

**HARMONY  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**Thursday, July 27, 2023**

**Remote Participation:**

Zoom: <https://zoom.us/j/4276669233>

--or--

Call in (audio only) 929-205-6099, ID 4276669233



313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747  
(407) 566-1935

## Harmony Community Development District

### Board Members:

Teresa Kramer, Chair  
 Daniel Leet, Vice-Chair  
 Kerul Kassel, Assistant Secretary  
 Jo Phillips, Assistant Secretary  
 Lucas Chokanis, Assistant Secretary



### Staff Members:

Angel Montagna, District Manager  
 Michael Eckert, District Counsel  
 David Hamstra, District Engineer  
 Jeison Castillo, Area Field Director

## Meeting Agenda

Thursday, July 27, 2023 - 6:00 pm

- 
1. **Call to Order and Roll Call**
  2. **Audience Comments** *Three- (3) Minute Time Limit*
  3. **Contractor Reports**
    - A. Benckmark
  4. **Consent Agenda**
    - A. Minutes from the Workshop Meeting on May 25, 2023  
and from the Regular Meeting on June 29, 2023 ..... Page 7
    - B. June Financial Statements ..... Page 8
    - C. June 2023 Invoices and Check Register ..... Page 23
  5. **New Business**
    - A. Discussion regarding FY 24 Budget ..... Page 28
    - B. Consideration of Resolution 2023-09, Resetting the FY 24 Budget Hearing ..... Page 50
    - C. Consideration of Resolution 2023-10, Resetting the Assessment Hearing ..... Page 52
    - D. Review of FY 2024 Meeting Schedule ..... Page 54
    - E. Consideration of Reserve Study Proposals ..... Page 56
    - F. Consideration of Shed Proposals ..... Page 81
    - G. Consideration of Transcription Services Proposals ..... Page 104
    - H. Discussion regarding Information Signs ..... Page 117
    - I. Discussion regarding CDD website
  6. **Staff Reports**
    - A. Field Manager
      - i. Field Report and Responses ..... Page 127
    - B. District Engineer
    - C. District Counsel
    - D. District Manager
  7. **Supervisor Requests**
  8. **Adjournment**

*The next meeting is scheduled for Thursday, August 24, 2023, at 6:00 p.m.*

### District Office:

313 Campus Street  
 Celebration FL 34747  
 407-566-1935  
[www.harmonyccd.org](http://www.harmonyccd.org)

### Meeting Location:

3285 Songbird Circle  
 St. Cloud, FL 34773  
 Zoom: <https://zoom.us/j/4276669233>  
 Phone: 929-205-6099, ID 4276669233

## Section 2

# Audience Comments

No Speaking Requests Recorded  
Verbal Presentations At Meeting

# **Section 3**

# **Contractor Reports**

# **Subsection 3A**

## **Benchmark**

No Review Material Provided  
Verbal Presentations At Meeting

# **Section 4**

# **Consent Agenda**

# Subsection 4A

# Minutes

{ Two Meetings }  
Markup Review Versions  
Delivered Under [Separate Cover](#)

# **Subsection 4B**

## **Financials**



**TO: Board of Supervisors, Harmony CDD**  
**FROM: Samantha Smith, Accountant**  
**CC: Angel Montagna, District Manager**  
**DATE: July 6, 2023**  
**SUBJECT: June 2023 Financials**

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Please find the attached June 2023 financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the annual budget and for expenditures to be at or below the annual budget. To assist with your review, an overview is provided below. Should you have any questions or require additional information, please contact me at Samantha.Smith@Inframark.com.

**General Fund**

- Total Revenue through June is approximately 104% of the annual budget. This is typical for this time of year.
  - Non Ad Valorem Assessment collections are currently at 100%.
  - Other Miscellaneous Revenues - Includes refund from Bowman and Blair Ecology. Also includes reimbursement from Kissimmee Motorsports. Also includes \$2,500 payment for temp easement access from Derrick Simmons. Also includes \$200 payment for a public records request.
  - Insurance Reimbursements - Includes reimbursements received from Florida Insurance Alliance.
  - Garden Lot - Includes lease payments for garden lot.
  
- Total Expenditures through June are at 69% of the annual budget.
  - ▶ Administrative
    - P/R-Board of Supervisors - Includes payroll for meetings through June 2023.
    - ProfServ-Engineering - Pegasus Engineering services through May 2023.
    - ProfServ-Legal Services - Kutak Rock general counsel through May 2023.
    - ProfServ-Management Consulting - Contract with Inframark.
    - ProfServ-Property Appraiser - Annual fees charged by Katrina S Scarborough property appraiser's office.
    - ProfServ-Recording Secretary - Inframark provides near verbatim minutes.
    - ProfServ-Special Assessment - Assessment roll services.
    - Postage and Freight - FedEx services, postage reimbursements to Inframark and survey mailing.
    - Rental - Meeting Room - Includes charges for Zoom, Amazon ethernet switch, Microsoft email, web hosting, and onboarding of ADA compliant website.
    - Insurance-General Liability - Egis Insurance Advisors provides auto, general liability, inland marine and property insurance.
    - Legal Advertising - Legal and public notices by Sun Publications.
    - Misc-Records Storage - Includes charges for records research and monthly records storage.
    - Annual District Filing Fee - FY22-23 filing fee paid to the department of economic opportunity.
  - ▶ Field
    - ProfServ-Field Management - Contract with Inframark.
    - Trailer Rental - Includes monthly rental of 1 container and 1 office trailer.
  - ▶ Landscaping Services
    - Contracts-Irrigation - Contract with Servello and Sons through January 2023.
    - Contracts-Trees & Trimming - Contract with Servello and Sons through January 2023.
    - Contracts-Trash & Debris Removal - Contract with Servello and Sons through January 2023.
    - Contracts-Landscape - Contract with Servello and Sons through January 2023. Includes credit on November 2022 and January 2023 invoices. New vendor as of February 2023 is Benchmark Landscaping.
    - Contracts-Shrub/Ground Cover - Contract with Servello and Sons through January 2023.
    - R&M Irrigation - Includes various irrigation supplies and repairs by Servello and Sons through January 2023. New vendor as of February 2023 is Benchmark Landscaping.
    - R&M-Trees and Trimming - Includes tree trimming and replacement by Servello and Sons, Brightview Landscape Services, and Benchmark Landscaping.
  - ▶ Utilities
    - Electricity-General - Services provided by OUC.
    - Electricity-Streetlighting - Services provided by OUC.
    - Utility-Water & Sewer - Services provided by TOHO.
  - ▶ Operation & Maintenance
    - Utility-Refuse Removal - Services provided by Waste Connections of FL.
    - R&M-Pools - Includes control leases for Ashley Park and splash pad, permits, chemicals. Also includes pool pump by Spies Pool, splash pad fountain repairs by Professional Fountain Services, and pool motor replacement by Florida Aqua Group.
    - R&M-User Supported Facility - Includes jet clean line at dog park and poolhouse bathroom repairs by Tom Parrish Plumbing.
    - R&M-Parks & Facilities - Various supplies and repairs, including dog waste bags, field staff supplies, swing repair, bathroom exhaust fan deposit, patio umbrellas, gate, mower tires, electrical panel repairs, signs, and two benches.
    - R&M-Invasive Plant Maintenance - Includes wetland exotics treatment by Aquatic Weed Management and annual monitoring and reporting by Bowman and Blair Ecology.
    - Security Enhancements - Includes internet service, access control cards, repair to dock access control unit, and lock replacement.
    - Op Supplies-Fuel, Oil - Includes fuel purchases.
    - Capital Outlay-Vehicles - Includes 2022 club car, purchased from Advantage Golf Cars.
  - ▶ Debt Service
    - Principal Expense - Principal portion of VC1 debt service assessment transferred from the general fund to the series 2015 debt service fund in March 2023.
    - Interest Expense - Interest portion of VC1 debt service assessment transferred from the general fund to the series 2015 debt service fund in March 2023.

**General Fund Reserves**

- ▶ \$190,913 fund balance = \$1 Million fund balance transferred from General Fund in FY22, minus \$452,994 FY22 expenditures, plus \$300,000 fund balance transferred from General Fund in FY23, minus \$656,093 FY23 expenditures.
  - Reserve-Other - Includes storm drain repairs by Atlantic Pipe Services, road grading and stone by Gary's Grading Inc, gazebo awning repairs by Sunshades Awning, and pay apps 1 and 2 towards roadway rehab project by Carr and Collier.

**HARMONY**

Community Development District

*Financial Report*

*June 30, 2023*

**Prepared by**



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**HARMONY**  
Community Development District

**Financial Statements**

**(Unaudited)**

**June 30, 2023**

**HARMONY**

Community Development District

**Governmental Funds**

**Balance Sheet**  
June 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND RESERVES	SERIES 2014 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>					
Cash - Checking Account	\$ 576,562	\$ -	\$ -	\$ -	\$ 576,562
Accounts Receivable	319	-	-	-	319
Due From Other Funds	-	195,563	-	-	195,563
Investments:					
Money Market Account	1,100,174	-	-	-	1,100,174
Prepayment Account	-	-	-	26,511	26,511
Reserve Fund	-	-	607,313	340,000	947,313
Revenue Fund	-	-	639,712	280,601	920,313
<b>TOTAL ASSETS</b>	<b>\$ 1,677,055</b>	<b>\$ 195,563</b>	<b>\$ 1,247,025</b>	<b>\$ 647,112</b>	<b>\$ 3,766,755</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 54,785	\$ 4,650	\$ -	\$ -	\$ 59,435
Accrued Expenses	90,586	-	-	-	90,586
Due To Other Funds	195,563	-	-	-	195,563
<b>TOTAL LIABILITIES</b>	<b>340,934</b>	<b>4,650</b>	<b>-</b>	<b>-</b>	<b>345,584</b>
<b>FUND BALANCES</b>					
<b>Restricted for:</b>					
Debt Service	-	-	1,247,025	647,112	1,894,137
<b>Assigned to:</b>					
Operating Reserves	467,801	-	-	-	467,801
<b>Unassigned:</b>	868,320	190,913	-	-	1,059,233
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,336,121</b>	<b>\$ 190,913</b>	<b>\$ 1,247,025</b>	<b>\$ 647,112</b>	<b>\$ 3,421,171</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,677,055</b>	<b>\$ 195,563</b>	<b>\$ 1,247,025</b>	<b>\$ 647,112</b>	<b>\$ 3,766,755</b>

**HARMONY**

Community Development District

**General Fund**

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 3,678	\$ 2,759	\$ 37,451	\$ 34,692
Interest - Tax Collector	-	-	17,629	17,629
Special Assmnts- Tax Collector	2,452,225	2,452,225	2,441,779	(10,446)
Special Assessments-Tax Collector-VC1	(28,737)	(28,737)	-	28,737
Special Assmnts- Discounts	(98,088)	(98,088)	(78,146)	19,942
Other Miscellaneous Revenues	-	-	5,498	5,498
Access Cards	1,200	900	790	(110)
Insurance Reimbursements	-	-	7,709	7,709
Facility Revenue	600	450	-	(450)
User Facility Revenue	15,000	11,250	1,443	(9,807)
Garden Lot	1,207	909	1,292	383
<b>TOTAL REVENUES</b>	<b>2,347,085</b>	<b>2,341,668</b>	<b>2,435,445</b>	<b>93,777</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
P/R-Board of Supervisors	14,000	10,503	7,200	3,303
FICA Taxes	1,071	801	551	250
ProfServ-Arbitrage Rebate	1,200	1,200	600	600
ProfServ-Dissemination Agent	1,500	1,500	1,500	-
ProfServ-Engineering	60,000	45,000	68,448	(23,448)
ProfServ-Legal Services	60,000	45,000	56,360	(11,360)
ProfServ-Mgmt Consulting	69,250	51,939	51,937	2
ProfServ-Property Appraiser	392	392	694	(302)
ProfServ-Recording Secretary	4,200	3,150	3,150	-
ProfServ-Special Assessment	8,822	8,822	8,822	-
ProfServ-Trustee Fees	10,160	10,160	5,390	4,770
Auditing Services	4,400	4,400	4,400	-
Postage and Freight	1,000	747	438	309
Rental - Meeting Room	3,000	2,250	3,211	(961)
Insurance - General Liability	28,000	28,000	18,732	9,268
Legal Advertising	1,000	747	1,065	(318)
Misc-Records Storage	1,500	1,125	1,710	(585)
Misc-Assessment Collection Cost	49,045	49,045	47,445	1,600
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>318,715</b>	<b>264,956</b>	<b>281,828</b>	<b>(16,872)</b>
<b>Field</b>				
ProfServ-Field Management	338,872	254,151	254,154	(3)
Trailer Rental	8,500	6,375	5,424	951
<b>Total Field</b>	<b>347,372</b>	<b>260,526</b>	<b>259,578</b>	<b>948</b>

**HARMONY**

Community Development District

**General Fund**

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Landscape Services</u></b>				
Contracts-Mulch	146,608	109,956	-	109,956
Contracts-Irrigation	42,822	32,117	14,274	17,843
Contracts-Trees & Trimming	46,909	35,182	15,636	19,546
Contracts-Annuals	12,672	9,504	3,500	6,004
Contracts-Trash & Debris Removal	19,565	14,674	6,522	8,152
Contracts - Landscape	294,685	221,014	361,187	(140,173)
Cntrs-Shrub/Grnd Cover Annual Svc	86,074	64,555	28,691	35,864
R&M-Irrigation	30,000	22,500	28,667	(6,167)
R&M-Trees and Trimming	40,000	29,997	38,510	(8,513)
Miscellaneous Services	35,000	26,253	-	26,253
<b>Total Landscape Services</b>	<b>754,335</b>	<b>565,752</b>	<b>496,987</b>	<b>68,765</b>
<b><u>Utilities</u></b>				
Electricity - General	40,700	30,525	27,758	2,767
Electricity - Streetlights	121,000	90,750	94,223	(3,473)
Utility - Water & Sewer	198,000	148,500	115,305	33,195
<b>Total Utilities</b>	<b>359,700</b>	<b>269,775</b>	<b>237,286</b>	<b>32,489</b>
<b><u>Operation &amp; Maintenance</u></b>				
Utility - Refuse Removal	3,000	2,250	2,684	(434)
R&M-Ponds	20,000	15,000	5,400	9,600
R&M-Pools	35,000	26,250	38,764	(12,514)
R&M-Roads & Alleyways	2,000	1,503	-	1,503
R&M-Sidewalks	20,000	15,000	-	15,000
R&M-Streetlights	10,000	7,500	-	7,500
R&M-Vehicles	15,000	11,250	550	10,700
R&M-User Supported Facility	5,000	3,750	1,015	2,735
R&M-Equipment Boats	10,000	7,500	3,229	4,271
R&M-Parks & Facilities	25,000	18,747	33,717	(14,970)
R&M-Garden Lot	2,000	1,500	171	1,329
R&M-Invasive Plant Maintenance	105,000	78,750	53,550	25,200
Security Enhancements	5,700	4,275	7,198	(2,923)
Op Supplies - Fuel, Oil	8,000	6,000	1,529	4,471
Cap Outlay - Vehicles	30,000	30,000	10,961	19,039
<b>Total Operation &amp; Maintenance</b>	<b>295,700</b>	<b>229,275</b>	<b>158,768</b>	<b>70,507</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	13,507	13,507	13,507	-
Interest Expense	13,093	13,093	13,093	-
<b>Total Debt Service</b>	<b>26,600</b>	<b>26,600</b>	<b>26,600</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>2,102,422</b>	<b>1,616,884</b>	<b>1,461,047</b>	<b>155,837</b>

**HARMONY**

Community Development District

**General Fund**

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Excess (deficiency) of revenues				
Over (under) expenditures	244,663	724,784	974,398	249,614
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Operating Transfers-Out	-	-	(300,000)	(300,000)
Contribution to (Use of) Fund Balance	244,663	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>244,663</b>	<b>-</b>	<b>(300,000)</b>	<b>(300,000)</b>
Net change in fund balance	\$ 244,663	\$ 724,784	\$ 674,398	\$ (50,386)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>661,723</b>	<b>661,723</b>	<b>661,723</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 906,386</b>	<b>\$ 1,386,507</b>	<b>\$ 1,336,121</b>	



**HARMONY**

Community Development District

**General Fund Reserves**

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>EXPENDITURES</u></b>				
<b>Operation &amp; Maintenance</b>				
Reserve - Other	\$ 300,000	\$ 300,000	\$ 656,093	\$ (356,093)
<b>Total Operation &amp; Maintenance</b>	300,000	300,000	656,093	(356,093)
<b>TOTAL EXPENDITURES</b>	<b>300,000</b>	<b>300,000</b>	<b>656,093</b>	<b>(356,093)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(300,000)	(300,000)	(656,093)	(356,093)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interfund Transfer - In	-	-	300,000	300,000
Contribution to (Use of) Fund Balance	(300,000)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(300,000)</b>	<b>-</b>	<b>300,000</b>	<b>300,000</b>
Net change in fund balance	\$ (300,000)	\$ (300,000)	\$ (356,093)	\$ (56,093)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>547,006</b>	<b>547,006</b>	<b>547,006</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 247,006</b>	<b>\$ 247,006</b>	<b>\$ 190,913</b>	

**HARMONY**

Community Development District

**Series 2014 Debt Service Fund**

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 61	\$ 45	\$ 59	\$ 14
Special Assmnts- Tax Collector	1,217,276	1,217,276	1,224,346	7,070
Special Assmnts- Discounts	(48,691)	(48,691)	(39,183)	9,508
<b>TOTAL REVENUES</b>	<b>1,168,646</b>	<b>1,168,630</b>	<b>1,185,222</b>	<b>16,592</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	24,345	24,345	23,790	555
<b>Total Administration</b>	<b>24,345</b>	<b>24,345</b>	<b>23,790</b>	<b>555</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	695,000	695,000	695,000	-
Principal Prepayments	-	-	75,000	(75,000)
Interest Expense	459,663	459,663	457,844	1,819
<b>Total Debt Service</b>	<b>1,154,663</b>	<b>1,154,663</b>	<b>1,227,844</b>	<b>(73,181)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,179,008</b>	<b>1,179,008</b>	<b>1,251,634</b>	<b>(72,626)</b>
Excess (deficiency) of revenues Over (under) expenditures	(10,362)	(10,378)	(66,412)	(56,034)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(10,362)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(10,362)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (10,362)	\$ (10,378)	\$ (66,412)	\$ (56,034)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>1,313,437</b>	<b>1,313,437</b>	<b>1,313,437</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,303,075</b>	<b>\$ 1,303,059</b>	<b>\$ 1,247,025</b>	

**HARMONY**

Community Development District

**Series 2015 Debt Service Fund**

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 40	\$ 30	\$ 58	\$ 28
Special Assmnts- Tax Collector	796,597	796,597	642,981	(153,616)
Special Assmnts- Other	26,600	26,600	26,600	-
Special Assmnts- Prepayment	-	-	929,892	929,892
Special Assmnts- Discounts	(31,864)	(31,864)	(20,194)	11,670
<b>TOTAL REVENUES</b>	<b>791,373</b>	<b>791,363</b>	<b>1,579,337</b>	<b>787,974</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	15,932	15,932	13,499	2,433
<b>Total Administration</b>	<b>15,932</b>	<b>15,932</b>	<b>13,499</b>	<b>2,433</b>
<b>Debt Service</b>				
Principal Debt Retirement	390,000	390,000	390,000	-
Principal Prepayments	-	-	2,010,000	(2,010,000)
Interest Expense	389,775	389,775	360,269	29,506
<b>Total Debt Service</b>	<b>779,775</b>	<b>779,775</b>	<b>2,760,269</b>	<b>(1,980,494)</b>
<b>TOTAL EXPENDITURES</b>	<b>795,707</b>	<b>795,707</b>	<b>2,773,768</b>	<b>(1,978,061)</b>
Excess (deficiency) of revenues Over (under) expenditures	(4,334)	(4,344)	(1,194,431)	(1,190,087)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(4,334)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(4,334)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (4,334)	\$ (4,344)	\$ (1,194,431)	\$ (1,190,087)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>1,841,543</b>	<b>1,841,543</b>	<b>1,841,543</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,837,209</b>	<b>\$ 1,837,199</b>	<b>\$ 647,112</b>	

**HARMONY**

Community Development District

**Supporting Schedules**

**June 30, 2023**

**HARMONY**

Community Development District

**Non-Ad Valorem Special Assessments  
Osceola County Tax Collector - Monthly Collection Report  
For the Fiscal Year Ending September 30, 2023**

					Allocation by Fund		
Date Received	Net Amount Received	Discount/ (Penalties) Amount	Collection Cost	Gross Amount Received	General Fund	Series 2014 Debt Service Fund <sup>(1)</sup>	Series 2015 Debt Service Fund <sup>(1)</sup>
<b>ASSESSMENTS LEVIED FY 2023</b>				\$ 4,328,217	\$ 2,423,488	\$ 1,215,175	\$ 689,554
Allocation %				100%	55.99%	28.08%	15.93%
11/17/22	\$ 13,410	\$ 704	\$ 274	\$ 14,387	\$ 8,056	\$ 4,039	\$ 2,292
11/22/22	\$ 286,879	\$ 12,197	\$ 5,855	\$ 304,931	\$ 170,739	\$ 85,611	\$ 48,580
12/09/22	\$ 2,729,319	\$ 116,043	\$ 55,700	\$ 2,901,062	\$ 1,624,385	\$ 814,492	\$ 462,185
12/22/22	\$ 213,418	\$ 8,631	\$ 4,355	\$ 226,405	\$ 126,771	\$ 63,565	\$ 36,070
Adjustment <sup>(2)</sup>	\$ (37,649)	\$ (1,569)	\$ -	\$ (39,217)	\$ -	\$ -	\$ (39,217)
01/10/23	\$ 113,868	\$ 3,594	\$ 2,324	\$ 119,785	\$ 67,071	\$ 33,630	\$ 19,084
01/10/23	\$ 4,701	\$ 148	\$ 96	\$ 4,945	\$ 2,769	\$ 1,388	\$ 788
02/07/23	\$ 2,955	\$ 44	\$ 60	\$ 3,059	\$ 1,713	\$ 859	\$ 487
02/08/23	\$ 43,734	\$ 982	\$ 893	\$ 45,609	\$ 25,537	\$ 12,805	\$ 7,266
03/08/23	\$ 22,648	\$ 233	\$ 462	\$ 23,344	\$ 13,071	\$ 6,554	\$ 3,719
04/10/23	\$ 94,350	\$ (41)	\$ 1,926	\$ 96,235	\$ 53,884	\$ 27,018	\$ 15,332
04/10/23	\$ 5,755	\$ -	\$ 117	\$ 5,873	\$ 3,288	\$ 1,649	\$ 936
05/09/23	\$ 103,058	\$ (2,971)	\$ 2,103	\$ 102,190	\$ 57,219	\$ 28,691	\$ 16,281
05/09/23	\$ 521	\$ -	\$ 11	\$ 531	\$ 297	\$ 149	\$ 85
Adjustment <sup>(2)</sup>	\$ (12,088)	\$ (472)	\$ -	\$ (12,559)	\$ -	\$ -	\$ (12,559)
06/09/23	\$ 23,359	\$ -	\$ 491	\$ 23,851	\$ 13,355	\$ 6,696	\$ 3,800
06/09/23	\$ 2,187	\$ -	\$ 46	\$ 2,233	\$ 1,250	\$ 627	\$ 356
06/16/23	\$ 476,424	\$ -	\$ 10,021	\$ 486,444	\$ 272,374	\$ 136,572	\$ 77,498
<b>TOTAL</b>	<b>\$ 4,086,849</b>	<b>\$ 137,523</b>	<b>\$ 84,734</b>	<b>\$ 4,309,107</b>	<b>\$ 2,441,779</b>	<b>\$ 1,224,346</b>	<b>\$ 642,981</b>

Collected in % 100%

<b>TOTAL OUTSTANDING</b>	\$ 19,110	\$ (18,291)	\$ (9,171)	\$ 46,572
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Note (1): Variance between budget and assessment levy is due to prepayments received during the budget process.

Note (2): Adjustments made by the Osceola County Tax Collector.

**HARMONY**  
Community Development District

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**Cash and Investment Report**  
*June 30, 2023*

<b>General Fund</b>
---------------------

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account- Operating	Bank United	Checking Account	n/a	0.00%	\$576,562
Money Market Account	BankUnited	Money Market Account	n/a	5.15%	\$1,100,174
<b>Subtotal</b>					\$1,676,736

<b>Debt Service and Capital Projects Funds</b>
--

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2014 Reserve Fund	US Bank	US Bank Gcts	n/a	3.80%	\$607,313
Series 2014 Revenue Fund	US Bank	US Bank Gcts	n/a	3.80%	\$639,712
Series 2015 Prepayment Fund	US Bank	US Bank Gcts	n/a	3.80%	\$26,511
Series 2015 Reserve Fund	US Bank	US Bank Gcts	n/a	3.80%	\$340,000
Series 2015 Revenue Fund	US Bank	US Bank Gcts	n/a	3.80%	\$280,601
<b>Subtotal</b>					\$1,894,137
<b>Total</b>					<b>\$3,570,873</b>

# **Subsection 4C**

## **Approvals**

## Harmony

Community Development District

General Fund

### Invoice Approval Report# 278

**JULY 14 2023**

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
ANNE JOHNSON	AJ71023	R	\$ 107.00
		Vendor Total	<u>\$ 107.00</u>
BENCHMARK LANDSCAPING LLC	697	R	\$ 130.00
	739	R	\$ 55,000.00
		Vendor Total	<u>\$ 55,130.00</u>
CHARTER COMMUNICATIONS - ACH	1997518052823	R	\$ 119.98
	1997500060623	R	\$ 123.98
		Vendor Total	<u>\$ 243.96</u>
ELAN FINANCIAL SERVICES		R	\$ 3,950.11
		Vendor Total	<u>\$ 3,950.11</u>
ELCO MOTOR YACHTS LLC	06192023	R	<u>\$ 5,174.93</u>
		Vendor Total	<u>\$ 5,174.93</u>
FAST SIGNS	2060-22076	R	<u>\$ 416.71</u>
		Vendor Total	<u>\$ 416.71</u>
GREGORY ISBILL	GI071023	R	\$ 107.00
		Vendor Total	<u>\$ 107.00</u>
HARMONY WEST COD	022723	R	\$ 2,400.00
	061523	R	\$ 1,800.00
		Vendor Total	<u>\$ 4,200.00</u>
IIL TAX SOLUTIONS INC	3063	R	\$ 600.00
		Vendor Total	<u>\$ 600.00</u>
INFRAMARK	96987	R	\$ 45,384.96
		Vendor Total	<u>\$ 45,384.96</u>
JAMES NORWOOD	JN71023	R	\$ 42.80
		Vendor Total	<u>\$ 42.80</u>



## Harmony

Community Development District

General Fund

### Invoice Approval Report# 278

**JULY 14 2023**

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
JAMES SPIEGEL	JS71023	R	\$ 129.00
		Vendor Total	<u>\$ 129.00</u>
KUTAK ROCK LLP	3237425	R	\$ 3,500.00
	3237621	R	\$ 1,245.46
	Vendor Total		<u>\$ 4,745.46</u>
ORLANDO UTILITIES COMMISSION-A<	062823-9921	R	\$ 12,494.66
		Vendor Total	<u>\$ 12,494.66</u>
PAUL MALDONADO	PM71023	R	\$ 428.00
		Vendor Total	<u>\$ 428.00</u>
PEGASUS ENGINEERING, LLC	226686	R	\$ 16,968.68
	226684	R	\$ 14,571.71
	Vendor Total		<u>\$ 31,540.39</u>
POOLSURE	101295645157	R	\$ 99.00
	101295644144	R	\$ 35.00
	101295644143	R	\$ 60.00
	101295644669	R	\$ 641.25
	101295644684	R	\$ 470.25
	R		
Vendor Total		<u>\$ 1,305.50</u>	
RONALD COLLINS	RC71023	R	\$ 235.84
		Vendor Total	<u>\$ 235.84</u>
ROBERT LILLIE	RL71023	R	\$ 160.50
		Vendor Total	<u>\$ 160.50</u>
SUN PUBLICATION DBA OSCEOLA NE	7326	R	\$ 647.24
	9915	R	\$ 412.16
	Vendor Total		<u>\$ 1,059.40</u>
SUNSHADES AWNING CO INC	21440	R	\$ 4,650.00
		Vendor Total	<u>\$ 4,650.00</u>

Harmony

Community Development District

General Fund

Invoice Approval Report # 278

JULY 14 2023

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
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TIM FLOWERS	TF71023	R	\$ 256.80
		Vendor Total	<u>\$ 256.80</u>

TOHO WATER AUTHORITY -ACH		R	\$ 28,238.01
		Vendor Total	<u>\$ 28,238.01</u>

U.S. BANK	6963534	R	\$ 4,770.63
		Vendor Total	<u>\$4,770.63</u>

WASTE CONNECTIONS OF FL.	1451349W460	R	\$ 346.21
		Vendor Total	<u>\$ 346.21</u>

Total			<u>\$ 205,717.87</u>
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<b>Total Invoices</b>	<b>\$ 205,717.87</b>
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# Section 5

# New Business

# **Subsection 5A**

## **FY2024 Budget Modified Tentative**

**HARMONY**  
Community Development District

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2024**

**Version 4: Modified Tentative Budget**  
(Printed 7/6/2023 3:25pm)

Prepared by:



**HARMONY**

Community Development District

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**Harmony**  
**Community Development District**

**Operating Budget**  
Fiscal Year 2024

**HARMONY**

Community Development District

*General Fund*

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>							
Interest - Investments	\$ 3,265	\$ 4,596	\$ 3,678	\$ 37,451	\$ 12,484	\$ 49,935	\$ 30,000
Hurricane Irma FEMA Refund	1,706	-	-	-	-	-	-
Interest - Tax Collector	-	21,818	-	17,629	-	17,629	-
Rental Income	465	-	-	-	-	-	-
Special Assmnts- Tax Collector	1,853,780	1,853,780	2,452,225	2,441,779	10,446	2,452,225	2,832,059
Special Assessments-Tax Collector-VC1	-	-	(28,737)	-	-	-	(33,173)
Special Assmnts- Discounts	(51,791)	(56,152)	(98,089)	(78,146)	-	(78,146)	(113,282)
Sale of Surplus Equipment	1,150	2,171	-	-	-	-	-
Other Miscellaneous Revenues	249	162	-	5,498	-	5,498	-
Access Cards	1,720	950	1,200	790	410	1,200	1,200
Insurance Reimbursements	-	-	-	7,709	-	7,709	-
Facility Revenue	200	3,538	600	-	600	600	600
RV Storage Lot	23,315	22,310	15,000	1,443	-	1,443	-
Garden Lot	-	1,237	1,207	1,292	-	1,292	1,207
<b>TOTAL REVENUES</b>	<b>1,834,059</b>	<b>1,854,410</b>	<b>2,347,085</b>	<b>2,435,445</b>	<b>23,940</b>	<b>2,459,385</b>	<b>2,718,610</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	11,800	9,200	14,000	7,200	6,800	14,000	14,000
FICA Taxes	1,031	704	1,071	551	520	1,071	1,071
ProfServ-Arbitrage Rebate	1,200	1,200	1,200	600	600	1,200	1,200
ProfServ-Dissemination Agent	1,500	1,500	1,500	1,500	-	1,500	1,500
ProfServ-Engineering	64,030	72,842	60,000	68,448	22,816	91,264	60,000
ProfServ-Legal Services	76,312	46,736	60,000	56,360	3,640	60,000	60,000
ProfServ-Mgmt Consulting Serv	67,200	69,212	69,250	51,937	17,312	69,249	71,328
ProfServ-Property Appraiser	438	751	392	694	-	694	392
ProfServ-Recording Secretary	1,100	3,300	4,200	3,150	1,050	4,200	4,326
ProfServ-Special Assessment	8,822	8,822	8,822	8,822	-	8,822	9,087
ProfServ-Trustee Fees	10,160	10,160	10,160	5,390	4,770	10,160	10,160
Auditing Services	4,400	4,400	4,400	4,400	-	4,400	4,400
Postage and Freight	1,500	1,579	1,000	438	562	1,000	1,000
Rental - Meeting Room	2,750	-	3,000	3,211	-	3,211	7,500
Insurance - General Liability	25,238	18,281	28,000	18,732	-	18,732	20,000
Printing and Binding	574	278	-	-	-	-	-
Legal Advertising	998	3,373	1,000	1,065	-	1,065	1,200
Misc-Records Storage	-	267	1,500	1,710	-	1,710	-
Misc-Assessmnt Collection Cost	23,174	21,974	49,045	47,445	1,600	49,045	56,641
Misc-Contingency	2,611	1,404	-	-	-	-	-
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>305,013</b>	<b>276,158</b>	<b>318,715</b>	<b>281,828</b>	<b>59,670</b>	<b>341,498</b>	<b>323,979</b>
<i>Field</i>							
ProfServ-Field Management	303,346	338,872	338,872	254,154	84,718	338,872	375,810
Trailer Rental	-	6,960	8,500	5,424	1,740	7,164	-
<b>Total Field</b>	<b>303,346</b>	<b>345,832</b>	<b>347,372</b>	<b>259,578</b>	<b>86,458</b>	<b>346,036</b>	<b>375,810</b>



**HARMONY**

Community Development District

*General Fund*

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>Landscape Services</b>							
Contracts - Mulch	60,516	61,429	146,608	-	146,608	146,608	77,347
Contracts - Irrigation	13,200	26,892	42,822	14,274	-	14,274	-
Contracts - Landscape	306,148	269,611	294,685	361,187	165,000	526,187	699,567
Contracts - Tree Maintenance	-	-	46,909	15,636	-	15,636	-
Contracts - Shrub Maintenance	157,183	159,871	86,074	28,691	-	28,691	-
Contracts - Annuals	-	-	12,672	3,500	9,172	12,672	14,000
Contracts - Trash/Debris	-	-	19,565	6,522	-	6,522	-
R&M - Irrigation	12,298	31,012	30,000	28,667	9,556	38,223	30,000
R&M - Trees and Trimming	9,065	32,100	40,000	38,510	1,490	40,000	40,000
Miscellaneous Services	21,592	5,695	35,000	-	8,750	8,750	50,000
<b>Total Landscape Services</b>	<b>580,002</b>	<b>586,610</b>	<b>754,335</b>	<b>496,987</b>	<b>340,576</b>	<b>837,563</b>	<b>910,914</b>
<b>Utilities</b>							
Electricity - General	35,546	32,557	40,700	27,758	9,253	37,011	43,550
Electricity - Streetlighting	102,284	106,472	121,000	94,223	31,408	125,631	139,470
Utility - Water & Sewer	126,843	177,886	198,000	115,305	38,435	153,740	211,860
<b>Total Utilities</b>	<b>264,673</b>	<b>316,915</b>	<b>359,700</b>	<b>237,286</b>	<b>79,095</b>	<b>316,381</b>	<b>394,880</b>
<b>Operation &amp; Maintenance</b>							
Communication - Telephone	4,437	-	-	-	-	-	-
Utility - Refuse Removal	2,745	2,934	3,000	2,684	895	3,579	3,500
R&M-Ponds/Buck Lake	1,085	5,896	20,000	5,400	5,000	10,400	20,000
R&M-Pools	22,699	15,366	35,000	38,764	12,921	51,685	35,000
R&M-Roads & Alleyways	-	-	2,000	-	500	500	2,000
Sidewalk Panel Replacements	-	-	-	-	-	-	20,000
R&M-Sidewalks	92	11,676	20,000	-	5,000	5,000	-
R&M-Vehicles/Equipment	6,574	4,816	15,000	550	3,750	4,300	15,000
R&M-RV Storage Lot	7,570	7,553	5,000	1,015	-	1,015	-
R&M-Equipment Boats	3,536	4,831	10,000	3,229	2,500	5,729	10,000
R&M-Parks & Facilities	22,776	40,443	25,000	33,717	11,239	44,956	45,000
R&M-Garden Lot	-	1,273	2,000	171	1,829	2,000	2,000
R&M- Invasive Plant Maintenance	-	-	105,000	53,550	51,450	105,000	105,000
R&M- Light Poles	-	-	10,000	-	2,500	2,500	10,000
Miscellaneous Services	129	1,350	-	-	-	-	-
Misc-Contingency	9,736	10,218	-	-	-	-	-
Security Enhancements	3,107	10,978	5,700	7,198	675	7,873	5,700
Op Supplies - Fuel, Oil	1,971	3,713	8,000	1,529	510	2,039	8,000
Cap Outlay - Other	29,765	-	-	-	-	-	-
Cap Outlay - Vehicles	11,145	-	30,000	10,961	19,039	30,000	15,000
Reserve - Renewal&Replacement	46,945	-	-	-	-	-	-
Reserve - Sidewalks & Alleyways	21,724	-	-	-	-	-	-
Reserve - Other	-	-	300,000	-	-	-	450,000
<b>Total Operation &amp; Maintenance</b>	<b>196,036</b>	<b>121,047</b>	<b>595,700</b>	<b>158,768</b>	<b>117,808</b>	<b>276,576</b>	<b>746,200</b>

**HARMONY**

Community Development District

*General Fund*

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>Debt Service</b>							
Principal Debt Retirement	12,260	12,868	13,507	13,507	-	13,507	14,177
Interest Expense	14,340	13,732	13,093	13,093	-	13,093	12,423
<b>Total Debt Service</b>	<b>26,600</b>	<b>26,600</b>	<b>26,600</b>	<b>26,600</b>	<b>-</b>	<b>26,600</b>	<b>26,600</b>
<b>TOTAL EXPENDITURES</b>	<b>1,675,670</b>	<b>1,673,162</b>	<b>2,402,422</b>	<b>1,461,047</b>	<b>683,607</b>	<b>2,144,654</b>	<b>2,778,383</b>
Excess (deficiency) of revenues							
Over (under) expenditures	158,389	181,248	(55,337)	974,398	(659,667)	314,731	(59,773)
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-Out	-	(675,246)	-	(300,000)	-	(300,000)	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	(59,773)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>(675,246)</b>	<b>-</b>	<b>(300,000)</b>	<b>-</b>	<b>(300,000)</b>	<b>(59,773)</b>
Net change in fund balance	158,389	(493,998)	(55,337)	674,398	(659,667)	14,731	(59,773)
<b>FUND BALANCE, BEGINNING</b>	1,322,085	1,155,721	661,723	661,723	-	661,723	676,454
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,480,474</b>	<b>\$ 661,723</b>	<b>\$ 606,386</b>	<b>\$ 1,336,121</b>	<b>\$ (659,667)</b>	<b>\$ 676,454</b>	<b>\$ 616,681</b>

**HARMONY**

Community Development District

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**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 676,454
Net Change in Fund Balance - Fiscal Year 2024	(59,773)
Reserves - Fiscal Year 2024 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2024</b>	<b>616,681</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - 1st Quarter	250,000 <sup>(1)</sup>	
Series 2015 Debt Service Reserve - VC1	319,201 <sup>(2)</sup>	
Subtotal	569,201	
<b>Total Allocation of Available Funds</b>	<b>569,201</b>	

<b>Total Unassigned (undesignated) Fund Balance</b>	<b>47,479.67</b>
---	------------------

**Notes**

(1) Represents approximately (1) month of expenditures.

(2) The District has acquired parcel VC1 and will pay the Series 2015 Debt Service associated with this parcel over the life of the bond. The remaining debt service obligation for this parcel is \$319,201.

**HARMONY**

Community Development District

General Fund

**Budget Narrative**  
Fiscal Year 2024

**REVENUES**

**Interest-Investments**

The District earns interest on its operating accounts.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

**Special Assessments-Tax Collector-VC1**

Assessments associated with lot ending VC1 have been removed from the tax roll.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments only when collected by the Tax Collector. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Access Cards**

The District is charging fees for access cards to the pools and Buck Lake access.

**Facility Revenue**

The District is charging for events held at the District facilities.

**Garden Lot**

The district is charging fees for garden lots.

**EXPENDITURES**

**Administrative**

**P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon four supervisors attending 14 meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor’s payroll expenditures.

**Professional Services-Arbitrage Rebate**

The District will contract with an independent certified public accountant to annually calculate the District’s Arbitrage Rebate Liability on the Series of Benefit Special Assessment Bonds. The budgeted amount for the fiscal year is based on signed engagement letters for each Bond series at \$600 each.

**Professional Services-Dissemination Agent**

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

**HARMONY**

Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2024

<b>EXPENDITURES</b>
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**Administrative** (continued)

**Professional Services-Engineering**

The District's engineer, Pegasus Engineering, Inc., will be providing general engineering services to the District, i.e., attendance and preparation for monthly Board meetings, review of invoices, preparation of requisitions., etc.

**Professional Services-Legal Services**

The District's general counsel, Kutak Rock LLP, retained by the District Board, is responsible for attending and preparing for Board meetings and rendering advice, counsel, recommendations, and representation as determined appropriate or as directed by the Board directly or as relayed by the manager.

**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark-Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Professional Services-Property Appraiser**

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. The fiscal year budget for property appraiser costs was based on a unit price per parcel.

**Professional Services-Recording Secretary**

Inframark provides recording services with near verbatim minutes.

**Professional Services-Special Assessment**

The District will be billed annually for calculating and levying the annual operating and maintenance, and debt service assessments, as provided by Inframark-Infrastructure Management Services.

**Professional Services-Trustee Fees**

The District pays US Bank an annual fee for trustee services on the Series 2014 and Series 2015 Bonds. The budgeted amount for the fiscal year is based on previous year plus any out-of-pocket expenses.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is an estimate based on prior year costs.

**Postage and Freight**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Rental-Meeting Room**

The anticipated cost of renting meeting room space for District board meetings.

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Egis Insurance Advisors, LLC. The budgeted amount allows for a projected increase in the premium.

**HARMONY**

Community Development District

General Fund

**Budget Narrative**  
Fiscal Year 2024

**EXPENDITURES**

**Administrative** (continued)

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in the newspaper of general circulation.

**Miscellaneous-Assessment Collection Costs**

The District reimburses the Osceola Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The fiscal year budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity Division of Community Development.

**Field**

**Professional Services-Field Management**

Project Manager will provide onsite field operations management and supervisory services, including oversight of all District contractors providing services including landscape, hardscape, stormwater/ponds, etc. Field services provided for within this scope include community boat operations, facility and common area maintenance and irrigation. Health and life insurance costs are included.

**Landscape Services**

**Contracts-Mulch**

Landscaping company to provide mulch throughout the District.

**Contracts- Landscape**

Landscaping company to provide maintenance consisting of mowing, edging, trimming, blowing, fertilizing, and applying pest and disease control chemicals to turf throughout the District.

**Contracts- Annuals**

Landscaping company to provide annual landscaping maintenance throughout the District.

**R&M-Irrigation**

Purchase of irrigation supplies. Unscheduled maintenance consists of major repairs and replacement of system components including weather station and irrigation lines.

**R&M-Trees and Trimming (Canopy)**

Scheduled maintenance consists of canopy trimming for trees above the 10-foot height level and consulting with a certified arborist.

**Miscellaneous Services**

Unscheduled or one-time landscape maintenance expenses for other areas within the District that are not listed in any other budget category. Also includes fire ant treatments and tree treatments.

**HARMONY**

Community Development District

General Fund

**Budget Narrative**  
Fiscal Year 2024

**EXPENDITURES**

**Utilities**

**Electricity-General**

Electricity for accounts with Orlando Utilities Commissions for the swim club, parks, and irrigation. Fees are based on historical costs for metered use.

**Electricity-Streetlighting**

Orlando Utilities Company charges electricity usage (maintenance fee). The budget is based on historical costs.

**Utility-Water & Sewer**

The District currently has utility accounts with Toho Water Authority. Usage consists of water, sewer and reclaimed water services.

**Operation & Maintenance**

**Utility-Refuse Removal**

Scheduled maintenance consists of trash disposal. Unscheduled maintenance consists of replacement or repair of dumpster.

**R&M-Ponds / Buck Lake**

Scheduled maintenance and treatment of nuisance aquatic species, including pond consultant, as necessary.

**R&M-Pools**

This includes pool any repairs and maintenance for the Swim Club Ashley Park pools and Lakeshore Park Splash Pad that may be incurred during the year by the District, including repair and replacement of pool furniture, shades, safety equipment, etc. Various pool licenses and permits required for the pools are based on historical expenses.

**R&M-Roads and Alleyways**

This line item is to resurface the alleys of the District.

**Sidewalk Panel Replacements**

Represents cost associated with sidewalk panel replacements.

**R&M-Vehicles/Equipment**

Supplies such as tires and parts, maintenance and equipment needed for various vehicles.

**R&M-Equipment Boats**

Supplies such as generators and large tools, maintenance supplies and equipment needed for the boats.

**R&M-Parks and Facilities**

Maintenance or repairs to the basketball courts, athletic fields and Neighborhood "O" playground, cleaning of basketball court, dog parks and all miscellaneous park areas. Also includes cleaning, daily maintenance and rest room supplies.

**R&M-Garden Lot**

Maintenance, repairs, or supplies for garden lots.

**R&M-Invasive Plant Maintenance**

The District is required to mitigate certain invasive weeds. This is largely a chemical and equipment-based process. The fiscal year contingency represents the potential excess of unscheduled maintenance.

**HARMONY**

Community Development District

General Fund

**Budget Narrative**  
Fiscal Year 2024

**EXPENDITURES**

**Operation & Maintenance** (continued)

**R&M-Streetlights**

Unscheduled maintenance, repair, and replacement of streetlights located within the District.

**Security Enhancements**

Represents costs for network service, repairs, and updates to security within the District (gates and pool camera's etc.), and cost for purchasing/producing access cards.

**OP Supplies – Fuel, Oil**

Represents usage of fuel.

**Capital Outlay - Vehicles**

Capital purchase as directed by the district's board.

**Reserve - Other**

Funds set aside for projects, as determined by the district's board.

**Debt Service**

**Principal Debt Retirement**

Principal portion of VC-1 annual debt service payment of \$26,600 transferred out of the general fund to the debt svc fund.

**Interest Expense**

Interest portion of VC-1 annual debt service payment of \$26,600 transferred out of the general fund to the debt svc fund.



**HARMONY**

Community Development District

*General Fund Reserves*

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>							
Insurance Reimbursements	\$ -	\$ 11,080	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>-</b>	<b>11,080</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>							
<i>Operation &amp; Maintenance</i>							
Cap Outlay - Other	-	18,500	-	-	-	-	-
Reserve - Other	-	-	300,000	656,093	-	656,093	-
Reserve - Renewal & Replacement	-	380,136	-	-	-	-	-
Reserve - Sidewalks & Alleyways	-	65,438	-	-	-	-	-
<b>Total Operation &amp; Maintenance</b>	<b>-</b>	<b>464,074</b>	<b>300,000</b>	<b>656,093</b>	<b>-</b>	<b>656,093</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>464,074</b>	<b>300,000</b>	<b>656,093</b>	<b>-</b>	<b>656,093</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(452,994)	(300,000)	(656,093)	-	(656,093)	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Operating Transfers-In	-	675,246	-	300,000	-	300,000	-
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>675,246</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>-</b>
Net change in fund balance	-	222,252	(300,000)	(356,093)	-	(356,093)	-
<b>FUND BALANCE, BEGINNING</b>	<b>-</b>	<b>324,754</b>	<b>547,006</b>	<b>547,006</b>	<b>-</b>	<b>547,006</b>	<b>190,913</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ 547,006</b>	<b>\$ 247,006</b>	<b>\$ 190,913</b>	<b>\$ -</b>	<b>\$ 190,913</b>	<b>\$ 190,913</b>

**Harmony**  
**Community Development District**

**Debt Service Budgets**  
Fiscal Year 2024

## HARMONY

Community Development District

Series 2014 Debt Service Fund

### Summary of Revenues, Expenditures and Changes in Fund Balances Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>							
Interest - Investments	\$ 72	\$ 70	\$ 61	\$ 59	\$ 20	\$ 79	\$ 60
Special Assmnts- Tax Collector	1,242,841	1,228,420	1,217,276	1,224,346	(7,070)	1,217,276	1,208,761
Special Assmnts- Prepayment	111,476	142,913	-	-	-	-	-
Special Assmnts- Discounts	(34,723)	(37,209)	(48,691)	(39,183)	-	(39,183)	(48,350)
<b>TOTAL REVENUES</b>	<b>1,319,666</b>	<b>1,334,194</b>	<b>1,168,646</b>	<b>1,185,222</b>	<b>(7,050)</b>	<b>1,178,172</b>	<b>1,160,471</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	15,536	14,562	24,345	23,790	555	24,345	24,175
<b>Total Administrative</b>	<b>15,536</b>	<b>14,562</b>	<b>24,345</b>	<b>23,790</b>	<b>555</b>	<b>24,345</b>	<b>24,175</b>
<i>Debt Service</i>							
Principal Debt Retirement	640,000	665,000	695,000	695,000	-	695,000	725,000
Principal Prepayments	125,000	85,000	-	75,000	-	75,000	-
Interest Expense	535,144	496,931	457,844	457,844	-	457,844	421,013
<b>Total Debt Service</b>	<b>1,300,144</b>	<b>1,246,931</b>	<b>1,152,844</b>	<b>1,227,844</b>	<b>-</b>	<b>1,227,844</b>	<b>1,146,013</b>
<b>TOTAL EXPENDITURES</b>	<b>1,315,680</b>	<b>1,261,493</b>	<b>1,177,189</b>	<b>1,251,634</b>	<b>555</b>	<b>1,252,189</b>	<b>1,170,188</b>
Excess (deficiency) of revenues Over (under) expenditures	3,986	72,701	(8,543)	(66,412)	(7,605)	(74,017)	(9,717)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	(8,543)	-	-	-	(9,717)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(8,543)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(9,717)</b>
Net change in fund balance	3,986	72,701	(8,543)	(66,412)	(7,605)	(74,017)	(9,717)
<b>FUND BALANCE, BEGINNING</b>	<b>1,236,750</b>	<b>1,240,736</b>	<b>1,313,437</b>	<b>1,313,437</b>	<b>-</b>	<b>1,313,437</b>	<b>1,239,420</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,240,736</b>	<b>\$ 1,313,437</b>	<b>\$ 1,304,894</b>	<b>\$ 1,247,025</b>	<b>\$ (7,605)</b>	<b>\$ 1,239,420</b>	<b>\$ 1,229,703</b>

**HARMONY**

Community Development District

*Series 2014 Debt Service Fund*

AMORTIZATION SCHEDULE

Period Ending	Outstanding Balance	Principal	Special Call	Coupon Rate	Interest	Annual Debt Service
11/1/2023	\$8,090,000				\$210,506	
5/1/2024	\$8,090,000	\$725,000		5%	\$210,506	\$1,146,013
11/1/2024	\$7,365,000				\$192,381	
5/1/2025	\$7,365,000	\$760,000		5%	\$192,381	\$1,144,763
11/1/2025	\$6,605,000				\$173,381	
5/1/2026	\$6,605,000	\$800,000		5%	\$173,381	\$1,146,763
11/1/2026	\$5,805,000				\$152,381	
5/1/2027	\$5,805,000	\$845,000		5%	\$152,381	\$1,149,763
11/1/2027	\$4,960,000				\$130,200	
5/1/2028	\$4,960,000	\$890,000		5%	\$130,200	\$1,150,400
11/1/2028	\$4,070,000				\$106,838	
5/1/2029	\$4,070,000	\$940,000		5%	\$106,838	\$1,153,675
11/1/2029	\$3,130,000				\$82,163	
5/1/2030	\$3,130,000	\$990,000		5%	\$82,163	\$1,154,325
11/1/2030	\$2,140,000				\$56,175	
5/1/2031	\$2,140,000	\$1,040,000		5%	\$56,175	\$1,152,350
11/1/2031	\$1,100,000				\$28,875	
5/1/2032	\$1,100,000	\$1,100,000		5%	\$28,875	\$1,157,750
		<b>\$8,090,000</b>			<b>\$2,265,800</b>	<b>\$10,355,800</b>

**HARMONY**

Community Development District

Series 2015 Debt Service Fund

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUN-2023	PROJECTED JUL - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>							
Interest - Investments	\$ 44	\$ 53	\$ 40	\$ 58	\$ 19	\$ 77	\$ 31
Special Assmnts- Tax Collector	867,673	841,966	796,597	642,981	153,616	796,597	625,483
Special Assessments-Other	26,600	26,600	26,600	26,600	-	26,600	26,600
Special Assmnts- Prepayment	284,977	1,442,441	-	929,892	-	929,892	-
Special Assmnts- Discounts	(24,241)	(25,504)	(31,864)	(20,194)	-	(20,194)	(25,019)
<b>TOTAL REVENUES</b>	<b>1,155,053</b>	<b>2,285,556</b>	<b>791,373</b>	<b>1,579,337</b>	<b>153,635</b>	<b>1,732,972</b>	<b>627,095</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	10,846	9,980	15,932	13,499	2,433	15,932	12,510
<b>Total Administrative</b>	<b>10,846</b>	<b>9,980</b>	<b>15,932</b>	<b>13,499</b>	<b>2,433</b>	<b>15,932</b>	<b>12,510</b>
<i>Debt Service</i>							
Principal Debt Retirement	380,000	385,000	390,000	390,000	-	390,000	295,000
Principal Prepayments	460,000	445,000	-	2,010,000	-	2,010,000	-
Interest Expense	463,384	426,544	389,775	360,269	-	360,269	269,100
<b>Total Debt Service</b>	<b>1,303,384</b>	<b>1,256,544</b>	<b>779,775</b>	<b>2,760,269</b>	<b>-</b>	<b>2,760,269</b>	<b>564,100</b>
<b>TOTAL EXPENDITURES</b>	<b>1,314,230</b>	<b>1,266,524</b>	<b>795,707</b>	<b>2,773,768</b>	<b>2,433</b>	<b>2,776,201</b>	<b>576,610</b>
Excess (deficiency) of revenues Over (under) expenditures	(159,177)	1,019,032	(4,334)	(1,194,432)	151,202	(1,043,229)	50,486
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	-	-	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	-	(4,334)	-	-	-	50,486
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(4,334)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,486</b>
Net change in fund balance	(159,177)	1,019,032	(4,334)	(1,194,431)	151,202	(1,043,229)	50,486
<b>FUND BALANCE, BEGINNING</b>	<b>981,688</b>	<b>822,511</b>	<b>1,841,543</b>	<b>1,841,543</b>	<b>-</b>	<b>1,841,543</b>	<b>798,314</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 822,511</b>	<b>\$ 1,841,543</b>	<b>\$ 1,837,209</b>	<b>\$ 647,112</b>	<b>\$ 151,202</b>	<b>\$ 798,314</b>	<b>\$ 848,800</b>

**HARMONY**

Community Development District

*Series 2015 Debt Service Fund*

**AMORTIZATION SCHEDULE**

Period Ending	Outstanding Balance	Principal	Special Call	Coupon Rate	Interest	Annual Debt Service
11/1/2023	\$5,295,000			4.750%	\$134,550	
5/1/2024	\$5,295,000	\$295,000		4.750%	\$134,550	\$564,100
11/1/2024	\$5,000,000			4.750%	\$127,544	
5/1/2025	\$5,000,000	\$310,000		4.750%	\$127,544	\$565,088
11/1/2025	\$4,690,000			4.750%	\$120,181	
5/1/2026	\$4,690,000	\$325,000		5.125%	\$120,181	\$565,363
11/1/2026	\$4,365,000			5.125%	\$111,853	
5/1/2027	\$4,365,000	\$345,000		5.125%	\$111,853	\$568,706
11/1/2027	\$4,020,000			5.125%	\$103,013	
5/1/2028	\$4,020,000	\$360,000		5.125%	\$103,013	\$566,025
11/1/2028	\$3,660,000			5.125%	\$93,788	
5/1/2029	\$3,660,000	\$380,000		5.125%	\$93,788	\$567,575
11/1/2029	\$3,280,000			5.125%	\$84,050	
5/1/2030	\$3,280,000	\$400,000		5.125%	\$84,050	\$568,100
11/1/2030	\$2,880,000			5.125%	\$73,800	
5/1/2031	\$2,880,000	\$420,000		5.125%	\$73,800	\$567,600
11/1/2031	\$2,460,000			5.125%	\$63,038	
5/1/2032	\$2,460,000	\$445,000		5.125%	\$63,038	\$571,075
11/1/2032	\$2,015,000			5.125%	\$51,634	
5/1/2033	\$2,015,000	\$465,000		5.125%	\$51,634	\$568,269
11/1/2033	\$1,550,000			5.125%	\$39,719	
5/1/2034	\$1,550,000	\$490,000		5.125%	\$39,719	\$569,438
11/1/2034	\$1,060,000			5.125%	\$27,163	
5/1/2035	\$1,060,000	\$515,000		5.125%	\$27,163	\$569,325
11/1/2035	\$545,000			5.125%	\$13,966	
5/1/2036	\$545,000	\$545,000		5.125%	\$13,966	\$572,931
<b>Total</b>		<b>\$5,295,000</b>			<b>\$2,088,594</b>	<b>\$7,383,594</b>

**HARMONY**

Community Development District

*Debt Service*

**Budget Narrative**  
Fiscal Year 2024

**REVENUES**

**Interest-Investments**

The District earns interest income on its trust accounts with US Bank.

**Special Assessments-Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

**Special Assessments-Other**

VC-1 annual debt service payment of \$26,600 transferred out of the general fund to the series 2015 debt service fund.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments only when collected by the Tax Collector. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES**

**Administrative**

**Miscellaneous-Assessment Collection Cost**

The District reimburses the Osceola Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The fiscal year budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

**Principal Debt Retirement**

The District pays regular principal payments annually in order to pay down/retire the debt service.

**Interest Expense**

The District pays interest expense on the debt service bonds twice a year.

**Harmony**  
**Community Development District**

**Supporting Budget Schedules**  
Fiscal Year 2024



Summary of Assessment Rates

Neighborhood	Lot Type	Lot Width	O & M		2014 Debt Service		2015 Debt Service		Total		Units	Acres	FY 2024 Par Balance Per Unit/Acre
			FY 2024	FY 2023	% Change (Decrease)/Increase	FY 2024	FY 2023	% Change (Decrease)/Increase	FY 2024	FY 2023			
A-1	MF	n/a	\$ 685.99	\$ 594.25	\$ 605.71	\$ 605.71	\$ -	\$ -	\$ 1,291.70	\$ 1,199.96	186	19.77	\$ 3,700
	SF	80	\$ 2,168.64	\$ 1,878.60	\$ 1,914.87	\$ 1,914.87	\$ -	\$ -	\$ 4,083.51	\$ 3,793.47	9	23.56	\$ 11,700
B	SF	65	\$ 1,762.02	\$ 1,526.36	\$ 1,555.83	\$ 1,555.83	\$ -	\$ -	\$ 3,317.85	\$ 3,082.19	25		\$ 9,500
	SF	52	\$ 1,409.61	\$ 1,221.09	\$ 1,244.66	\$ 1,244.66	\$ -	\$ -	\$ 2,654.27	\$ 2,465.75	35		\$ 7,600
C-1	SF	42	\$ 1,138.54	\$ 986.26	\$ 1,005.31	\$ 1,005.31	\$ -	\$ -	\$ 1,991.57	\$ 1,659.64	22		\$ 5,200
	SF	35	\$ 948.78	\$ 821.89	\$ 837.75	\$ 837.75	\$ -	\$ -	\$ 1,786.53	\$ 1,659.64	15		\$ 6,200
C-2	SF	80	\$ 2,133.01	\$ 1,847.73	\$ 1,883.40	\$ 1,883.40	\$ -	\$ -	\$ 4,016.41	\$ 3,731.13	10	25.82	\$ 11,500
	SF	65	\$ 1,733.07	\$ 1,501.28	\$ 1,530.26	\$ 1,530.26	\$ -	\$ -	\$ 3,263.33	\$ 3,031.54	30		\$ 9,400
D-1	SF	52	\$ 1,366.45	\$ 1,201.02	\$ 1,224.21	\$ 1,224.21	\$ -	\$ -	\$ 2,580.66	\$ 2,425.23	35		\$ 7,500
	SF	42	\$ 1,119.83	\$ 970.06	\$ 988.78	\$ 988.78	\$ -	\$ -	\$ 2,108.61	\$ 1,968.84	30		\$ 6,100
D-2	SF	35	\$ 933.19	\$ 806.38	\$ 823.98	\$ 823.98	\$ -	\$ -	\$ 1,757.17	\$ 1,632.36	12		\$ 5,100
	SF	80	\$ 2,218.02	\$ 1,921.37	\$ 1,958.47	\$ 1,958.47	\$ -	\$ -	\$ 4,176.49	\$ 3,879.84	4	17.54	\$ 12,000
E	SF	65	\$ 1,802.14	\$ 1,561.12	\$ 1,591.26	\$ 1,591.26	\$ -	\$ -	\$ 3,393.40	\$ 3,152.38	14		\$ 9,800
	SF	52	\$ 1,441.71	\$ 1,248.89	\$ 1,273.01	\$ 1,273.01	\$ -	\$ -	\$ 2,714.72	\$ 2,521.90	13		\$ 7,800
G	SF	42	\$ 1,164.46	\$ 1,008.72	\$ 1,028.20	\$ 1,028.20	\$ -	\$ -	\$ 2,192.66	\$ 2,036.92	31		\$ 6,300
	SF	35	\$ 970.38	\$ 840.60	\$ 856.83	\$ 856.83	\$ -	\$ -	\$ 1,827.21	\$ 1,697.43	25		\$ 5,300
H-1	SF	65	\$ 2,291.54	\$ 1,985.06	\$ 2,023.39	\$ 2,023.39	\$ -	\$ -	\$ 4,314.93	\$ 4,008.45	9	10.35	\$ 12,400
	SF	80	\$ 1,861.88	\$ 1,612.86	\$ 1,644.00	\$ 1,644.00	\$ -	\$ -	\$ 3,505.88	\$ 3,256.86	20		\$ 10,100
H-2/FIA-2M	SF	52	\$ 1,469.50	\$ 1,290.29	\$ 1,315.20	\$ 1,315.20	\$ -	\$ -	\$ 2,804.70	\$ 2,605.49	6		\$ 8,100
	SF	n/a	\$ 3,631.93	\$ 3,146.18	\$ 3,206.92	\$ 3,206.92	\$ -	\$ -	\$ 6,838.85	\$ 6,353.10	11	2.32	\$ 7,400
I/J/L/O	SF	52	\$ 1,639.57	\$ 1,420.29	\$ 1,447.71	\$ 1,447.71	\$ -	\$ -	\$ 3,087.28	\$ 2,868.00	51	28.70	\$ 19,600
	SF	42	\$ 1,324.27	\$ 1,147.15	\$ 1,169.30	\$ 1,169.30	\$ -	\$ -	\$ 2,493.57	\$ 2,316.45	62	39.86	\$ 8,900
K	SF	35	\$ 1,103.56	\$ 955.96	\$ 974.41	\$ 974.41	\$ -	\$ -	\$ 2,077.97	\$ 1,930.37	85		\$ 7,200
	SF	35	\$ 1,233.44	\$ 1,068.48	\$ 1,073.54	\$ 1,073.54	\$ -	\$ -	\$ 2,306.98	\$ 2,142.02	39	20.34	\$ 6,600
L	SF	40	\$ 1,409.65	\$ 1,221.12	\$ 1,288.25	\$ 1,288.25	\$ -	\$ -	\$ 2,697.90	\$ 2,509.37	14		\$ 7,900
	SF	50	\$ 1,762.06	\$ 1,526.39	\$ 1,584.98	\$ 1,584.98	\$ -	\$ -	\$ 3,357.04	\$ 3,121.37	13		\$ 9,800
M	SF	25	\$ 881.03	\$ 763.20	\$ 786.82	\$ 786.82	\$ -	\$ -	\$ 1,647.85	\$ 1,530.02	46	45.56	\$ 4,700
	SF	50	\$ 1,792.94	\$ 1,553.14	\$ 1,592.89	\$ 1,592.89	\$ -	\$ -	\$ 3,385.83	\$ 3,146.03	164		\$ 9,800
N	SF	40	\$ 1,779.55	\$ 1,541.54	\$ -	\$ -	\$ 1,534.73	\$ 1,534.73	\$ 3,314.28	\$ 3,076.27	176	158.20	\$ 12,600
	SF	50	\$ 2,224.43	\$ 1,926.93	\$ -	\$ -	\$ 1,918.41	\$ 1,918.41	\$ 4,142.84	\$ 3,845.34	189		\$ 15,700
O	SF	60	\$ 2,669.32	\$ 2,312.31	\$ -	\$ -	\$ 2,302.10	\$ 2,302.10	\$ 4,971.42	\$ 4,614.41	45		\$ 18,800
	SF	40	\$ 1,779.55	\$ 1,541.54	\$ -	\$ -	\$ 1,432.69	\$ 1,432.69	\$ 3,212.24	\$ 2,974.23	38		\$ 11,700
P	SF	50	\$ 2,224.43	\$ 1,926.93	\$ -	\$ -	\$ 1,790.86	\$ 1,790.86	\$ 4,015.29	\$ 3,717.79	28		\$ 14,700
	SF	60	\$ 2,669.32	\$ 2,312.31	\$ -	\$ -	\$ 2,148.03	\$ 2,148.03	\$ 4,818.35	\$ 4,461.34	14		\$ 17,600
Q	Office		\$ 6,453.95	\$ 5,590.77	\$ -	\$ -	\$ 5,505.44	\$ 5,505.44	\$ 11,959.39	\$ 11,066.21		0.28	\$ 45,000
	GC		\$ 6,453.95	\$ 5,590.77	\$ -	\$ -	\$ 5,505.44	\$ 5,505.44	\$ 11,959.39	\$ 11,066.21		4.20	\$ 42,200
R	Comm		\$ 6,453.95	\$ 5,590.77	\$ -	\$ -	\$ 5,505.44	\$ 5,505.44	\$ 11,959.39	\$ 11,066.21		7.58	\$ 45,000
	TBD		\$ 6,453.95	\$ 5,590.77	\$ -	\$ -	\$ -	\$ -	\$ 6,453.95	\$ 5,990.77		2.13	\$ -
S	Cat Lake Access		\$ 1,860.58	\$ 1,611.74	\$ -	\$ -	\$ -	\$ -	\$ 3,095.51	\$ 2,846.66		2.61	\$ -
	TC		\$ 6,453.95	\$ 5,590.77	\$ -	\$ -	\$ 5,505.44	\$ 5,505.44	\$ 11,959.39	\$ 11,066.21		12.45	\$ 45,000
T	TC 1 and TC 2		\$ 6,453.95	\$ 5,590.77	\$ -	\$ -	\$ -	\$ -	\$ 11,959.39	\$ 11,066.21		10.09	\$ 45,000
	TC 3 and TC 4		\$ 6,453.95	\$ 5,590.77	\$ -	\$ -	\$ -	\$ -	\$ 10,737.63	\$ 9,874.45		7.43	\$ 35,000
											1580	438.81	\$ -

1.) All lands, with the exception of Parcel VCI, are assessed on the Tax Collector Assessment Roll  
 2.) FY 2023 Par balances provided are for informational purposes only, are subject to change, and take into account the payment of the 2022 tax bill. Please note this is not an official payoff, as payoffs must be obtained via estoppel from Inframark.

# **Subsection 5B**

# **Resolution 2023-09**

**COPY**

**RESOLUTION 2023-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARMONY COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ACTIONS OF THE DISTRICT MANAGER IN RESCHEDULING THE PUBLIC HEARING DATE ON THE PROPOSED BUDGET FOR FISCAL YEAR 2024 AND AMENDING RESOLUTION 2023-06 TO SET THE PUBLIC HEARING THEREON FOR AUGUST 24, 2023, AT 6:00 P.M. AT 3285 SONGBIRD CIRCLE, ST. CLOUD, FL 34773.**

**WHEREAS**, the District Manager has heretofore prepared and submitted a proposed budget to the Board of Supervisors (“Board”) for fiscal year 2024; and

**WHEREAS**, the Board considered said proposed budget at its regular meeting of May 25, 2023, and approved Resolution 2023-06 approving the budget for the District and setting the hearing thereon for July 27, 2023, at 6:00 p.m. at 3285 Songbird Circle, St. Cloud, FL 34773; and

**WHEREAS**, the County did not provide a complete tax roll prior to the proposed budget meeting on May 25, 2023; and

**WHEREAS**, the District Manager, at the direction of the legal counsel, rescheduled the date of the public hearing to August 24, 2023, at 6:00 p.m. at the same location provided in Resolution 2023-06.

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

**SECTION 1.** Resolution 2023-06 is hereby amended to reflect the changed date of the public hearing on the adoption of the proposed fiscal year 2024 budget from July 27, 2023, at to August 24, 2023, at 6:00 p.m.

**SECTION 2.** The actions of the District Manager in rescheduling and readvertising the public hearing on the proposed budget for fiscal year 2024 from July 27, 2023, to August 24, 2023, at 6:00 p.m., are hereby ratified and approved.

**Adopted** this 27<sup>th</sup> day of July 2023.

ATTEST:

**HARMONY COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

# **Subsection 5C**

# **Resolution 2023 -10**

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARMONY COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2023-06 TO RESET THE DATE OF THE PUBLIC HEARING ON IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024, PROVIDING A SEVERABILITY CLAUSE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Harmony Community Development District (“District”) is a local unit of special-purpose government established by the County of Osceola; and

WHEREAS, on May 25, 2023, at a duly noticed public meeting, the District’s Board of Supervisors (“Board”) adopted Resolution 2023-06 setting a public hearing to impose special assessments for the fiscal year 2023 for July 27, 2023, at 6:00 p.m., at Jones Homes, 3285 Songbird Circle, St. Cloud, Florida 34773 and

WHEREAS, due to not meeting the 60-day requirement to provide the budget to the local general-purpose government, the District Manager desires to reset the date and time of the public hearing to August 24, 2023, at 6:00 p.m. at Jones Homes, 3285 Songbird Circle, St. Cloud, Florida 34773, and the District Manager has caused the notice of the public hearing, to be published in a newspaper of general circulation in Osceola County, Florida, consistent with the requirements of Chapters 190 and 197, Florida Statutes; and

WHEREAS, the Board desires to ratify the District Manager’s action in resetting the date of the public hearing.

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

SECTION 1. RATIFICATION OF PUBLIC HEARING DATE RESET. The actions of the District Manager in resetting the date of the public hearing and publishing the notice of public hearing are hereby ratified. Resolution 2023-06 is hereby amended to reflect that the public hearing is reset for August 24, 2023, at 6:00 p.m., at Jones Homes, 3285 Songbird Circle, St. Cloud, Florida 34773.

SECTION 2. RESOLUTION 2023-06 OTHERWISE REMAINS IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2023-06 continue in full force and effect.

SECTION 3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 27<sup>th</sup> day of July 2023.

ATTEST:

HARMONY COMMUNITY DEVELOPMENT DISTRICT

Secretary

By: Chairman

# **Subsection 5D**

## **Fiscal Year 2024 Meeting Schedule**

## **NOTICE OF FISCAL YEAR 2023 MEETING SCHEDULE HARMONY COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Harmony Community Development District will hold their meetings for Fiscal Year 2024 at 3285 Songbird Circle, St. Cloud, Florida 34773, on the fourth Thursday of each month at 6:00 p.m., with the exception as noted below:

October 26, 2023  
November 16, 2023 (Third Thursday)  
December 21, 2023 (Third Thursday)  
January 25, 2024  
February 22, 2024  
March 28, 2024  
April 25, 2024 – Workshop 4:30 p.m.  
April 25, 2024 – Regular Meeting 6:00 p.m.  
May 23, 2024  
June 27, 2024  
July 25, 2024  
August 22, 2024  
September 26, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time and location to be specified on the record at the meetings.

There may be occasions when one or more Supervisors will participate via telephone. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Management Company, Inframark at (954) 603-0033 at least two (2) calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or 1-800-955-8771 (TTY)/1-800-955-8770 (Voice), for aid in contacting the District Management Company at least two (2) days prior to the date of the meetings.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings is advised that person will need a record of the proceedings and accordingly, the person may need to ensure a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Angel Montagna  
District Manager

# **Subsection 5E**

# **Reserve Study Proposals**



7/13/2023

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## **Independent Works LLC.**

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Property Manager: Lynn M. Hayes, District Manager  
Association Name: Harmony CDD  
Association Address: 7255 Five Oaks Drive, Saint Cloud, FL 34773

### **Reserve Study Proposal**

#### **Scope of Work:**

- Pre-inspection meeting, budget review, component review, condition assessment, full reserve study with inspection, one free revision, revised financials while determining final budget.
- Report includes- Item Parameter Chart Detail, Expenditures, Cash flow Chart, Annual Chart, Monthly Chart, Supplementary and Components Charts.

#### **Structures and Improvements to be included**

Please see addendum

#### **Reserve study Methodology and Procedures**

Your report will include a preliminary on-site meeting with the board of directors, management and any other interested parties to discuss your association's reserve history, budget/financials and answer any questions about the reserve study process with the reserve specialist/analyst completing the report. A list of professional references can be provided, if so desired.

A thorough on-site inspection of your common area improvements/reserve components. Accurate measurements will be made using construction blueprints and site plans combined with field measurements made by the reserve specialist/analyst completing the report.

Detailed reserve funding analyses using both the Component Funding analysis and Cash Flow Analysis (Pooling Method) funding methodologies in compliance with applicable statutory requirements, market standards for similar properties/associations, and your association's specific reserve funding goals. Our state-of-the-art software and reserve study reports are approved by the American Institute of Certified Public Accountants (AICPA)

**Independent Works, LLC.  
Margery Shultz  
Reserve Specialist**

7/13/2023

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## Independent Works LLC.

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Property Manager: Lynn M. Hayes, District Manager  
Association Name: Harmony CDD  
Association Address: 7255 Five Oaks Drive, Saint Cloud, FL 34773

An electronic preliminary draft report for your association's review so that any possible factual inaccuracies or differences of opinion can be addressed before a final reserve study report is issued. That way your association can play an active role in the overall process. We allow each association one set of agreed upon changes/revisions to the preliminary draft report at no charge. Additional scenarios/revisions will be billed separately.

One electronic and one printed final report will be provided. Additional printed copies can be provided at a nominal per report fee.

### **Importance of a Reserve Study**

A professional reserve study specialist will provide a detailed analysis of the property, expenditures and required funding to ensure the association will not encounter the need a special assessment. Adequate funding is required to ensure safety of the community members by providing maintenance and replacement of reserve expenditures as well as peace of mind that the common area components will help the community maintain its value. If a reserve budget is not property funded and reserves are not increased with the recommendation from the reserve specialist further structural damage may occur, resulting in higher replacement costs as well as potential safety concerns.

### **Association Information Required:**

We will need from you a copy of your current reserve budget so that our report can be designed to reflect similar reserve classifications/categories making it easier for your association to make direct comparisons between your budget and our findings

As much recent factual cost history for your reserves as is available. This information will be reconciled with actual costs incurred for similar upgrades at similar properties and our data sources.

### **Addendum:**

**EXPENDITURES INCLUDED:** All Common Areas Within Harmony CDD, Including and Not Limited to: Ponds, Alley Ways, Garden Road, RV Park, Sidewalks, Stormwater Drainage, Swim Club & Ashely Park: Pool, Deck, Equipment, Furniture, Fencing & Gates, Restrooms, Cabanas, Pergolas, Site Signage, Pavement, Concrete, Fencing & Gates, Playground Equipment, Benches, Pavilions, Bridges, Docks, Boat House, Splash Pad, Basketball Court, Boats, Four Wheeler

**Independent Works, LLC.  
Margery Shultz  
Reserve Specialist**

**Independent Works LLC.**

Property Manager: Lynn M. Hayes, District Manager  
Association Name: Harmony CDD  
Association Address: 7255 Five Oaks Drive, Saint Cloud, FL 34773

**Fee Structure**

This fee is inclusive of all related expenses to complete the final reserve study. Fees will be honored for **90 Days** from the date indicated on this proposal this proposal assumes that the reserve specialist will have free access to all portions of all buildings included in the reserve study. The total fee is due upon delivery of draft report.

**Half payment will be collected at the pre-inspection meeting. The remaining half of the invoice will be paid upon receipt of the draft report. A free final report will be issued at any time upon the request of the association before the end of the year the initial report was completed.**

**Please Choose One**

- \$4,595.00 Reserve Study Inspection with Full Reserve Study
- \$4,595.00 Reserve Study Inspection with Full Reserve Study and 2 Annual updates for an additional fee of \$1,950 each year.

Respectfully submitted,

*Margery Schultz*

Margery Schultz

Reserve Specialist

Accepted By: \_\_\_\_\_

SIGNATURE

DATE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
EMAIL ADDRESS (PLEASE PRINT)

\_\_\_\_\_  
PHONE #

**Independent Works, LLC.  
Margery Shultz  
Reserve Specialist**

## Margery J. Schultz

### Business Owner & Structural Integrity Reserve Specialist, RS Designation

#### Education

- Florida International University, 2004 – B.A. Design and Architectural Studies
- Florida International University, Master's Construction Management
- Reserve Specialist Designation, Required to complete Structural Integrity Reserve Studies, Completed over 2,100 reserve study inspections and reports

#### Work Experience

##### Independent Works, LLC - Business Owner / Reserve Specialist - March 2020 - Present

- Analyze the market and implement strategies for increasing company revenue
- Review client provided information for use in completing reserve study & structural integrity reserve study reports
- Completed hundreds of reserve study report & insurance appraisals
- Completed dozens of structural integrity reserve studies. Currently have 50 contracts to complete the state-mandated SIRS and Milestone reports/inspections

##### Sedgwick Valuation Services, Inc. – Engineering Reserve Specialist – April 2014 – March 2020

- Coordinated with board members and association managers from beginning to completion of reserve study reports. Completed over 2,000 reserve studies
- Completed condition assessments of large properties including site infrastructure and building components on high-rise structures, HOA communities, resorts and timeshares
- Top producer of reserve studies for a world-wide company multiple years  
Conducted large continued education speeches throughout the state of Florida  
Developed close and effective relationships with clients ensuring continued contract approval for Sedgwick/GAB Robins
- Reviewed property reserve budgets and components included in the budgets to ensure proper reserve funding  
Effectively manages multiple cases (sometimes over 100+ at a time), following up with customers, vendors, etc. to ensure a timely and satisfactory resolution

#### References:

Missy Flinchum w/ Newman-Dailey Resort Properties 850-699-7742  
David Wilson 860-256-1022  
Daniel Perez w/ Jackson/Lastra Property Management 954-804-4969

#### Properties / Reserve Studies

- The Cosmopolitan, Miami Beach
- Destin Yacht Club, Destin
- Riva Ft. Lauderdale, Ft. Lauderdale
- Palms 2100, Towers 1 & 2, Ft. Lauderdale
- Clipper on the Bay, Miami
- Vizcayne N, S, Master, Miami
- Point of Americas, Ft. Lauderdale
- Mirage, Surfside
- Oceanique Resort, Indian Harbor
- Sky Harbour East, Ft. Lauderdale
- Las Olas Beach Club, Ft. Lauderdale
- Coronado, Aventura
- 1000 Venetian Way, Miami
- Bayshore Yacht/Tennis Club, Indian Shores
- Marina Palm Residences, Miami Beach
- Avenue Lofts, Ft. Lauderdale
- Islandia I, Jensen Beach
- Prado, West Palm Beach
- Portofino Towers 1-5 & Master, Pensacola Beach
- Biscayne 21, Miami

**Properties / Reserve Studies Completed**

The Cosmopolitan, South Beach



Portofino Towers 1-5 & Master Association, Pensacola Beach



Marina Palms Residences, Miami Beach





# community advisors, LLC

Reserve Study Professionals



COPY



July 14, 2023

Ms. Lynn M. Hayes  
 District Manager  
 Inframark Infrastructure Management Services  
 313 Celebration, FL 34747

Re: Level I Reserve Study for Harmony CDD

Dear Ms. Hayes:

Thank you for the opportunity to submit a New Reserve Study with Site Visit proposal for this District. We have worked with many Districts providing accurate funding plans for future component replacement. Principle Charles Sheppard served as a District Supervisor therefore has valuable experience with both finances and operating procedures that are specific to Community Development Districts.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*  
 President & Reserve Analyst



## Scope of Work for District

- Paved Alleys
- Fencing
- Signage/monuments
- Stormwater system components
- Piers/docks
- Sport courts
- Site furnishings
- Building roofing/exteriors
- Building interior finishes
- Pools/equipment/furniture
- Playground
- Boats
- Security systems
- Rolling stock
- Other components identified at site visit

## Terms of Service

### Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed stair access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

### Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal with the understanding we included inflation of replacement cost and interest earned on reserve funds.

### Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow or Component Funding Plan and 30-Year cash flow projection.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

### Payment Agreement & Terms

- ❖ To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. We are available to meet with you and discuss your Reserve Study subject to availability and travel expenses. We are always available by phone at no cost. We will modify your Reserve Study one time at no additional cost if requested within 90 days of issue and all fees have been paid. Modification requested after report is issued may require additional cost.

This agreement for consulting services is accepted this date:  
 Professional Fee: \$10,400.00    Deposit Required: \$3,000.00  
 FY 2025 update with site visit \$4,300.00

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Community Development Districts**

- Tolomato, (Nocatee)
- Amelia Concourse
- Tisons Landing
- Amelia Walk
- South Village
- Sampson Creek
- Middle Village
- Ridgewood Trails
- Glen St. Johns
- Bartram Springs
- Rivers Edge
- Aberdeen
- Durbin Crossing
- St. Johns Forrest
- Dunes Utility
- Double Branch
- Pine Ridge
- Brandy Creek
- Turnbull Creek
- Arlington Ridge
- Magnolia West
- Trails
- Southaven
- Madeira
- Beach
- Armstrong

**Communities**

- Hammock Dunes Communities
- Queens Harbour - Jacksonville, FL
- The Georgia Club - Statham, GA
- Corolla Light POA - Corolla, NC
- The Landings - Skidaway Island, GA
- Beresford Hall Assembly - North Charleston, SC
- Cumberland Harbour - St. Mary's, GA
- Villas of Nocatee - Jacksonville, FL
- Vizcaya HOA - Jacksonville, FL
- Cimarrone POA - St. Johns, FL
- Deercreek Country Club Owners Association - Jacksonville, FL
- Deerwood Country Club - Jacksonville, FL
- Coastal Oaks - Ponte Vedra, FL
- Preserve at Summer Beach - Fernandina Beach, FL
- Amelia Park Neighborhood - Fernandina Beach, FL
- Amelia Oaks - Fernandina Beach, FL
- Coastal Oaks Amelia - Fernandina Beach, FL
- Oyster Bay POA - Fernandina, FL
- Oyster Bay Yacht Club - Fernandina, FL
- Ocean Breeze HOA - Fernandina Beach, FL
- The Enclave at Summer Beach - Fernandina Beach, FL
- RiverPlace at Summer Beach - Fernandina Beach, FL
- Amelia National - Fernandina, FL

**Condominiums**

Carlton Dunes - Amelia Island, FL  
 Spyglass Villas - Amelia Island, FL  
 Ocean Club Villas - Amelia Island, FL  
 Sand Dollar Condominium - Amelia Island, FL  
 Captain's Court - Amelia Island, FL  
 Dunes Club Villas - Amelia Island, FL  
 Villas at Summer Beach - Amelia Island, FL  
 Beachwood Villas - Amelia Island, FL  
 Coastal Cottages - Amelia Island, FL  
 Harrison Cove - Amelia Island, FL  
 Marina San Pablo - Jacksonville, FL  
 Latterra at World Golf - St. Augustine, FL  
 Cumberland On Church - Nashville, TN  
 Surf Club III - Palm Coast, FL  
 The Peninsula - Jacksonville, FL  
 The Plaza at Berkman Plaza - Jacksonville, FL  
 1661 Riverside - Jacksonville, FL  
 Seascape - Jacksonville Beach, FL  
 Southshore Condominium - Jacksonville Beach, FL  
 Ocean Villas at Serenata Beach - St. Augustine, FL  
 Watermark - Jacksonville Beach, FL  
 Oceanic Condominium - Jacksonville Beach, FL  
 Ocean 14 Condominium - Jacksonville Beach, FL  
 Serena Point Condominium - Jacksonville Beach, FL  
 Oceania Condominium - Jacksonville Beach, FL

**Active Adult Communities**

Del Webb Ponte Vedra - Ponte Vedra, FL  
 Stone Creek by Del Webb - Ocala, FL  
 Villages of Seloy - St. Augustine, FL  
 Cascades at World Golf Village - St. Augustine, FL  
 The Haven at New Riverside - Bluffton, SC  
 Artisan Lakes - Jacksonville, FL

**Religious/Schools**

St. Mark's Episcopal Church - Brunswick, GA  
 Memorial Presbyterian - St. Augustine, FL  
 Grace Mem. Presbyterian - St. Augustine, FL  
 Trinity Episcopal Church - St. Augustine, FL  
 St. Mark's Towers - Brunswick, GA  
 Isle of Faith Methodist - Jacksonville, FL  
 Deermeadows Baptist - Jacksonville, FL  
 Frederica Academy - St. Simons Island, GA  
 Fishburne Military School - Waynesboro, VA  
 The Greenwood School - Jacksonville, FL

## Reserve Analyst & Inspector's Credentials

### Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

**Education** - Virginia Polytechnic Institute & State University - BS

**License** - Certified General Contractor, Certified Home Inspector - Florida

### Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI



**COPY**

**Facilities Advisors Florida**  
14502 N. Dale Mabry, Suite 200  
Tampa, FL 33618

**Pierre del Rosario**  
pierre@floridareservestudy.com  
www.floridareservestudy.com  
(813) 444-8022

Lynn M. Hayes  
**Harmony CDD**  
3500 Harmony Square Dr W  
Harmony, FL 34773

July 14, 2023

### **Proposal for Reserve Study Update without On-Site Analysis**

As you requested, we are submitting this proposal for reserve study services for **Harmony CDD**. The process will begin as soon as we receive the signed agreement (attached) and required documents providing information related to recent capital replacement activities (Schedule A - attached) to proceed. Our report is issued as a Reserve Management Plan engagement and is intended to match your budget year and will be a 30-year projection for the 30-year period beginning **January 1, 2024**.

Since maintenance expenditures are often the most significant costs of an association, properly preparing a Reserve Study is one of the most important responsibilities for common interest organizations. An accurate and detailed analysis will minimize reserve assessments and reduce the risk of insufficient funds, while still maintaining the common areas. Some consider the reserve study simply as a budget tool. Others want a dynamic long-term replacement management tool. Either way, we can help.

Facilities Advisors Florida:

- **Local:** Located in Tampa, FL for your convenience and unrivaled customer service.
- **Global:** Affiliated with Facilities Advisors International and our unique team of experts including CPAs, Architects, Contractors, Facilities Managers, valuation experts and software developers.
- **Experts:** Pierre del Rosario is the Facilities Advisors reserve professional for Florida and has provided financial services to our condominium and homeowners associations clients since 2000.
- **Vetted:** Facilities Advisors Florida uses software specifically designed to prepare reserve studies that has been fully tested by a team of independent financial experts for calculation accuracy and certified to meet the strict ICBI software standards and is used by more than 3,000 satisfied clients worldwide.
- **Easy:** Reserve Study Reports that are usually less than 30 pages makes it easy for boards of directors and management professionals to read, digest and distribute. Our report provides actionable management information that is detailed enough to understand, but not so detailed that it overwhelms the reader. This report is supplemented by separately issued detail financial schedules to provide a complete reserve activity management system.
- **Affordable:** We believe in using the latest technology to our advantage. Because we have continued to evolve our business practices by staying ahead of the curve with our software, we are able to pass on the savings to our clients.
- **Full Service +:** At no extra charge, we also prepare the report with the understanding that every association is unique. Our reports are prepared for the association but also, **by the association**. This includes open communication, \*unlimited revisions, and client-use software.

### **Fee Quotation**

The fee for preparing the reserve study update without site visit for the fiscal period starting **January 1, 2024** is **\$ 3,650**.

If you would like us to proceed with your reserve study, please indicate your acceptance by signing the attached Reserve Study Services Agreement and returning it to us. The terms of this proposal will remain in effect for sixty days from the date of this proposal.

Pierre de Rosario, President

*Attachment*

\*See attached agreement for terms of service  
See attached brochure for complete information about our company

COPY



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July 14, 2023

**Reserve Study Services Agreement  
Reserve Study Update without On-Site Analysis**

This Agreement is made between Facilities Advisors Florida ("FA Florida") and **Harmony CDD**, (the "Association"). The Association has engaged Facilities Advisors Florida to perform and prepare an analysis and projection of the Association's replacement funding program ("Reserve Study") pursuant to the terms and conditions as set forth herein.

IT IS AGREED:

1. **Analysis Date and Period:** The Reserve Study will be a projection for the 30-year period commencing **January 1, 2024**.
2. **Date of Delivery of Requested Information:** A draft report will be available for review by the Association within two weeks from the date of FA Florida's receipt of the applicable documents, information, and materials requested, and completion of the analysis by FA Florida. The Reserve Study will assume the most probable course of events in consideration of information supplied by the Association, FA Florida's research, and industry standards and guidelines. However, the Association acknowledges that actual replacement costs may vary from those set forth in the Reserve Study and such variations may be material. Accordingly, FA Florida does not, and shall not, guarantee that actual replacement costs and/or remaining lives will approximate those contained in the Reserve Study.  
  
*FA Florida hereby requests the information and documents described on Schedule A attached to this Agreement.*  
  
The Association covenants and agrees to provide FA Florida with all the information and documents set forth on Schedule A, and to cooperate with all reasonable requests of FA Florida in connection with this Agreement. Without limiting the foregoing, the Association shall ensure that its personnel are reasonably available to consult with FA Florida regarding replacement funding expenditures and the condition of the physical components of the common areas and shall allow FA Florida reasonable access to conduct periodic physical inspections of the Association's facilities and common areas.
3. **Date of Delivery of Final Report:** The final report will be issued within seven working days of receiving approval from the Association for issuance of such report. The Reserve Study shall be dated as of the date of delivery to the Association (the "Report Date"). If the Association does not inform FA Florida of any changes within 30 days of delivery of the draft report, then the draft report is considered to be approved as is, and FA Florida will issue the final report.
4. **Report Format:** The format of the Reserve Study will be similar to the sample report available on our web site at <http://www.floridareservestudy.com/sample-reserve-study>. The purpose of the Reserve Study is to assist the Association in properly managing replacement funds and common area property, so that future funds will be sufficient when expenditures are necessary and common area property can be maintained efficiently for the life of the project. The Reserve Study is intended only for the Association's internal use, and only for the purposes, and subject to the limitations described in this Agreement.
5. **Reserve Study Update:** FA Florida has no responsibility to update the final Reserve Study for events and circumstances occurring after the Report Date. FA Florida recommends that interim updates be performed at least annually and at more frequent intervals if there are material fluctuations in the rates of inflation and investment or when material changes in costs or in estimated lives of replacement fund items occur.
6. **Reserve Study Fee & Terms:** FA Florida's fee for preparing the Reserve Study, without site analysis, for the period beginning **January 1, 2024** is **\$ 3,650**. due and payable at that time delivery of the draft report. If a draft report is not issued at the request of the Association, the remaining payable within 30 days of importing data into Facilities 7 software and providing access to the Association.
7. **No Warranties:** The Association acknowledges and agrees that neither FA Florida, nor any officer, director, owner, employee, agent or affiliate of FA Florida, has made any representations, warranties, guarantees, or promises of any kind regarding FA Florida's services or deliverables except as expressly provided in this Agreement. FA Florida disclaims all warranties, including without limitation any warranty as to fitness of the Reserve Study for a particular purpose, whether express, implied or arising by operation of law. FA Florida shall not be liable to the Association for any incidental, consequential, or special damages whatsoever, including without limitation any lost revenues or lost profits, arising from or related to this Agreement and the services provided hereunder.

8. **Miscellaneous:**

- (a) Entire Agreement. This Agreement embodies the entire agreement and understanding between the parties with respect to its subject matter, and supersedes all prior agreements, whether written or oral, pertaining to such subject matter.
- (b) Governing Law. Disputes arising under this agreement (including the scope, nature and quality of services to be performed by us, our fees and other terms of the engagement) shall be submitted to mediation. A competent and impartial third-party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator’s fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator’s first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith. This Agreement is governed by, and shall be construed in accordance with, the laws of the State of Florida. Venue for all legal or equitable actions relating to or arising from this Agreement shall be Hillsborough County, Florida.
- (c) Force Majeure. Notwithstanding anything to the contrary provided in this Agreement, FA Florida shall not be liable for any delay or failure to perform any of its obligations under this Agreement if such delay or failure is caused by an act of god, government requirements, fire, or any other cause or circumstance beyond its reasonable control. FA Florida shall use reasonable efforts to avoid, remove, or cure all such circumstances as soon as is reasonably feasible.
- (d) Third Party Actions. If there are any member or third party actions involving the Association which cause FA Florida to incur time charges or expenses other than for the initial preparation of the reserve study report, FA Florida is to be reimbursed by the Association for any costs or time charges incurred in connection therewith.

9. **Limitations of Reserve Study** Association understands and agrees that:

- (a) The Reserve Study is intended for the sole use of the Association and is not to be construed as a guarantee, warranty or an opinion on the advisability of purchase.
- (b) The information provided by the Reserve Study is effective for one year from the completion date of the report. An annual review and update of this Reserve Study is required to adjust known cost changes and to maintain accuracy.
- (c) FA Florida’s financial liability for errors and omissions is limited to the fees charged to Association to perform the Reserve Study.
- (d) The scope of the Reserve Study is expressly limited to the components included.
- (e) The remaining useful life estimates of the Reserve Study assumes normal weather conditions and does not factor in damage by flood, wind, storm, earthquake or other insurable events. The useful life estimates assume proper construction, installation, design plus adequate preventive maintenance. Improper construction, installation, design or failure to maintain will lead to shortened useful lives.
- (f) The cost estimates of the Reserve Study are based in current pricing for similar installations and materials and/or based in actual costs paid by Association. Future costs are subject to change according to supply and demand, material costs, effects of inflation and other forces which are not under FA Florida’s control.
- (g) The conclusions of the Reserve Study do not involve forensic or destructive testing of the components and were arrived at by either visual inspection and/or information provided by Association.
- (h) The Reserve Study is not intended to address or discover construction defects, asbestos, mold, water intrusion or lead paint. Association agrees to indemnify, defend and hold FA Florida harmless from all related claims.
- (i) Association warrants that the components, equipment and materials are constructed or assembled by qualified and licensed contractors according to manufacturer specifications and that the finished construction complies with all applicable building codes at the time of construction.

**Approval of Agreement**

**For Harmony CDD:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**For Facilities Advisors Florida:**

By: 

**Pierre de Rosario, President**

July 14, 2023

## Harmony CDD - Schedule A Documents, Information, and

### Materials Requested

The table below provides a fairly comprehensive list of the documents and information we require in order to perform a comprehensive analysis for you and helps to improve the accuracy of the report. Our normal work process is:

- Phone call or email notification to schedule date for on-site analysis (where applicable)
- Summarize and evaluate data in my office, and research and estimate pricing of reserve activities
- Prepare a draft of the report and information for your edits and our discussion
- Conference call (if necessary) to discuss the data and report. This is your board's report and I want to walk you through it and make necessary adjustments so that you have the best information and a workable plan going forward.
- Edits based on our conference call and second draft (or final) report issued

#	Documents requested	Reason needed	Required	Done
1	A copy of the most recent prior reserve study, if available	This helps ensure that we will identify all components and may provide measurement information. It is also a good check for us on costing information.	<b>Yes</b>	
2	A copy of the most current financial statements of the Association that shows the current total of reserve funds, and the current budgeted amount to be transferred monthly to reserves	Necessary for us to know how much you are presently contributing to reserves, and to anticipate the following year's reserve contribution.	<b>Yes</b>	
3	A copy of the Association's budget for the most recent year	This is required UNLESS it is shown on the financial statements listed above (# 2)	<b>Yes</b>	
5	Copies of prior paid invoices for repair and/or replacement of common area components	Very helpful information to help us make sure that cost data we reflect in the study represents actual, rather than estimated costs.		
6	Copies of bids solicited for repair and/or replacement of common area components, whether awarded or not	Very helpful information to help us make sure that cost data we reflect in the study represents actual, rather than estimated costs.		

*Additional information may be requested once we have started our work.*



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North Las Vegas, NV 89084

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## Reserve Studies – Capital Budgets – Maintenance Plans

**FACILITIES ADVISORS IS UNIQUE** in the services we offer, in our ability to meet the needs of our clients, and in our strong conceptual knowledge of capital budgeting processes. Our Facilities Advisors team possesses a broad set of skills that none of our competitors can match. Offices in the USA and Mexico and traveling to the rest of the world.



**RESERVE STUDIES** are a specialized form of capital budget that are unique to the community association and timeshare industries. A more appropriate description is that the reserve study is a Major Repair and Replacement (MRR) study because it generally cannot include capital improvements. Reserve studies evolved in the 1980's as a hybrid service that is neither a capital expenditures budget nor a maintenance plan but is something that is a scaled down combination of the two.

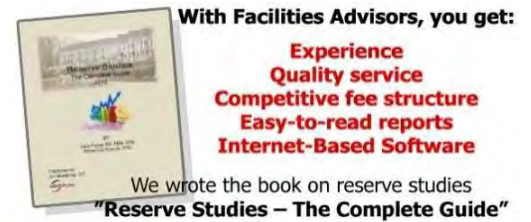
**CAPITAL BUDGETS** are used in all industries other than the association industry. While many use the terms capital budget and reserve study interchangeably, they are in fact quite different. The biggest differences are; (1) capital budgets include capital improvements, (2) capital budgets do not have the "built in" funding source common to reserve studies in the community association industry, and (3) users of capital budget reports generally tend to be finance-oriented business managers who have the financial and maintenance backgrounds or knowledge to fully absorb the capital budget reports.

**MAINTENANCE PLANS** are the non-financial foundation upon which capital budgets and reserve studies are based. Both reserve studies and capital budgets are intended to be the financial reflection OF the maintenance plan. The problem is that most organizations don't have a formal maintenance plan. That's where Facilities Advisors comes in – we have the necessary Skills, Knowledge, and Experience (SKE) to help you create your formal maintenance plan. Having a maintenance plan reduces overall maintenance costs, assures building safety, protects property investment value and increases the accuracy of the financial projections in the capital budget or reserve study.



## FACILITIES ADVISORS – SKILLS, KNOWLEDGE AND EXPERIENCE

The team at Facilities Advisors are recognized leaders in the community association industry and the reserve study profession. Facilities Advisors CEO Gary Porter is a past national president of CAI and is also president of the International Capital Budgeting Institute (ICBI). FAI COO Pierre Del Rosario serves on the board of directors of ICBI. Both are coauthors of "Reserve Studies – The Complete Guide," the most comprehensive book written on the subject of reserve studies.



We have the experience you need. Add to that our competitive fee structure and our easy-to-read reports, and you've got the right team for your reserve study. No matter the type of association, we've got the experience, and we can handle the job. Preparation of reserve studies and capital budgets requires that the preparers have training in several diverse disciplines and follow professional standards that provide Clarity, Consistency and Comparability. The professionals at Facilities Advisors are the only reserve preparers who can demonstrate knowledge in maintenance, valuation and finance.

**Professional standards** - Facilities Advisors CEO Gary Porter is also president of ICBI (International Capital Budgeting Institute) and primary author of ICBI's Generally Accepted Reserve Study Standards. ICBI is an independent standards-setting organization. ICBI's standards are professional level standards based on sound underlying principles that compare very favorably to the incomplete rules (not standards even if they call them that) that others follow. At Facilities Advisors we have demonstrated that we have a better understanding of the principles and standards of reserve studies and capital budgets than anyone else in the industry.

**Component knowledge** - Facilities Advisors CEO Gary Porter holds the FMP (Facilities Management Professional) credential issued by IFMA, the International Facilities management Association of which he is a long time member. His technical training is in facilities maintenance. This skill set is critical for understanding how to create maintenance plans and is the skill most directly applicable to preparation of reserve studies and capital budgets based on maintenance plans. Our east coast team member Lynn Sallee is a former general contractor. Together they have written a book on high rise reserve studies and created and presented a training course of the same name. Our southeast team member Pierre Del Rosario has been preparing reserve studies for more than 20 years and is co-author with Gary Porter of "Reserve Studies – The Complete Guide." Our Arizona/Texas team member, Greg Libke has been with Facilities Advisors since 2018 and has prepared hundreds of reserve studies and is co-author with Gary Porter of the training course Country Club Reserve Studies. Greg is also president of ARP (Associated Reserve Planners), a trade organization for reserve preparers that provides educational services for the reserve study and capital budgeting professions.

**Valuation knowledge** - Facilities Advisors CEO Gary Porter is a recognized expert in valuations having testified in more than 50 court cases on valuation, pricing, and financial matters. He has even been appointed as the court's independent expert on complex cases where the court was unable to "reconcile" opposing experts' opinions. In addition, as a partner in a public adjusting company he negotiated insurance claims settlements for association clients. All Facilities Advisors team members have training in valuation principles.

**Financial Knowledge** - Facilities Advisors CEO Gary Porter is a CPA and THE expert on financial calculations, financial modeling, and financial reporting, the three aspects of financial knowledge critical to long-term budgets. All Facilities Advisors team members have training in these areas.

## FACILITIES ADVISORS BENEFITS FOR YOU

**Competitive fees** – Our fees are competitive because of our extensive experience and dedication to using technology to make us more efficient. We are the only reserve study company to have developed on-site electronic data capture, which reduces the time necessary to gather component data and translate it into a reserve study report. We also "scope" the reserve study to determine the appropriate level of component detail and use software to do the "heavy lifting" This results in reports detailed enough to understand, but not so detailed that it overwhelms the reader.

**Responsiveness** - We are responsive to your needs. If you request changes to your report, we will make them. It is your report. We allow as many revisions as you need for a 30 day period after the draft report is issued.

**Easy-to-read reports** - Our reports conform to Generally Accepted Reserve Study Standards as issued by the International Capital Budgeting Institute and give you the information you need to (1) prepare your budget, (2) communicate summary information to your board of directors and members, and (3) meet statutory and regulatory disclosures.

**Internet-based software** - We provide you with access to the same internet-based software we used to prepare your reserve study. This allows you to keep your reserve plan up-to-date and save money in the future by (1) proactively planning reserve projects, and (2) minimizing future reserve study costs based on your update of component information.

**Reports** - We will provide a draft report for your review and approval and make any changes you request before issuing a final report. The report will be similar in format to the sample report on our website and will include a 30-year funding plan and percent funded disclosure by year. Supplemental schedules will include a component inventory with photos.

**Software** - A one year annual software license to the Facilities 7 internet-based reserve study software is included at no additional charge. This is the same software that we use to prepare your reserve study. You may extend the license subject to a small annual license fee. We will provide instructions and reasonable training, which is normally conducted via web-based screen sharing software.

## Reserve Studies for the Community Association and Timeshare Industries

The reserve study is a long-term budget tool. It is NOT a maintenance plan as so many in the community association industry seem to think. However, since most associations do not have a maintenance plan and internal reporting system we must use the reserve study process to perform an on-site analysis to identify, quantify, and assess condition of all major components and make inquiries regarding maintenance and future planned expenditures. This process differs significantly from traditional "capital budgeting" processes (see below). Component cost data may come from a variety of sources; we will use your actual amounts where possible, refer to the prior reserve study, use our own proprietary database, or research costs of significant components from commercial sources. We inform you of any maintenance or safety issues noted during the site analysis. Any significant components identified that are not included in the funding study will be disclosed as "Excluded Components." We will consult with you in forming the funding plan in an attempt to adhere to your budget constraints, while still meeting your long-term funding goals.

We do **not** perform any construction or maintenance services that may conflict with the independence of our reserve study services. We will **not** perform any destructive testing as part of this reserve study engagement. We will **not** retain any subcontractors as part of this reserve study engagement. Such activities are outside the scope of this engagement.

## Capital Budgeting Services

The Capital Budget is a long-term financial projection based on a maintenance plan. The on-site analysis for a capital budget generally differs significantly from an analysis performed for a community association reserve study because most of our non-HOA clients do have a formal maintenance plan and strong internal maintenance reporting. Accordingly, our on-site analysis is usually limited to reviewing and testing the accuracy of our client's reports. We do perform spot checks and test of quantities and measurements and evaluation of condition of physical components. There is often no need for us to identify, quantify, and assess condition of all major components because our clients are often engineers or facilities maintenance experts who have already done this.

When we are hired for capital budgeting the primary things our clients seek from us are (1) strong capital budgeting conceptual knowledge, (2) data management skills (our largest capital budget contained more than 60,000 line item components), (3) internet-based software that allows them to keep their budgeting system updated, and (4) financial reporting skills. While our primary contacts are normally engineers or maintenance staff, the budget reports go to the financial staff, many times including CPAs who are accustomed to the strict financial reporting protocols promulgated by the AICPA. Our reports are designed to meet their requirements and in general include the core financial projection reporting protocols established by the AICPA.

## Maintenance Plan Services

A comprehensive maintenance plan implemented with a robust maintenance program promote building safety, enhance property value, and support the lifestyle the property was designed for. A good preventive maintenance program is cost effective. Studies also show that preventive maintenance may initially result in slightly higher operating costs, but over the long term those operating costs are more than offset by a reduction in major repair and replacement costs.

Our maintenance plan services include creating a checklist of recommended preventive maintenance procedures and inspections for each major physical component for which the organization has maintenance responsibility. For minor equipment and furniture items our general recommendation is simply to follow the manufacturer’s recommended maintenance procedures. Our recommendations are formalized into a maintenance manual that includes checklists.

Think of it this way – when you purchase a new vehicle you are given an owner’s manual that gives you the recommended maintenance plan to keep your vehicle in peak condition and to reach its full expected life span. A maintenance plan for your building and other facilities is intended for the same purpose – it’s a guide to keep your property in peak condition, to reach full life expectancy, and TO RETAIN HIGH VALUE.

We use a maintenance software product to develop the maintenance plan. Some of our clients also opt to use this “eProp-Condo” software to document maintenance procedures performed. “eProp-Condo” is in a class of software called CMMS – Computerized Maintenance Management System. This is an internet-based system that effectively moves the entire maintenance manual into an integrated system. This software creates a maintenance profile and calendar, including regular inspections, for each major component, and has reporting for maintenance procedures completed, activities scheduled but not completed, and future scheduled maintenance activities. The information in these reports aid significantly in the reserve study and capital budgeting processes. We partnered with the software developer to both customize it for the industry and lock in low pricing for our clients.

TAG	Category	Manufacturer	Model	Serial	Commissioning Date	Purchase Price	Estimated Useful Life (Years)	Remaining Life Expectancy (Years)	Status
AUDIO SYSTEM	DVCS-ELEC-01 - Audio Devices				12/01/2021	12,500.00	10	9 Year 5 Month	Active
BENCH	ARCS-FXT-01 - Bench (Metal, Wood, Custom)	Hogan & Associates			12/01/2021	128,000.00	30	29 Year 5 Month	Active
BIKE RACK	ARCS-FXT-02 - Bike Rack				12/01/2021	6,000.00	20	19 Year 5 Month	Active
CONCRETE (EXTERIOR)	ARCS-CNC-01 - Outside Concrete (walkways, sidewalk, driveways, curbs)				12/01/2021	0.00	5	4 Year 5 Month	Active
DOOR - EXTERIOR UTILITY	ARCS-DOR-03 - Door - Manual, Overhead				12/01/2021	700.00	20	19 Year 5 Month	Active
ELECTRICAL POLES	ELEC-LTG-08 - Lighting - Poles				12/01/2021	11,100.00	15	14 Year 5 Month	Active
ELECTRICAL SYSTEM	ELEC-CKB-03 - Circuit Breakers - Air, Medium Voltage				12/01/2021	285,000.00	45	44 Year 5 Month	Active
EXTERIOR SOFFIT FIXTURES	ELEC-LTG-04 - Lighting - Outside Mercury Vapor, High Pressure Sodium or Metal Halide				12/01/2021	26,000.00	20	19 Year 5 Month	Active
FENCE	ARCS-LND-02 - Gates and Fences - Security and Access				12/01/2021	2,175.00	25	24 Year 5 Month	Active
HEATER #1	HVAC-UHT-02 - Unit Heater - Gas or Oil					1,250.00	25	24 Year 5 Month	Active

## Levels of Service

Under ICBI reserve study standards, reserve professionals can perform either of two levels of service:

- **Independent Reserve Study** – The reserve professional performs an analysis and provides his opinion as the reserve study report. This is service level most people are used to. The limitation of this service level is that it usually involves minimal guidance or information from the association and the resulting report may not reflect the association’s maintenance plan or fit within their budget structure.
- **Reserve Management Plan (RMP)** – The RMP is a collaborative process between the reserve professional and the association. The advantage of this approach is that the association still receives the full benefit of the reserve professional’s Skill, Knowledge and Experience (SKE) but it is combined with the association’s actual maintenance experience and budget. At Facilities Advisors we prefer the reserve management plan level of service, which is exactly what it sounds like – we work with you to create a funding projection that reflects your planned maintenance activities.

## Types of Engagements/Reports

**Type 1 - Full Reserve Study with On-Site Analysis** – We perform a complete on-site analysis, identifying and quantifying common area components. This also includes our component condition assessment and photo inventory of most components. We often include the complete Measurements report as part of this service.

**Type 2 - Update of Reserve Study with On-Site Analysis** – The on-site analysis is less comprehensive than a type 1 reserve study in that the identification and quantification of components is assumed to be the same as determined in a prior type 1 on-site analysis, unless it appears that there have been changes. The type 2 on-site analysis focuses on the component condition assessment and updates the photo inventory where necessary.

**Type 3 - Update of Reserve Study without On-Site Analysis** – An annual update to the reserve study is simply good planning. This allows you to "refresh" the funding plan and account for minor variations from the original funding plan. We inquire about expenditures made, changes in pricing of replacement costs, and variations in funding from the original plan, but do not perform an on-site analysis. This is a valuable planning tool at a very reasonable cost, generally no more than 25% of the cost of a full study.

**Type 4 - Reserve Study Based on Architectural Plans** – We read your plans to determine the components that will exist in the building(s) and inquire of the developer what interior nonstructural components are planned in producing the component list for the reserve study.

No matter what type of report we prepare, we then compile the information obtained into our easy-to-understand report format. As an optional service, for many projects we can also offer our **“Complete Measurements Report”** which includes detailed schematic drawings that provide detailed, accurate measurements such as indicated below.

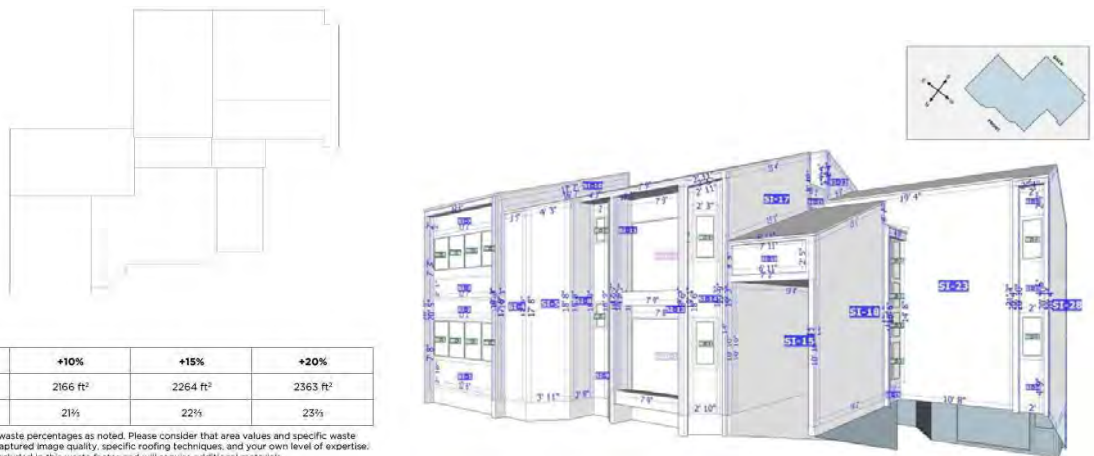
Roof	Area	Total	Length
Roof facets	1969 ft <sup>2</sup>	9	-
Ridges / Hips	-	1	21' 11"
Valleys	-	0	-
Rakes	-	16	166' 9"
Eaves	-	18	191' 7"
Flashing	-	11	54' 1"
Step Flashing	-	15	86' 10"
Drip Edge/Perimeter	-	-	358' 4"

Roof Pitch	Area	Percentage
4/12	1849 ft <sup>2</sup>	93.88%
0/12	71 ft <sup>2</sup>	3.58%
3/12	50 ft <sup>2</sup>	2.54%

**Waste Factor Calculation**

	Zero Waste	+5%	+10%	+15%	+20%
Area	1969 ft <sup>2</sup>	2067 ft <sup>2</sup>	2166 ft <sup>2</sup>	2264 ft <sup>2</sup>	2363 ft <sup>2</sup>
Squares	20	21	21½	22½	23½

The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials.



Reduced size shown here – images are each full page size

## The Reserve Study or Capital Budget Report

No matter how good the underlying site evaluation and compilation of component lists, that's not much help if it can't be translated into reports that are easy to understand. We constantly receive feedback from our clients that our reports are much easier to understand than any others they have seen. We follow the ICBI reporting standards, which guarantees uniformity of content, format, and calculations, or as ICBI says **Clarity, Consistency and Comparability**.

The key lies in understanding how people comprehend reports. Because long-term budget reports typically contain a 30-year financial projection and a large number of components, the data can be overwhelming. These are financial reports, and many people simply tune out because the data is confusing. We know that, so we make sure the data is presented in a manner that is easy to understand by following several key concepts.

**Key 1** - Keep all summary financial exhibits limited to a single page – so concepts are easily communicated. We do that by presenting data at a category or location, rather than a component level. Our "official" reserve study report is presented at a category or location level and is typically limited to approximately 20 to 30 pages.

**Key 2** - Including totals on all reports (most of our competitors reports do not include this simple step) so that a reader can see that the totals of data presented at the category level are the same as those presented at the component level and that reports agree to each other.

**Key 3** - Present all component level reports as supplemental exhibits, not as part of the primary reserve study report. Those individuals who want just an overview are satisfied by the summary level report. Those individuals requiring more detailed data, particularly staff, will have access to the component level detail reports.

Please view the [sample report](#) on our website at [www.facilitiesadvisorsllc.com](http://www.facilitiesadvisorsllc.com).

## Industries Served



For condominium and homeowner associations, timeshare associations, and condo-hotels we are typically performing reserve study services rather than capital budgets due to their governing documents that prohibit capital improvements.

For all other types of organizations in the broad categories of for-profit, nonprofit and governmental entities we are typically performing capital budgeting services. Examples of such organizations are Country Clubs, Churches, Schools, Governmental districts and cities, and Hospitality industry. These organizations don't have the artificial limitation regarding capital improvements unique to the community association industry.

Maintenance plan services are performed any type of organization that maintains physical facilities.

High rise condominium projects have complex mechanical systems that don't exist in other types of buildings. Geographic location plays an important part in determining building products used and maintenance of the buildings. For example, condo projects in snow country differ considerably from a desert location. "Large-scale" associations have their own unique characteristics, from gated entries and miles of roads to major amenities such as golf courses, lakes, dams, marinas, equestrian centers, campgrounds, and even shooting ranges and airports. Timeshare and other shared ownership associations require including unit FF&E inventory in the reserve study. Our Facilities 7 software allows us to compile individual unit inventory for each unit yet summarize it in such a manner that the reports are still very easy to read.

## The Facilities Advisors Team



Facilities Advisors International and our accomplished affiliate team includes professionals from varied disciplines, including reserve professionals, facilities management professional, general contractor, and CPA. No other reserve study company includes such a varied team to address all the skill sets required of a reserve professional. In addition, we adhere to the ICBI international reserve study standards, which are the most stringent standards applying to the reserve study industry. We use exclusively Facilities 7 reserve study software, which is certified as in compliance with ICBI software standards. Using Facilities 7 software means we can provide you with information that no one else can provide, such as a complete component inventory by location, down to the level that we can show you every component in a specific room. The Facilities 7 internet-based is made available to you and provides you with a dynamic management tool, not a static "once every three years" paper report.

No matter if your goal with the reserve study is just to meet statutory requirements, get a budget for next year, or to create a long range capital budget plan, we can work with you to achieve your goals. We really shine when we are facing tough reserve studies from the most demanding of our clients. The skill-set involved in our experience and the below-listed designations represent the skills most directly applicable to evaluation of existing facilities, preparation of a reserve study or capital budget, and advising the association on maintenance matters.



### **Gary A Porter, RS, CPA, FMP, RRC, RSS - CEO of [Facilities Advisors International, LLC](#)**

Primary Areas Served: Nevada, California, Hawaii

(702) 605-2394 [gary@facilitiesadvisorsllc.com](mailto:gary@facilitiesadvisorsllc.com)

Facilities Advisors CEO Gary Porter has provided financial services to condominium and homeowners associations since 1976. He has authored five books and more than 400 articles on association financial matters and has made dozens of presentations to industry groups. He is considered to be one of the foremost financial experts for associations and has been quoted or published in the Wall Street Journal, Kiplinger's Personal Finance, Common Ground, The Ledger Quarterly, and The Practical Accountant. He has been performing reserve studies since 1982. He is also president of the International Capital Budgeting Institute (ICBI) and primary author of ICBI's Generally Accepted Reserve Study Standards. Visit [www.capitalbudgeting.org](http://www.capitalbudgeting.org) and you'll see why these standards are so superior to the National Reserve Study Standards followed by our competitors. Mr. Porter holds the FMP (Facilities Management Professional) credential, which designates him as an expert in facilities management, the most critical skill in component condition assessment. He was a recognized economics and valuations expert in the California Superior Court system for more than twenty years and even served as the court appointed independent expert on several occasions. He holds CAI's RS (Reserve Specialist) designation and is also a registered reserve specialist in Nevada. Mr. Porter is also a Certified Public Accountant and possesses the skills directly applicable to preparation of a financial projection for future major repairs and replacements. He also holds the Registered Reserve Consultant (RRC) credential, the highest designation available to reserve preparers. The RRC credential requires that the individual must have completed a set of training courses that include all technical areas of the reserve study process. Mr. Porter is actually the author of several of the required training courses and a consultant or reviewer on all of the required courses. His broad background gives him the global perspective of the entire reserve study process that most others lack, and the ability to write the book "Reserve Studies – The Complete Guide". Mr. Porter has been active in the industry for decades. He was a founding member of the CAI Channel Islands California chapter in 1979 and served as CAI's national president in 1998-99. He has received numerous awards, including CAI's Distinguished Service and Author of the Year Awards, and CACM's Vision Award for outstanding service.



### **Pierre Del Rosario, President of [Facilities Advisors Florida](#)**

Primary Areas Served: **USA** – Southeast US - Florida, South Carolina, Georgia, **Mexico** – Office in Mexico City

(813) 444-8022 [pierre@facilitiesadvisorsllc.com](mailto:pierre@facilitiesadvisorsllc.com)

Pierre Del Rosario is the Facilities Advisors reserve professional for Florida and has provided financial services to our condominium and homeowners associations clients since 2000. Mr. Del Rosario is co-author of "Reserve Studies - The Complete Guide". He holds a college degree in accounting and is a Certified Public Accountant in Mexico, a professional certificate of Financial Management of the University of California San Diego, also is a CAI's Reserve Specialist (RS), Nevada Reserve Study Specialist (RSS) designations, and a Community Association Manager (CAM) in Florida. Mr. Del Rosario also serves on the International Capital Budgeting Institute Board of Directors and standards committee.



**Greg Libke of [Facilities Advisors Arizona & Texas](#)**

Primary Areas Served: Arizona, Texas  
(602) 698-0905 [greg@facilitiesadvisorsllc.com](mailto:greg@facilitiesadvisorsllc.com)

Greg Libke is the Facilities Advisors reserve professional for Arizona and Texas. He also serves as President of Associated Reserve Planners USA, a trade organization for reserve professionals, and also serves as a Director of ICBI (International Capital Budgeting Institute). Greg is currently based in Chandler, Arizona and serves both Arizona and Texas. After earning a degree in Business Management, and working with local companies here in Arizona, Greg has acquired the skills and knowledge to deliver comprehensive reserve studies to his clients. Greg has experience with planned developments and condominium associations in Arizona and Texas. He has also prepared capital budgets for country clubs.



**Lynn Sallee of [Facilities Advisors East Coast](#)**

Primary Areas Served: East Coast Regional Office  
(508) 630-4902 [faeastcoast@gmail.com](mailto:faeastcoast@gmail.com)

Facilities Advisors Reserve Specialist, Lynn Sallee, has been in commercial and residential construction, development, management, and financing since 1974. His background is unique with lengthy periods of experience on both sides of the property table as a producer and as planner / financier. This professional blend of business background coupled with four years community and HOA property management provides experience and insights invaluable in his reserve study inspections and finished reports. Mr. Sallee holds the RS designation from Community Associations Institute (CAI) and the PRA designation from the Association Professional Reserve Analysts (APRA), the Certified Playground Safety Inspector (CPSI) and Project Engineering designation from the Bahamian Government. His reserve study experience encompasses all types of reserve studies, including condominium and homeowners' associations, and mid-rise and mixed-use high-rise properties in excess of 1.5 Mil square feet.



**Robbie Pepper of [Facilities Advisors Rocky Mountain](#)**

Primary Areas Served: Colorado, New Mexico, Utah  
(970) 628-3003 [robbie@facilitiesadvisorsllc.com](mailto:robbie@facilitiesadvisorsllc.com)

Robbie has performed dozens of reserve studies in Colorado working with reserve study challenges specific to Colorado's climate. The similarity in construction types and materials is very similar between Colorado, Utah, and New Mexico. Robbie's earned professional designations include Reserve Study (RS) from CAI, Reserve Study Specialist (RSS) from the State of Nevada, Certified Manager of Community Associations (CMCA) and Certified Commercial Investment Manager (CCIM), as well as many other real estate designations designed to provide superior service to you. Robbie's work in producing reserve studies for more than 100 community associations include residential areas, condos, townhomes, recreation centers, high rises, water districts, and others.



**Jay Grant of [Facilities Advisors Northwest](#)**

Primary Areas Served: Washington, Oregon, Idaho  
(206) 260-0080 [jay@facilitiesadvisorsllc.com](mailto:jay@facilitiesadvisorsllc.com)

**Jay B. Grant** is a risk analyst providing reserve report studies. He has extensive organizational, financial, maintenance and structural project knowledge about condominiums which includes interfacing with local government for projects & permits. He holds a professional risk underwriter designation in financial services from Northeastern University. His personal condominium experience includes living in an Edmonds condo, serving the HOA president for several years, and managing multiple projects from structural, roof and major repairs.

His professional experience includes serving as a senior advisor at the state and federal level, including positions managing national and international security, mass and critical environment risk management, security and counter-terrorism, evidenced based programs and best practices. He also has extensive experience in authoring legislation, model law, regulatory rule making, complex negotiation and collaborative requirements.

## Office Contact Information

### Corporate office – Las Vegas, Nevada

Main (877) 304-6700  
 Fax (nationwide) (805) 715-0586  
 Website: [www.facilitiesadvisorsllc.com](http://www.facilitiesadvisorsllc.com)  
 E-mail: [info@facilitiesadvisorsllc.com](mailto:info@facilitiesadvisorsllc.com)

### Mexico Office – Mexico City

Chandler, Arizona	(480) 630-2872
Simi Valley, California	(805) 658-8007
Durango, Colorado	(970) 628-3003
Tampa and Miami, Florida	(813) 444-8022
Honolulu, Hawaii	(808) 829-4086
Berlin, Massachusetts	(508) 630-4902
Las Vegas, Nevada	(877) 304-6700
Santa Fe, New Mexico	(970) 628-3003
Plano, Texas	(214) 810-4941
Salt Lake City, Utah	(801) 839-4371

## Direct Contact Information

### **Gary Porter** [gary@facilitiesadvisorsllc.com](mailto:gary@facilitiesadvisorsllc.com)

(702) 605-2394 Direct  
**Facilities Advisors International LLC**  
 6935 Aliante Parkway, Suite 104 #274  
 North Las Vegas, NV 89084  
 (877) 304-6700  
 (805) 715-6700 Fax  
[www.facilitiesadvisorsllc.com](http://www.facilitiesadvisorsllc.com)

### **Pierre Del Rosario** [pierre@facilitiesadvisorsllc.com](mailto:pierre@facilitiesadvisorsllc.com)

**Facilities Advisors Florida**  
 14502 N Dale Mabry, Suite 200  
 Tampa, FL 33618  
 -and-  
 66 West Flagler Street, Suite 900 #1701  
 Miami, FL 33130  
 (813) 444-8022  
[www.floridareservestudy.com](http://www.floridareservestudy.com)

### **Greg Libke** [greg@facilitiesadvisorsllc.com](mailto:greg@facilitiesadvisorsllc.com)

**Facilities Advisors Arizona**  
 101 N. Colorado Street # 1741  
 Chandler, AZ 85244  
 (602) 698-0905  
[www.arizonareservestudy.com](http://www.arizonareservestudy.com)

-and-

### **Facilities Advisors Texas**

1121 E. Spring Creek Parkway, Suite 110-241  
 Plano, TX 75074  
 (214) 810-4941  
[www.texasreservestudy.com](http://www.texasreservestudy.com)

### **Robbie Pepper** [robbie@facilitiesadvisorsllc.com](mailto:robbie@facilitiesadvisorsllc.com)

**Facilities Advisors Rocky Mountain**  
 1295 Escalante Dr Unit 11  
 Durango, CO 81303  
 (970) 628-3003  
[www.coloradoresvestudy.com](http://www.coloradoresvestudy.com)

-and-

### **Facilities Advisors New Mexico**

1704 Llano Street, #B-1143  
 Santa Fe, NM 87505  
[www.newmexicoreservestudy.com](http://www.newmexicoreservestudy.com)

-and-

### **Facilities Advisors Utah**

3556 S. 5600 W, #1-454  
 Salt Lake City, UT 84120  
 (435) 393-6259  
[www.utahreservestudy.com](http://www.utahreservestudy.com)

### **Lynn Sallee** [faieastcoast@gmail.com](mailto:faieastcoast@gmail.com)

**Facilities Advisors East Coast**  
 #2 Kendall Lane  
 Berlin, MA 01503  
 (508)630-4902  
[www.facilitiesadvisorsllc.com](http://www.facilitiesadvisorsllc.com)

### **Jay Grant** [jay@facilitiesadvisorsllc.com](mailto:jay@facilitiesadvisorsllc.com)

**Facilities Advisors Northwest**  
 1130 5<sup>th</sup> Avenue S, Suite 200  
 Edmonds, WA 98020  
 (206) 260-0080  
[www.washingtonreserves.com](http://www.washingtonreserves.com)



## **Subsection 5F**

# **Maintenance Shed Procurement Proposals**



# COPY ESTIMATE STANDARD PURCHASE

DATE: July 14, 2023

ORDER #:

**Florida Shed Outlet**

P.O. Box 388  
Glen Burnie, MD 21061  
(888) 215-6457  
www.floridashedoutlet.com

**Buyer:**

Jeison Castillo

, FL

(M)

**BOS:** No

**Site Visit:** No

**Expedite:** No

**Notes:**

Call Kristen to order 443-800-4256  
Free double doors  
Free anchoring  
4 weeks

Description	Quantity	Price
Gable 12x20	1	\$6,797.00
Painted Shed Exterior	1	\$339.85
Vent - Gable Vent (Wood shed)	2	\$60.00
Diamond Plate - 5' or 6'	1	\$55.00
Window - 2'x 3'	2	\$300.00
Window Trim or Shutters	1	\$65.00
Loft	36	\$288.00
<b>Subtotal</b>		<b><u>\$7,904.85</u></b>
Sales Tax @	0.0%	\$0.00
Delivery Miles/Fee	0	\$0.00
BOS Miles/Fee	0	\$0.00
Block and Level Fee		\$0.00
B / L Materials		\$0.00
Expedite Fee		\$0.00
<b>Total</b>		<b><u>\$7,904.85</u></b>
Received		\$0.00
<b>Balance Due</b>		<b><u>\$7,904.85</u></b>

ALL SALES FINAL. CANCELLATION AT ANY TIME WILL RESULT IN FORFEIT OF DEPOSIT.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

**From:** [Castillo, Jeison](#)  
**To:** [Hayes, Lynn](#); [Montagna, Angel](#)  
**Subject:** Fwd: Pictures of 3 different style 10x20 shed.  
**Date:** Friday, July 14, 2023 12:55:04 PM  
**Attachments:** [pro-m2wnVn5y.jpeg](#)  
[pro-qXVf7q3R.jpeg](#)  
[pro-hWUjY9A1.jpeg](#)  
[pro-n8zRdM7n.jpeg](#)  
[pro-d9CS4NYr.jpeg](#)  
[pro-juTQgqVS.jpeg](#)  
[pro-8aMwCIKn.jpeg](#)  
[pro-LTRmRfpR.jpeg](#)  
[pro-YMuGlewl.jpeg](#)  
[pro-fcc7TUS5.jpeg](#)  
[pro-Hg6QdpvF.jpeg](#)  
[pro-tMnUj5AA.jpeg](#)  
[pro-vuABVLMV.jpeg](#)  
[pro-uWGowzzL.jpeg](#)  
[Image.jpeg](#)

---

Thank You,

**Jeison Castillo | Field Services Manager**



7360 Five Oaks Dr. | Harmony FL 34773

**Office:** 1.407.566.1935 | **Mobile:** 1-407-861-4460 | [www.inframarkims.com](http://www.inframarkims.com)

*Please note: Florida has a very broad public records law. Most written communications to or from districts regarding business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Please do not reply "to all".*

 **Go Green:** Please do not print this e-mail unless you really need to

---

**From:** Alex Morales <amorales@sunshinestructures.com>  
**Sent:** Friday, July 14, 2023 12:50:37 PM  
**To:** Castillo, Jeison <Jeison.castillo@inframark.com>  
**Subject:** Pictures of 3 different style 10x20 shed.

**WARNING:** This email originated outside of Inframark. Take caution when clicking on links and opening attachments.

---

Hi Jeison.

It was a pleasure speaking with you today.

I have attached the pictures of the sheds.

We can also order what ever size and style you are looking for. The lead time is only 2 to 4 weeks.

You have 20 years warranty on the panels and 5 years on the workmanship.

180mph wind rating.

10x20 eave grey with white trim 2 48" MHD 1 with full glass, 2 windows no electric \$7500 + tax

10x20 streamline beige with white trim 1 48" MHD full glass, 3 windows and electric \$7180 + tax

10x20 eave gray with black trim, double door 9lite on each door, 1 window no electric (preowed) \$7465 + tax

If you have any questions please feel free to contact me.

Thank you

Alexandra Morales  
407 818 7753  
Sunshine Structures LLC

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COPY













COPY





COPY



COPY



COPY



COPY







COPY





Your Custom Metal Building Design

alansfactoryoutlet.com | 1-800-488-6903

Edit or Buy Your Design: [alansfactoryoutlet.com/design/xPqWU4ik/](https://alansfactoryoutlet.com/design/xPqWU4ik/)

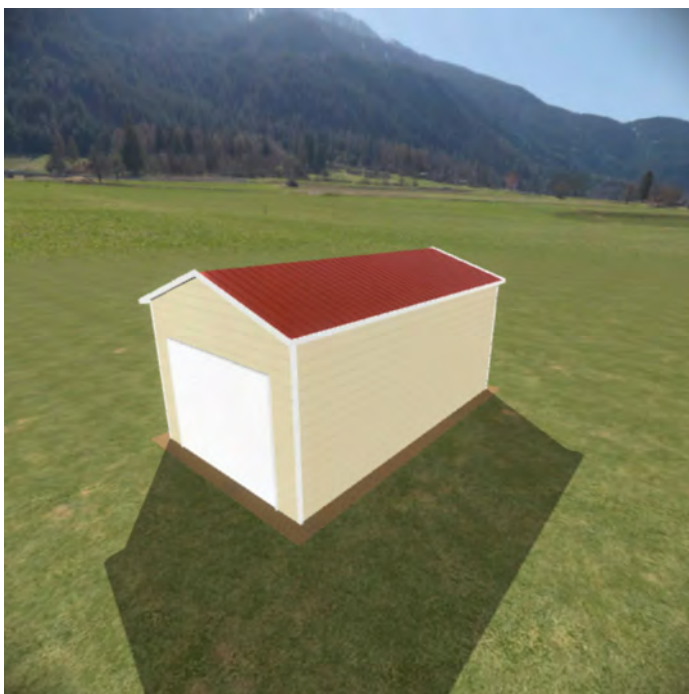
Delivery Zip Code: 34773



Front



Right



Back



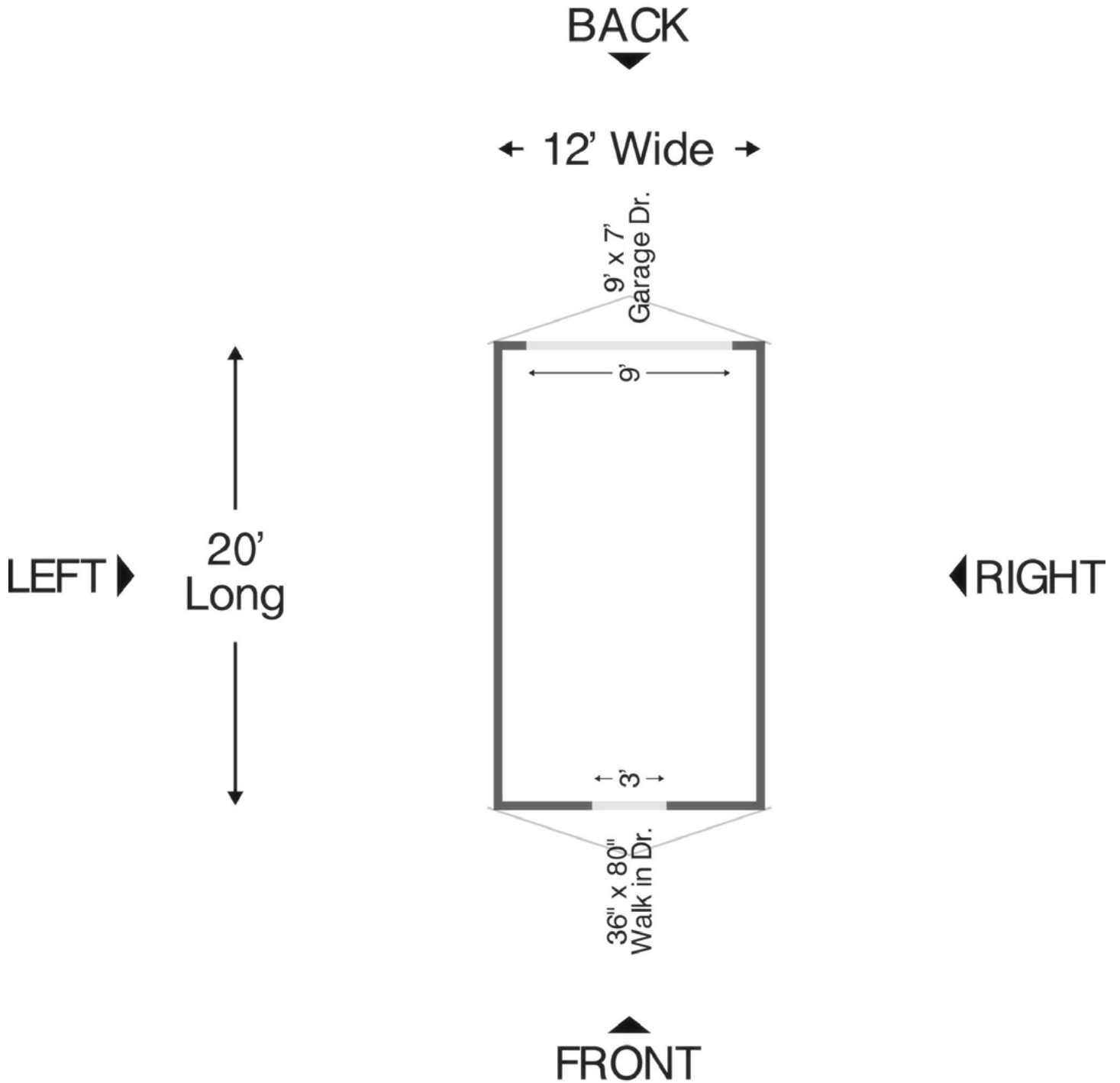
Left



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Floor Plan



Your Custom Metal Building Design

alansfactoryoutlet.com | 1-800-488-6903

**Edit or Buy Your Design:** [alansfactoryoutlet.com/design/xPqWU4ik/](https://alansfactoryoutlet.com/design/xPqWU4ik/)

Delivery Zip Code: 34773

12 x 20 Vertical Roof Metal Garage	\$5,823.50	1	\$6,130.00
------------------------------------	------------	---	------------

Roof Color: Barn Red

Trim Color: White

Side & End Color: Sandstone

Garage Door Color: White

Galvanized or Colored Screws: Silver Galvanized Screws

Certified Options in FL: Certified for 150 mph

29 GA or 26 GA Sheeting: FL 26 GA

Leg Height: 9' Leg Height on a 20' Long

Left Side: Left Side Closed with 9' Legs - 20' Long

Right Side: Right Side Closed with 9' Legs - 20' Long

Horizontal or Vertical Sides: Horizontal Sides

Vertical Deluxe Two Tone on Side: Without Vertical Deluxe Two Tone

Ends: 12' Wide - Close Both 9' Ends

Horizontal or Vertical Ends: Horizontal Ends

Vertical Deluxe Two Tone on End: Without Vertical Deluxe Two Tone

Insulation Type: Woven R17 Insulation - Roof Only

Insulation Options: Insulate Roof Only

Garage Doors 9'x7': One 9' Wide x 7' Tall Certified Garage Door

Walk in Door: One Single Walk in Door 36" Wide x 80" Tall

Installation Surface: Ground or Gravel

Power Outlet Available Within 100ft: Yes, Power Outlet Within 100ft

Garage Doors 9'x7' Locations End: 1 Garage Door 9'x7' on End

Walk in Door Location: Walk in Door on Front End Centered

Select Delivery County in Florida: Osceola

Subtotal:	\$6,130.00
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Limited Time 5% Discount:	-\$306.50
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Delivery & Installation:	<b>FREE for Zip Code 34773</b>
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Tax:	Calculated in Checkout
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<b>Total:</b>	<b>\$5,823.50</b>
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<b>Deposit to Order:</b>	<b>\$990.00</b>
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*Prices subject to change without notice*



Your Custom Metal Building Design

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**Edit or Buy Your Design:** [alansfactoryoutlet.com/design/xk9hBLUg/](https://alansfactoryoutlet.com/design/xk9hBLUg/)

Delivery Zip Code: 34773

12 x 20 Vertical Roof Metal Garage	\$6,313.70	1	\$6,646.00
------------------------------------	------------	---	------------

Roof Color: Barn Red

Trim Color: White

Side & End Color: Sandstone

Garage Door Color: White

Galvanized or Colored Screws: Silver Galvanized Screws

Certified Options in FL: Certified for 150 mph

29 GA or 26 GA Sheeting: FL 26 GA

Leg Height: 9' Leg Height on a 20' Long

Left Side: Left Side Closed with 9' Legs - 20' Long

Right Side: Right Side Closed with 9' Legs - 20' Long

Horizontal or Vertical Sides: Horizontal Sides

Vertical Deluxe Two Tone on Side: Without Vertical Deluxe Two Tone

Ends: 12' Wide - Close Both 9' Ends

Horizontal or Vertical Ends: Horizontal Ends

Vertical Deluxe Two Tone on End: Without Vertical Deluxe Two Tone

Insulation Type: Double Bubble Insulation on 9' Leg Height - 12x20

Insulation Options: Fully Insulate Roof and Sides

Garage Doors 9'x7': One 9' Wide x 7' Tall Certified Garage Door

Walk in Door: One Single Walk in Door 36" Wide x 80" Tall

Installation Surface: Ground or Gravel

Power Outlet Available Within 100ft: Yes, Power Outlet Within 100ft

Garage Doors 9'x7' Locations End: 1 Garage Door 9'x7' on End

Walk in Door Location: Walk in Door on Front End Centered

Select Delivery County in Florida: Osceola

Subtotal:	\$6,646.00
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Limited Time 5% Discount:	-\$332.30
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Delivery & Installation:	<b>FREE for Zip Code 34773</b>
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Tax:	Calculated in Checkout
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<b>Total:</b>	<b>\$6,313.70</b>
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<b>Deposit to Order:</b>	<b>\$1,073.33</b>
--------------------------	-------------------

*Prices subject to change without notice*



Your Custom Metal Building Design

alansfactoryoutlet.com | 1-800-488-6903

**Edit or Buy Your Design:** [alansfactoryoutlet.com/design/aq6E9L6a/](https://alansfactoryoutlet.com/design/aq6E9L6a/)

Delivery Zip Code: 34773

12 x 20 Vertical Roof Metal Garage	\$5,025.50	1	\$5,290.00
------------------------------------	------------	---	------------

Roof Color: Barn Red

Trim Color: White

Side & End Color: Sandstone

Garage Door Color: White

Galvanized or Colored Screws: Silver Galvanized Screws

Certified Options in FL: Certified for 150 mph

29 GA or 26 GA Sheeting: FL 26 GA

Leg Height: 9' Leg Height on a 20' Long

Left Side: Left Side Closed with 9' Legs - 20' Long

Right Side: Right Side Closed with 9' Legs - 20' Long

Horizontal or Vertical Sides: Horizontal Sides

Vertical Deluxe Two Tone on Side: Without Vertical Deluxe Two Tone

Ends: 12' Wide - Close Both 9' Ends

Horizontal or Vertical Ends: Horizontal Ends

Vertical Deluxe Two Tone on End: Without Vertical Deluxe Two Tone

Garage Doors 9'x7': One 9' Wide x 7' Tall Certified Garage Door

Walk in Door: One Single Walk in Door 36" Wide x 80" Tall

Installation Surface: Ground or Gravel

Power Outlet Available Within 100ft: Yes, Power Outlet Within 100ft

Garage Doors 9'x7' Locations End: 1 Garage Door 9'x7' on End

Walk in Door Location: Walk in Door on Front End Centered

Select Delivery County in Florida: Osceola

Subtotal:	\$5,290.00
-----------	------------

Limited Time 5% Discount:	-\$264.50
---------------------------	-----------

Delivery & Installation:	<b>FREE for Zip Code 34773</b>
--------------------------	--------------------------------

Tax:	Calculated in Checkout
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<b>Total:</b>	<b>\$5,025.50</b>
---------------	-------------------

<b>Deposit to Order:</b>	<b>\$854.34</b>
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*Prices subject to change without notice*

# **Subsection 5G**

# **Transcription Services**



# COPY

## Harmony CDD

### Transcription Pricing Summary

Comparison prices for June 29, 2023, meeting  
Meeting length: 3 hours, 51 minutes  
97 pages

#### ONLINE CONVERSION AND TRANSCRIPTION:

Otter Pro:

- \$8.33 per month, billed \$99.99 annually
- Or \$16.99 billed monthly

#### HUMAN TRANSCRIPTION:

Flawless Transcription:

- \$2.25 per minute
- Total \$519.75

Go Transcript:

- Total \$355.74

Naegeli:

- \$5.25 per page
- Total \$509.25

Research Transcriptions:

- \$3.00 per minute
- Total \$693.00

Transcription Hub:

- \$.75 per minute + \$.75 for difficult audio
- Total \$346.50

Transcription Puppy:

- \$1.15 + \$.26 per minute
- Total \$325.71

# COPY



## Subscribe to Otter Pro

### 1. Choose your plan

<p><b>Annually</b> <span style="background-color: #0070C0; color: white; padding: 2px 5px; font-size: 0.8em;">Save 51%</span></p> <p><b>\$8.33 USD</b> / user / month</p> <p>Billed \$99.99 USD annually</p>	<p><b>Monthly</b></p> <p><b>\$16.99 USD</b> / user / month</p> <p>Billed \$16.99 USD monthly</p>
--	--

We'll automatically charge you a prorated subscription fee when new users are added to your Otter team. We'll automatically refund you in credits (that can be applied toward your next payment) when you remove members from your Otter team. The prices shown above don't include any applicable taxes. Subscription automatically renews within 24-hours prior to the end of the current period. To cancel auto-renewal, please contact [support@otter.ai](mailto:support@otter.ai).

### What is Otter Pro?

- ✓ Team features: shared custom vocabulary and speakers, assign action items to teammates
- ✓ OtterPilot joins meetings when you are double-booked
- ✓ Admin features: centralized billing and prioritized support
- ✓ 1200 monthly transcription minutes; 90 minutes per conversation

If you have any billing questions, please email us at [support@otter.ai](mailto:support@otter.ai)

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## Timecode Transcription Services (SMPTE)



Timecode Transcription (SMPTE & BITC) for all Audio & Video File Formats

Turnaround	Transcription	Time Code Transcription
3 Business Days	\$2.25/minute	\$2.50/minute
2 Business Days	\$2.75/minute	\$3.00/minute
1 Business Day (or 24 hours)	\$3.25/minute	\$3.50/minute
Same Day Rush Transcription	\$4.00/minute	\$4.25/minute



PBS

*"I've been extremely impressed with the accuracy of the transcripts we receive. The attention to detail is fantastic and unmatched. And they deliver their transcripts within 24 hours!"*

Allison McDaniel

Producer / PBS



Professional Services

[Transcription Rates](#)

[Time Code Transcription](#)

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gotranscript.com/transcription-cost-estimate



+1 (831) 222-8398

Log In

Sign Up

Place your order

## Convert audio or video to text

Order 2269 minutes more and receive 5% discount.

**Recording length**  hours  minutes

**Language**  other languages

**Text format**  Clean verbatim  Full verbatim

**Turnaround time**  6-12 hours  1 day  3 days  5 days

**Price**  \$3.30  \$1.98  \$1.76  \$1.54

**Number of speakers**  1-2  3 and more

**Low-quality audio / Heavy accent**  No  Yes

**Timestamping**

Total price: **\$355.74**

[Continue](#)

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(800) 528-3335

Schedule Now

About Services Locations Contact



TRANSCRIPTION



INTERPRETERS



VIDEO CONFERENCING



TRIAL SUPPORT

NAEGELI is the only litigation support firm to provide you with an outstanding portfolio of court reporting, video conferencing, and trial support services specifically designed to give you the competitive advantage in your case. Our technology-driven products and our client-centric culture allow us to maintain high standards while

providing you personalized service. We support you at every crucial point, from the initial filing of your case to the final verdict. Our outstanding service combined with our experience in complex, high-profile litigation has exceeded our clients' expectations for over 40 years.

Online Bill Pay

Schedule

Welcome to NAEGELI

**Juliette**  
Director of Scheduling

Juliette 10:23 AM  
Great! For a standard audio, the rate is \$5.25 per page and never any hourly fees. Do you have a current project you need us to assist with?

Brenda Burgess 10:24 AM  
Is that for clean verbatim? And do you identify all the speakers?  
Our meetings are about three hours on average.  
Read

Write a message...

Powered by LiveChat

# COPY

**From:** Research Transcriptions <billing@researchtranscriptions.com>

**Sent:** Monday, July 17, 2023 11:04 AM

**To:** Burgess, Brenda <brenda.burgess@inframark.com>

**Subject:** Starting transcription service for marketing research

Hi Brenda,

Thanks for taking a few minutes to talk with me on the phone today about your transcription needs.

**As promised, please find in this email:**

Research Transcriptions' 9 Keys to Reliable Transcription Service for Marketing Research

- Confidentiality and Service Overview documents
- Your fees
- [A clickable link to get started](#)

**Research Transcriptions' 9 Keys to Reliable Transcription Service for Marketing Research:**

1. 100% US-based transcription (ID-verified) - no global freelancers
2. Specialization in marketing research interviews, focus groups and panel discussions
3. [Total Quality Transcription \(TQT\) process](#)
4. Enforceable confidentiality agreements (NDA, HIPAA BAA)
5. Fully insured: Cyber Liability, Professional Liability, General Liability
6. Dedicated transcription team and manager in the US
7. Project-based billing with detailed receipts
8. Corporate transparency ([see here](#))
9. SOC-2 compliant service option available

**Confidentiality and Service Overview documents:**

# COPY

- [Nondisclosure Agreement \(NDA\)](#)
- [Service Overview](#)
- Information Security Policy available upon request

### How it works:

1. Create your account by clicking the link at the bottom of this email
2. Log in, select preferences, upload files
3. Get your completed transcriptions, by either
  1. Log-in
  2. Email notification with a link to download as an MS Word doc
4. Fees are processed on your credit card when you upload files and your receipt is emailed to you.

### Your fees (per recorded audio minute):

Based on our conversation, your transcription fee is as follows:

Base transcription fee: \$2.75

De-identification/anonymization: Not selected

Foreign Language (): Not selected

Miscellaneous (10+ speakers): \$0.25

Miscellaneous 2 ():

Miscellaneous 3 ():

**Total fee per audio minute: \$3.00**

### There are:

- No setup fees
- No maintenance fees
- No minimums
- No extra fees for advance-scheduled next-day turnaround

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## Questions?

Email me via reply to this message. I'll get back to you quickly.

[Click here to start.](#)

All the best,

P.S. Questions or concerns? Need more info? Reply to this email and let me know how I can help. I'll get back to you quickly.



*Reliable transcription for reliable research.*

A Service Disabled Veteran Owned Small Business.



COPY

The screenshot shows the Transcription Hub website's price plan page. The navigation bar includes 'Home', 'Price', 'Enterprise', 'Services', and 'Resources'. There are buttons for 'Get a FREE Quote' and 'Place Your Order'. Below the navigation, there are tabs for 'General Transcription', 'Education Transcription', 'Medical Transcription', 'Legal Transcription', 'Insurance Transcription', and 'Translation Service'. The main content area features three pricing cards:

- PRIORITY 5 DAYS:** \$ 0.75 Per Minute. Features include 99% Accuracy, Multiple Speakers, Multiple Audio/Video formats, Specialized Terminology, Verbatim, Confidential, and Delivery 5 Days.
- EXPRESS 2 DAYS:** \$ 1.25 Per Minute. Features include 99% Accuracy, Multiple Speakers, Multiple Audio/Video formats, Specialized Terminology, Verbatim, Confidential, and Delivery 2 Days.
- EXPRESS 1 DAY:** \$ 1.75 Per Minute. Features include 99% Accuracy, Multiple Speakers, Multiple Audio/Video formats, Specialized Terminology, Verbatim, Confidential, and Delivery 1 Day.

**From:** Transcription Hub <services@transcriptionhub.com>  
**Sent:** Monday, July 17, 2023 1:13 PM  
**To:** Burgess, Brenda <brenda.burgess@inframark.com>  
**Subject:** Brenda Burgess: Transcription Services Quote from Transcription HUB  
**Importance:** High

Hello Brenda,

Thank you for your time on the call today.

As discussed, please find the below the price quote for the 4 hours of non- verbatim transcription with speaker identification done.

# COPY



## Quote

Date	July 17, 2023
Valid Until	July 27, 2023

Customer:	
Name	: Brenda Burgess
Company Name	: Inframark
Email	: <a href="mailto:brenda.burgess@inframark.com">brenda.burgess@inframark.com</a>
Phone#	: (940) 290-5698

Quote/Project Description	
Transcription Type: General Transcription	
Frequency	: Monthly

Audio/Video Minutes	Service Description	Delivery Timeline	Price Per Minute	Line Total
240	Audio Transcription	5 Days	\$ 0.75	\$ 180.00
240	Audio Transcription	2 Days	\$ 1.25	\$ 300.00
240	Audio Transcription	1 Day	\$ 1.75	\$ 420.00

Special Notes and Instructions	
<b>Additional \$0.15/m for Timestamp Service</b>	<a href="#">What is a Timestamp?</a>
<b>Additional \$0.75/m for Difficult Audio</b>	<a href="#">What is Difficult Audio?</a>
All Turn-Around Time provided are business days.	
Rates provides are in United States Dollar (USD) currency	

Please let me know if you need any more details regarding our services.

For any queries, please do not hesitate to contact us at [services@transcriptionhub.com](mailto:services@transcriptionhub.com) or +1-866-898-2181.

COPY

Regards,

**Kevin**

Customer Relations Manager

p: 1-866-898-2181 | e: [services@transcriptionhub.com](mailto:services@transcriptionhub.com)

[www.e24tech.com](http://www.e24tech.com)

[www.TranscriptionHub.com](http://www.TranscriptionHub.com) – a e24 Technologies Company

[www.PhoneCloudHub.com](http://www.PhoneCloudHub.com) – a e24 Technologies Company

[www.SpeechIntel.ai](http://www.SpeechIntel.ai) – a e24 Technologies Company

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SIGN IN

GET STARTED

Most of our competitors charge per minute, based on the length of your files. Some offer a one-time bulk discount. We believe our customers deserve better, which is why we reward loyalty with a unique rebate system. Our cash rebates can be used to purchase future services. That way, the more you use our services over time, the cheaper your prices will be.

Lifetime Spending*	Cash Rebate %^	Effective Price Per Audio Minute
Under \$250	5%	\$1.15/min
\$250.01-\$500	10%	\$1.09/min
\$500.01-\$1,000	15%	\$1.03/min
\$1,000.01-\$1,500	20%	\$0.97/min
\$1,500.01-\$2,000	25%	\$0.91/min
\$2,000.01-\$2,500	30%	\$0.85/min
\$2,500.01-\$5,000	35%	\$0.79/min
\$5,000.01+	43%	\$0.69/min

\*All of the listed prices are based on customer lifetime spending  
^Your account is credited within 3 days after the completion of an order.

### Value-Added Services

We charge customers a nominal fee for time-stamping/time coding and verbatim transcription services.

Value-Added Services	Rate
Verbatim	\$0.26
Timestamping/Timecoding	\$0.26



# **Subsection 5H**

# **Informational Signs**

# INFORMATIONAL SIGNS TO BE UPDATED

West Entrance to Round about at Five Oaks and Schoolhouse



First sign as you enter Harmony at West Entrance

WELCOME sign? Notices about meetings?

Second Sign – near golf cart sign

Information about golf cart use?





From west entrance at roundabout:

Directions to:

Community School

Lakefront/Recreation Areas/Docks

Golf Course

Harmony Town Square

Leaving Catbrier/Five Oaks Roundabout, in front of Ashley Park





On Five Oaks as you approach the old Welcome Center from the west.

Leaving Harmony at East Entrance







Entering Harmony at East Entrance

On Town Square facing entry road, Harmony Square Drive





At driveway entrance to Golf Course parking lot. At end of Harmony Square Drive, West



At Schoolhouse/Cat Brier Roundabout



On Cat Brier in front of Dog Park

# **Subsection 5I**

## **New HCDD Website**

No Review Material Provided  
Verbal Presentations At Meeting

# **Section 6**

# **Staff Reports**

# **Subsection 6A**

# **Field Manager**

# **Subsection 6Ai**

## **Field Report**

# **FIELD SERVICE INSPECTION**

## **7/12/23, 1:26 PM**

**Wednesday, July 12, 2023**

**34 Items Identified**





**Item 1**

Assigned To Benchmark  
Needs trimming. In the Estates.



**Item 2**

Assigned To Benchmark  
Needs attention. On Southern Pine rd.



**Item 3**

Assigned To Field Service Inframark  
Pressure wash



**Item 4**

Assigned To Benchmark  
Needs trimming. Needlegrass pocket  
Park.



**Item 5**

Assigned To Benchmark  
Need trimmed. Needlegrass Pocket  
Park.



**Item 6**

Assigned To Benchmark  
Needs attention. Buck lake  
roundabout.



**Item 7**

Assigned To Benchmark  
Needs trimming. Buck lake  
playground.



**Item 8**

Assigned To Benchmark  
Branch hanging low. Next to Buck  
lake playground.



**Item 9**

Assigned To Field Service Inframark  
Pressure wash. Soccer field.



**Item 10**

Assigned To Field Service Inframark  
Pressure wash. Get new net.



**Item 11**

Assigned To Field Service Inframark  
Replace pads



**Item 12**

Assigned To Benchmark  
Branches hanging low by splash pad.



**Item 13**

Assigned To Benchmark  
Tree needs attention.



**Item 14**

Assigned To Field Service Inframark  
Pressure wash



**Item 15**

Assigned To Field Service Inframark  
Pressure wash



**Item 16**

Assigned To Benchmark  
Branches hanging low. Buck In pocket park.





**Item 17**

Assigned To Benchmark  
Branches hanging low. Big dog park  
off Cat Brier.



**Item 18**

Assigned To Benchmark  
Needs trimming along fence.



**Item 19**

Assigned To Benchmark  
Branches hanging low. Dog park on  
cat brier.



**Item 20**

Assigned To Benchmark  
Fronds hanging low. Dog park Cat  
Brier.



**Item 21**

Assigned To Benchmark  
Fronds needs attention.



**Item 22**

Assigned To Benchmark  
Branches hanging low on five oaks  
west entrance.



**Item 23**

Assigned To Benchmark  
Branches hanging low by round-  
about west entrance five oaks.



**Item 24**

Assigned To Field Service Inframark  
Pressure wash and paint.



**Item 25**

Assigned To Benchmark  
Branches hanging low on Clay brick rd.



**Item 26**

Assigned To Field Service Inframark  
Pressure wash



**Item 27**

Assigned To Benchmark  
Needs trimming. Ashley Park pool.



**Item 28**

Assigned To Benchmark  
Needs trimming. Ashley Park pool



**Item 29**

Assigned To Benchmark  
Needs trimming. Ashley Park pool.



**Item 30**

Assigned To Benchmark  
Multiple fronds needs attention at  
swing club pool.



**Item 31**

Assigned To Benchmark  
Needs trimming. Swing club pool.



**Item 32**

Assigned To Field Service Inframark  
Replace dog trash can.





**Item 33**

Assigned To Field Service Inframark  
Paint and replace chains on swings.



**Item 34**

Assigned To Benchmark  
Needs trimming. Swing club pool.



## Harmony CDD Meeting Field Report – July 2023

- **Pressure Washing:**

1. All Playgrounds – Pending.
2. Ashley Pool Sidewalks –Pending.
3. Town square Sidewalks – In-Progress.
4. Town Square Benches – In-Progress.
5. Pocket Parks – In Progress 7 done.

- **Sidewalks Grinding:**

1. 6931-6941 Cupseed- Done
2. Ashley Pool Sidewalks – Pending.
3. Big Dog Park Sidewalks- Pending.
4. Pocket Parks Sidewalks- Pending
5. Buck lake Sidewalks – Pending
6. 3301-3339 Schoolhouse rd. In progress

- **Tasks Completed:**

1. Replaced nine restroom air freshener dispensers.
2. Repaired shower chain at Swing Club pool.
3. CDD truck tire Fixed.
4. Fix breaker on 20' Patoon boat.
5. Replace 3 Dog stations sign.
6. RV lot refund have started.
7. Amenities Cleaning: Swim Club, Ashley Pool, and Buck Lakeshore Pavilion Restrooms.
8. Pocket Parks in Beargrass, Dahoon Holly, Gopher Apple Way, Buck Ln and Needlegrass Ln were cleaned up with the air leaf blower.
9. Replaced two trash can.
10. Repaired a pipe and valve in Ashley Pool Equipment.
11. Painted four Grills and four trash Cans.
12. 20' Patoon New radio was installed.
13. Two new benches arrived.
14. New Seat covers for the Patoon were ordered and installed.
15. Bass boat seat covers were installed.
16. Installed one new umbrella at Swing Club.



## Harmony CDD Meeting Field Report – July 2023

17. Repaired one toilet.
18. Two new pads for the basketball hoop were ordered.
19. Both Pools Filters cleaned twice a week.
20. Received three quotes for Garden sheds.
21. Billy's trail sign was ordered.
22. Conservation signs were ordered.
23. Both pools get vacuumed three times a week.
24. Pool furniture pressure washed.
25. New steps lights installed at Townsquare.
26. 20' Patoon motor installed.

- **Notes:**

1. 50 ID Access cards worked on Replace/Reprogrammed/New.
2. Emails Received and managed was 150.
3. Calls Received and managed more than 120, including weekends.
4. Text messages received and managed 90, including weekends.

- **Procedures:**

1. Began the removal of US-192 Fence.
2. Ordered the floor crates for the splash pads.
3. Polaris parts were ordered. Will take 6-8 weeks to be repaired.
4. Repairing rescue boat motor.
5. Follow Up with Professional Fountain on the splashpad.
6. Search for vendors to inspect all boardwalks.
7. Search for Estimates for the pool furniture.
8. Replacing all damaged/old swings for all the Playgrounds.
9. Ordering new trash cans.
10. Waiting on Spies for the warranty on swing club surfaces repair.
11. Will be ordering new batteries for the 16' Patoon Boat.

# **Subsection 6B**

# **District Engineer**

No Review Material Provided  
Verbal Presentations At Meeting

# **Subsection 6C**

# **District Counsel**

No Review Material Provided  
Verbal Presentations At Meeting

# **Subsection 6D**

# **District Manager**

No Review Material Provided  
Verbal Presentations At Meeting

# **Subsection 7**

# **Requests**

No Review Material Provided  
Verbal Presentations At Meeting