

**HARBOUR ISLES
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Tuesday, December 19, 2023



2654 Cypress Ridge Boulevard
Wesley Chapel, Florida 33544
(407) 566-1935

Agenda

Harbour Isles Community Development District

Board of Supervisors

Betty Fantauzzi, Chairman
 Bryce Bowden, Vice Chairman
 Glenn Clavio, Assistant Secretary
 Gregg Letizia, Assistant Secretary
 Bob Nesbitt, Assistant Secretary

Staff:

Angel Montagna, District Manager
 Vivek Babbar, District Counsel
 Stephen Brletic, District Engineer
 Paul Ramsewak, Onsite Manager

Meeting Agenda Tuesday, December 19, 2023 – 11:00 a.m.

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments on Agenda Items – Three- (3) Minute Time Limit**
4. **Staff Reports and Updates**
 - A. SŌLitude Lake Management: Proposal for Fountain Maintenance Page 5
 - B. Benchmark Landscaping/United Land Services
 - i. Monthly Report..... Page 14
 - ii. Proposal #69442 to Reroute Pond Lateral Page 36
 - iii. Proposal #69091 to Replace Latching Solenoid for Slipper Key Irrigation Page 38
 - C. District Counsel: RFP for Aquatic Maintenance and Wetland Mitigation..... Page 42
 - D. District Engineer
 - E. Onsite Property Manager
 - i. Monthly Report..... Page 51
 - ii. Proposal from Hawkins Electric for Ground Lights Page 57
 - iii. Proposal from Oasis Palms and Landscape for Landscaping Page 59
 - F. Homeowners Association
 - G. District Manager
5. **Consent Agenda**
 - A. Minutes from the November 28, 2023, Meeting Page 63
 - B. Financial Statements (*November 2023*)..... Page 69
6. **Discussion Items**
 - A. Yoga Class at the Clubhouse (*Christa Evans*)
7. **Supervisor Requests**
8. **Audience Comments – Three- (3) Minute Time Limit**
9. **Adjournment**

The next meeting is scheduled for Tuesday, January 23, 2024

Section 4

Staff Reports

Subsection 4A

SOLitude: Proposal for Fountain Maintenance



SERVICES CONTRACT

CUSTOMER NAME: Harbour Isles CDD
 SUBMITTED TO: Angel Montagna
 CONTRACT EFFECTIVE DATE: July 1, 2023, through June 30, 2024
 SUBMITTED BY: Jason Jaszczak
 SERVICES: Fountain Maintenance

This agreement (the "Agreement") is made as of the date indicated above and is by and between SOLitude Lake Management, LLC ("SOLitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

1. The Services. SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:

2. PAYMENT TERMS. The Annual Contract Price is **\$1,160.00**. SOLitude shall invoice Customer **\$290.00 per quarter (July, October, January and April)** for the Services to be provided under this Agreement. The term of this agreement is for a period of twelve (12) months, with payment invoiced on the first day of each quarter, reminding them that a contract payment is due by the end of that same month. The customer is obligated to pay each quarterly contract payment per the terms of this contract, without any obligation on the part of SOLitude to invoice or send any other sort of reminder or notice. Due to the seasonality of these services, and the disproportionate amount of time and materials dedicated to providing these services during some times of the year as compared to others, based on the season, weather patterns, and other natural factors, the amount billed and paid to date is not necessarily equivalent to the amount of work performed to date.

The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, the customer will be invoiced and responsible for paying said additional taxes in addition to the contract price and other fees above. SOLitude shall be reimbursed by the customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on SOLitude by the customer that are not covered specifically by the written specifications of this contract.

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3. **TERM AND EXPIRATION.** This Agreement is for an annual management program as described in the Schedule A attached. Any additional services will be provided only upon additional terms as agreed to by the parties in writing. Contract will automatically renew annually at the end of the contract effective date for subsequent one (1) year terms, with a four percent (4%) escalation in the Annual Contract Price each year, under the same terms, specifications, and conditions as set forth by this contract, unless either party gives written notice of cancellation thirty (30) days prior to the termination date of this contract, or subsequent renewal contracts.

4. **PRICING.** The Company reserves the right to annually increase the amount charged for the services beyond the escalation percentage stated in the TERM AND EXPIRATION above, which shall be communicated by written notice to the Customer, which notice may be by invoice.

5. **TERMINATION.** If SOLitude terminates your service for nonpayment or other default before the end of the Services Contract, if the Customer terminates this Services Contract for any reason other than in accordance with the cancellation policy outlined above, or in the event this Contract does not automatically renew and the customer terminates it before the termination date, Customer agrees to pay SOLitude, in addition to all other amounts owed, an Early Termination Fee in the amount specified below ("Early Termination Fee"). The Customer's Early Termination Fee will be 50% of the remaining value of the Contracted Price. The Early Termination Fee is not a penalty, but rather a charge to compensate SOLitude for the Customer's failure to satisfy the Services Contract on which the Customer's rate plan is based.

6. **INSURANCE AND LIMITATION OF LIABILITY.** SOLitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.

7. **FORCE MAJEURE.** The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

8. **ANTI-CORRUPTION AND BRIBERY.** Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

9. **GOVERNING LAW.** This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.

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10. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

11. **NOTICE.** Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

12. **BINDING.** This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

13. **FUEL/TRANSPORTATION SURCHARGE.** Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

14. **DISCLAIMER.** SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.

Customers understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of

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the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of SOLitude, unless there is willful negligence on the part of SOLitude.

15. **NONPERFORMANCE.** In the case of any default on the part of the Company with respect to any of the terms of this Agreement, the Customer shall give written notice thereof, and if said default is not made good within (30) Thirty Days, the Customer shall notify the Company in writing that there has been a breach of the Agreement. The Company in case of such breach shall be entitled to receive payment only for work completed prior to said breach, so long as the total paid hereunder does not exceed the Contract sum.

16. **E-Verify.** Solitude Lake Management LLC utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

Harbour Isles CDD

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please Remit All Payments to:

Customer's Address for Notice Purposes:

**1320 Brookwood Drive Suite H
Little Rock AR 72202**

Please Mail All Contracts to:

**2844 Crusader Circle, Suite 450
Virginia Beach, VA 23453**

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SCHEDULE A - SERVICES
Fountain Maintenance ponds 1 and 2

Fountain Maintenance Service:

1. Company will service each of the fountains **Four (4) times per year** on a once per quarter basis as follows:
 - Perform Amp test on the motor to verify appropriate amp load.
 - Check incoming and outgoing Voltage.
 - Test Motor GFCI Protection Breaker.
 - Test Contactor (starter).
 - Test motor overload protection to make sure it is set and functioning properly.
 - Check fuses.
 - Make sure all wires, breakers, and other electronic parts are securely attached
 - Check timer and set as needed.
 - Test Lighting GFCI breaker in the control panel to make sure it is operating properly.
 - Check lighting timer and set as needed.
2. If the fountain or lights are not visibly operating properly, or malfunctioning in any way as determined by the diagnostic checks specified above, the Company will further perform the following:
 - Perform ohm test to cable to test for any shorts or resistance in the power cable between the control panel and the motor.
 - Inspect motor shaft to make sure it is not bent and that it is turning smoothly and quietly.
 - Inspect propeller or impeller (*depending on what type unit*) and diffuser plate (*if present*) to make sure they are tightly attached and not bent or damaged in any way.
 - Clean fountain's debris screen nozzle, shaft, and pump chamber ensure proper water flow.
 - Clean all lighting lens covers.
 - Check each light and replace lamps that have burnt out.
 - Replace any seals on light housing which are leaking.
3. All replacement parts required for proper maintenance of the fountains and the additional labor required to replace these parts as needed will be billed as an additional charge.
4. All lights, seals, other replacement parts, and labor required for light replacements will be billed as an additional charge.
5. All necessary repairs (parts & labor) covered by warranty will be performed at no additional charge to the Customer.

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6. Any significant problems or malfunctions that are discovered during the maintenance service that are not able to be repaired during that service, which are no longer under warranty, and that will require significant additional labor and/or parts, will be written up and submitted to the Customer for his / her approval prior to proceeding with the work.

Service Reporting:

1. Customer will be provided with a service report detailing all of the work performed as part of this contract after each visit.

Permitting (when applicable):

1. SOLitude staff will be responsible for the following:
 - a. Obtaining any Federal, state, or local permits required to perform any work specified in this contract where applicable.
 - b. Attending any public hearings or meetings with regulators as required in support of the permitting process.
 - c. Filing of any notices or year-end reports with the appropriate agency as required by any related permit.
 - d. Notifying the Customer of any restrictions or special conditions put on the site with respect to any permit received, where applicable.

Customer Responsibilities (when applicable):

1. Customer will be responsible for the following:
 - a. Providing information required for the permit application process upon request.
 - b. Providing Certified Abutters List for abutter notification where required.
 - c. Perform any public filings or recordings with any agency or commission associated with the permitting process, if required.
 - d. Compliance with any other special requirements or conditions required by the local municipality.
 - e. Compliance and enforcement of temporary water-use restrictions where applicable.

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General Qualifications:

1. Company is a licensed pesticide applicator in the state in which service is to be provided.
2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.
4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.

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Subsection 4B

Benchmark Landscaping/ United Land Services

Subsection 4B(i)

Monthly Report



December 2023 Landscape Inspection

Harbour Isles CDD

Tuesday, December 12, 2023

Prepared For Board Of Supervisors

39 Items Identified



Item 1

Assigned To ULS

During service visits treat active fire ant mounds



Item 2

Assigned To ULS

Check height of cut in mowers, notice scalping occurring from last mow service. Maintain at or above 4"



Item 3

Assigned To Board Of Supervisors
Bed edging and viburnum trimming
completed along 41



Item 4

Assigned To ULS
Remove vines on all trees along the
berm



Item 5

Assigned To ULS

Proposal needed to flush cut and remove declining Holly on berm by 41



Item 6

Assigned To ULS

Generate proposal to remove juniper beds, installing St. Augustine turf.
Work on renderings to redesign the main entry



Item 7

Assigned To ULS

Remove dead fronds with pole saw



Item 8

Assigned To ULS

Design and propose entry median plant replacement. Include shrinking beds with sod



Item 9

Assigned To ULS

Design and propose guard shack island tips, leaving palms and installing turf to reduce bed space



Item 10

Assigned To ULS

Continue to work on weed control in beds



Item 11

Assigned To ULS

Reduce irrigation run times to last island. This will assist in better weed control in beds.



Item 12

Assigned To ULS

Be aggressive with bed weed control, hand pull if needed



Item 13

Assigned To ULS

Design and propose new landscape at the clubhouse circle



Item 14

Assigned To ULS

Design and propose new landscape to the clubhouse entrance



Item 15

Assigned To ULS

Propose removal of two Oleander trees at clubhouse. Also remove dead plant material during service visits



Item 16

Assigned To ULS

Haystack Muhly grasses after bloom is finished (turns white)



Item 17

Assigned To Board Of Supervisors

Any update on sod replacement proposals for around the basketball court and clubhouse?



Item 18

Assigned To ULS

Proposal needed to flush cut dead slash pine by basketball court



Item 19

Assigned To Board Of Supervisors
Hedge along 41 is trimmed and bed
edging completed



Item 20

Assigned To ULS
Palm trimming needed throughout the
community



Item 21

Assigned To ULS

Hong Kong Orchid tree needs to be
limbed up over the walking path



Item 22

Assigned To ULS

Proposal needed to flush cut all dead
Holly trees around the clubhouse



Item 23

Assigned To ULS

Hand remove larger weeds out of plant material



Item 24

Assigned To ULS

Cut out pepper tree from jatrophia



Item 25

Assigned To ULS

Keep HKO tree off bridge



Item 26

Assigned To ULS

Remind crew that this berm is to not be mowed 1x per month to decrease debris entering pool cage. Mower chutes need to be facing away from cage, mulching decks preferred



Item 27

Assigned To ULS

Proposal needed for removal of three
dead slash pines



Item 28

Assigned To Board Of Supervisors

East side of berm detailed and cleaned
up in December



Item 29

Assigned To ULS

Remove stub prune from oak tree on
entry road to clubhouse



Item 30

Assigned To ULS

Avoid mowing newly installed Bahia
grass at Royal Bonnet and Sandy Shell
intersection



Item 31

Assigned To ULS

Work on schedule to begin vertically pruning conservation areas abutting CDD maintained areas, to be completed prior to Spring flush



Item 32

Assigned To ULS

During December irrigation audit, check for and repair any leak at RV entry gate



Item 33

Assigned To Board Of Supervisors

Cockleshell loop St. Augustine turf is
in great health



Item 34

Assigned To ULS

Control excessive weeds in circles
ASAP on Star Shell Dr.



Item 35

Assigned To ULS

Second circle that needs weeds taken care of ASAP on Star Shell. Palms also need to be trimmed.



Item 36

Assigned To Board Of Supervisors

Sod is prepped for install on Slipper Key



Item 37

Assigned To Board Of Supervisors
Slipper Key pepper trees have been
vertically trimmed



Item 38

Assigned To ULS
Hand pull weeds from hedges in DOT
planting area



Item 39

Assigned To ULS

Treat all Petite Salmon Oleanders for caterpillars

Subsection 4B(ii)

Proposal #69442



Proposal #69442

Date: 12/11/2023

Cristi Cochran

Customer:

Property:

Harbour Isles CDD
121 Spindle Shell Way
Apollo Beach, FL 33572

Lateral reroute

This estimate is to reroute the lateral line from the in the water to up by the walkway. this movement will affect 8 sprays heads and app 100 linear feet of lateral Line. The line currently has a incorrect repair done on a break and several heads floating in the water.

Default Group	\$1,267.80
Irrigation Repair	\$1,267.80
<hr/>	
PROJECT TOTAL:	\$1,267.80

Terms & Conditions

By _____
Cristi Cochran

Date 12/11/2023
United Land Services

By _____

Date _____
Harbour Isles CDD

Subsection 4B(iii)

Proposal #69091



Proposal #69091

Date: 12/7/2023

PO #

Customer:

Property:

Harbour Isles CDD
121 Spindle Shell Way
Apollo Beach, FL 33572

2023 Replace Latching Solenoid

Provide Labor and Material to Replace Latching Solenoid for Controller Near Slipper Key Bridge. Needs Replacement Prior to Installing New Sod.

Services Billed Upon Completion

Description of Services	Total cost
Irrigation Repair	\$267.00

By _____

Cristi Cochran

Date 12/7/2023 _____

United Land Services

By _____

Date _____

Harbour Isles CDD

Services

Irrigation Repair

Terms & Conditions

Subsection 4C

District Counsel: RFP for Aquatic Maintenance and Wetland Mitigation

Harbour Isles Community Development District

Solicitation for Proposals for Stormwater Ponds Aquatic Maintenance and Wetland and Mitigation Areas Maintenance

1. **General Information.** The Board of Supervisors ("**Board**") of the Harbour Isles Community Development District ("**District**") is soliciting proposals for the provision of Stormwater Ponds Aquatic Maintenance and Wetland and Mitigation Areas Maintenance on a continuing basis ("**Proposals**"). The District is located in Hillsborough County, Florida. The cost of such services is anticipated to be well below any competitive procurement thresholds and requirements. All proposers should be experienced in providing such services in the State of Florida and hold any applicable licenses or certifications. Any proposer that is a corporation or other business entity must be registered with the Florida Department of State, Division of Corporations, authorized to do business in the State of Florida, and currently in good standing.
2. **Review of SFP Package:** It is the responsibility of prospective proposers to review the Solicitation for Proposals package and any addenda, made available in connection with the work and to prepare a proposal based solely on the package.
3. **Scope of Services.** All work, including all labor, material, equipment, supplies, tools, supervision, services, transportation, and all other necessary incidental items required for the complete performance of the services generally described in the "**Scope of Services**" attached hereto as **Exhibit A**, as well as any addenda issued to proposers prior to the submission of Proposals.
4. **Mandatory Pre-Bid Meeting.** There is a mandatory pre-bid meeting on _____ day January __, 2024 at 10:00 a.m. at the Harbour Isles Clubhouse, 121 Spindle Shell Way, Apollo Beach, FL 33572.
 - a. Proposers must thoroughly familiarize themselves with the property and all conditions pertinent to performing the work.
 - b. No additional compensation nor relief from any obligation of the proposed agreement will be granted because of lack of knowledge of the site or conditions under which the work will be performed, i.e., general working conditions, labor requirements, weather conditions, accessibility, condition of the premises, and any obstructions.
5. **Interpretation and Addenda of Scope of Services.** No verbal interpretations will be made to any proposer as to the meaning of the Scope of Services. Interpretations, if made, will be written in the form of an addendum and sent by District Manager to all invited proposers. **The deadline for submitting questions is 11 a.m. on _____ day January __, 2024.**
6. **Questions should be Directed to District Manager.** Any questions relating to this solicitation should be directed to the District Manager and Property Manager via email at Angel.Montagna@inframark.com and propmgt@harbourislesfl.com.
7. **Submittal Requirements.** Each Proposal shall include the following information:
 - a. **Company Information**
 - i. Name of company (including any "Doing Business As" names)
 - ii. Headquarters/parent company locations
 - iii. Office locations and total number of employees at each
 - iv. Local address and telephone number
 - v. History of the company

- vi. Organization chart of company
- vii. Proof of applicable insurance
- b. Qualifications and Staffing**
 - i. Number of CDDs represented by the proposer
 - ii. Why the proposer is the best qualified to perform the Scope of Services
 - 1. if there will be a subcontractor performing certain services, describe which services will be subcontracted out and include subcontractor's qualifications
 - iii. Team the proposer will assign to the District, including the name, title, number of years' service, and relevant educational and work experiences.
- c. Cost of Services.** A fee proposal and detailed explanation for
 - i. the Scope of Services for Stormwater Ponds Aquatic Maintenance
 - 1. include a separate line item for the Option to Manage Brazilian Pepper Trees
 - ii. the Scope of Services for Wetland and Mitigation Areas
 - 1. include a separate line item for the Option to Manage Brazilian Pepper Trees
 - iii. a one-time cleanup of fish kills in a pond as they may occur.
- d. Cost of Additional Services.** A fee proposal and detailed explanation for additional services that may be performed in addition to the items described in the Scope of Services.
- e. Explanation of Specialized Equipment.** List and a detailed explanation of specialized equipment owned or available to proposer. Include quantity of such equipment, if they have additional access to standby units across the region, the repair process and timeframes, and how delays in availability of such specialized equipment impacts the services provided.
- f. References.** All proposers must submit a list of at least 3 references, including the name of the client entity, the client's website or general location, and the name, email, and number of a contact person.
- g. Additional Information.** Any other additional information or documents that will assist the Board in evaluating the Proposer pursuant to the Evaluation Criteria.

8. Submittal of Proposals.

- a. Interested firms should submit an electronic copy of their Proposal (no hard copies are required) containing the information and materials described herein to the District Manager at the above email address no later than **11 a.m. on _____ day January __, 2024.**
- b. Proposals will be securely kept and not reviewed until after the submission deadline.
- c. The Board reserves the right to review and accept any Proposals submitted late.

- 9. Mandatory Attendance at Board Meeting.** Proposers are required to attend the Board meeting scheduled for on _____ day January __, 2024, at 11 a.m. at the Harbour Isles Clubhouse to answer any Board questions. Proposers should be prepared to make a brief presentation. The Board reserves the right to reschedule the date of the meeting to another date, and if so, will provide appropriate notice.

- 10. Proposal Duration.** The Proposal must be in effect for a minimum of 90 calendar days starting with the day following the submission deadline. During this time, all provisions of the Proposal must be in effect, including prices.

- 11. Proposal Evaluation Criteria.** Each Proposal will be evaluated using the following criteria:
- a. Responsiveness to each element contained in the Scope of Services and this solicitation
 - b. Experience of the proposer, their key personnel, including the project manager and field supervisor;
 - c. Proposed number of site visits and staffing levels
 - d. Character, integrity, reputation of proposer

- e. Availability of equipment necessary for the work
- f. Geographic location of the proposer's headquarters or local office in relation to the District
- g. Past performance of the proposer in other CDDs
- h. Recent, current, and anticipated workloads
- i. Volume of work previously awarded to the proposer
- j. Reasonableness of cost for the total effort
- k. The District reserves the right to consider other factors and the criteria included herein shall constitute the minimum criteria to be considered

12. Right to Waive Mistakes and Variations.

- a. Proposals may not be modified after the submission deadline.
- b. Mistakes in arithmetic extension of pricing may be corrected by the Board.
- c. The District reserves the right to waive any minor or non-material discrepancies or technicalities.
- d. The District further reserves the right to request supplementation of any or all Proposals.

13. Method of Selection, Award, and Right to Reject.

- a. The Board will evaluate each Proposal pursuant to the evaluation criteria in order to determine which Proposal is in the District's best interest (low price shall not entitle any proposer to be awarded the services).
- b. There is no guarantee that an agreement will be awarded.
- c. The District expressly reserves the right to reject any or all Proposals at any time or until such time as an agreement is fully executed.
- d. If the Board intends on awarding the services to a proposer, it will announce the proposer they desire to engage with at a public meeting. No written notice of the award will be provided unless requested by a proposer.
- e. The selected proposer shall promptly enter into negotiations with the District to finalize any terms or details.
 - i. If the negotiations are unsuccessful, the District may negotiate with the next proposer(s) whose Proposal(s) was determined to be in the District's best interest until such the negotiation(s) is successful.
- f. The District Counsel will finalize the form of the agreements upon the successful negotiation.
- g. The District, in its sole discretion, may reject any Proposer the District finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the Board to lack honesty, integrity, or moral responsibility. The Board may also reject any Proposer failing to make the disclosure required herein.
 - i. The discretion of the Board may be exercised based on the disclosure required herein, the District's own investigation, public records, or any other reliable source of information.
 - ii. By submitting a Proposal, Proposer recognizes and accepts that the District may reject the Proposal based upon the exercise of its sole discretion and Proposer waives any claim it might have for damages or other relief resulting directly or indirectly from the rejection of their Proposal based on these grounds, including the disclosure of any pertinent information relating to the reasons for rejection of the Proposal.

14. No Reimbursement of Preparation Costs. Proposers will not be reimbursed for any cost associated with responding to this solicitation.

15. No Protest of Board Decisions: By submitting a proposal, proposers acknowledge this is an informal solicitation for proposals for services below bidding thresholds and there is no right to protest any decision by the Board with respect to this solicitation.

16. Term and Renewal. The initial term of the agreement will be 1 year. The agreement will automatically renew for subsequent 1-year periods until terminated pursuant to the termination provisions in the agreement. The scope of services and compensation for renewal periods may be adjusted by mutual written agreement evidenced by a written addendum.

17. Required Disclosure:

- a. **License and Permit Requirements:** For the purpose of complying with Florida Statute 218.80 titled "Public Proposal Disclosure Act", except as may be described in the Agreement, the successful proposer shall obtain and pay for all permits and licenses necessary for the work. Proposers shall be responsible for complying with Hillsborough County licensing requirements prior to submitting a Proposal and shall submit proof of compliance. Those Proposers who are not duly licensed and/or do not furnish proof thereof with their Proposal may be deemed non-responsive and may be disqualified.
- b. **Public Entity Crimes:** Proposers should be aware of, and in compliance with, all requirements under Section 287.133, Florida Statutes, on Public Entity Crimes. A representation of compliance will be included in the Agreement.
- c. **Scrutinized Companies:** Proposers should be aware of, and in compliance with, all requirements under Section 287.135, Florida Statutes, on Scrutinized Companies. A representation of compliance will be included in the Agreement.
- d. **E-Verify.** Proposers should be aware of, and in compliance with, all requirements under Section 448.095(2)(c), Florida Statutes, on E-Verification requirements. A representation of compliance will be included in the Agreement.
- e. **Public Records:**
 - i. All Proposals are considered public records pursuant to Chapter 119, Florida Statutes.
 - ii. As further described in the Agreement, in accordance with section 119.0701, Florida Statutes, if awarded the work, the Proposer shall: (a) keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the service, (b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law, (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost, to the District all public records in possession of the contractor upon termination of the agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.
- f. **No Consideration of social, political, or ideological interests.** You are hereby made aware of the provisions of Section 287.05701, *Florida Statutes*. The District is not requesting documentation of nor will it consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or when awarding a contract.

Thank you for your interest in the District.

Exhibit A

General Provisions:

1. All products used for treatment must be EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and be applied in a manner consistent with their labeling.
2. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests will meet or exceed all of the legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA.
3. Treatments will be performed in a manner that is consistent with NPDES compliance standards as applicable in Florida.
4. Contractor shall be liable for the decline or death of any beneficial aquatic plants, turf, shrubs, or trees due to the negligence of the Contractor.

Monthly Reporting:

1. Provide a monthly service report detailing all of the work performed and will include, but not be limited to, areas of concern, declining vegetation, and any water use restrictions or pertinent information after treatment.

Scope of Services for Stormwater Ponds Aquatic Maintenance

Inspect 3 times per month and perform the following services for the District's 21 stormwater ponds, plus 1 canal and 1 environmental area (a total of 23 sites) as depicted in the map attached hereto as **Exhibit B**.

Aquatic Weed Control:

1. Any growth of undesirable aquatic weeds and vegetation found in the ponds with each inspection shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the ponds, canal and environmental area at the time of application.
2. Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic herbicides at the rate appropriate for control of the target species.
 - a. Application rates will be designed to allow for selective control of unwanted species while allowing for desirable species of submersed and emergent wetland plants to prosper.

Shoreline Weed Control:

1. Any growth of cattails, phragmites, or other unwanted shoreline vegetation found within the ponds, canal and environmental area shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required for control of the plants present at time of application.
2. Any growth of unwanted plants or weeds growing in areas where stone has been installed for bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present at the time of application.

Algae Control:

1. Any algae found in the ponds, canal and environmental area with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

Littoral Shelf Control: Pond 6,7,8,10,15 (105,415 Sq. Ft., 2.42 Acres)

1. Littoral area will be treated on a as needed basis to maintain compliance with governing agencies for the management of all nuisance and exotic species.
2. Future plantings will be maintained at an additional cost.

Pond Dye:

1. Pond Dye will be applied to the ponds 1 time per month to help shade the ponds from sunlight penetration, thus helping to slow the growth of algae and aquatic weeds.
2. A combination of blue and black dye will be used as required to maintain a dark natural water color.

Trash Removal:

1. Trash and light debris will be removed from the ponds with each service and disposed off site.
2. Any large item or debris that is not easily and reasonably removable by one person during the routine visit will be removed with the District's approval for an additional fee.
3. These services are for the pond areas only, and do not include any trash or debris removal from the surrounding terrestrial (dry land) areas.

Option to Manage Brazilian Pepper Trees

1. One time killing and removal of all existing Brazilian Pepper trees
2. Monthly management (killing and removal) of reemerging Brazilian Pepper trees

Scope of Services for Wetland and Mitigation Areas

Inspect 1 time per month and perform the following services for the District's wetland and mitigation areas (MT 1¹ and MT 2²) as depicted in the map attached hereto as **Exhibit B**.

Wetland and Mitigation Area Maintenance:

1. Kill in place all Category 1 & 2 nuisance and exotic species.
 - a. This does not include removal or disposal.
2. Trump treat Brazilian Pepper trees that are cut down by the District's landscaping vendor.

Option to Manage Brazilian Pepper Trees

1. One time killing and removal of all existing Brazilian Pepper trees
2. Monthly management (killing and removal) of reemerging Brazilian Pepper trees

¹ MT 1 has 3 mitigation areas and 4 buffer areas and is estimated to be approximately 4.64 acres.

² MT 2 has 1 wetland area and is estimated to be approximately 11.67 acres.

REVISION NUMBER:	000	HARBOUR ISLES
	001	HARBOUR ISLES US 41 CULVERT
	002	HARBOUR ISLES SITE CLEARING/LAKE EXCAVATION
	003	HARBOUR ISLES PONDS F1/F2
	005	HARBOUR ISLES BOAT STORAGE FACILITY
	006	HARBOUR ISLES
	007	HARBOUR ISLES FITNESS CENTER

	WETLAND/CONSERVATION (CDD PROPERTY)		HILLSBOROUGH COUNTY MAINTAINED STREETS
	WETLAND SETBACK		HILLSBOROUGH COUNTY RIGHT OF WAY
	CDD OWNED PONDS		HILLSBOROUGH COUNTY DRAINAGE RIGHT - OF - WAY
	CDD PROPERTY MAINTAINED		CSX RAILROAD RIGHT - OF - WAY
	CDD PROPERTY NOT MAINTAINED		CSX RAILROAD
	UTILITY EASEMENT		CLUBHOUSE

Subsection 4E

Property Manager

Subsection 4E(i)

Monthly Report

PROPERTY MANAGER
121 Spindle Shell Way
Apollo Beach, Florida 33572
Office Phone: (813) 507-4510
propmgt@harbourislesfl.com



November 28th to December 19th, 2023 Clubhouse Operations/Maintenance Updates:

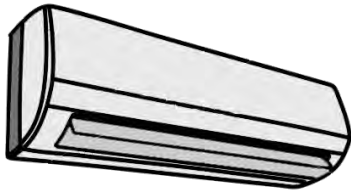
VENDORS:

- **SOLITUDE LAKE MANAGEMENT/VERTEX INC:**



- Treating Alligator weeds, Hydrilla, duckweeds and Azolla in all ponds.
- Doing bi-weekly treatments in all ponds.
- **PENDING:** bubblers repairs in pond# 1 and 3.

- **ABM AIR CONDITIONING:** Completed filter replacement and service all units.



- Replaced all AC filters in the Clubhouse and Gym.

- **BENCHMARK/UNITED LANDSCAPE:**



- Mowed common areas, bi-weekly.
- Doing some pruning and trimming in common areas.
- Did some weed control on several beds.
- Turned on irrigation for two weeks, on Spindle Shell Way island, with new Royal Palm Trees.
- **PENDING:** Working on irrigation issues.

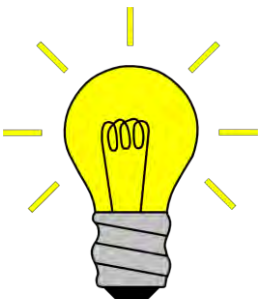
PROPERTY MANAGER
121 Spindle Shell Way
Apollo Beach, Florida 33572
Office Phone: (813) 507-4510
propmgt@harbourislesfl.com



- **CONSTRUCTION MANAGEMENT SERVICES:**



- **PENDING:** Proposals for flagpole.
- **Completed** Installation of goof rings and stucco around eight gooseneck light fixtures, around the Clubhouse.
- **OASIS PALMS AND LANDSCAPING:** Replaced two palm trees, on Spindle Shell Way islands.
- **Completed** approved proposal, for work to be done behind the Clubhouse.
- **FITNESS REV:** Completed third quarter Routine PM checks for 2023.
- **PENDING:** Approved estimate, to repair gym equipment.



- **HAWKINS ELECTRIC: PENDING:**
- **PENDING:** Proposal approved to run wire for flagpole lights. Will schedule, after flagpole is installed.
- **HURRICANE PRESSURE WASH:**

PROPERTY MANAGER
121 Spindle Shell Way
Apollo Beach, Florida 33572
Office Phone: (813) 507-4510
propmgt@harbourislesfl.com



- **BIG AND LITTLE WINDOWS WASHING SERVICES LLC.**



- **KAY LIAN CLEANING SERVICES:** Cleans the Gym, restrooms and around the pool deck, twice every week.



11. NVIROTECT:



- **COMPLETED:** December 2023. Sprayed for rodents and insects around Clubhouse. Baited stations inside RV/Boat Storage Facility and around Clubhouse.

12. SUNCOAST POOLS: Cleaned and check chlorine levels in both pools, three times a week.



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13. SECURITEAM:



.Rapid Response: Monitoring cameras by pool deck and gym.

14. HILLSBOROUGH COUNTY:



- **PENDING: Revised**-Two sidewalk bumps on Hammock View Lane and Slipper Key Rd. Case# SR# 583177 . NEW request- 12/14/22.
- **PENDING:** Request for cutting back bushes behind fence, by RV/Boat Storage Facility.
- **PENDING:** Request for repairing street in front of 312, 314 and 316 Royal Bonnet Dr.
- **PENDING:** Cockle Shell Loop and corner of Sandy Shell Dr. and Royal Bonnet Dr.
- **COMPLETED:** Bumps pads on Spindle Shell Way, were replaced.

15. TECO: Reported two Street light on in the Community.



16. PROPERTY MANAGEMENT STAFF:

- Cleaned pool deck furniture and gym.
- Cobweb walls and ceilings around Clubhouse, Gym and Guard house.

PROPERTY MANAGER
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propmgt@harbourislesfl.com



17. Green Works Inc:



18. Site Masters:

19. FINN OUTDOOR: Pond# 14 restoration. Final phase of project.

20. Florida Wild Life:



21. FDOT:



Incident Report

. No Incident Report.

Resident Relations

Rentals/ Events

. No rental this month.

Security/ Emergencies

None.

Improvements/ Ongoing: Pond# 14 restoration.

Subsection 4E(ii)

Proposal from Hawkins Service Company



Hawkins Service Co. is pleased to submit this proposal for your consideration. This proposal is based on job-site inspection for 121 Spindle Shell Way (Harbour Isles CDD, Paul Ramsewack) LED landscape lights.

Furnish and replace about 9 new LED landscape lights 4000k. To match the existing lights.

Total: \$ 2,730.00

50% down payment required to start job and remainder will be due upon completion.

X _____ DATE _____
Signature

X _____
Printed Name

Please sign, print full name and date and fax back this proposal to initiate work.

***By signing the above document confirms you are in agreement of pricing and work to be performed at the address listed on this document.

***By signing customer agrees that payment is due upon completion of work unless specified in actual quote above. Any payment that is not paid within said parameters will result in Notice to Owner rights to be filed for non-payment. Lien rights apply on all unpaid work completed.

*****ATTENTION*****

ALL BIDS ARE HONORED FOR THIRTY (30) DAYS ONLY. ANY BID OVER THIRTY DAYS MAY BE SUBJECT TO INCREASES DUE TO MATERIAL COSTS OR LABOR INCREASE.

Thank you for the opportunity to bid on your electrical or Pool Service needs and I look forward to hearing back from you!

Jesus Torres
Hawkins Service Company
813-871-6610 Office
jtorres@hawkinsserviceco.com

Subsection 4E(iii)

Proposal from Oasis Palms and Landscape



Oasis Palms and Landscaping, llc
 6210 Camino Dr
 Apollo Beach, FL 33572 US
 (813) 433-3376
 taylor@oasispalmsandlandscaping.com
 www.oasispalmsandlandscaping.com

Estimate

ADDRESS

Harbour Isles Cdd

ESTIMATE # 1075

DATE 12/11/2023

ACTIVITY	QTY	RATE	AMOUNT
Landscaping Storage area. - 1 load scrap rock (18 yds) -Scrap rock consists of mixed material from the cleaning out of rail cars. The material is predominantly Granite with limerock, river rock, lava rock, and others mixed in. -labor to spread	1	1,300.00	1,300.00
Landscaping 2 areas in park- saw cut asphalt, remove oak roots, grade, re compact with base, and install cold patch asphalt	1	1,800.00	1,800.00
Landscaping Hedge on top on burn in park area Option 1 -remove dead viburnum -Replace dead Sweet viburnum with 25 Sweet Viburnum 5-6' -8 Yds pine bark mulch -irrigation by others	1	7,755.00	7,755.00
Landscaping Hedge on top on burn in park area Option 2 -remove all viburnum and dead trees -Replace with 70 Sweet Viburnum 30-36" in double row to match existing planting pattern. -This option will grow together quicker -8 Yds pine bark mulch -irrigation by others -size of bed to remain	1	4,330.00	4,330.00
Landscaping Hedge on top on burn in park area Option 3 -remove all viburnum and dead trees	1	3,130.00	3,130.00

ACTIVITY	QTY	RATE	AMOUNT
-Replace with 40 Sweet Viburnum 30-36" in single row.			
-8 Yds pine bark mulch			
-irrigation by others			
-size of bed to remain			
<hr/>			
If customer elects to pick and choose certain projects, \$2500 combination minimum or mobilization fee will apply.	TOTAL		\$18,315.00

Accepted By

Accepted Date

Section 5

Consent Agenda

Subsection 5A

Minutes

**MINUTES OF MEETING
HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harbour Isles Community Development District was held Tuesday, November 28, 2023, at 11:00 a.m., at 121 Spindle Shell Way, Apollo Beach, Florida 33572.

Present and constituting a quorum were the following:

Betty Fantauzzi	Chairman
Bryce Bowden	Vice Chairman
Glenn Clavio	Assistant Secretary
Gregg Letizia	Assistant Secretary
Bob Nesbitt	Assistant Secretary

Also present, either in person or via communication media technology, were the following:

Angel Montagna (<i>via phone</i>)	District Manager
Lynn Hayes	District Manager
Vivek Babbar	District Counsel
Jerry Whited	District Engineer
Heather Alexander	Onsite Manager
Cristi Cochran	Benchmark Landscaping
Mitchell Hartwig	SOLitude Lake Management
Brett Perez	Benchmark Landscaping
Residents and Members of the Public	

This is not a certified or verbatim transcript, but rather represents the context and summary of the meeting.

FIRST ORDER OF BUSINESS Call to Order and Roll Call

Mr. Hayes called the meeting to order at 11:04 a.m.

Mr. Hayes called the roll and indicated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS Pledge of Allegiance

The *Pledge of Allegiance* was recited.

THIRD ORDER OF BUSINESS Audience Comments on Agenda Items

There being no audience comments, the next order of business followed.

FOURTH ORDER OF BUSINESS Staff Reports and Updates

A. SOLitude Lake Management (“SOLitude”)

i. Monthly Report

Mr. Hartwig reviewed the regular report included in the agenda package.

Discussion ensued regarding prickly weeds in pond #4 and bullrush in pond #3, and not much aquatic plant material in pond #3.

ii. Proposal for Aeration Repairs

Discussion ensued regarding the aeration proposal for ponds #2 and #3 and includes pond #1,

repairs anticipated to be complete in December, date for completion to be shared with the Board in advance, and counsel to prepare an agreement.

On MOTION by Mr. Letizia, seconded by Mr. Bowden, with all in favor, unanimous approval was given to the proposal from SÖLitude Lake Management for aeration repairs in ponds #2 and #3, in the amount of \$2,244.75.

iii. Proposal for Fountain Maintenance

Discussion ensued regarding a proposal for fountain maintenance distributed at the meeting.

The Board requested this proposal be sent via email and also added to the December agenda.

B. Benchmark Landscaping/United Land Services ("Benchmark")

i. Monthly Report

Mr. Perez reviewed the regular report included in the agenda package.

Mr. Perez introduced Ms. Cochran as the onsite manager.

Discussion ensued regarding information and specifications for irrigation wiring which is not placed in conduit when installed, Benchmark to inspect irrigation to ensure palm trees are being watered, some dead trees, palm tree treatments, Benchmark to address weed control in all bed locations, and future proposals to include a map and/or pictures of the location of the project.

The Board requested a quote for viburnum to be provided at a future meeting.

Benchmark to provide a proposal for future consideration for community mulch for pine bark nuggets versus cocoa brown cypress shredded mulch.

ii. Proposal #62806 to Add Croton Mammy in Third Median Island

Discussion ensued regarding proposal #62806, Benchmark to provide schedule for completion.

On MOTION by Ms. Fantauzzi, seconded by Mr. Bowden, with all in favor, unanimous approval was given to proposal #62806 from Benchmark Landscaping/United Land Services to add croton mammy in the third median island, in the amount of \$505.70.

iii. Proposal #66739 for Sod Replacement on Slipper Key Bridge

Discussion ensued regarding proposal #66739, Benchmark to provide schedule for completion.

On MOTION by Mr. Bowden, seconded by Mr. Letizia, with all in favor, unanimous approval was given to proposal #66739 from Benchmark Landscaping/United Land Services for sod replacement on Slipper Key bridge, in the amount of \$740.

iv. Proposal #67232 for Irrigation Repairs

Discussion ensued regarding proposal #67232 which was distributed at the meeting, Benchmark to provide schedule for completion and a conceptual drawing for the irrigation on

Dandy Shell Road.

On MOTION by Mr. Clavio, seconded by Mr. Nesbitt, with all in favor, unanimous approval was given to proposal #67232 from Benchmark Landscaping/United Land Services for irrigation repairs, in the amount of \$3,661.18.

C. District Counsel: Ratification of Agreement with HOA for Use of CDD Property

Mr. Babbar reviewed the agreement with the HOA for use of CDD property. This event is not happening, and counsel will save this form of agreement for future use.

This agreement was tabled.

D. District Engineer

Mr. Whited discussed pond #14 project that Finn Outdoors started today and will take three weeks, discussed other pond conditions, and a community email blast to be sent to the residents regarding the pond #14 project.

E. Onsite Property Manager's Report

i. Monthly Report

Ms. Alexander reviewed the regular report included in the agenda package.

Discussion ensued regarding sidewalk debris removal with a blower after rain event during community drive-throughs, use of checklist with duties for the community for staff when Mr. Paul Ramsewak is not available, dog station maintenance, and volleyball court to be raked once a week.

ii. Proposal #14821 from Fit Rev for Fitness Equipment

Discussion ensued regarding proposal #14821, counsel to provide an agreement, and Board requested Avid report to show the fitness equipment expenses paid to Fit Rev.

On MOTION by Mr. Clavio, seconded by Mr. Letizia, with all in favor, unanimous approval was given to proposal #14821 from Fit Rev for fitness equipment, in the amount of \$2,261.47.

iii. Ratification of Proposal #3506 from Hawkins Electric for Repairs

Discussion ensued regarding proposal #3506 from Hawkins Electric, payments to Electric Today and Hawkins Electric that went to collections, process with onsite manager and Inframark regarding invoice processing, and Mr. Ramsewak to be provided access to Avid.

On MOTION by Ms. Fantauzzi, seconded by Mr. Bowden, with all in favor, unanimous approval was given to ratify proposal #3506 from Hawkins Electric for repairs, in the amount of \$1,935.

iv. Ratification of Proposal from Oasis Palm and Landscaping for Palm Removals

Discussion ensued regarding the proposal for palm removals.

On MOTION by Mr. Bowden, seconded by Mr. Nesbitt, with all in favor, unanimous approval was given to ratify the proposal from Oasis Palm and Landscaping for palm removals, in the amount of \$4,725.

F. Homeowners Association Report

There being nothing to report, the next item followed.

G. District Manager

i. Resolution 2024-01, Amending the Budget for Fiscal Year 2023

Mr. Hayes read Resolution 2024-01 into the record by title.

On MOTION by Mr. Clavio, seconded by Mr. Letizia, with all in favor, unanimous approval was given to Resolution 2024-01, amending the budget for fiscal year 2023.

ii. Engagement Letter from Grau & Associates to Perform the Fiscal Year 2023 Audit

Discussion ensued regarding the engagement letter from Grau & Associates to perform the audit for fiscal year 2023, in the amount of \$3,900.

On MOTION by Mr. Letizia, seconded by Mr. Bowden, with all in favor, unanimous approval was given to the engagement letter from Grau & Associates to perform the audit for fiscal year 2023, in the amount of \$3,900.

iii. Discussion of Request for Proposals ("RFP") for Aquatic Maintenance and Wetland Mitigation

Discussion ensued regarding the scope of services for the RFP, scope should include specific pricing to remove Brazilian pepper trees, fish kill removal, withholding funds for projects and services not complete up to 10% of remaining payments owed to vendors, performance-based contracts having high upfront costs, and counsel to prepare an RFP for aquatic maintenance and wetland mitigation services for the December agenda.

On MOTION by Mr. Bowden, seconded by Ms. Fantauzzi, with all in favor, unanimous approval was given to direct counsel to prepare an RFP for aquatic maintenance and wetland mitigation services, for consideration on the December agenda.

FIFTH ORDER OF BUSINESS

Consent Agenda

A. Acceptance of the October 24, 2023, Meeting Minutes

B. Acceptance of the September and October 2023 Financials

Ms. Montagna reviewed the consent agenda items included in the agenda package.

On MOTION by Ms. Fantauzzi, seconded by Mr. Letizia, with all in favor, unanimous approval was given to the consent agenda, as presented.

SIXTH ORDER OF BUSINESS

Discussion Items

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Letizia discussed playground mulch and ADA access, and requested bank statements to review.

Ms. Fantauzzi requested volleyball courts be raked once a week.

EIGHTH ORDER OF BUSINESS

Audience Comments

There being none, the next order of business followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Fantauzzi, seconded by Mr. Letizia, with all in favor, the meeting was adjourned at 1:04 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Subsection 5B

Financials

HARBOUR ISLES
Community Development District

Financial Report

November 30, 2023

Prepared By



HARBOUR ISLES
Community Development District

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HARBOUR ISLES
Community Development District

Financial Statements

(Unaudited)

November 30, 2023

HARBOUR ISLES
Community Development District

Governmental Funds

Balance Sheet
November 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESERVE FUND	DEBT SERVICE FUND - SERIES 2021	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 344,875	\$ -	\$ -	\$ 344,875
Due From Other Funds	-	115,889	38,214	154,103
Investments:				
Money Market Account	215,324	-	-	215,324
Revenue Fund	-	-	56,177	56,177
Utility Deposits - TECO	18,687	-	-	18,687
TOTAL ASSETS	\$ 578,886	\$ 115,889	\$ 94,391	\$ 789,166
<u>LIABILITIES</u>				
Accounts Payable	\$ 8,251	\$ -	\$ -	\$ 8,251
Accrued Expenses	27,358	-	-	27,358
Accrued Taxes Payable	122	-	-	122
Due To Other Funds	154,103	-	-	154,103
TOTAL LIABILITIES	189,834	-	-	189,834
<u>FUND BALANCES</u>				
Nonspendable:				
Deposits	18,687	-	-	18,687
Restricted for:				
Debt Service	-	-	94,391	94,391
Assigned to:				
Operating Reserves	248,073	-	-	248,073
Unassigned:	122,292	115,889	-	238,181
TOTAL FUND BALANCES	\$ 389,052	\$ 115,889	\$ 94,391	\$ 599,332
TOTAL LIABILITIES & FUND BALANCES	\$ 578,886	\$ 115,889	\$ 94,391	\$ 789,166

HARBOUR ISLES
Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES				
Interest - Investments	\$ 5,000	\$ 2,167	\$ (2,833)	43.34%
Rental Income	16,000	3,788	(12,212)	23.68%
Special Assmnts- Tax Collector	1,011,034	123,308	(887,726)	12.20%
Special Assmnts- Discounts	(40,441)	(5,061)	35,380	12.51%
Other Miscellaneous Revenues	500	14	(486)	2.80%
Facility Revenue	200	55	(145)	27.50%
TOTAL REVENUES	992,293	124,271	(868,022)	12.52%
EXPENDITURES				
<u>Administration</u>				
P/R-Board of Supervisors	12,000	1,000	11,000	8.33%
FICA Taxes	918	61	857	6.64%
ProfServ-Arbitrage Rebate	600	-	600	0.00%
ProfServ-Engineering	20,000	1,830	18,170	9.15%
ProfServ-Legal Services	20,000	1,242	18,758	6.21%
ProfServ-Mgmt Consulting	51,504	8,584	42,920	16.67%
ProfServ-Special Assessment	5,000	-	5,000	0.00%
ProfServ-Trustee Fees	3,500	4,041	(541)	115.46%
Auditing Services	3,700	-	3,700	0.00%
Website Hosting/Email services	4,000	-	4,000	0.00%
Postage and Freight	500	71	429	14.20%
Insurance - General Liability	7,000	7,000	-	100.00%
Public Officials Insurance	3,620	3,620	-	100.00%
Legal Advertising	1,000	-	1,000	0.00%
Misc-Assessment Collection Cost	20,221	2,365	17,856	11.70%
Bank Fees	1,000	200	800	20.00%
Misc-Web Hosting	900	-	900	0.00%
Miscellaneous Expenses	1,600	40	1,560	2.50%
Annual District Filing Fee	175	175	-	100.00%
Total Administration	157,238	30,229	127,009	19.22%
<u>Electric Utility Services</u>				
Electricity - Streetlights	132,000	34,048	97,952	25.79%
Utility Services	25,000	6,378	18,622	25.51%
Total Electric Utility Services	157,000	40,426	116,574	25.75%

HARBOUR ISLES
Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Garbage/Solid Waste Services</u>				
Garbage - Recreation Facility	4,000	943	3,057	23.58%
Total Garbage/Solid Waste Services	4,000	943	3,057	23.58%
<u>Water-Sewer Comb Services</u>				
Utility Services	6,000	1,281	4,719	21.35%
Total Water-Sewer Comb Services	6,000	1,281	4,719	21.35%
<u>Stormwater Control</u>				
Midge Fly Treatment	8,000	-	8,000	0.00%
R&M-Stormwater System	500	-	500	0.00%
R&M-Wetland Monitoring	8,700	1,450	7,250	16.67%
R&M Lake & Pond Bank	75,000	-	75,000	0.00%
Fountain Maintenance	2,700	384	2,316	14.22%
Aquatic Maintenance	25,704	4,284	21,420	16.67%
Aquatic Plant Replacement	2,500	-	2,500	0.00%
Total Stormwater Control	123,104	6,118	116,986	4.97%
<u>Other Physical Environment</u>				
Insurance - Property	28,262	29,742	(1,480)	105.24%
Insurance - Flood	3,000	3,000	-	100.00%
R&M-Irrigation	30,000	-	30,000	0.00%
Landscape Maintenance	147,000	24,500	122,500	16.67%
Landscape Replacement	33,800	-	33,800	0.00%
Annual Mulching	20,000	-	20,000	0.00%
Entry & Walls Maintenance	4,000	-	4,000	0.00%
Holiday Lighting & Decorations	2,000	-	2,000	0.00%
Total Other Physical Environment	268,062	57,242	210,820	21.35%
<u>Security Operations</u>				
Contracts-Security Services	30,636	4,357	26,279	14.22%
R&M-Security Cameras	1,500	301	1,199	20.07%
Guard & Gate Facility Maintenance	3,000	-	3,000	0.00%
Total Security Operations	35,136	4,658	30,478	13.26%
<u>Contingency</u>				
Miscellaneous Expenses	15,871	30	15,841	0.19%
Total Contingency	15,871	30	15,841	0.19%

HARBOUR ISLES
Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Parks and Recreation</u>				
ProfServ-Pool Maintenance	14,000	2,360	11,640	16.86%
Clubhouse - Facility Janitorial Service	9,000	1,590	7,410	17.67%
Lighting Replacement	6,000	-	6,000	0.00%
Contracts-Mgmt Services	125,272	19,298	105,974	15.40%
Contracts-Pest Control	2,000	316	1,684	15.80%
Telephone/Fax/Internet Services	5,109	910	4,199	17.81%
R&M-Pools	1,500	-	1,500	0.00%
R&M-Fitness Equipment	2,500	-	2,500	0.00%
Maintenance & Repairs	50,000	3,569	46,431	7.14%
Furniture Repair/Replacement	5,000	-	5,000	0.00%
Access Control	1,000	-	1,000	0.00%
Office Supplies	2,500	404	2,096	16.16%
Dog Waste Station Supplies	2,000	134	1,866	6.70%
Total Parks and Recreation	225,881	28,581	197,300	12.65%
TOTAL EXPENDITURES	992,292	169,508	822,784	17.08%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(45,237)	(45,238)	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	-	-	-	0.00%
Net change in fund balance	\$ -	\$ (45,237)	\$ (45,238)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	434,289	434,289		
FUND BALANCE, ENDING	\$ 434,289	\$ 389,052		

HARBOUR ISLES
Community Development District

Reserve Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES				
Interest - Investments	\$ -	\$ -	\$ -	0.00%
TOTAL REVENUES	-	-	-	0.00%
EXPENDITURES				
Contingency				
Capital Outlay	-	3,995	(3,995)	0.00%
Total Contingency	-	3,995	(3,995)	0.00%
TOTAL EXPENDITURES	-	3,995	(3,995)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(3,995)	(3,995)	0.00%
Net change in fund balance	\$ -	\$ (3,995)	\$ (3,995)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	119,884		
FUND BALANCE, ENDING	\$ -	\$ 115,889		

HARBOUR ISLES
Community Development District

Debt Service Fund - Series 2021

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 784	\$ 784	0.00%
Special Assmnts- Tax Collector	312,608	38,126	(274,482)	12.20%
Special Assmnts- Discounts	(12,504)	(1,565)	10,939	12.52%
TOTAL REVENUES	300,104	37,345	(262,759)	12.44%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessment Collection Cost	6,252	731	5,521	11.69%
Total Administration	6,252	731	5,521	11.69%
<u>Debt Service</u>				
Principal Debt Retirement	229,000	-	229,000	0.00%
Interest Expense	65,848	32,923	32,925	50.00%
Total Debt Service	294,848	32,923	261,925	11.17%
TOTAL EXPENDITURES	301,100	33,654	267,446	11.18%
Excess (deficiency) of revenues Over (under) expenditures	(996)	3,691	4,687	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(996)	-	996	0.00%
TOTAL FINANCING SOURCES (USES)	(996)	-	996	0.00%
Net change in fund balance	\$ (996)	\$ 3,691	\$ 6,679	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	90,700	90,700		
FUND BALANCE, ENDING	\$ 89,704	\$ 94,391		

HARBOUR ISLES
Community Development District

Supporting Schedules

November 30, 2023

**HARBOUR ISLES
COMMUNITY DEVELOPMENT DISTRICT**

**Non-Ad Valorem Special Assessments - Hillsborough County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2024**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Debt Service Fund
Assessments Levied FY24				\$ 1,323,642	\$ 1,011,034	\$ 312,608
Allocation %				100.00%	76.38%	23.62%
11/07/23	\$ 17,980	\$ 940	\$ 367	\$ 19,286	\$ 14,731	\$ 4,555
11/16/23	\$ 79,965	\$ 3,400	\$ 1,632	\$ 84,997	\$ 64,923	\$ 20,074
11/21/23	\$ 53,768	\$ 2,286	\$ 1,097	\$ 57,151	\$ 43,654	\$ 13,498
TOTAL	\$ 151,713	\$ 6,625	\$ 3,096	\$ 161,434	\$ 123,308	\$ 38,126
% COLLECTED					12%	12%
TOTAL OUTSTANDING					\$ 887,725	\$ 274,482

**Cash and Investment
November 30, 2023**

GENERAL FUND					
<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	Hancock Whitney	Checking account	n/a	0.00%	\$ 344,875
Money Market Account	Valley National	Money Market	n/a	5.38%	\$ 215,324
<i>Subtotal</i>					\$ 560,200
DEBT SERVICE FUNDS					
Series 2021 Revenue Account	US Bank	Open-Ended Comm. Paper	n/a	5.30%	\$ 56,177
<i>Subtotal</i>					\$ 56,177
Total					<u>\$ 616,376</u>

Harbour Isles CDD

Bank Reconciliation

Bank Account No. 6870 Hancock Whitney Bank GF CHECKING
Statement No. 11-23
Statement Date 11/30/2023

G/L Balance (LCY)	344,875.49	Statement Balance	360,467.48
G/L Balance	344,875.49	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	360,467.48
Subtotal	344,875.49	Outstanding Checks	15,591.99
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	344,875.49	Ending Balance	344,875.49
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
6/6/2023	Payment	DD446	Payment of Invoice 001853	178.14	0.00	178.14
8/17/2023	Payment	3703	SOLITUDE LAKE MANAGEMENT	2,867.00	0.00	2,867.00
11/9/2023	Payment	3758	GREGG LETIZIA	200.00	0.00	200.00
11/22/2023	Payment	3760	BENCHMARK LANDSCAPING, LLC	12,250.00	0.00	12,250.00
11/22/2023	Payment	3763	QFC SUPPLY COMPANY INC	96.85	0.00	96.85
Total Outstanding Checks.....				15,591.99		15,591.99

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 11/1/23 to 11/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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HANCOCK WHITNEY BANK GF CHECKING - (ACCT#XXXXX6870)

CHECK # 3756

11/09/23	Vendor	BRLETIC DVORAK, INC	1258	ENGINEERING SRVCS OCT 2023	ProfServ-Engineering	001-531013-51501	\$1,030.00
Check Total							\$1,030.00

CHECK # 3757

11/09/23	Vendor	FEDEX	8-296-23703	SHIPMENT FEE 10/12/23	Postage and Freight	001-541006-51301	\$29.17
Check Total							\$29.17

CHECK # 3758

11/09/23	Vendor	GREGG LETIZIA	102423	BOARD MEETING ON 10/24/23	P/R-Board of Supervisors	001-511001-51101	\$200.00
Check Total							\$200.00

CHECK # 3759

11/09/23	Vendor	INFRAMARK, LLC.	103631	OCTOBER 2023 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,292.00
Check Total							\$4,292.00

CHECK # 3760

11/22/23	Vendor	BENCHMARK LANDSCAPING, LLC	1370	NOV 2023 MAINT SVC	Landscape Maintenance	001-546300-53908	\$12,250.00
Check Total							\$12,250.00

CHECK # 3761

11/22/23	Vendor	FEDEX	8-310-36821	POSTAGE -	FED EX	001-541006-51301	\$12.41
Check Total							\$12.41

CHECK # 3762

11/22/23	Vendor	HAWKINS SERVICE COMPANY LLC	240729	LIGHTS AND OUTLETS REPAIRS	Maintenance & Repairs	001-546920-57201	\$1,935.00
Check Total							\$1,935.00

CHECK # 3763

11/22/23	Vendor	QFC SUPPLY COMPANY INC	15-15621	SIX GALLONS OF SURFACE CLEANER	Office Supplies	001-551002-57201	\$96.85
Check Total							\$96.85

CHECK # 3764

11/22/23	Vendor	SECURITEAM, INC	17512	QTRY 11/23 REMOTE VIDEO MONITORING	Contracts-Security Services	001-534037-53935	\$2,553.00
Check Total							\$2,553.00

CHECK # 3765

11/22/23	Vendor	SOLITUDE LAKE MANAGEMENT	PSI028314	NOV 2023 MAINT WETLANDS/ MT 1 Y MT 2	R&M-Wetland Monitoring	001-546108-53805	\$725.00
11/22/23	Vendor	SOLITUDE LAKE MANAGEMENT	PSI025106	NOV 2023 LAKE ALL MAINT	Aquatic Maintenance	001-546995-53805	\$2,142.00
Check Total							\$2,867.00

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 11/1/23 to 11/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 3766							
11/22/23	Vendor	STRALEY ROBIN VERICKER , P.A.	23856	GEN COUNSEL THRU OCT 2023	ProfServ-Legal Services	001-531023-51401	\$1,242.00
Check Total							\$1,242.00
CHECK # 3767							
11/22/23	Vendor	SUNCOAST POOL SERVICE	9802	NOV 2023 POOL SVCS & CHEMICALS	ProfServ-Pool Maintenance	001-531034-57201	\$1,180.00
Check Total							\$1,180.00
CHECK # 3768							
11/22/23	Vendor	VESTA PROPERTY SERVICES, INC.	414445	NOV 23 AMENITY MGMNT SVCS	Contracts-Mgmt Services	001-534001-57201	\$10,135.25
Check Total							\$10,135.25
ACH #DD512							
11/30/23	Vendor	BRIGHT HOUSE NETWORKS-ACH	101723-8408 ACH	SRVC PRD 10/17-11/16/23	Telephone/Fax	001-541009-57201	\$208.14
ACH Total							\$208.14
ACH #DD513							
11/30/23	Vendor	REPUBLIC SERVICES - ACH	101723-5809 ACH	11/1-11/30/23 WASTE REMOVAL	Garbage - Recreation Facility	001-531133-53401	\$381.72
ACH Total							\$381.72
ACH #DD514							
11/30/23	Vendor	T-MOBILE ACH	102023-1124 ACH	SRVC PRD 10/21-11/20/23	Telephone/Fax/Internet Services	001-541009-57201	\$70.00
ACH Total							\$70.00
ACH #DD515							
11/30/23	Vendor	VALLEY NATIONAL BANK - ACH	101123-5409 ACH	PURCHASES 9/26/23-10/11/23	Amazon	001-554020-51301	\$26.99
11/30/23	Vendor	VALLEY NATIONAL BANK - ACH	101123-5409 ACH	PURCHASES 9/26/23-10/11/23	South Shore Signs	001-546987-57201	\$400.00
11/30/23	Vendor	VALLEY NATIONAL BANK - ACH	101123-5409 ACH	PURCHASES 9/26/23-10/11/23	Ferguson Ent	001-546920-57201	\$14.50
11/30/23	Vendor	VALLEY NATIONAL BANK - ACH	101123-5409 ACH	PURCHASES 9/26/23-10/11/23	Ferguson Ent	001-546920-57201	\$18.67
11/30/23	Vendor	VALLEY NATIONAL BANK - ACH	101123-5409 ACH	PURCHASES 9/26/23-10/11/23	Cellgate	001-549999-57201	\$29.95
11/30/23	Vendor	VALLEY NATIONAL BANK - ACH	101123-5409 ACH	PURCHASES 9/26/23-10/11/23	Mailchimp	001-554020-51301	\$13.00
11/30/23	Vendor	VALLEY NATIONAL BANK - ACH	101123-5409 ACH	PURCHASES 9/26/23-10/11/23	Sams Club	001-551002-57201	\$224.84
ACH Total							\$727.95
ACH #DD519							
11/30/23	Vendor	BRIGHT HOUSE NETWORKS-ACH	111123-1826 ACH	SRVC PRD 11/11-12/10/23	TELEPHONE/FAX	001-541009-57201	\$281.12
ACH Total							\$281.12
Account Total							\$39,491.61