in control of the Subject Property for all purposes at all times. Except as required by law, EBI does not undertake to report to any federal, state, county, or local public agencies having jurisdiction over the subject matter any conditions existing at the Subject Property from time to time that may present a potential danger to public health, safety, or the environment. The Client agrees to notify each appropriate federal, state, county, and local public agency, as they each may require, of the existence of any condition at the Subject Property that may present a potential danger to public health, safety, or the environment.

Notwithstanding the provisions of the foregoing, EBI will comply with subpoenas, judicial orders or government directives, and federal, state, county and local laws, regulations and ordinances regarding the reporting to the appropriate public agencies of findings with respect to potential dangers to public health, safety, or the environment. EBI shall have no liability or responsibility to the Client or to any other person or entity for reports or disclosures

made in accordance with such statutory or other lawful requirements. The Client shall defend, indemnify, and hold EBI harmless from and against any and all claims, demands, liabilities and expense, including reasonable attorneys' fees incurred by EBI and arising directly or indirectly out of EBI's reporting such information under a bona fide belief or upon advice of counsel that such reporting or disclosure is required by law. If EBI is not a party to the proceedings and is required to comply with a subpoena request or other judicial command to produce documents or to provide testimony, Client agrees to compensate EBI for the actual expenses EBI incurs in responding to the subpoena or judicial command and for providing testimony, including attorneys' fees that EBI incurs. EBI will be compensated at the then prevailing hourly rates of personnel responding to the subpoena or judicial command for documents and testimony.

12. SURVEY PROCESS - Client understands and agrees that the information reported will be obtained during a single site visit conducting representative observations through a visual site survey of areas readily observable, easily accessible or made accessible by the Subject Property Site Contact, interviews with owners, agents, occupants, sources deemed reliable, or other appropriate persons involved with the site or Subject Property and data and information provided by contractors, service vendors or sub-consultants.

The site survey component for the completion of the Reserve Study consists of a "walk-through" survey. It is not the goal of the survey to be technically exhaustive, or to identify every existing physical deficiency. In addition, there may be physical deficiencies that may not be readily observable or easily accessible for discovery, or from which EBI could be intentionally misdirected, or could be unobserved. The completion of the survey will be based upon the concept of conducting representative observations. Not all reoccurring components, equipment, areas, or building systems will be surveyed; only a representative observation of such areas or systems as defined in this Proposal and Contract. EBI's representative observations gathered during the site survey will be extrapolated from to form the overall opinions of the Subject Property's physical condition and the opinions of costs to remedy the observed physical deficiencies. EBI will use terms describing conditions of the various site, building, and system components which will be defined in the Reserve Study. It should be noted that a term applied to an overall system does not preclude that a part or a section of the system or component may be in a different condition.

The Client acknowledges that EBI may rely on certain information provided by state and local officials or other public or private entities, contained in the files of agencies, or within reports prepared by others, which may have been provided to EBI. While there may be some overlap in the information provided by these sources, EBI will not independently verify the accuracy or completeness of all information reviewed or received, unless specifically requested and defined within the scope of work.

Findings, conclusions and recommendations included in the report will be based on our visual observations in the field, information provided by the Client, by agents of the site owner, and/or a review of readily available and supplied drawings and documents. No disassembly of systems or building components or physical or invasive testing will be performed unless specifically defined and ordered within the scope of work. EBI will render no opinion as to the site or Subject Property condition at un-surveyed and/or inaccessible portions of the site or Subject Property. EBI will rely completely on the information, whether written, graphic or verbal, provided by the Subject Property Site Contact or as shown on any documents received or reviewed from the Subject Property Site Contact, owner or agent, and assumes that information to be true and correct.

The observations in the report will be valid as of the date of the survey. The report will speak only as of its date, in the absence of a specific written update of the report, signed and delivered by EBI.

13. SURVEY PROCESS RESTRICTIONS - EBI's assessor(s) will not utilize protective clothing or equipment and will not enter attics, crawl spaces, or restricted areas that may pose a health or safety risk in the assessor(s) opinion. Restricted areas, if present and based on representative observations, will be observed from points of entry, if readily accessible. EBI's assessor will not transport a ladder to the Subject Property. EBI will not survey the condition of above ceilings areas, or plenums (these areas are considered hidden, concealed, and/or not readily accessible); fixtures or appurtenances attached to ceilings or high wall surfaces; or flat or pitched roofs and upper sidewall surfaces that require the use of a ladder to gain access to same. A health and safety code compliance survey of areas or systems such food preparation, swimming pools, hot tubs or whirlpools, health club areas, etc., unless specifically included in the scope of work, are excluded from the scope of work. Tenant installed or maintained improvements, specialty fixtures and/or equipment, inclusive of HVAC equipment, unless specifically included in the scope of work, are excluded from the scope of work. The survey will not include a determination if the as-built conditions comply with any construction drawings. Any drawings reviewed by EBI are for the limited purpose of EBI to becoming generally familiar with the Subject Property.

14. ADDITIONAL DUE DILIGENCE - Client understands and agrees that there are varying levels of surveys and due diligence that can be completed that are more or less comprehensive than the work proposed in this Proposal and Contract, and that may be appropriate to meet the Client's goals. The Client should consider their requirements, the purpose that the survey is to serve, and their risk tolerance level before selecting the level of due diligence to be completed by EBI. A Reserve Study is one of the tools the Client may use to ascertain the condition of the Subject Property but is by no means the only tool or assessment that Client can or should consider. The level of survey and assessment completed during the completion of the Reserve Study is commensurate with the fees paid and the time allocated to complete the site survey and report. A Reserve Study cannot wholly eliminate the uncertainty regarding the presence of physical deficiencies and/or the performance of the Subject Property's building systems, and the preparation of the Reserve Study is intended to reduce, but not eliminate, the uncertainty regarding the potential for a building component or system deficiency, and it is possible that not every physical deficiency will be observed. In the completion of a Reserve Study, the Client also recognizes the subjective nature of a EBI's opinions as to such issues as current condition, quality of materials or components and/or original installation, and in estimating the remaining useful life of any given component or system. In completion of a Reserve Study the Client recognizes that EBI's suggested remedy is determined under time and/or cost constraints, formed without the aid of engineering design or analysis, testing, exploratory probing, removal of materials, or other more technically comprehensive means. The Client has the option of enhancing the due diligence to be completed by engaging EBI to add to its assessor(s) with System-Specific Consultants. It is recommended that Client engage EBI to obtain separate surveys and analyses of systems and components of the Subject Property, depending on the Client's risk tolerance and due diligence budget, including, but not limited to, roofing, mechanical, electrical, plumbing, (MEP), fire/life safety, facades, elevators and/or escalators, and parking garages. Additional areas of consideration for the Client include pest infestations and wood destroying insects, among others. EBI is not liable to the Client for the presence of pest infestations and wood destroying insects that are not reasonably and practicably observable during the course of our visual assessment.

The Client also has the option of increasing the percentage of representative observations to be conducted by the assessor. Increasing the representative observations will enhance the level of due diligence exercised and increase the probability of discovering physical deficiencies.

15. SUSPENSION OF WORK - The Client may, at any time, by a ten (10) day written notice, suspend further work for EBI as such work is defined by this Proposal and Contract. The Client shall remain fully liable for and shall promptly pay EBI the full amount for all services rendered by EBI to the date of suspension of services plus suspension charges. Suspension charges shall include, but not be limited to, the cost of putting documents and analyses in order, personnel and equipment rescheduling or reassignment adjustments, and any and all other related costs and charges directly attributable to suspension.

If payment of invoices by the Client is not maintained on a thirty (30) day current basis, EBI may, by providing a five (5) day written notice to the Client, suspend further work and withhold Reports, documents and/or consultation until payments are restored to a current basis. In the event EBI engages counsel to enforce overdue payments, the Client shall reimburse EBI for all reasonable attorney's fees and court costs related to enforcement of overdue payments. The Client shall indemnify and save harmless EBI from any claim or liability resulting from suspension of the work due to non-current payments.

16. **TERMINATION** - Either party may terminate this Proposal and Contract for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons: substantial failure by the other party to perform in accordance with the terms of this Proposal and Contract and through no fault of the terminating party and/or material changes in the conditions under which this Proposal and Contract was entered into, the scope of services or the nature of the project or the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

17. **OTHER** - This Proposal and Contract shall be deemed executed and delivered within the Commonwealth of Massachusetts and all rights and obligations of the parties under this Proposal and Contract, and any disputes hereunder, shall be governed by the law of the Commonwealth of Massachusetts.

18. **DISPUTE RESOLUTION** - Prior to the initiation of any legal proceedings, the parties to this Proposal and Contract agree to submit all claims, disputes or controversies arising out of or in relation to the interpretation, application or enforcement of this Proposal and Contract to non-binding mediation. Such mediation shall be conducted under the auspices of the American Arbitration Association or such other mediation service or mediator upon which the parties agree. The Party seeking to initiate mediation shall do so by submitting a formal, written request to the other party to this Proposal and Contract. This section shall survive completion or termination of this Proposal and Contract, but under no circumstances shall either party call for mediation of any claim or dispute arising out of this Proposal and Contract after such period of time as would normally bar the initiation of legal proceedings to litigate such claim or dispute under the laws of the Commonwealth of Massachusetts.

19. **DISPOSAL OF SAMPLE** - If applicable, soil, rock, water, and/ or other samples obtained from the project site are the property of the Client. EBI shall discard the samples 60 days after EBI's report has been submitted, unless other arrangements are provided in the Contract. Should any of these samples be found to be contaminated by hazardous substances or suspected hazardous substances, it is the Client's responsibility to arrange and pay for lawful disposal.

a. In the event that samples collected by EBI or provided by Client or wastes generated as a result of Project site investigation activities contain or potentially contain substances or constituents which are or may be hazardous or detrimental to health, safety, or the environment as defined by federal, state, or local statutes, regulations, or ordinances, including but not limited to samples or wastes containing Hazardous Materials, said samples or wastes remain the property of the Client and the Client shall have responsibility for them as generator, whether or not they are the owner of the property from which the samples originated. If set forth in the Proposal, EBI will, after completion of testing and at Client's expense, either (1) return said samples and waste to Client, or (2) using a manifest signed by Client as generator, have said samples and/or wastes transported to a location selected by Client for disposal.

b. Client agrees to pay directly all costs associated with the storage, transport, and disposal of said samples and/or wastes. Unless otherwise agreed upon in the applicable Proposal, EBI shall not transport, handle, store or dispose of waste or samples or arrange or subcontract for waste or sample transport, handling, storage, or disposal.

c. Client recognizes and agrees that EBI is working as a bailee and at no time assumes title to said waste or samples or any responsibility as generator of said waste or samples.

d. Client agrees that if a roof core is requested, EBI is not liable for any impacts on the roof warranty or any resulting damage from the roof core. EBI and its subcontractors conducting the roof core will conduct the roof core and repair in accordance with generally accepted practices of members of the same profession providing similar services at the same time, in the same locale, and under like circumstances. EBI makes no warranty, express or implied, with respect to the roof core or repair.

20. **INDEMNIFICATION FOR HAZARDOUS MATERIALS** - The Client agrees that EBI is not commenting, observing, or quantifying hazardous materials or hazardous conditions in any manner under this scope of work. The Client agrees that EBI has not contributed to the presence of hazardous wastes, oils, asbestos or other hazardous materials that may exist or be discovered in the future at the site and that EBI does not assume any liability for the known or unknown presence of such materials.

Therefore, the Client shall defend, indemnify, and hold harmless EBI, its consultants, subcontractors, agents, and employees from and against all claims, damages, losses, and expenses including defense costs and lawyer's fees including those that result from the failure to detect or from the actual, alleged, or threatened discharge, dispersal, release, or escape of any solid, liquid, gaseous or thermal irritant, asbestos in any form, or contaminants including smoke, vapor, soot, fumes, acids, alkalis, chemicals, waste, oil or other hazardous material. The Client shall be liable under this paragraph for claims, damages, losses, and expenses including defense costs and attorney's fees.

21. **ENTIRETY** - The Reserve Study and any other Specialty Assessment Reports are homogeneous, and to be used in its/their entirety, which is inclusive by reference to this Proposal and Contract and limiting conditions under which it was prepared.

22. **MODIFICATION OF PROPOSAL AND CONTRACT** - This Proposal and Contract is the offer from EBI to perform the consulting services described above in each of the selected services Scopes of Work. This Proposal and Contract supersedes any prior written proposals, verbal instructions, or negotiations not specifically included herein and are conditional upon the Client's acceptance of these "Special Terms and Conditions for Third Party Due Diligence Services." This Proposal and Contract may only be modified in writing when signed by both parties.

23. **FORCE MAJEURE** - A delay in or failure of performance of either party hereto shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or failure is caused by occurrences beyond the control of the party affected, including but not limited to: acts of God or the public enemy; compliance with any order, action, or request of a governmental authority affecting to a degree, not presently existing, the supply, availability, or use of information, materials or labor; declarations or decisions of public authorities or other public regulations concerning a federal, state or local emergency; acts of war; public disorders; rebellion or sabotage; floods, lightning, fire, natural disaster or pandemic; riots; strikes; labor or employment difficulties whether direct or indirect; general scarcity of transport, goods, or energy; or any causes, whether or not the class or kind of those specifically named above, not within the control of the party affected and which, by the exercise of a reasonable diligence, said party is unable to prevent.

A party which is prevented from performing, for any reason, shall promptly notify the other party in writing of the cause for such non-performance and within a reasonable time set forth the anticipated extent of the delay. Should either party's performance hereunder be delayed beyond the control of or without the fault or negligence of such party, the parties to this Contract shall confer to reach an agreement on the conditions upon which the work shall be continued, or otherwise terminated.

Revised 4.17.20.MMcC



Reserve Study Proposal

April 20, 2023

Prepared for:

Original Carrollwood Tax District

Submitted to:

Chrissie Price
Community Development Chair
Original Carrollwood Tax District
3515 McFarland Road
Tampa, FL 33618
813-932-1257
cprice2097@gmail.com



Submitted by:

Global Solution Partners
info@GlobalReserveStudies.com
(844) 477-7883



Executive Summary

This proposal fee for a **Full Reserve Study with Site Visit** includes:

- Proposal delivery
- Meeting at the time of site evaluation
- Site evaluation
- Initial report delivery
- Access to our Funding Plan Scenario Calculator ([click for demo video](#))
- One report revision
- Final report delivery
- Participation in one board meeting via teleconference, upon request

The Reserve Study will comply with the following standards:

- Community Associations Institute (CAI) National Reserve Study Standards
- State regulations
- Site work performed by local Reserve Consultant
- Project overseen by a CAI Reserve Specialist
- Site evaluation promptly scheduled upon receipt of completed client questionnaire
- Initial report delivered within 30 days of receipt of completed client questionnaire

To learn more about Global Solution Partners or see a sample report visit:
globalsolutionpartners.com/communities/ • globalsolutionpartners.com/sample

Service Options

Option #1: Full Reserve Study with Site Visit for \$5,475.00. Payment is due in full upon delivery of the initial report. Includes access to the Scenario Calculator for 60 days.

Option #2: Clear Vision Package for a total of \$12,866.25. The Clear Vision Package includes three Reserve Studies, paid annually for three years. It consists of one Full Reserve Study with Site Visit + one Reserve Study Update without Site Visit + one Reserve Study Update with Site Visit = \$12,866.25, paid in three annual installments. Includes access to the Scenario Calculator for 60 days following each reserve study report.

\$6,433.13, is due on delivery of the Full Reserve Study initial report. \$3,216.56 is due on the first anniversary date, at which time a Reserve Study Update without Site Visit will be performed. \$3,216.56 is due on the second anniversary date, at which time a Reserve Study Update with Site visit will be performed. See the Fees section on page 9 for more detail.

Option #3: Ongoing Partnership Solution for a down payment of \$2,190.00 and monthly payments of \$237.25. The Ongoing Partnership Solution includes four Reserve Studies, paid monthly for five years. It consists of one Full Reserve Study with Site Visit + two Reserve Study Updates without Site Visits + one Reserve Study Updates with Site Visit = a total fee of \$16,425.00. Includes access to the Scenario Calculator for the five-year term.

A down payment of \$2,190.00 is due upon proposal acceptance. \$237.25 is due monthly for a five-year term. See the Fees section on page 9 for more detail.

Options #2 and #3 allow the association to spread out and budget for future study costs.

What is a Reserve Study?



A reserve study is used as a financial planning tool to assist in developing an organization's capital expense budget.

In order to preserve property values within a community, it is necessary to repair or replace major common-area components such as roofs, boilers, elevators, balconies, seawalls, asphalt surfaces and more.

This requires an organization to put aside or “reserve” funds for these future expenses. A properly developed reserve study offers a funding plan to be used in the annual budgeting process. The timeframe for projections made in the Reserve Study is called the “study period” and is typically 30 years.

Parts of a Reserve Study

- I. Physical analysis
 - Component Inventory
 - Estimated useful life expectancies
 - Estimated remaining useful life expectancies
- II. Financial Analysis
 - Estimated replacement costs
 - Current fund status
 - Funding plan

Types of Reserve Studies

- I. **Full Reserve Study with Site Visit** – This is a full Study with an on-site evaluation. It is performed if the property is new, if the previous study is deemed unreliable, or if the most recent study was not performed within the past 5 years.
- II. **Reserve Study Update with Site Visit** – This is an update to a previous reserve study, including an onsite evaluation. This is recommended to be performed approximately every two years after the Full Reserve Study.
- III. **Reserve Study Update without Site Visit** – This is an update to a previous reserve study without an onsite evaluation. It is recommended annually in those years that a reserve study with a site visit is not performed.

What is a Reserve Study?

I. **Legal, fiduciary, and financing requirements**

While many states have specific regulations regarding funding an organization's reserve accounts, all Boards of Directors have a fiduciary obligation which includes being responsible when it comes to financial planning for the association. Additionally, it is becoming commonplace for lenders and buyers to scrutinize reserve accounts.

II. **Maintain property values**

There is a strong correlation between how well a community is maintained and the property values within that community. Unfortunately, some communities are poorly maintained as a result of poor planning. A Reserve Study provides a financial road map to ensure there will be adequate funds to keep the community in good repair.

III. **Repair and replacement plan**

Most have heard the saying "If you fail to plan... then you plan to fail." A Reserve Study not only acts as a financial plan but also serves as a guide for scheduling needed future repairs and replacements.

IV. **Minimize the need for special assessments and loans**

Special assessments and loans are not terms that most owners want to hear and are frequently needed as a result of poor planning. The information in a Reserve Study allows for better planning and therefore will help avoid the need for special assessments or loans.

V. **Fairly distributes the contributions**

Funding the reserves at proper levels facilitates everyone, both current and future owners paying their fair share. While underfunding of the reserves is a disservice to future owners and overfunding of reserves is a disservice to current owners.

Who is Global Solution Partners?

The Global Solution Partners team has local expertise with a global vision and is committed to being your partner in finding customized solutions for your organization.

At the core of our very existence is the devotion to not merely satisfy our clients but to continually DELIGHT them and establish a mutually beneficial long-term relationship.

Here is what you can expect from us to accomplish this:



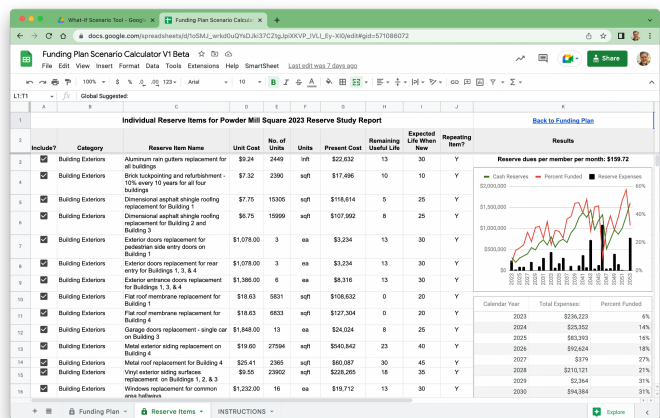
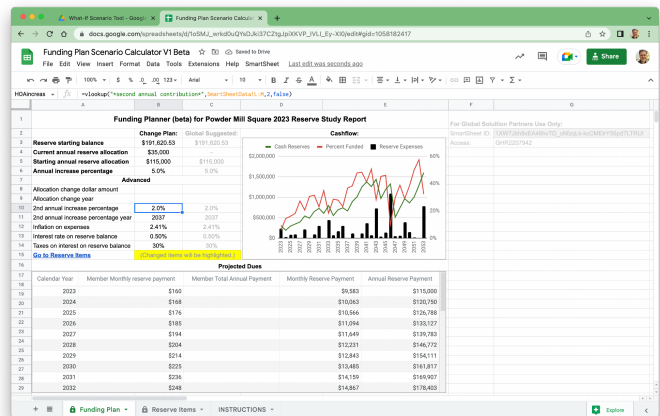
- **Experience.** On average, our team members have over 20 years of experience in the industry and hold many certifications and licenses including contracting, engineering, roofing, code inspection, real estate, project management, home inspection, pest control, etc.
- **Expertise.** All projects are overseen by a CAI certified Reserve Specialist.
- **Education.** We proactively seek out opportunities to continually educate our team members and our clients.
- **Customization.** No two communities are identical. We present customized solutions meeting the specific needs of your organization.
- **Collaborative.** For example, our Funding Plan Scenario Calculator allows board members and financial planners to run “what-if” scenarios on our suggested funding plans, enhancing the collaboration with our project managers on reserve study reports.
- **Responsiveness.** On average, we deliver the initial report within 30 days of receiving the completed client questionnaire.
- **Communication.** Clear and frequent communication is the key to any successful relationship.
- **Dedication.** Our team is “Dedicated to Delight” our clients without exception!
- **Fulfilling Needs.** Offering pertinent services for your organization. Such as Insurance Appraisals, Property Condition Assessments (PCAs), Transition Studies, etc.
- **Involvement.** Our team members play an active role in the development of the industry through their participation in leading organizations such as the Community Association Institute (CAI) and the American Resort Development Association (ARDA).

Funding Plan Scenario Calculator

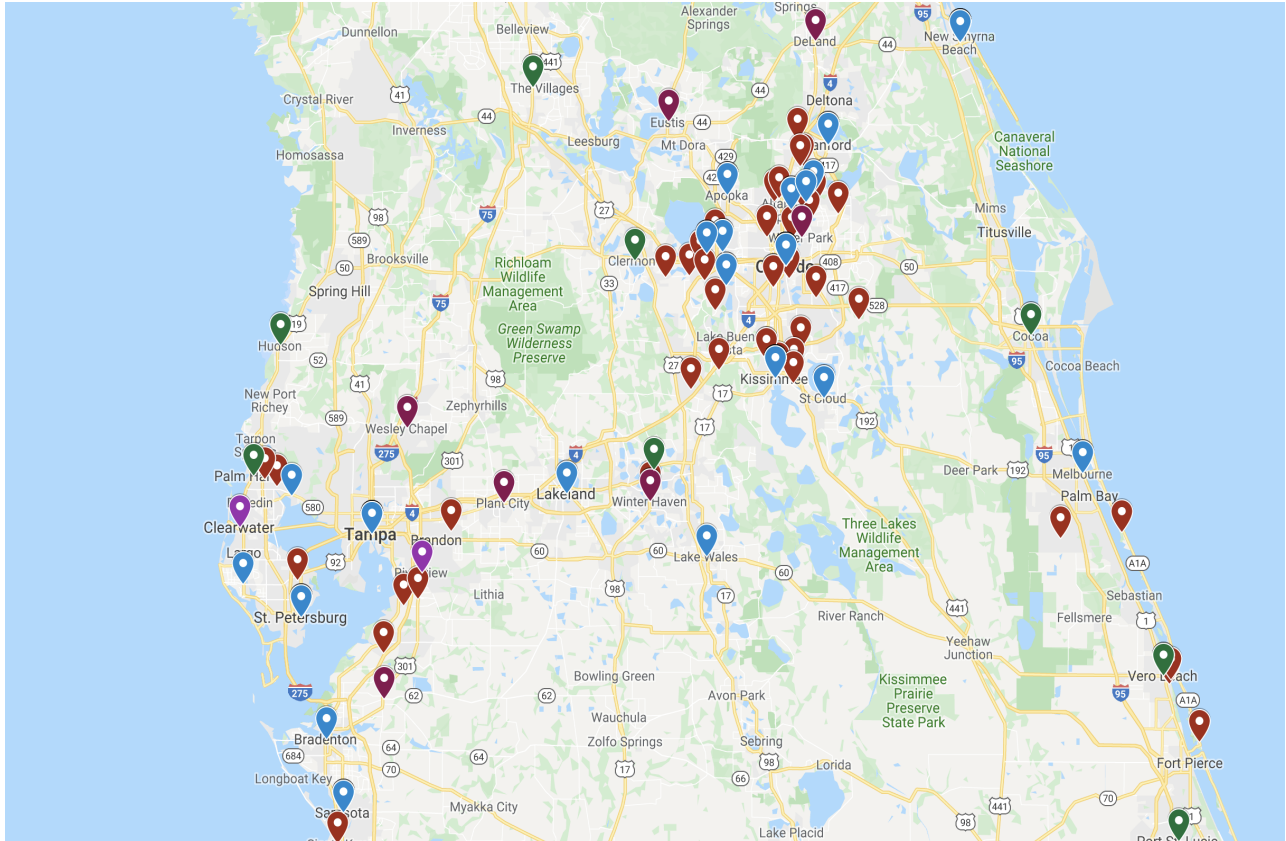


Each reserve study comes with access to our Funding Plan Scenario Calculator. The scenarios calculator is a proprietary online spreadsheet tool allowing board members and financial planners to run “what-if” scenarios on our suggested funding plans, enhancing the collaboration with our project managers to complete the final reserve study report.

- Enables board members to consider a variety of scenarios throughout the reserve budget process
- Forecasts the potential impact on the funding plan based on changes
- Make changes to the contribution level, annual increases, replacement costs, replacement timeframes, and more
- 24-7 access to “what-if” scenarios in real time, both on your own and during budget meetings
- Access included free of charge for 60 days during the report revision process
- Watch a [2-minute video demo](#) to see how it works!



Sampling of Communities Served Near You



Lake View Condominium No. 3 Association, Inc. - Orlando, FL

Hacienda Del Sol Condominium Association - Orlando, FL

Bearss Landing - Tampa, FL

Royal Manor Villas Homeowners Association Inc. - Orlando, FL

Pine Ridge Club Village I Condominium Association - Sanford, FL

Carrollwood Village Chase - Tampa, FL

Shingle Creek Reserve at The Oaks - Kissimmee, FL

Lakeview Village Condominium Association Number 12, Inc. - Orlando, FL

South Oaks Homeowners Association of Melbourne, Inc. - Melbourne, FL

Belmont at Park Central - Orlando, FL

Charles Towne at Park Central Condominium Association - Orlando, FL

Manor Row at Park Central Condominium Association - Orlando, Florida

Trafalgar Square - Tampa, FL

Lakewood Condo Association II - Naples, FL

Imperial Cove Condominium Association V Inc. - Clearwater, FL

Stonebridge Lakes Condo Association - Orlando, FL

Chandlers Forde Condominium Association - Sarasota, FL

Estuary at Grey Oaks - Naples, FL

La Fortuna - Kissimmee, FL

References

Brookmore Estates HOA - Oviedo, FL
Alejandro Sira - admin@jedimanagement.com
Jedi Management

Indigo Lakes - Naples, FL
Greg Sandora - gsandora@associagulfcoast.com
Associa Gulf

South Creek Owners Association - Osprey, FL
Genny Deck - ginny@pinnaclecam.com
Pinnacle Community Association Management

Sea Mist Court Condominium Association, Inc. - New Smyrna Beach, FL
Linda Armstrong - seawoods@cfl.rr.com
Sentry Management

New Triad Townhomes of Carrollwood - Tampa, FL
Susan Sheets - SSheets@creative-mgmt.com
Creative Management

ChampionsGate Communities - Championsgate, FL
NMorales@theiconteam.com - NMorales@theiconteam.com
ICON Management

Bearss Landing - Tampa, FL
Marty Burke - Marty@wcmanagement.info
Westcoast Management & Realty

Celestina Master Property Owners Association - St. Johns, FL
Aubrie Synan - asynan@vestapropertyservices.com
Vesta Property Services

Reflections on the River Condominium Association, Inc. - Sebastian, FL
Deanna Brown - deanna@archoice.com
AR Choice

Proposal Terms and Conditions

Proposal Date: April 20, 2023

Global Solution Partners is pleased to present the following Reserve Study proposal for Original Carrollwood Tax District.

I. Original Carrollwood Tax District Property Details

1. Number of dwelling units: 4 Budgets
2. Type of buildings within the community: Tax District Recreational Facilities
3. Property Location: 3515 McFarland Road, Tampa, FL 33618
4. Common unit exteriors included in the study: N/A
5. Sampling of common elements to be included in the study:
 - White Sands Beach Pavilion** -, Boat Ramp, Bathrooms - 11613 Carrollwood Drive
 - Original Carrollwood Park** - Sports field, Playground, Pavilion, Restrooms, Walking Path, Dog Park, Fencing - 11430 Orange Grove Drive
 - Scotty Cooper Park** - Park, Dock, Pavilion/ Restrooms - 10717 Carrollwood Dr.
 - Recreation Center** - Clubhouse, Tennis Courts - 3515 McFarland Road

II. What To Expect (once we receive the signed acceptance)

1. Within two business days you will receive a greeting with a link to a client questionnaire.
2. Once we receive the completed client questionnaire your dedicated Project Manager will promptly schedule a site evaluation. Please return the questionnaire within 3 business days of receiving. The projected report delivery is 30 days from receiving the completed client questionnaire.
3. Our Site Specialist will conduct a site evaluation. It is preferred but not always mandatory that a client representative attends the site evaluation.
4. The Project Manager will compile all of the information, and create a customized funding plan.
5. The Project Manager will deliver the initial report typically within 30 days of receiving the completed client questionnaire. At this time, payment in full is due.
6. The Client has 60 days to review and submit questions, comments, and suggested edits to the report.
7. During this time the client will have access to our proprietary Funding Plan Scenario Calculator. This will allow the client to alter the funding plan assumptions and reserve items and see how that will affect the long term community cashflow.
8. The Project Manager will collaborate with the Client on potential edits to the report. If needed, revisions to the initial report are typically completed within 2 weeks of receiving confirmation from the Client of specific changes. There is no additional fee for revising the report the one time.

III. Scope of Services

This Study will be in compliance with the Community Associations Institute (CAI) National Reserve Study Standards, as well as any applicable state guidelines. This study is designed to

Proposal Terms and Conditions

assist the Client in developing a capital expense budget for the repair or replacement of listed components for the subject property.

The onsite evaluation will include the following:

1. Meeting with client representative (if desired)
2. Creation of component inventory list (in collaboration with the Client)
3. Determining quantities and measurements of components on the inventory list
4. Establishing an estimated useful life expectancy for each component
5. Establishing an estimated remaining life expectancy for each component based on its current condition

The offsite report generation process will include the following:

1. Continued collaboration with the Client to ensure the most accurate customized report
2. Review of documentation (e.g. CC&Rs, building plans, site plans, maintenance plans, previous studies) provided by the Client
3. Review of the reserve account information provided by the Client
4. Compilation of component inventory list information
5. Development of a customized funding plan
6. Delivery of initial report to the Client
7. Access to our Scenario Calculator for 60 days
8. Appropriate revisions (one time) to report as determined in collaboration with the Client
9. Delivery of final report.

IV. Pre-site Visit Questionnaire and Document Request

In order for Global Solution Partners to provide the most thorough and accurate Reserve Study Report possible, the Client shall complete a questionnaire and document request which will be provided to the Client upon acceptance of this proposal. The Client agrees to deliver the completed questionnaire and requested documents to Global Solution Partners within three business days of receipt of the questionnaire.

Initial here: _____

V. Fees

There are three options for the Reserve Study services presented in this proposal. Options #2 and #3 allow the association to spread out and budget for future study costs.

Option #1: Full Reserve Study with Site Visit for \$5,475.00

The Full Reserve Study is a stand-alone study with a site visit that includes all items listed under the Scope of Services section on page 8. This study will be performed promptly after Global Solution Partners receives the completed client questionnaire. The total fee for this option is \$5,475.00. The payment is due in full upon delivery of the initial report.

Proposal Terms and Conditions

Option #2: Clear Vision Package for a total of \$12,866.25

The Clear Vision Package includes one Full Reserve Study with a site visit to be performed promptly after Global Solution Partners receives the completed client questionnaire. Two updates will be performed in the two subsequent years. The first will be a Reserve Study Update without Site Visit, which will occur on or about the first anniversary of the original Full Reserve Study. The second update will be a Reserve Study Update with Site Visit, which will occur on or about the second anniversary of the original Full Reserve Study.

The total fee for this option is \$12,866.25, paid annually for three years. \$6,433.13, is due on delivery of the Full Reserve Study initial report. \$3,216.56 is due on the first anniversary date, at which time a Reserve Study Update without Site Visit will be performed. \$3,216.56 is due on the second anniversary date, at which time a Reserve Study Update with Site visit will be performed.

Option #3: Ongoing Partnership Solution for a down payment of \$2,190.00 and monthly payments of \$237.25

The Ongoing Partnership Solution includes one Full Reserve Study with a site visit to be performed promptly after Global Solution Partners receives the completed client questionnaire. Additionally, three updates will be performed over the five-year term. The Client will choose the timing of one Reserve Study Update with Site Visit and two Reserve Study Updates without Site Visits.

After the five-year term, the service agreement will automatically renew for an additional five-year term with Global Solution Partners providing three Reserve Study Updates and consulting in the same manner as outlined above for the initial term. If the Client wishes to discontinue the service they must do so in writing no later than 30 days prior to the end of the initial term.

A down payment of \$2,190.00 is due upon proposal acceptance. \$237.25 is due monthly for a five-year term on or before the last day of the month, beginning the calendar month following the month in which the proposal acceptance was received. Monthly payments will be made using the Pay Now options listed on your monthly invoice email. Follow the link and choose the payment option you prefer; Debit/Credit or Bank Transfer. The total five-year cost is \$16,425.00.

Termination

If Option #2 or Option #3 is chosen and the Client wishes to terminate the agreement at any point during the agreement period, the Client is obligated to pay immediately the balance of the uncollected fees for reserve study services rendered. Accounts in arrears more than 30 days shall accrue interest at 1.5% per month. The Client will be responsible for all costs, including reasonable attorney fees, incurred in pursuing collection.

Proposal Terms and Conditions

Additional Services

Upon client request, additional services (such as meeting attendance beyond those included or additional rounds of revisions) may be provided at our normal hourly rate (currently \$150 per hour). This rate also includes continued access for an additional 60 days to our Funding Plan Scenario Calculator in order to aid discussions with the project manager.

VI. Reserve Study Production Procedures

Report Delivery

The preliminary report is typically delivered to the Client within 30 days of receiving the completed client questionnaire. The report production time may vary based on the availability of documents provided by the Client, client responsiveness to specific questions, and existing workload. Upon client request, a quicker report delivery may be arranged if agreed to in advance.

Interest and Inflation

Unless specifically requested otherwise by the Client, interest on the reserve fund balances and inflation on the future replacement costs will be factored into the study. It is important that the Client has the study updated every year or two to keep these variables current and relevant.

Study Period

Unless otherwise agreed upon with the Client, the study period will include the 30 year period immediately following the study start date.

Report Revisions

Global Solution Partners is highly focused on working collaboratively with the Client to ensure that the Reserve Study delivered is customized to the Client's needs. With that in mind, upon delivery of the initial report, the Client should closely review the Reserve Study and submit all questions, comments, and suggested edits in writing to Global Solution Partners within 60 days. Revisions will typically be completed within two weeks of receiving the written request. There is no additional charge for the first round of revisions. Subsequent revisions may be billed at our normal hourly rate. If the Client provides no request within 60 days of the delivery of the initial report then the initial report shall be considered to be the final report.

Initial here: _____

Proposal Terms and Conditions

Funding Plan Scenario Calculator

The Funding Plan Scenario Calculator is a proprietary online spreadsheet tool allowing board members and financial planners to run “what-if” scenarios on our suggested funding plans. This tool allows the Client to collaborate with the Project Manager during the completion of the final reserve study report. The Client will have 60 days from delivery of the preliminary report to review and submit questions, comments, and suggested edits, having unlimited access to the Scenario Calculator Funding Plan tool during this timeframe. Subsequent revisions and revisions requested beyond the 60-day post-report delivery may be billed at our normal hourly rate of \$150, and the Client will have continued access to the Scenario Calculator during this process for up to another 60 days. Clients that choose the monthly ongoing Partnership program will have access to the Scenario Calculator during the full five-year term.

Meeting Participation

At the request of the Client, a Global Solution Partners representative will be available to meet with the Client after the delivery of the initial report to discuss the Reserve Study recommendations and to answer any questions. This meeting will be via teleconference. There is no additional charge for this first meeting. Additional meetings will be charged at our normal hourly rate.

Remaining Useful Life Estimates

The remaining useful life expectancies assigned to components/systems within the study are based on typical life expectancies for similar components/systems, industry experience, and apparent current visible condition at the time of the site evaluation. These estimates are in no way to be considered a guarantee of the remaining life of any component or system and are to be viewed as general guides for the sole purpose of assisting in financial planning. Many factors may impact the actual life expectancies including but not limited to: manufacturing quality, installation methods, maintenance practices, usage, and climate conditions.

Replacement Cost Estimates

The replacement/maintenance costs assigned to components/systems within the study are based on multiple sources including specific information provided by the Client, professional experience, cost estimating guides, and Global Solution Partners’s proprietary database. The estimates are in no way to be considered bids for replacement/maintenance of the components/systems and there is no guarantee implied that the estimates will be in alignment with actual costs. The estimates are to be viewed as general guides for the sole purpose of assisting in financial planning.

Information Provided by Client

It is assumed by Global Solution Partners that all financial and other information provided by the Client is accurate and complete. The Client is responsible for providing requested available

Proposal Terms and Conditions

documents for review. Examples of documents typically requested are, CC&Rs, site plans, reserve fund balance statements, and maintenance records.

Confidentiality

Global Solution Partners agrees to treat as confidential all client information collected during the performance of this study. The Client agrees that the Reserve Study report provided by Global Solution Partners contains intellectual property and the Client, therefore, will not rely on its content in the formation of any report or evaluation performed by a third party without the express written consent of Global Solution Partners.

Purpose of the Reserve Study

The purpose of the Reserve Study report is to provide recommendations for funding reserve accounts allocated to capital expenses associated with the replacement/maintenance of included components/systems. This study is not intended to be or take the place of an Insurance Appraisal, Property Condition Assessment, engineering services, or any other specialized analysis.

VII. Site Evaluation Procedures

Standards of Care

Global Solution Partners will perform the Reserve Study in accordance with the Community Association Institute (CAI) guidelines. This service is not intended to identify all defects nor provide any guarantee for future performance for any of the components/systems.

Visual Evaluation

The site evaluation performed for a Reserve Study is visual in nature and designed to evaluate the current condition of a representative sampling of the components/systems included in the study for the sole purpose of determining approximate remaining useful life expectancies in order to create a guideline for future replacement/maintenance timing and cost. Hidden components such as but not limited to concealed piping and wiring are evaluated solely on their approximate age, environmental conditions, and anecdotal information provided by the Client.

The evaluation is not intended to be an exhaustive inspection nor any type of engineering analysis. The Site Specialist will not open or disassemble any equipment, enter any areas where access is not readily provided, nor enter any areas that may be deemed hazardous. Upon client request, Global Solution Partners may perform or arrange to have performed inspections, analysis, or testing by qualified individuals. Fees and conditions of such services would be separate and apart from this agreement.

Unless otherwise specifically added to and defined under the What to Expect section of this agreement on page 8, evaluation of and/or reporting on the following are specifically excluded

Proposal Terms and Conditions

from the service provided under this agreement. This includes building codes, fire safety codes, municipal ordinances, zoning requirements, ADA compliance, hazardous materials (such as but not limited to radon, lead paint, EMFs, asbestos, and mold), concealed components/systems, latent defects, specialty equipment, etc.

Site Access

The Client agrees to provide Global Solution Partners access to all areas (secured and unsecured) of the site needed to collect information for the purpose of generating the Reserve Study report. This includes access to the roof if (applicable) and all other elements listed in the Property Details section on page 8. If special equipment (such as ladders or lifts) is needed to safely access certain areas it shall be provided by the Client.

It is expected that a client representative will meet Global Solution Partners onsite at the pre-arranged date and time to provide access if in-person access is required. If for any reason the site or any area thereof cannot be accessed at the scheduled time, and this results in requiring additional trips, the Client agrees to additional fees billed at our normal hourly rate to cover the additional site and travel time.

Notice to Residents

It is the Client's responsibility to notify the occupants on the site of the presence of Global Solution Partners in advance of the scheduled date of the site visit.

Additional Services

Upon client request, Global Solution Partners may perform or arrange to have performed inspections, analysis, or testing by qualified individuals. Fees and conditions of such services would be separate and apart from this agreement.

VIII. Expiry

This Proposal is valid for 6 months from the date of the proposal.

Proposal Acceptance

Please complete the information below, electronically sign, or manually sign and return by email to info@globalreservestudies.com. Or, fax to (844) 477-7883.

The Client agrees to the following:

1. The study is to be performed according to the terms stated in this proposal.
2. The Client will coordinate access to the property with Global Solution Partners.
3. The Client will complete and return the pre-site visit questionnaire within three business days of receiving it and provide the requested documents to the extent they are available.
4. The funding recommendations in the report are opinions based on a visual evaluation of representative components at the time of the site visit, in the readily accessible areas of the property, and from information provided by the Client and/or their representative. The report is not a guarantee, warranty, or insurance policy.
5. The Client understands and agrees that the liability of Global Solution Partners, its employees, and its agents, is limited to the collected Reserve Study Fee.

Name of Association: Original Carrollwood Tax District
Property Location: 3515 McFarland Road, Tampa, FL 33618
Proposal Date: April 20, 2023

Service Options

Options #2 or #3 allow the association to spread out and budget for future study costs.

Please initial **one option only**.

Initial: ___ Option #1: Full Reserve Study with Site Visit for \$5,475.00. Payment is due in full upon delivery of the initial report. Includes access to the Funding Plan Scenario Calculator for 60 days.

Initial: ___ Option #2: Clear Vision Package for \$12,866.25. The Clear Vision Package includes three Reserve Studies, paid annually for three years. It consists of one Full Reserve Study with Site Visit + one Reserve Study Update without Site Visit + one Reserve Study Update with Site Visit = \$12,866.25, paid in three annual installments. Includes access to the Scenario Calculator for 60 days following initial delivery of each study.

\$6,433.13, is due on delivery of the Full Reserve Study initial report. \$3,216.56 is due on the first anniversary date, at which time a Reserve Study Update without Site Visit will be performed. \$3,216.56 is due on the second anniversary date, at which time a Reserve Study Update with Site visit will be performed. See the Fees section on page 9 for more detail.

Initial: ___ Option #3: Ongoing Partnership Solution for a down payment of \$2,190.00 and monthly payments of \$237.25. The Ongoing Partnership Solution includes four Reserve Studies, paid monthly for five years. It consists of one Full Reserve Study with Site Visit + two Reserve Study Updates without Site Visits + one Reserve Study Updates with Site Visit = a total fee of \$16,425.00. Includes access to the Scenario Calculator for the five-year term.

A down payment of \$2,190.00 is due upon proposal acceptance, and \$237.25 is due monthly for a five-year term. See the Fees section on page 9 for more detail.

I have read, understand, and accept the terms of this proposal:

Name:

Position:

Phone:

Email:

Signature: _____

Date: _____