

**HARMONY
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Thursday, April 25, 2024

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

CARBON

Harmony Community Development District

Board Members:

Mark LeMenager, Chairman
Daniel Leet, Vice Chairman
Lucas Chokanis, Assistant Secretary
Kerul Kassel, Assistant Secretary
Joellyn Phillips, Assistant Secretary



Staff Members:

Angel Montagna, District Manager
Michael Eckert, District Counsel
David Hamstra, District Engineer
Kerry Satterwhite, Area Field Manager

Meeting Order Of Business

Thursday, April 25, 2024 – 6:00 p.m.

1. **Call to Order and Roll Call**
2. **Audience Comments** – Three- (3) Minute Time Limit
3. **Staff Reports**
 - A. Landscaping: Benchmark Landscaping/United Land Services
 - B. Field Manager: Inframark
 - i. Monthly Report.....Page 6
 - C. District Engineer: Pegasus Engineering
 - i. Lakefront Park Community Maintenance Facility Update
 - D. District Counsel: Kutak Rock
 - E. District Manager: Inframark
4. **Business Items**
 - A. Golf Course Maintenance Facility
 - B. Garden Shed Proposals Page 37
 - C. Second Amendment to Environmental Monitoring and Maintenance Services Agreement with Bio-Tech Consulting (*Harmony West CDD*) Page 49
 - D. Resolution 2024-08, General Election Page 55
 - E. Soccer Field Garbage and Usage Discussions Page 59
5. **Consent Agenda**
 - A. Minutes from March 28, 2024, Budget Workshop and Regular Meeting Page 62
 - B. Financial Statements Page 81
 - C. Check Register #287 Page 95
6. **Supervisor Requests**
7. **Adjournment**

The next meeting is scheduled for Thursday, May 23, 2024, at 6:00 p.m.

District Office:

313 Campus Street
Celebration FL 34747
407-566-1935
www.harmonycdd.org

Meeting Location:

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

Section 3

Staff Reports

Subsection 3B

Field Manager: Inframark

Subsection 3B(i)

Monthly Report

PROJECT 4/9/24, 10:47 AM

Harmony CDD

Tuesday, April 9, 2024

Prepared For Board Supervisors

56 Issues Identified



Issue 1 - Harmony Lakes (Roundabout)

Assigned To Benchmark
Empty spots.

Recommendation:

i propose we install plants that match the same theme as the other round about circles in harmony , will go over with the board at the next cdd meeting



Issue 2 - Five Oaks Dr. (East Side)

Assigned To Benchmark

The tree pruning throughout the east section will be starting of the week of April 09 to April 14, 2024.

correct



Issue 3 - Five Oaks Dr.

Assigned To Benchmark

The Spanish moss throughout the property needs to be removed from the low trees.

Recommendation:

we continue to remove the moss through out the property that we can reach from the ground



Issue 4 - 3309 Sagebrush St. (Easement)

Assigned To Benchmark

The weeds that are growing between the Bahia grass needs to be treated.

trugreen just serviced the property 2nd week of april we will monitor this area for 3 weeks to see if there is improvement .



Issue 5 - 7456 Oakmark Rd. (Easement)

Assigned To Benchmark

The weeds that are growing between the Bahia grass needs to be treated.

trugreen just serviced the property 2nd week of april we will monitor this area for 3 weeks to see if there is improvement



Issue 6 - Middlebrook Pl (Playground)

Assigned To Benchmark

The area needs new grass installation.

Recommendation: Benchmark will be submitting a proposal.

proposal will be available for review at the may cdd meeting



Issue 7 - Five Oaks Dr. (East Pond)

Assigned To Inframark

The hole needs to be covered with dirt.

Reference:

3407 Feathergrass Ct
Saint Cloud, FL 34773
United States



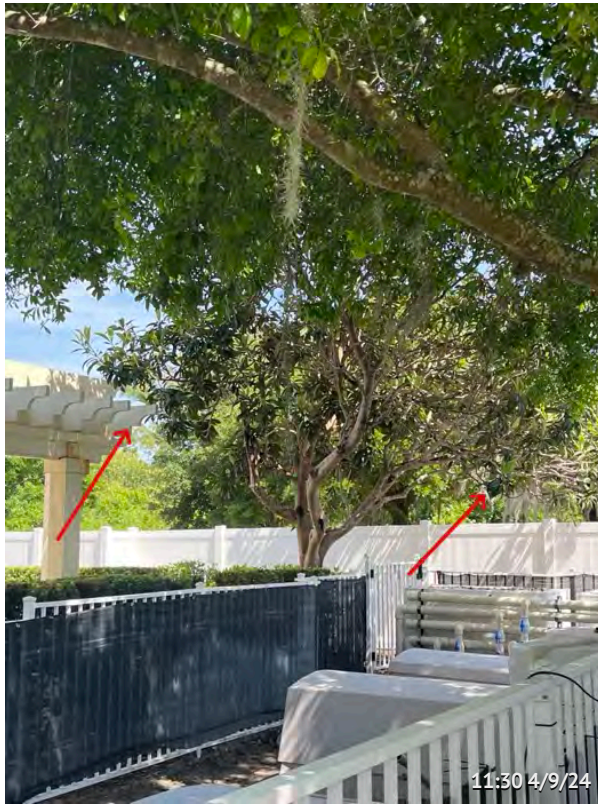
Issue 8 - Five Oaks Dr. (East Pond)

Assigned To Inframark

The holes need to be covered with dirt.

Reference:

3407 Feathergrass Ct
Saint Cloud, FL 34773
United States



Issue 9 - Swim Club (Pool Equipment)

Assigned To Benchmark

The tree branches need to be trimmed, it's too close of the pergola and the heaters equipment.

work will be completed by 2/22/24



Issue 10 - Swim Club

Assigned To Benchmark

The Palm tree needs to be removed and replaced.



Issue 11 - Swim Club

Assigned To Inframark

The fence around the swim club needs pressure washing.



Issue 12 - Swim Club

Assigned To Inframark

One of the umbrellas is missing.

Recommendation: We need to get a new one.



Issue 13 - Swim Club

Assigned To Benchmark
Empty spots.

Recommendation: Benchmark will be submitting a new grasses installation proposal.

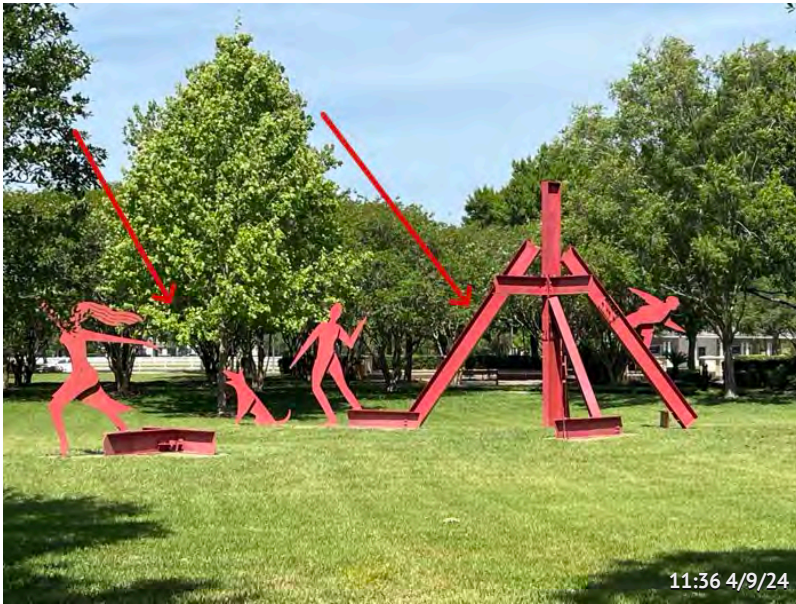
proposal will be available at the may cdd meeting



Issue 14 - Swim Club

Assigned To Inframark
The grass in the area between the Swim Club and Tennis Court are damaged, have been used to get access for the Golf Course.

Recommendation: A bollard installation between the both areas.



Issue 15 - Town Square Monument

Assigned To Inframark

The monument needs paint.

Recommendation: The areas with rust need to be treated.



Issue 16 - Town Square

Assigned To Inframark

The structures throughout the town square need paint.

Recommendation: The areas with rust need to be treated.



Issue 17 - Town Square Bulletin Board

Assigned To Inframark

The bulletin board needs attention.

Recommendation: A new visible sign.

Quality: (2) signs.



Issue 18 - Harmony East Entrance

Assigned To Benchmark

The annuals need attention.

Recommendation: Benchmark will be submitting a new flowers options for the board supervisors approval.

correct install will follow soon after



Issue 19 - Harmony East (Tower)

Assigned To Inframark

The door needs to be painted.



Issue 20 - Fence (Front 192)

Assigned To Inframark

Not new fence installed along the east entrance section.



Issue 21 - Columns (Front 192, East Side)

Assigned To Inframark

The columns along CDD property needs pressure washing and paint.



Issue 22 - Columns (Front 192, West Side)

Assigned To Inframark

The columns along CDD property needs pressure washing and paint.



Issue 23 - Harmony (West Entrance Side)

Assigned To Benchmark

The tree branches needs to be trimmed.

proposal is currently being discussed with the board .pictures have been turned in to review at the next cdd meeting

Issue 24 - Harmony (West Entrance Side)

Assigned To Inframark & OUC

The tree branches that are touching the electric wires need to be trimmed, and the debris removed from behind the Palmettos.





Issue 25 - Harmony (West Entrance Side)

Assigned To Benchmark

The dried bushes need to be replaced.

Recommendation: Benchmark will be submitting a proposal.

will review this with the board at next meeting .proposal will be available at may cdd meeting



Issue 26 - Harmony (West Entrance Side)

Assigned To Benchmark

The dried bushes and the Palm tree need to be replaced.

Recommendation: Benchmark will be submitting a proposal.

will review this with the board at next meeting proposal will be available at may cdd meeting



Issue 27 - Harmony (West Entrance)

Assigned To Inframark & Benchmark
Residents from Little Blue Ln are dumping death tree branches.

we will remove them on our next service visit .



Issue 28 - Harmony (West Entrance)

Assigned To Benchmark
The dead tree needs to be picked up.

this will be removed on our next service visit



Issue 29 - 6806 Little Blue On.

Assigned To Benchmark

The leaned tree needs to be fixed.

this has been proposed and currently being reviewed by the board



Issue 30 - Little Blue On.

Assigned To Benchmark

The leaned trees need to be fixed.

Reference:

6812 Little Blue Ln
Saint Cloud, FL 34773
United States

this will be discussed at a on site meeting with a board member this month and proposal will be available at may cdd meeting



Issue 31 - Little Blue Ln.

Assigned To Inframark

The Dog stations throughout the property need to be painted.



Issue 32 - Butterfly Dr.

Assigned To OUC

The electric box cap is broken.

Recommendation: OUC needs to replace it.



Issue 33 - Buck Lake Restrooms

Assigned To Inframark

The structure needs pressure washing and paint.



Issue 34 - Buck Lake Restrooms

Assigned To Inframark

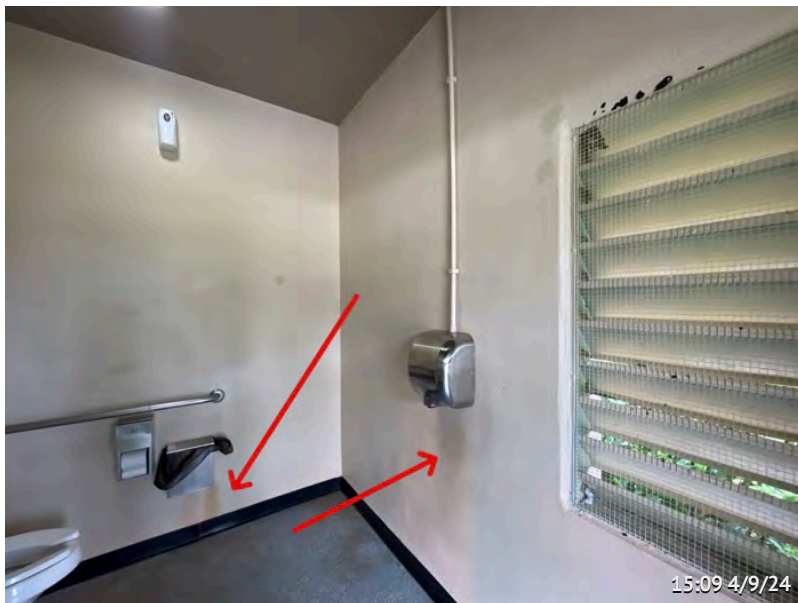
The water fountain needs to be replaced.



Issue 35 - Buck Lake Restroom

Assigned To Inframark

The lamp needs to be cleaned.



Issue 36 - Buck Lake Restrooms

Assigned To Inframark

The restroom needs to be painted.



Issue 37 - Buck Lake Dock

Assigned To Inframark

A tree fallen in the lake canal needs to be removed.



Issue 38 - Buck Lake Dock

Assigned To Inframark

The Dock rails need to be painted.

Recommendation: The wood rails looks was painted before in Cooper color.



Issue 39 - Buck Lake Dock

Assigned To Inframark

The deteriorated wood rails need to be replaced.



Issue 40 - Buck Lake Dock

Assigned To Inframark

The Dock needs to have more life guard rings.

Recommendation: At least (4)



Issue 41 - Buck Lake Dock

Assigned To Benchmark

The vegetation that is covering the bike rack parking needs to be trimmed.

work will be completed by 4/30/24



Issue 42 - Ashley Pool

Assigned To Inframark

The columns throughout the amenity, need to be painted.



Issue 43 - Ashley Pool

Assigned To Inframark

The door needs to be painted.



Issue 44 - Ashley Pool

Assigned To Inframark

The door lock is broken, needs to be replaced.



Issue 45 - Ashley Pool

Assigned To Inframark

The men restroom wall division needs to be replaced.



Issue 46 - Ashley Pool

Assigned To Inframark

A life guard ring is missing.

Recommendation: We need to get two (2) new life guard ring.



Issue 47 - Ashley Pool

Assigned To Inframark

The pergola needs to be painted.



Issue 48 - Ashley Pool

Assigned To Inframark

The outdoor watch is missing.

Recommendation: We need to get a new one.



Issue 49 - Five Oaks Dr.

Assigned To Inframark

The box has green algae, needs pressure washing.

Reference: The box is located near of townhomes.



Issue 50 - Swim Club

Assigned To Inframark

The pergola needs new paint and the ornamental fence cover broken needs to be replaced.



Issue 51 - Swim Club

Assigned To Inframark

The urinal at the men's restroom is damaged, needs to be replaced.



Issue 52 - Swim Club

Assigned To Inframark

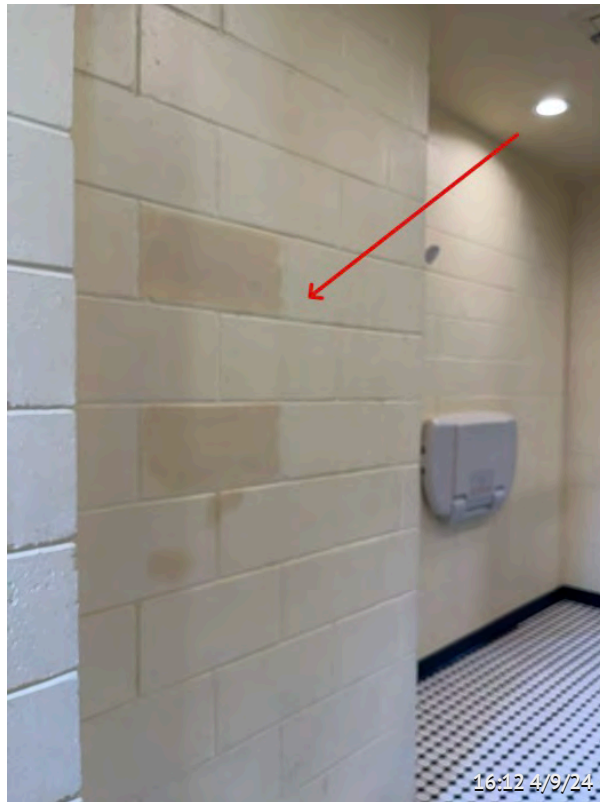
The deteriorated restroom signs need to be replaced.



Issue 53 - Swim Club

Assigned To Inframark

The deteriorated restroom signs need to be replaced.



Issue 54 - Swim Club

Assigned To Inframark

The swim club restrooms need to be painted.



Issue 55 - Swim Club

Assigned To Inframark

The swim club restrooms floor need to be painted.



Issue 56 - Swim Club

Assigned To Inframark

The swim club restrooms need to be painted.

Section 4

Business Items

Subsection 4B

Garden Shed Proposals

COOK PORTABLE WAREHOUSES ORDER FORM

22706

Date 4/16/2024

Business Name COOK SALES-LAKE WALES FL CORP LOT

Dealer Phone (863) 215-1946

Time 12:00 PM

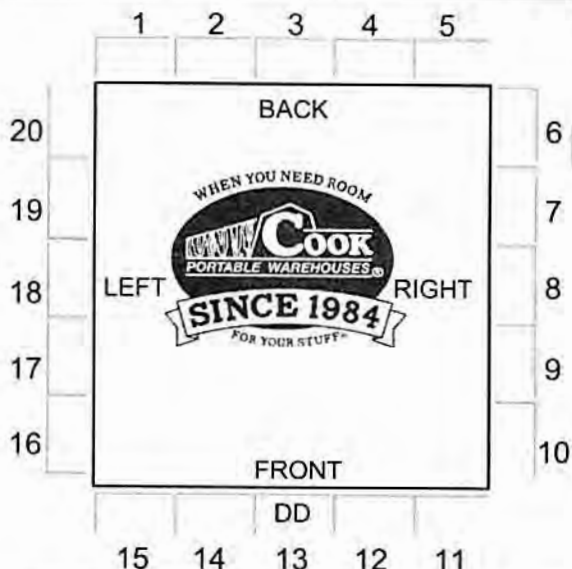
Sales Person ISAAC PEREZ

Dealer Fax

Dealer Location LAKE WALES

FL

Dealer Number 295202



BUILDING INFORMATION

Model # QUOTE

Unit #

Style

Size

Shingle Roof

The Tool Shed

10X12

no charge

Metal Roof

Siding Style

SmartSide

Siding Color

Trim Color

Tan

Brown

New / Pre-Owned New

KEY CODE FOR OPTION PLACEMENT: D= SINGLE DOOR DD=DOUBLE DOOR S=STEEL DOOR F=FRAMEOUT G=GARAGE DOOR W=WINDOW

OPTION PLACEMENT AND MISC. DESCRIPTIONS:

CUSTOMER INFORMATION

ALL INFORMATION MANDATORY FOR EACH PERSON LISTED BELOW

Customer Name (Primary)

HARMONY CDD

C/O INFRAMARK

Customer Name (Secondary)

Preferred Method Of Contact Primary

Phone 1

Phone 1

Phone 2

Phone 2

Preferred Method Of Contact Secondary

Phone 1

Secondary Phone 1

Phone 2

Secondary Phone 2

SS Number

SS Number

Date of Birth

Date of Birth

PHOTOCOPY OF ID REQUIRED ON ALL RTO ORDERS

PHOTOCOPY OF ID REQUIRED ON ALL RTO ORDERS

DL Number

DL Number

Email Address

Email Address

Mailing Address

313 CAMPUS ST

CELEBRATION

FL 34747

Tax Ex. #

Delivery Address

FIVE OAKS DR

HARMONY

FL 34773

OSCEOLA

ALL TWELVE FOOT WIDE BUILDINGS ARE MEASURED FROM EAVE TO EAVE

CASH PRICE	FINANCIAL INFORMATION	RTO PRICE
	PHOTOCOPY OF ID REQUIRED ON ALL RTO ORDERS	Cash Sale <input type="checkbox"/>
List Price <u>4099.00</u>	List Price _____	Security Deposit _____
Serial Number _____	Serial Number _____	Service Charge _____
Discount _____	Discount _____	Delivery Fee _____
Pre-Owned Discount _____	Pre-Owned Discount _____	Tax on Delivery/Service _____
Other Discount _____	Other Discount _____	Total Due For Delivery
Options Total _____	Options Total _____	
Subtotal <u>4099.00</u>	Subtotal _____	
Tax % (St, Local) _____	Optional Down Payment _____	Option Name Option Price
State Tax <u>0.00</u>	Tax on Down Payment _____	
Local Tax <u>0.00</u>	Monthly Rent _____	
Service Charge _____	Monthly State Tax _____	
Delivery Fee _____	Monthly Local Tax _____	
Tax on Delivery/Service _____		
Total Due 4099.00	Total Monthly Payment 	Options Total _____

*Cook Sales has the right to retain the security deposit on buildings with options in the case of a cancellation after construction begins or delivery has been attempted.

Amount Received by Dealer _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center; padding: 2px;">Payment Type</th> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Cash</td> <td style="padding: 2px;"><input type="checkbox"/> EC</td> <td style="padding: 2px;"><input type="checkbox"/> Money</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Personal Check</td> <td style="padding: 2px;"><input type="checkbox"/> Cashiers Check</td> <td style="padding: 2px;"><input type="checkbox"/> Credit Card</td> </tr> </table>	Payment Type			<input type="checkbox"/> Cash	<input type="checkbox"/> EC	<input type="checkbox"/> Money	<input type="checkbox"/> Personal Check	<input type="checkbox"/> Cashiers Check	<input type="checkbox"/> Credit Card	Reference Number _____
Payment Type											
<input type="checkbox"/> Cash	<input type="checkbox"/> EC	<input type="checkbox"/> Money									
<input type="checkbox"/> Personal Check	<input type="checkbox"/> Cashiers Check	<input type="checkbox"/> Credit Card									

VISA/MASTERCARD/DISCOVER FOR DEPOSIT ONLY

*** ALL FORMS OF PAYMENT MUST BE MADE PAYABLE TO: COOK PORTABLE WAREHOUSES***
 ATTACH COPY OF CHECK OR MONEY ORDER WHEN FAXING THE ORDER
 CREDIT CARD PAYMENTS ARE SUBJECT TO A 3% + TAX FEE EXCLUDING SECURITY DEPOSITS

Driving Directions (from Sales Lot to Delivery Address)

- Load Doors**
- TOWARDS THE CAB
 - BACK OF TRAILER
 - DRIVER'S SIDE
 - PASSENGER'S SIDE

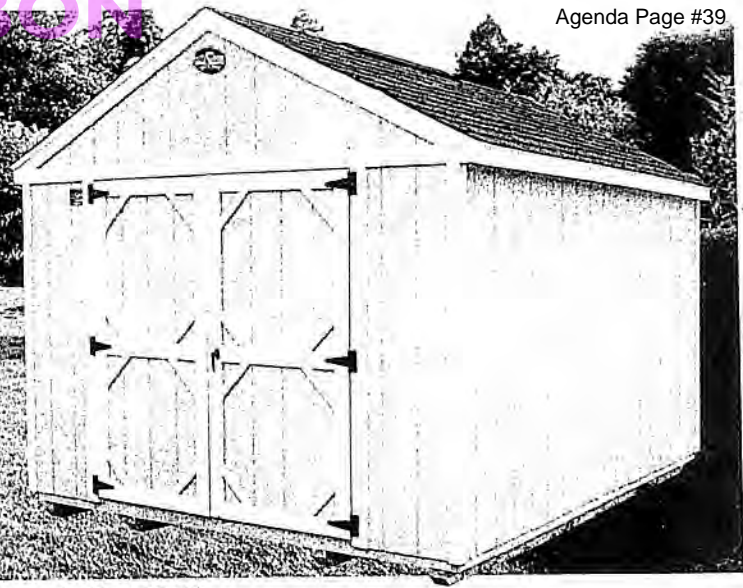
For Customer
(PLEASE PRINT NAME)

All Weather Delivery?
 Yes. Hard Surface Yes
 No. Soft Ground

CARBON

TOOL SHED

The Tool Shed is ideal for those who like the design of our Utility building, but prefer a shorter sidewall height. With 6'3" sidewalls, this design is both economical and versatile. It's perfect for anyone with moderate storage needs and is the ideal way to keep your tools organized.

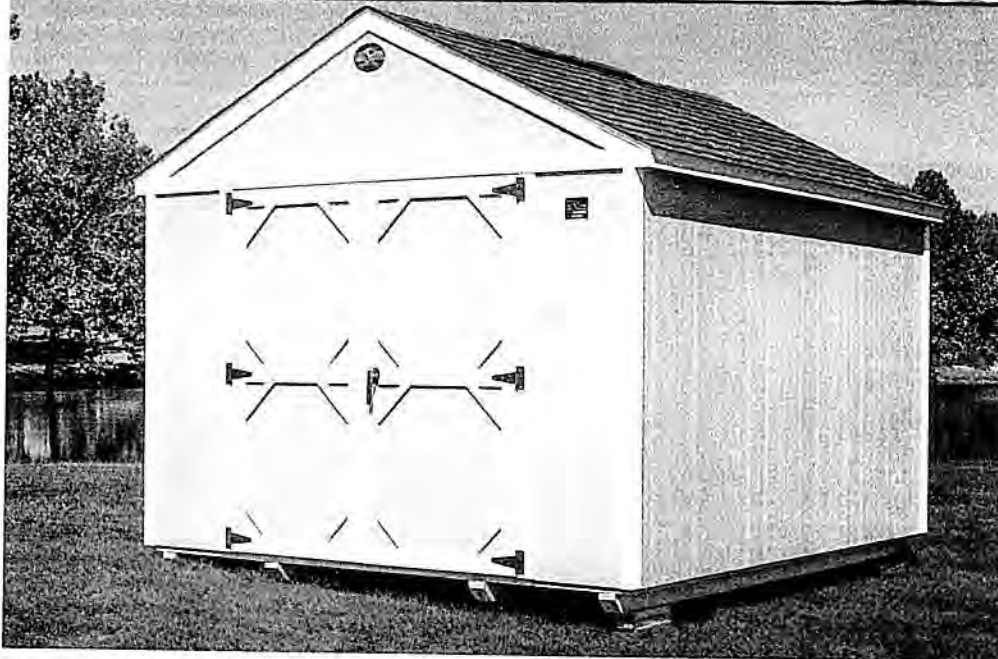


Available Sizes: 8x12 • 10x12

Standard Dimensions / Specifications

- The peak of an 8' wide building is about 9'3".
- The peak of a 10' wide building is about 9'10".
- The interior sidewall height is 6'3".
- 8' wide buildings have a 48" single door with a 46" opening.
- 10' wide buildings have 68" double doors with a 66" opening.

More Photos available at Cookstuff.com



Tool Shed

The Tool Shed is ideal for anyone with moderate storage needs. This style is the perfect building for those who like the design of our Utility building but prefer a shorter sidewall height. With 6'3" sidewalls, this design is both economical and versatile.

Sizes:
• 8'x12' • 10'x12'



LP SmartSide
TRIM & SIDING

Re: [External] - Garden Shed Proposal for Harmony CDD

880 Lake Wales <f1880@leonardusa.com>

Tue 4/16/2024 3:07 PM

To: Neal, Howard <howard.neal@inframark.com>

📎 1 attachments (892 KB)

TOOL SHED2.pdf;

This Message Is From an External Sender

This message came from outside your organization. Please use caution when clicking links.

Report Suspicious

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Neal, Thank you for giving us the opportunity to submit a proposal to you for your shed purchase. My name is Isaac Perez and I am the Manager at your local Cook Sales Center located at: 25199 US 27 Lake Wales, FL 33859 we are right south of Cypress Gardens Blvd on the East side of Highway 27 and we are open from 9 am until 5:30 pm Tuesdays through Saturdays. Every shed we sell includes FREE Delivery and levelling of the shed on your property as long as you are within 50 Miles of any of our sales centers. We build several types and sizes of sheds, but have included for you the Tool shed in the size of 10'x12' as you requested. I have attached for you the cost of the shed along with some information you may need such as the Dimensions and specifications as well as some exterior pictures. In this cost you as a purchaser have the option to choose the exterior colors base and trim colors as well as the roof type whether shingles or metal at no additional cost. I will also attach the color choices available via a link to our website as well as the links to our building and engineer prints for this shed should you need access to them via a link as well. Our sheds have a 5-Year Fix-It-All Warranty as well as a 50 Year Warranty on our base and exposed exterior wood and siding against wood rot or Decay and Termites. The current build time as of today is 2-3 weeks. Please feel free to contact me with any further questions you may have by responding to this email or at the office 863-215-1946.

Thanks again and looking forward to speaking with you soon,

[Cook Tool Shed 10x12 LP SmartSide® Wood Frame with 68 Double Door \(leonardusa.com\)](http://leonardusa.com)

[COOK UTILITY-23 VALDOSTA DBPR-Included.pdf \(cookstuff.com\)](http://cookstuff.com)

[16 O.C Tie-Down Plans-s-68-2024.pdf \(cookstuff.com\)](http://cookstuff.com)

Isaac Perez
Cook Portable Warehouses
of Lake Wales
25199 US 27
Lake Wales, FL 33859
(863)215-1946 Office
(863)877-7654 Cell



CARBON

ESTIMATE

STANDARD PURCHASE

DATE: April 10, 2024

ORDER #:

Florida Shed Outlet

635 Wilmer Avenue
 Orlando, FL 32808
 (888) 215-6457
 www.floridashedoutlet.com

Buyer: c/o Inframark

Harmony CDD
 313 Campus St
 Celebration, FL 34747
 (M)
 howard.neal@inframark.com

BOS: No

Site Visit: No

Expedite: No

Notes:

Kristen 443-800-4256
 Need tax exempt card
 DELIVERY ADDRESS: 2751 Five Oaks Dr
 Warranty: 3 yr structural, 5 yr T1-11 exterior, 30 yr architectural shingles.
 Block and level: \$180, customer buys pavers
 4 weeks

Description	Quantity	Price
Gable 10x12	1	\$4,360.00
Painted Shed Exterior	1	\$218.00
Vent - Gable Vent (Wood shed)	2	\$60.00
Doors - Wood Double Doors 6x6	1	\$0.00
Diamond Plate - 5' or 6'	1	\$55.00
Ramp - 4x5	1	\$200.00
Anchoring	1	\$0.00

Subtotal	<u>\$4,893.00</u>
Sales Tax @ 0.0%	\$0.00
Delivery Miles/Fee 42	\$36.00
BOS Miles/Fee 0	\$0.00
Block and Level Fee	\$0.00
B / L Materials	\$0.00
Expedite Fee	\$0.00
Total	<u>\$4,929.00</u>
Received	\$0.00
Balance Due	<u>\$4,929.00</u>

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

Customer Signature _____ Date _____



Every BULL SHED is all wood framing and wood flooring with an all aluminum exterior.

Standard buildings with 16" on center floor joists can support up to 125lbs psf

Every BULL SHED is built to withstand 170mph winds.

Delivery

All buildings are delivered pre-built and are set on concrete blocks, leveled, and anchored to the ground.

No site preparation or concrete is required prior to delivery – just ensure clear access to your desired building spot and a suitable place for setting it up.

The delivery driver will need a space that is at least 2ft wider than the building being purchased.

Permitting

All BULL SHEDS are State Approved for all counties, you should check with your local municipality to verify the need for a shed placement permit. Upon payment the customer will be given blueprints and anchor drawings in order to pull their permit.

Warranty

This limited warranty extends only to defects in materials or workmanship and does not extend to the product or part which has been discarded by you. This warranty does not apply in the case of damage caused by sprinklers, animals, misuse, accident, improper maintenance, normal wear and tear such as scratched, scuffs, cracks, discoloration, vandalism, or acts of nature or any other event beyond the control of the manufacturer. This guarantee becomes null and void if the building is misused or altered in any way by other than Smithbilt Industries, Inc. personnel. Minor imperfections and improper installation are excluded from this guarantee.



Brianna Ray <brianna@smithbilt.com>

Your latest Smithbilt Industries, Inc. invoice

1 message

Smithbilt Industries <quotes@smithbilt.com>
Reply-To: quotes@smithbilt.com
To: brianna.smithbilt@gmail.com

Thu, Apr 11, 2024 at 9:24 AM



Smithbilt Industries, Inc.
(863) 665-3767
quotes@smithbilt.com

Hi Howard Neal,
Just to let you know — we've received your Request a Quote #3013, and it is now being processed:

Request: #3013 **April 11, 2024**

Payment Method: **Request a Quote**

Billing Address				
Name: Howard Neal				
Email:		Phone: (407)-274-4914		
Company: Inframark				
Street Address: 313 Campus St				
Town / City: Celebration		State: FL	Zip code: 34747	
Shipping Address				
Name: Howard Neal				
Email: brianna.smithbilt@gmail.com				
Company: Inframark				
Street Address: 313 Campus St				
Town / City: Celebration		State: FL	Zip code: 34747	
Building Info - The Eave				
Layout	Default	Siding & Trim	Metal Lap	Siding Color
Width x Length (ft)	10x12			Trim Color
Height (ft)	7	Roof	Metal Lap	Roof Color
View Model: Model URL				
Images				

CARBON



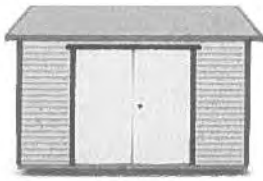
Perspective



Front



Back

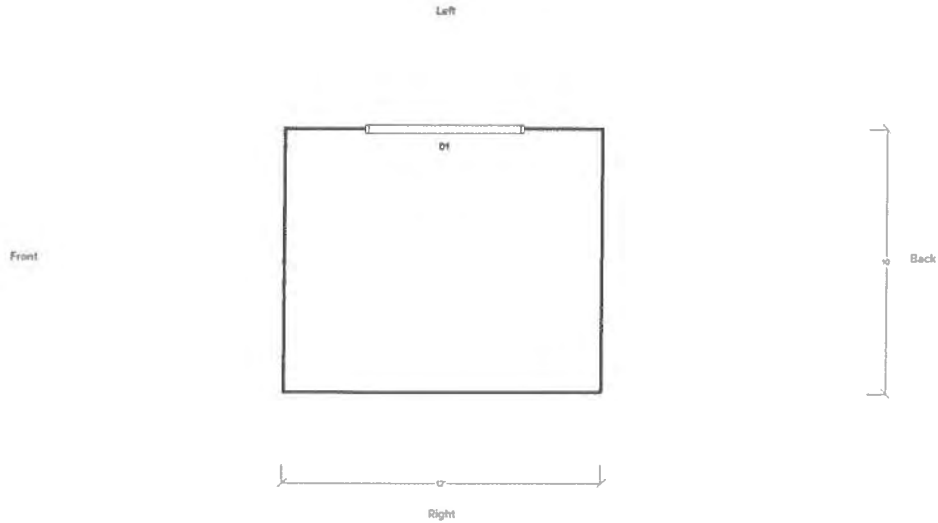


Left



Right

2D Floor Plan



The Eave 10x12

SYMBOL LEGEND
 D1 Double 64 Door 7 Insulated

For the builder's reference, options listed on this 2D floorplan use names defined by the factory

Request Details

Product

Price

Style: The Eave

Structure Details

CARBON

Layout:	Default	
Size:	10x12	
Siding & Trim:	Siding Material: Metal Lap	
	Siding Color: Polar White	
	Trim Color: Black	
Roof:	Material: Metal Lap	
	Color: Polar White	
Exteriors		
Left	One Double MH Door 3' Insulated	
Upgrades, Flooring & Interior		
Loft:	None	
Subtotal:		\$4,090.00
Shipping:		Free shipping
Tax:		\$0.00
Total:		\$4,090.00

Lot to contact:

Location name: Smithbilt Industries, Inc

Location address: 1061 US Hwy 92, Auburndale, FL 33823

Dealer Information:

Name: Brianna Ray

Phone:

Email: brianna.smithbilt@gmail.com

Thanks for using smithbilt.shedpro.co!

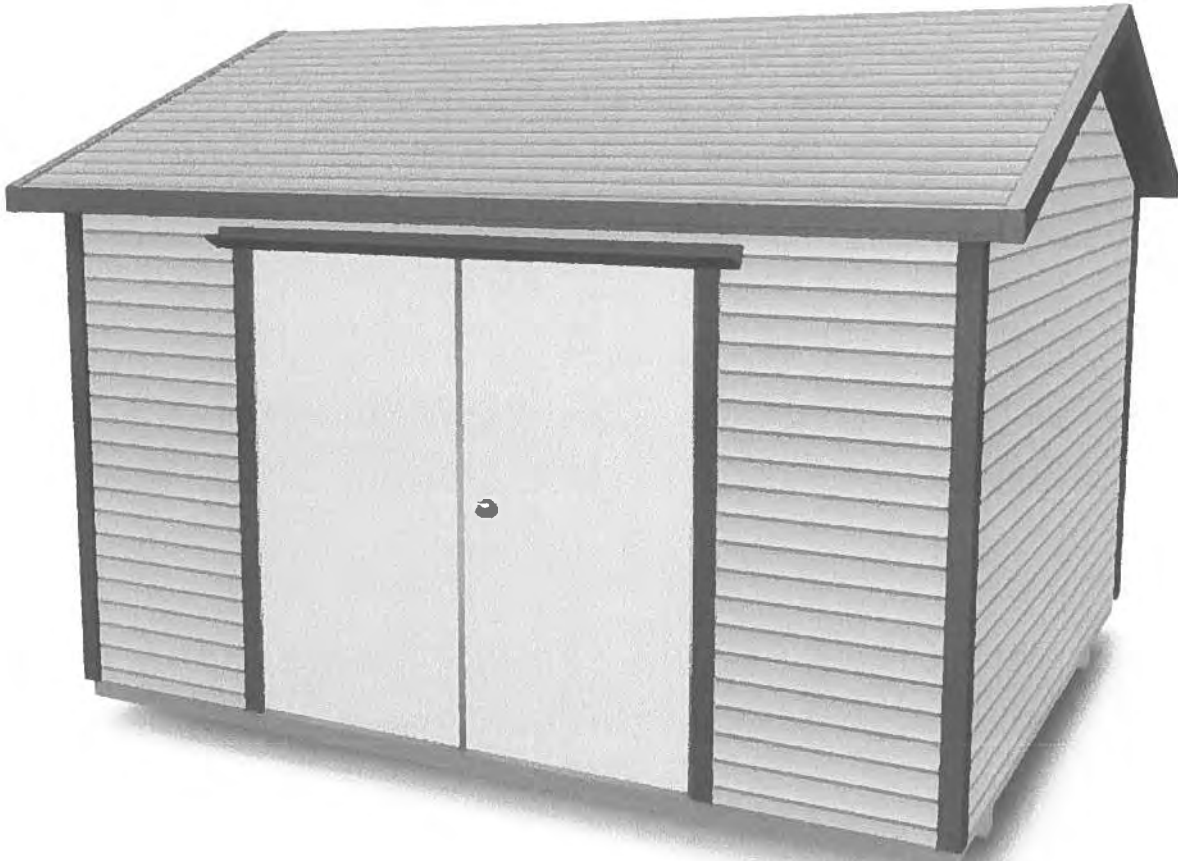


Smithbilt Industries, Inc.

(863) 665-3767

quotes@smithbilt.com

Powered by **ShedPro**



Current Size: 10x12



Current Size: 10x12

Subsection 4C

Second Amendment

**SECOND ADDENDUM TO ENVIRONMENTAL MONITORING AND
MAINTENANCE SERVICES AGREEMENT**

THIS SECOND ADDENDUM ("FIRST ADDENDUM") is made and entered into this 25day of March 2024, by and between:

HARMONY WEST COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Osceola County, Florida, whose address is 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (the "**District**"), and

BIO-TECH CONSULTING INC., a Florida corporation with offices located at 3025 East South Street, Orlando, Florida 32803 ("**Contractor**," and together with the District, the "**Parties**").

RECITALS

WHEREAS, the District was established by ordinance of the Board of County Commissioners of Osceola County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including landscaping, irrigation, and other infrastructure; and

WHEREAS, the District and Contractor entered into that certain *Agreement for Environmental Monitoring and Maintenance Services*, dated October 1, 2021, as amended ("**Agreement**"); and

WHEREAS, Section 21 of the Agreement provides that the Agreement may be amended by an instrument in writing executed by both Parties; and

WHEREAS, the Parties now desire to amend the Agreement to include additional scope of services to Contractor's general obligations ("**Additional Services**") and amend the related provisions therein; and

WHEREAS, the Parties have the requisite authority to execute this Second Addendum and to perform its obligations and duties hereunder, and each of the Parties has satisfied all conditions precedent to the execution of this Second Addendum so that this Second Addendum constitutes a legal and binding obligation of each of the Parties hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt and sufficiency of which are hereby acknowledged, the District and Contractor agree as follows:

1. **RECITALS**. The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Second Addendum.

2. **AFFIRMATION OF THE AGREEMENT.** The District and Contractor agree that nothing contained herein shall alter or amend the Parties' rights and obligations under the Agreement, except to the extent set forth in Section 3 of this Second Addendum. The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the Parties.

3. **AMENDMENTS.** Pursuant to Section 21 of the Agreement, the District and Contractor agree to amend the Agreement in accordance with the following terms:

A. **Additional Scope of Services.** The scope of services provided in the Agreement is hereby amended to include Additional Services provided in the proposal attached hereto as **Exhibit A**, for those service areas depicted in the map attached hereto as **Exhibit B**, both of which are incorporated herein.

B. **Compensation.** As total compensation for the Additional Services under this Second Addendum, the District agrees to pay Contractor an additional monthly payment of One Thousand Three Hundred Dollars (**\$1,300.00**), as well as General Project Coordination on an hourly basis up to One Thousand Seven Hundred Fifty Dollars (**\$1,750.00**) as provided in the proposal attached hereto as **Exhibit A**.

4. **EFFECTIVE DATE.** This First Addendum shall become effective on the date and year first written above.

[Signatures on next page]

IN WITNESS WHEREOF, the Parties execute this Second Addendum on the day and year first written above.

ATTEST:

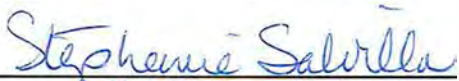
**HARMONY WEST COMMUNITY
DEVELOPMENT DISTRICT**


Secretary / Assistant Secretary

Chairperson, Board of Supervisors

WITNESS:

BIO-TECH CONSULTING INC., a Florida
corporation


Name: Stephanie Salvilla


Name: Jay Baker

- Exhibit A:** Additional Services
- Exhibit B:** Map of Additional Services

**Exhibit A
Additional Services**

**PROPOSAL FOR ENVIRONMENTAL SERVICES
HARMONY WEST BUCK LAKE - 2024 MAINTENANCE
BTC PROPOSAL No. 24-523**

- 1. MAINTENANCE MONTHLY - LAKESHORES (75-10)**
This task will consist of herbicide treatment of nuisance and invasive exotic vegetation from the lakeshore areas. Maintenance events will occur monthly.
NOTES: \$1,300.00 per event for 12 months.
TOTAL PRICE: \$15,600.00

- 2. GENERAL PROJECT COORDINATION (65-0)**
Project coordination will cover any requested reports, meetings, telephone calls, or other consultation as needed for the project.
Hourly Not to Exceed Total Price: \$1,750.00

Exhibit B Map of Additional Services



Bio-Tech Consulting Inc.
Environmental and Engineering Services
3752 South Royal Orleans Pl. 32835
Orlando, Florida 32835-4210
www.bio-tech-consulting.com

Harmony West-Back Lake
Osceola County, Florida
Figure 2
Buck Lake and Canals



0 250 500 1,000 Feet
Project #: 1277-01
Produced By: JEB
Date: 6/29/2021

Subsection 4D

Resolution 2024-08

RESOLUTION 2024-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HARMONY COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) IMPLEMENTING SECTION 190.006(3)(A)(2)(C), *FLORIDA STATUTES* AND INSTRUCTING THE OSCEOLA COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT’S GENERAL ELECTION; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Harmony Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Osceola County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) seeks to implement Section 190.006(3)(A)(2)(c), *Florida Statutes*, and to instruct the Supervisor of Elections for Osceola County, Florida (“Supervisor of Elections”), to conduct the District’s elections by the qualified electors of the District at the 2024 general election (“General Election”).

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

1. GENERAL ELECTION SEATS. Seats 1, 3, and 5 with terms expiring in November 2024 are scheduled for the General Election beginning in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. QUALIFICATION PROCESS. For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Osceola County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. COMPENSATION. Members of the Board are entitled to receive \$200 per meeting for their attendance, and no Board member shall receive more than \$4,800 per year.

4. TERM OF OFFICE. The term of office for the individuals to be elected to the Board in the General Election is four (4) years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. REQUEST TO SUPERVISOR OF ELECTIONS. The District hereby requests the Supervisor of Elections to conduct the District’s General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election

cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor of Elections.

6. PUBLICATION. The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

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

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

PASSED AND ADOPTED this 25th day of April, 2024.

ATTEST:

**HARMONY COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

EXHIBIT A
FORM OF NOTICE OF QUALIFYING PERIOD

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
HARMONY COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Harmony Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Osceola County Supervisor of Elections located at 2509 East Irlo Bronson Memorial Highway, Kissimmee, FL 34744, Phone 407-742-6000. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Osceola County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Harmony Community Development District has three (3) seats up for election, specifically Seats 1, 3, and 5. Each seat carries a four-year term of office. Elections are non-partisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the Osceola County Supervisor of Elections.

Publication date: Thursday, May 9, 2024

Subsection 4E

Soccer Field

From: Kerul Kassel <Kerul@harmonyodd.org>

Sent: Saturday, April 13, 2024 7:30 AM

To: Montagna, Angel <angel.montagna@inframark.com>; Satterwhite, Kerry <kerry.satterwhite@inframark.com>;
Montagna, Angel <Angel.Montagna@inframark.com>; Neal, Howard <howard.neal@inframark.com>;
mhoward.neal@inframark.c

Subject: Soccer pitch issues

Good morning and happy Saturday, everyone

The folks who are using the soccer pitch on Friday evenings, Sundays, and I believe another day of the week, have left messes on a regular basis. The soccer pitch is also being overused and not being allowed to rest. I'm not sure what options we have for addressing these issues, but please put it on the agenda for the next meeting for board discussion.

Sent from my iPhone



Section 5

Consent Agenda

Subsection 5A

Minutes

1 **MINUTES OF BUDGET WORKSHOP**
2 **HARMONY COMMUNITY DEVELOPMENT DISTRICT**
3

4 A budget workshop of the Board of Supervisors of the Harmony Community Development District
5 (“CDD” or “District”) was held Thursday, March 28, 2024, at 4:30 p.m. at the Jones Model Home,
6 3285 Songbird Circle, Saint Cloud, FL 34773.

7
8 Present were:

9 Mark LeMenager	Chairman
10 Daniel Leet	Vice Chairman
11 Lucas Chokanis	Supervisor
12 Kerul Kassel	Supervisor

13
14 Also present, either in person or via Zoom Video Communications, were:

15 Howard Neal	District Manager, Inframark
16 Jennifer Goldyn	District Manager, Inframark
17 David Hamstra	District Engineer, Pegasus Engineering
18 Jorge Baez	Field Services Supervisor, Inframark
19 Brenda Burgess	Project Manager, Inframark
20 Leah Popelka	Director of Finance & Accounting, Inframark
21 Kerry Satterwhite	Area Field Manager, Inframark
22 Residents and Members of the Public	

23
24 *This is not a certified or verbatim transcript but rather represents a recap of the discussions at the*
25 *workshop. The full recording is available in audio format upon request. Contact the District Office*
26 *for any related costs for an audio copy.*

27
28 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

29 Mr. LeMenager called the workshop to order at 4:30 p.m.

30 Mr. LeMenager called the roll.

31
32 **SECOND ORDER OF BUSINESS** **Audience Comments**

33 Ms. Burgess introduced Mr. Neal and Ms. Goldyn.

34
35 **THIRD ORDER OF BUSINESS** **Discussion of Fiscal Year 2025 Preliminary**
36 **Budget**

37 Ms. Burgess explained the purpose of the workshop is to introduce the new budget template,
38 which includes very preliminary numbers for fiscal year 2025. The Board members should be
39 thinking, in advance of the next budget workshop, about the contribution to reserves, which is
40 currently shown the same as last year, capital projects, potential purchase of the golf maintenance
41 facility, and other projects. Ms. Burgess shared the template on the screen.

42 Ms. Popelka introduced the new model of the budget and explained the new components and
43 tools. The dashboard is at a macro level that shows where the numbers are at any given point in
44 time and forecasts where you are going. The first section shows how the District is performing in

45 the current year compared to the percentage of the prorated budget, keeping in mind some
46 administrative expenses are paid in full at the beginning of the year. The forecasted performance
47 section is based on projections and shows an estimate of how the fiscal year will end. Other metrics
48 show how the current fiscal year compares to previous fiscal years.

49 Mr. Chokanis asked if the \$1.3 million is what is available in reserves. Ms. Burgess explained
50 fund balance left over at the end of the fiscal year is added to existing fund balance, which is
51 detailed in the financial statements.

52 Ms. Popelka described the 001 tab for the general fund, which includes a model for better
53 projecting expenses in the current fiscal year, columns R through U. Expenses can be projected
54 based on the adopted budget, current expenses and spending trend, or a specific dollar amount.
55 The default is based on the adopted budget. Column O is also new showing benchmarks that are
56 highlighted if over budget, default at 20% but can be changed at the desire of the Board.

57 Ms. Popelka further described the assessment detail page, which shows each product type and
58 resulting O&M assessments per unit. An assessment increase analysis table has been added to
59 show the impact of an additional dollar amount added to the total budget. Ms. Burgess provided
60 further examples of the impacts for an additional increase over the total budget. Mr. Chokanis
61 pointed out a formula error in the analysis table that shows 104% increase instead of 4%. Ms.
62 Popelka explained the assessment trend analysis table showing assessments per product over the
63 past five years.

64 Mr. Chokanis requested to include the name of the neighborhood along with the letter shown,
65 for example, D is Drake and E is Estates.

66 Ms. Kassel requested to add the percentage for each year in the trend analysis table.

67 Discussion ensued regarding residents not necessarily knowing the neighborhood they live in
68 and exaggerations rumored in previous years.

69 Mr. Leet asked if the potential multi-family assessments will be fair compared to current multi-
70 family assessments and taking density into account. This will be discussed at the regular meeting,
71 including the methodologies included in the agenda package. Mr. Leet asked if the current
72 methodology for the current multi-family assessments will be applied universally to future multi-
73 family properties. Ms. Burgess responded comparisons of 52-foot lots in different neighborhoods
74 are not the same dollar amount, so future multi-family assessments may not be exactly the same
75 as the current level but will be equitable and fair. O&M methodologies generally are either straight-
76 line (same amount for all product types) or proportionate (based on the debt service methodology).

77 Mr. LeMenager asked if projections are fairly accurate, which can be changed as appropriate.
78 Ms. Burgess described engineering fees due to a lot of engineering activity, which the Board might
79 want to base the projections on actuals instead of the budget. Contract amounts will be projected
80 at budget because of the certainty of knowing the fiscal year cost. Staff will know certain expense
81 line items, such as ponds or other, because we know of upcoming work or proposals that will be
82 presented to the Board.

83 Mr. Chokanis discussed landscaping and irrigation expenses, many of which are front loaded
84 at the beginning of the fiscal year. Ms. Burgess indicated staff strives to stay within budget on all
85 line items, and the Board is great at prioritizing projects and non-essential spending toward the
86 end of the fiscal year. For contract line items where the Board went out for RFP and the new
87 contract is higher than budget, that projection can be made with the actual number instead of being
88 projected to the adopted budget number. Mr. Chokanis asked about the reality of spending
89 \$400,000 through the end of the fiscal year, which is seven more months, and suggested some
90 expenses were coded to one line item. Ms. Burgess confirmed that has been occurring and those
91 will be reclassified, example, irrigation shows zero spent but \$50,000 has been approved and spent
92 thus far. Irrigation and tree trimming were probably coded to reserves-other. Staff will review and
93 reclass as appropriate. Ms. Kassel suggested actuals will probably come closer to the adopted
94 budgeted number than the lower numbers.

95 The budget is still a work in progress, and staff wanted to present these new tools for purposes
96 of better projecting current year expenses. Board members can email Ms. Popelka with questions
97 or comments at any time. The spreadsheets will be emailed to the Board. Ms. Burgess explained
98 certain tabs and cells are locked, example total formulas, while cells that can be changed are
99 unlocked. Ms. Kassel asked for clarification on the projections based on actuals. The new columns
100 only change the anticipated projections for the current fiscal year; they will not change numbers
101 in the fiscal year 2025 column since those will be manually entered, but the projections will assist
102 in determining proposed budget numbers. For example, if engineering next year is anticipated to
103 be on the same trend as the current fiscal year, then the Board can budget based on actuals. If
104 engineering activities were higher than normal this year and will go back to normal levels next
105 year, the Board might want to budget the same dollar amount as this fiscal year. The purpose of
106 the new projection columns a tool to better assist the Board with budgeting for fiscal year 2025.

107 Discussion ensued regarding process for Board members putting in their own numbers before
108 the next meeting and how final numbers are determined, which will be done at the next budget

109 workshop collaboratively for each of the line items. The budget is a live, linked working document,
110 and all changes are automatically calculated in column totals and on the assessment detail tab.

111 Ms. Kassel asked if the budget workshop is the appropriate time to discuss infrastructure and
112 maintenance projects and the community maintenance facility, which Ms. Burgess replied is the
113 case at any and all of the budget workshops. Mr. Chokanis asked for clarification on Reserves-
114 Other if it is what was transferred from reserves based on planned projects for fiscal year 2024,
115 which Ms. Burgess confirmed that was the \$412,000 as a result of conversations during the
116 previous budget cycle. Mr. Chokanis questioned if all line items are under budget, does the overage
117 flows to reserves. Ms. Burgess explained the net income is added to fund balance, not reserves.
118 Ms. Kassel further explained a certain amount out of the fund balance can be allocated to reserves.
119 Ms. Burgess described the reserves, including first-quarter operating reserves, and alleys in fiscal
120 year 2023.

121 Mr. LeMenager asked why the first-quarter operating reserve is so high, which is based on
122 three months of expenditures but should only be for one month. Ms. Burgess explained the history
123 of the District budgeting for this item, described the standard formula in the spreadsheet, but this
124 District uses a different formula based on one month instead of three months. Mr. LeMenager
125 explained the timing of invoices received and receipt of assessment collections, effectively being
126 only one month of expenses, which has been what the District has historically budgeted. Mr.
127 LeMenager requested the name be changed from “first quarter” to “first month,” as well as the
128 calculation from quarterly to monthly. The fiscal year begins October 1, but bills for October are
129 not received until November. Bills for November are received in December after assessment
130 revenue is collected by the tax collector and remitted to the District.

131 Discussion ensued regarding capital projects. Mr. LeMenager requested an update for paving
132 the alleys in the G (Green) neighborhood, which based on the 2022 reserve study suggests 15 years
133 when new, and a mill and overlay in fiscal year 2026. Mr. Hamstra suggested the Board prioritize
134 alley repaving, recommended continuance of the cattail removal program, asked if the
135 conservation area maintenance program will continue in perpetuity and will it continue with a
136 slight increase, recommended miscellaneous drainage repairs of the aging infrastructure, and
137 direction of the maintenance facility. Ms. Kassel discussed the appraisal received for the golf
138 maintenance facility, valued at \$2.2 million, with no offer to sell or an asking price or dates, and
139 suggested the Board proceed with the Buck Lake site for the facility. Mr. LeMenager disagreed
140 with continuing with the Buck Lake facility. He shared conversations with the golf course, who
141 wants to move forward quickly, which the District could do once financing is worked out. Part of

142 the golf facility might be leased while the golf course builds their new facility. Mr. LeMenager
143 believes this is the opportunity of a lifetime and does not want to build a facility at Buck Lake,
144 which location everyone in the community dislikes. Ms. Kassel reiterated the Board as a whole
145 has not received communication from the golf course that they want to sell their facility, which
146 Mr. LeMenager only received yesterday and indicated more information is forthcoming. Options
147 for financing will be discussed at the meeting. Mr. Chokanis asked how the facility would be
148 financed and if something like this has been done before at a similar dollar amount. The District
149 has only issued bonds and refinanced them, not financed a purchase of this magnitude. The alleys
150 were about one-quarter of the cost, but that expense was not financed. Mr. Chokanis asked how
151 the District could obtain a loan for that dollar, what it is based on, and what is the interest rate. Mr.
152 LeMenager agreed the District needs a good business plan for the purchase. Mr. Leet described
153 the history last year of discussions for the community maintenance facility and the resulting
154 decision for Buck Lake. The Board has time in this fiscal year to gather information regarding
155 financing options and the resulting impact to the budget, and it does not need to be decided today.
156 The Board needs more information by the next meeting. Regarding the current permit application
157 for the Buck Lake location, Mr. Hamstra shared Osceola County (“Country”) denied the permit
158 application because the address was no longer on their books after the school moved out. The
159 District can now reapply with a new address and include electric, phone, dumpster, and other items
160 and move forward in parallel with the golf facility option. Mr. Hamstra can continue with the Buck
161 Lake location to get an address assigned. Ms. Kassel asked how patient the County will be, and
162 the County seems to be willing to allow the process to continue since the District has been
163 proceeding in good faith.

164 Discussion ensued regarding requirements for the Buck Lake location, which includes
165 electricity, a possible land phone line, an address for the electrical hook-up and one for the
166 dumpster. If the Board directs Mr. Hamstra to continue with the current location while it considers
167 financing for the golf maintenance facility, he will continue to move the permit along.

168 Further discussion ensued regarding engineering-related projects to be considered for the fiscal
169 year 2025 budget. Mr. Hamstra will review and rank the projects for the Board for the next budget
170 workshop, as well as areas of jurisdiction the District has to maintain.

171 Mr. Chokanis mentioned the alley issue at Blazing Star Lane. Mr. Hamstra asked about a
172 manufactured shed for the garden club on Garden Road if the Board proceeds with the maintenance
173 facility at Buck Lake, which the garden club may or may not still want if the District purchases
174 the golf maintenance facility.

175 Mr. Leet shared the reserve study amount of \$126,000 for fiscal year 2025 projects, including
176 a mule, work boat, restroom painting, no large projects but a number of small projects. Since the
177 County owns the roads, the District does not need to budget for a large-ticket expense for repaving
178 or maintenance. Mr. Leet indicated \$72,000 in the reserve study was suggested for sidewalks.

179
180 **FOURTH ORDER OF BUSINESS** **Other Business, Update, and Supervisor**
181 **Requests**

182 A Resident asked if the east entrance tower could be fixed. Ms. Kassel indicated that is not a
183 budget discussion item, but it could be raised at the regular meeting at 6:00 p.m. Mr. Leet indicated
184 the east tower is in the reserve study with \$1,000 for painting in fiscal year 2023 and again in fiscal
185 year 2031, and \$8,000 for the roof in fiscal year 2030. Some work needs to be done now and is on
186 the current project list.

187
188 **FIFTH ORDER OF BUSINESS** **Adjournment**

189
190

On MOTION by Ms. Kassel, seconded by Mr. Leet, with all in 191 favor, the meeting adjourned at 5:30 p.m.

192
193
194
195
196 _____
197 Secretary/Assistant Secretary Chairman/Vice Chairman

1 **MINUTES OF MEETING**
2 **HARMONY COMMUNITY DEVELOPMENT DISTRICT**
3

4 The regular meeting of the Board of Supervisors of the Harmony Community Development
5 District (“CDD” or “District”) was held Thursday, March 28, 2024, at 6:00 p.m. at the Jones Model
6 Home, 3285 Songbird Circle, Saint Cloud, FL 34773.

7
8 Present and constituting a quorum were:

9 Mark LeMenager	Chairman
10 Daniel Leet	Vice Chairman
11 Lucas Chokanis	Assistant Secretary
12 Kerul Kassel	Assistant Secretary
13 Joellyn Phillips (<i>via Zoom</i>)	Assistant Secretary

14
15 Also present, either in person or via Zoom Video Communications, were:

16 Howard Neal	District Manager, Inframark
17 Jennifer Goldyn	District Manager, Inframark
18 Michael Eckert (<i>via Zoom</i>)	District Legal Counsel, Kutak Rock
19 David Hamstra	District Engineer, Pegasus Engineering
20 Jorge Baez	Field Services Supervisor, Inframark
21 Nick Lomasney	Benchmark Landscaping/United Land Service
22 Leah Popelka	Director of Finance & Accounting, Inframark
23 Kerry Satterwhite	Area Field Manager, Inframark
24 Residents and Members of the Public	

25
26 *This is not a certified or verbatim transcript but rather represents a recap of the discussions and*
27 *actions taken at the meeting. The full meeting recording is available in audio format upon request.*
28 *Contact the District Office for any related costs for an audio copy.*
29

30 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

31 Mr. LeMenager called the meeting to order at 6:00 p.m.

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

33 Ms. Phillips was not present at roll call.

34
35 **SECOND ORDER OF BUSINESS** **Audience Comments**

36 Mr. LeMenager indicated a three-minute time limit for comments. It is not a question-and-
37 answer period. Residents may email Board members with questions.

38 Mr. Joe Janeczek commented on Resolution 2024-02 and two names he did not recognize, and
39 requested information on who Mr. Neal and Mr. Stephen Bloom are. He suggested another
40 assessment methodology that should be considered, which is using Osceola County (“County”)
41 home assessments based on values. He asked for clarification regarding work to be done for
42 Blazing Star Lane alley, commented on the prices provided, suggested Mr. Hamstra look at other
43 alternatives, and recommended waiting to do this work for six to 12 months. Regarding the budget
44 process, Mr. Janeczek commented assessments have increased about 43% over the past two years

45 and would like to see an increase at the inflation rate of 3% to 4%. Last year's \$350,000 increase
46 was for the new maintenance facility that was not built and is still available, and another \$350,000
47 this year could go for purchase of the golf facility.

48
49 **THIRD ORDER OF BUSINESS** **Staff Reports**

50 **A. Landscaping: Benchmark Landscaping/United Land Services ("Benchmark")**

51 Mr. Lomasney reviewed work efforts, and discussed items with the Board, including trees are
52 ongoing, and vehicles have impeded some trimming and Benchmark will go back to complete.
53 Leaf cleanup is ongoing, and leaves should be done falling. Crews will aerate turf and address tree
54 rings and flower beds. Tree removals for proposal #81428 approved February 29 were completed
55 this week. Two were done today and the stumps were ground. Annuals are scheduled for May but
56 can be done in April upon consultation with Ms. Kassel as to what is available. Turf is being
57 mowed bi-weekly. Irrigation repairs and inspections continue. Beginning April, mowing will
58 probably begin weekly depending on rainfall.

59 Discussion ensued regarding work to be done in the verges—fertilizing, weeding, resodding—
60 which will begin next week and be complete in April with irrigation reviews and repairs.

61 Ms. Kassel discussed some small diameter trees in the courtyards, which are not included in
62 the proposals below but will be provided at a later date.

63 **i. Proposal #81424 for Tree Removal on Blue Stem**

64 Mr. Lomasney reviewed proposal #81424 for three tree removals on Blue Stem.

65 Mr. Chokanis requested pictures in the proposal. Pictures may have been provided in previous
66 field reports, but it is hard to match with current proposals. Mr. Lomasney will include the proposal
67 numbers on the report. The trees are leaning but do not pose a safety issue over sidewalks.

68 This proposal was tabled.

69 **ii. Proposal #81431 for Tree Elevation Along U.S. Hwy 192**

70 Mr. Lomasney reviewed proposal #81431 for tree elevation along U.S. Hwy 192.

71 Discussion ensued regarding concerns about the fence as well as foliage around the trees that
72 may be impacted by not lifting the trees. The branches are lower than three feet. The right side has
73 a viburnum hedge and bahia sod. The left side has branches a little higher, but it is starting to thin
74 the bahia. Not lifting the branches to allow sunlight might lead to washouts and dead vegetation.
75 Ms. Kassel commented on other landscaping projects and is concerned about spending \$6,000 for
76 this work.

77 Further discussion ensued regarding concerns over having washouts, and branches will scratch
78 vehicles parking near the trees. Mr. Chokanis requested pictures of the trees on both sides. Mr.

79 Leet asked if a number fewer than 16 could be trimmed, and the west side of the west entrance is
80 the priority. Mr. Leet also requested a map or location to be noted on the proposal.

81 The record will reflect Ms. Phillips joined the meeting.

82 **iii. Proposal #87858 for Sycamore Tree Replacement**

83 Mr. Lomasney reviewed proposal #87858 for sycamore tree replacement.

84

85 Ms. Kassel made a MOTION to approve proposal #87858 from
86 Benchmark Landscaping/United Land Service for sycamore tree
87 replacement, in the amount of \$459.13.

88 Mr. Leet seconded the motion.

89

90 Upon VOICE VOTE, with all in favor, unanimous approval was
91 given to proposal #87858 from Benchmark Landscaping/United
92 Land Service for sycamore tree replacement, in the amount of
93 \$459.13.

94

95 **iv. Proposal #87866 for Leaf Removal on Verges**

96 Mr. LeMenager asked what makes up 480 hours to remove the leaves. Mr. Lomasney indicated
97 it would take a month for a whole crew. The leaves would be raked, blown, picked up by hand,
98 and then disposed at the dump. Mr. LeMenager suggested renting an attachment for a mower, but
99 mowers cannot get in due to parking and trees, which is the current situation. Mr. Chokanis
100 clarified the proposal is for collecting leaves on the main boulevards on residential properties.
101 Equipment would only get maybe 30% with the rest done by hand. Ms. Kassel indicated she had
102 ten bags on her property with another ten to go. Mr. Lomasney further clarified they estimated two
103 or three trips to the dump per day. If the Board approves the proposal but it only took three weeks
104 instead of four, those crews could be put to use elsewhere in the community. This would be a one-
105 time cost. Work would begin April 1 and last for a month.

106 After a brief discussion, the Board is not interested in moving forward with this proposal.

107 This proposal has been tabled indefinitely.

108 **v. Miscellaneous**

109 Ms. Kassel mentioned the improvements at Buck Lake Park and Harmony Square are finished.
110 Mr. Lomasney will follow up with Ms. Kassel regarding the irrigation on Harmony Square that
111 was not modified enough for that area.

112 Mr. Lomasney indicated they audited all the pocket parks at the end of last year, and suggested
113 the dog park on Cat Brier Trail be the next priority. Ms. Kassel will discuss further locations and
114 priorities with Mr. Lomasney.

115 Mr. Chokanis expressed thanks for Benchmark’s hard work, and discussed the park at
116 Middlebrook Place cul-de-sac where the grass is destroyed and has ants. Ms. Kassel asked why
117 the grass is destroyed, if it is foot traffic or lack of irrigation. That area is bahia, so it is not irrigated.
118 Ms. Kassel suggested treating it for ants and mulching the area, to which Mr. Chokanis agreed.
119 Mr. Leet asked for clarification of the area to be sure it is the District’s responsibility. Mr.
120 Lomasney indicated they are treating some of the beds, and will target spray to kill massive
121 mounds. He can provide a proposal to use TopChoice at the playgrounds, similar to what was done
122 at Buck Lake Park.

123 Mr. Chokanis commented on the flower beds on Five Oaks Drive at the roundabouts and
124 suggested doing a plastic border around the perimeter to keep the mulch contained, help with weed
125 control, and look cleaner. Mr. Lomasney will provide a proposal.

126 **B. Field Manager: Inframark**

127 **i. Monthly Report**

128 Mr. Baez reviewed the landscaping report and discussed the east tower painting will be done
129 next week, with equipment to be rented.

130 **ii. Pontoon Boat Seats, Boat Console**

131 Discussion ensued regarding proposals received at the meeting for upholstery work on the
132 boats, including seats and a console, and some repairs on the Sun Tracker.

133
134 Ms. Kassel made a MOTION to approve the proposals from J&M
135 Upholstery and Supplies for upholstery work on boat #1 in the
136 amount of \$3,000, boat #2 in the amount of \$800, and boat #4 in the
137 amount of \$350, in the total amount of \$4,150, subject to the
138 materials being marine-grade upholstery.
139 Mr. Leet seconded the motion.

140
141 Discussion ensued regarding the removal fee of \$500 listed on two proposals does not apply,
142 and the vendor said those could be removed.

143
144 Upon VOICE VOTE, with all in favor, unanimous approval was
145 given to the proposals from J&M Upholstery and Supplies for
146 upholstery work on boat #1 in the amount of \$3,000, boat #2 in the
147 amount of \$800, and boat #4 in the amount of \$350, in the total
148 amount of \$4,150, subject to the materials being marine-grade
149 upholstery.

150
151 Discussion ensued regarding the option to reconsider all proposals if J&M Upholstery and
152 Supplies does not provide marine-grade material.

153

154 **iii. Splash Pad and Pools**

155 Mr. Baez provided an update on the splash pad. The motor broke and was replaced with a new
156 one. They added new equipment for the chlorine, but staff still has to empty the tank and clean it.
157 Staff is still looking for a quote for the computer and has contacted several vendors. Ms. Kassel
158 expressed concern over the delay in getting the splash pad operational with summer coming soon,
159 and feels a company as large as Inframark ought to have brought multiple quotes for replacing the
160 computer months ago. Mr. Chokanis asked to be shown how to turn it on and off. The water still
161 will not dance, but it can run several hours a day. Mr. Baez offered to turn it on at 7:00 a.m. Mr.
162 LeMenager and Mr. Leet asked if the splash pad could run continuously, which would lead to
163 higher electricity use, more wear and tear, and nearby neighbors maybe not wanting to hear it
164 running 24/7. Mr. LeMenager suggested doing as Mr. Baez suggested, turning it on at 7:00 a.m.
165 and off when he leaves for the day. Ms. Phillips suggested it can run longer than when field staff
166 leaves and is willing to also learn how to turn it off. Ms. Phillips discussed the fountain in
167 Celebration that had similar issues, and they replaced the system because parts are unavailable.
168 Ms. Kassel is unclear what the issue is with the computer, whether parts are not available or
169 companies do not provide this service.

170 Mr. Leet discussed an issue with the pool being cloudy. Mr. Baez commented it was closed for
171 one day for cleaning. The heater is working fine. Mr. Baez is getting quotes for motors for the
172 Swim Club, which typically last three or four years. Discussion ensued regarding if the motors are
173 still under warranty or have a service contract, which staff will investigate.

174 **C. District Engineer: Pegasus**

175 **i. Final Decision for the Blazing Star Lane Alley Repairs** (*Tracts AC-6 and AC-7*)

176 Mr. Hamstra requested direction for Blazing Star Lane alley repairs and asked if a response
177 was received from Waste Management's insurance carrier about contributing to the cost. Mr. Neal
178 has followed up with them, but no response received. The contractor is willing to hold the bid 30
179 more days, which is today. Mr. Hamstra explained options regarding the bid: deny it, accept it,
180 rebid at a later date.

181 Discussion ensued regarding location of repair, which is at the corner of the intersection. Ms.
182 Kassel asked if there were options other than \$88,000, and Mr. Hamstra explained band-aid
183 solutions that will last maybe a couple weeks. Mr. Leet referenced the reserve study which shows
184 doing that alley in 2026, and suggested it might make more sense cost-wise to do the corner when
185 repaving the alley, which might cost \$600,000 and would absorb the corner. Mr. Leet suggested a
186 short-term band-aid approach for now, and schedule full alley re-mill and overlay in the next two
187 to five years. Mr. Chokanis and Mr. LeMenager agreed with a short-term solution until the alley

188 is scheduled for repaving. Mr. Hamstra will work with Inframark on a quote for repair. The price
189 was below the bidding threshold, so no motion is needed to deny the proposal, and Mr. Hamstra
190 can notify them informally.

191 Ms. Kassel asked why such a large disparity between the engineer's estimate and contractor's
192 price. Mr. Hamstra explained the Department of Transportation ("DOT") provides databases and
193 unit counts, which the engineer adjusts based on the size of the project. Unfortunately, pricing is
194 more of a guessing game, post covid. Mr. Hamstra's team has a methodology in place and uses the
195 DOT database and recent bids as well as adjustments for small-scale projects and contingencies.
196 Smaller projects have been priced outrageously high. Mr. Chokanis asked if Mr. Hamstra grades
197 various suppliers on how well they do their job and how they bid the work. Mr. Hamstra suggested
198 larger projects with a lot of line items may attract more bidders and allow room to hide their profit.
199 Smaller projects have fewer places for them to hide their profit. Some contractors are too busy so
200 they may decline or guess at a number instead of spending time on a proposal. This work was
201 outside Jr. Davis's comfort zone.

202 **ii. Lakefront Park Community Maintenance Facility Update**

203 Mr. Hamstra indicated the County reported the District will need to re-establish a new address
204 for electricity, phone land line, and dumpster. While the Board considers the golf course facility
205 option, Mr. Hamstra can continue with the Buck Lake location to get the project submitted and
206 keep it moving.

207 The Board agreed to move both projects in parallel.

208 **iii. Ponds at Middlebrook Place**

209 Mr. Hamstra reviewed the ponds at Middlebrook Place that are on golf course property, which
210 was an issue raised by Mr. Chokanis. Mr. Hamstra reviewed the plat and South Florida Water
211 Management District ("SFWMD") permit, which show the District is to maintain those ponds. Mr.
212 Hamstra directed Inframark staff to address the north pond with the extensive cattail growth.

213 **iv. Inspections**

214 Mr. Hamstra mentioned he will be performing inspections of the alleys and stormwater ponds,
215 for structure and cattail growth, which will be discussed at the April budget workshop and the
216 priority level and timing to address.

217 **v. Ponds**

218 Ms. Kassel asked if the reserve study addresses a frequency to clean out the ponds, knowing
219 leaves and debris often go down the storm drains. Mr. Hamstra indicated it is more a water quality
220 concern and has nothing to do with flooding. Most communities will go 20 or 25 years before
221 dredging because it is very costly. Ponds average six to eight feet deep, and a bathymetric survey

222 can be done to see how much was compromised, but it is all below the water level. The work done
223 by Element Environmental was debris stuck in the pipe versus accumulation on the pond bottom.
224 Pipes can be blown out every couple years. Mr. Leet referenced a drainage repair allowance in the
225 reserve study and commented the recent clearing of the pipes has worked really well. Ms. Kassel
226 asked if other areas need the same treatment, but Mr. Hamstra has only heard of three areas that
227 flooded: Cat Brier Trail, Five Oaks Drive, and the Estates. The flooding in the Estates was in the
228 backyards. Ms. Kassel noted some of the ponds are 20 years old and asked if the Board needed to
229 start thinking about adding dredging to the reserves. Mr. Hamstra suggested doing a bathymetric
230 survey to see if the ponds have filled up a lot, which can be added to the budget for about \$2,000
231 per pond. Mr. Leet mentioned a pond by Feathergrass that was not dug deep enough. Ms. Kassel
232 discussed Long Pond that is narrow in places and looks like vegetation is thickening up, and she
233 expressed concern it will be clogged in a year or two. Mr. Hamstra will walk around it. Mr.
234 LeMenager indicated Long Pond is extremely deep, but Ms. Kassel indicated not at the pedestrian
235 bridges where it is narrow, which are the problem areas.

236 **D. District Counsel: Kutak Rock**

237 Mr. Eckert reported things have been pretty quiet. He agrees it is wise to start looking at
238 methodologies, and will review once Inframark provides options. One piece of legislation that
239 passed requires all special districts to come up with performance standards, goals and objectives,
240 as well as performance criteria, to figure out if you have met those goals or objectives, and provide
241 a report every year whether or not you have met your goals and objectives. Once the governor
242 signs it, the first one will be due October 2024 and will be an annual requirement. Inframark may
243 have ideas, and Mr. Eckert can assist in that effort if needed.

244 Mr. Leet asked if it is a self assessment, and Mr. Eckert indicated it is internal. The Board will
245 approve the goals and performance measures, and the Board will evaluate if it has met those, with
246 the assistance of the District Manager. Mr. LeMenager suggested Inframark will have a boilerplate
247 that they can apply to most of the districts they manage, which Ms. Goldyn confirmed.

248 Mr. Leet discussed the mandatory ethics training and asked what the deadline is. Ms. Kassel
249 indicated December 31, 2024, which Mr. Eckert confirmed. Mr. LeMenager asked if the
250 requirement had to be met if you are not a Supervisor on December 31. Mr. Eckert indicated the
251 reporting that a Supervisor has met the requirement does not take place until June 2025.

252 **E. District Manager: Inframark**

253 **i. Assessment Methodology Options**

254 This item was discussed immediately following audience comments.

255 Ms. Popelka reviewed the methodology options and history of the current methodology for
256 non-ad valorem assessments. The operation and maintenance (“O&M”) methodology is different
257 than the debt methodology, which is common when areas remain vacant for a period of time. When
258 development begins to build out and transition, the methodology is often re-evaluated. Harmony
259 has developed residential units with a comparable footprint based on product size. The District has
260 flexibility in determining what methodology to use that makes the most sense for the development.
261 The equalized methodology calculates the same assessment for each product type. The most
262 common methodology—equivalent assessment unit (“EAU”)—is used when bonds are issued and
263 is based on front footage, so smaller lots have a lower assessment than larger lots with the rationale
264 that larger lots have a larger footprint and larger impact on the infrastructure. The EAU
265 methodology follows the debt methodology, which has been evaluated by a number of
266 professionals. Other options are available, including trip counts, stormwater runoff, and others.
267 Professionals will then need to be engaged to provide an analysis, and each line item in the budget
268 has to be assigned to a category, which has to be justified annually. Regarding using the assessed
269 value to determine O&M assessments, Ms. Popelka explained cautions in using value as the basis
270 for O&M assessments.

271 Discussion ensued regarding what methodology to use for the future apartment project, and
272 belief that the current residential assessments are fine. Ms. Popelka explained how to apply EAU
273 weighting to derive assessments of a comparable nature. Further discussion ensued regarding
274 equitably assessing apartment units that will result in more use of District facilities. Ms. Kassel
275 explained development and ownership of the apartment buildings, where units are rented by
276 individuals, and the building owned by a company. Future apartments could be treated the same
277 as existing apartments.

278 Mr. Eckert opined assessments should not be levied based on the home’s assessed value
279 because the assessments are based on special benefits that the property receives, and value should
280 not be the predominant factor. Regarding apartment buildings, they receive essentially the same
281 benefits as a townhome or smaller single-family home for recreation costs, but perhaps costs for
282 stormwater management are higher. The District can and should fairly allocate the costs based on
283 benefits received. Mr. Eckert described examples of allocating certain maintenance costs where
284 some are spread equally and others are based on square footage or front footage. Mr. Chokanis
285 asked how to determine what that delta will look like, which will be provided in an assessment
286 methodology and decided upon by the Board, showing the impact of assessments on product types.
287 Ms. Popelka suggested not making the model too complicated, e.g., splitting line items. Staff can

288 evaluate the impacts based on disparity of uses in the community, where residential product types
289 are more uniform.

290 Further discussion ensued regarding the timeframe for the apartments. South Lakes has not
291 submitted a pre-application with the County, but came for a meeting and indicated maybe 2026.
292 The apartments in the front have not been discussed yet but they are moving ahead with planning.

293 **ii. Resolution 2024-07, Designating Officers**

294 Mr. LeMenager read Resolution 2024-07 into the record by title.

295 Ms. Goldyn explained the persons listed on the resolution, including Mr. Neal who is assisting
296 Ms. Angel Montagna. Mr. Bloom heads the Inframark finance team and currently serves as
297 Treasurer.

298
299 Ms. Kassel made a MOTION to approve Resolution 2024-07,
300 designating the following officers: Mr. LeMenager as Chairman;
301 Mr. Leet as Vice Chairman; Ms. Montagna as Secretary; Mr. Bloom
302 as Treasurer; and Mr. Neal, Mr. Chokanis, Ms. Kassel, and Ms.
303 Phillips as Assistant Secretaries.
304 Mr. Leet seconded the motion.

305
306 Upon VOICE VOTE, with all in favor, unanimous approval was
307 given to Resolution 2024-07, designating the following officers: Mr.
308 LeMenager as Chairman; Mr. Leet as Vice Chairman; Ms.
309 Montagna as Secretary; Mr. Bloom as Treasurer; and Mr. Neal, Mr.
310 Chokanis, Ms. Kassel, and Ms. Phillips as Assistant Secretaries.

311 **FOURTH ORDER OF BUSINESS Business Items**

312 **A. School Request to Reserve the Pool for ESE Students**

313 Mr. LeMenager reviewed the request from the high school to reserve the pool for ESE students.
314

315
316 Ms. Kassel made a MOTION to approve the event use request
317 from Harmony High School to reserve the pool for ESE students on
318 May 12 from 8:30 a.m. to 1:00 p.m., as presented.
319 Mr. LeMenager seconded the motion.

320
321 Upon VOICE VOTE, with all in favor, unanimous approval was
322 given to the event use request from Harmony High School to reserve
323 the pool for ESE students on May 12 from 8:30 a.m. to 1:00 p.m.,
324 as presented.

325
326 Discussion ensued regarding prior authorization given to the District Manager to approve these
327 requests.

328

329 **B. Discussion of Golf Course Maintenance Facility**

330 Mr. LeMenager suggested there might not be much to discuss at the meeting. He spoke with
331 the owner of the golf course yesterday. The appraisal was received late yesterday. Mr. LeMenager
332 asked a few questions of Ms. Montagna and Mr. Eckert yesterday, and more information will be
333 forthcoming in the next couple weeks, including financing options. Mr. Eckert provided several
334 financing options and an opinion on which one he thought was best. Mr. LeMenager will be
335 pushing this issue to move ahead.

336 Ms. Kassel believes the facility is bigger than the District needs, which Mr. LeMenager
337 suggested the extra space can be rented out. Ms. Kassel asked if other districts rent out their
338 facilities. Mr. Eckert reviewed situations where that has occurred, which might result in losing a
339 real estate tax exemption and should be included in the financial analysis if the rented space is
340 being used for a non-governmental purpose. If financing with tax-exempt bonds or notes, renting
341 the space might not be allowed in the bond covenants for that issuance. Mr. Eckert provided the
342 example of a district renting out part of the amenity center to the developer for their sales office.
343 Ms. Kassel indicated the facility would be rented out to the landscaping vendor for equipment and
344 supplies on a permanent basis, possibly the golf course on a temporary or permanent basis, and
345 other uses. Those are concerns for Ms. Kassel, as well as the management of it. Mr. Leet asked if
346 use by the District's landscape vendor would be different than renting to some other third party.
347 Mr. Eckert suggested making that argument to bond counsel. The two issues Mr. Eckert raises are
348 federal tax issues which would not apply if not issuing bonds, and the annual real estate tax issue.
349 The tenant could pay those taxes, and other issues can be resolved.

350 Mr. Leet asked of any restrictions if the District issued bonds for the purchase of the property
351 and generated revenue from the existing RV lot behind it, which bond counsel will have to answer.
352 The District might be able to do that through the recreation power, and if the lot is open to
353 everyone, you could probably resolve that issue. Ms. Goldyn offered to reach out to bond counsel
354 for those answers. Mr. Leet suggested it would be beneficial to rent out the RV lot. Ms. Kassel
355 asked if there is access, which might have to be done for the backside. Mr. Leet indicated they are
356 contiguous, and suggested the PD might have to be modified for a roadway to that site.

357 Mr. LeMenager will be working to provide much more information over the next couple
358 weeks.

359 Ms. Phillips asked if a solution to the tax problem would be if the District purchased the
360 equipment and the landscape vendor rented it from the District. Mr. LeMenager suggested renting
361 the facility to more than just the landscape vendor. Ms. Phillips will schedule a visit the facility.

362 **FIFTH ORDER OF BUSINESS** **Consent Agenda**

363 **A. Minutes for the February 29, 2024, Regular Meeting**

364 The minutes are included in the agenda package and available for public review on the
365 District’s website or in the District Office during normal business hours.

366 Ms. Kassel commented on the wonderful job with the minutes. They are not “near verbatim,”
367 but they still capture a fair amount of the discussions and are much shorter.

368 **B. Financial Statements (February 2024)**

369 The financial statements are included in the agenda package and available for public review
370 on the District’s website or in the District Office during normal business hours.

371 Mr. LeMenager asked why assessment collections from the tax collector are \$344,000 under
372 the prorated budget. Ms. Goldyn indicated Ms. Popelka’s team will research that. Ms. Kassel asked
373 if it was a couple owners or one entity.

374 **C. Check Register #286 (February 2024)**

375 The check register is included in the agenda package and available for public review on the
376 District’s website or in the District Office during normal business hours.

377 Ms. Kassel questioned an invoice for 000 Harmony Square Drive from Toho Water Authority
378 for mid-December to mid-January that was ten times more than the month before, perhaps due to
379 a leak or some other issue. Mr. Lomasney will follow up.

380

381 Ms. Kassel made a MOTION to approve the consent agenda, as
382 presented.
383 Mr. Leet seconded the motion.

384

385 Upon VOICE VOTE, with all in favor, unanimous approval was
386 given to the consent agenda, as presented.

387

388

389 **SIXTH ORDER OF BUSINESS** **Supervisor Requests**

390 Ms. Kassel asked if the District still needs to purchase a garden shed, and Ms. Marilyn Ash-
391 Mower indicated they do. Ms. Kassel reviewed previous proposals she obtained and requested they
392 be on next month’s agenda, with newer proposals if these have expired.

393 Ms. Kassel discussed previous discussions for Children At Play signs or boulders for some
394 ribbon curbs at alleys, and asked the resolution. Mr. Hamstra indicated clarification needs to be
395 obtained from Waste Management that they will not stop service if boulders are installed because
396 residents indicated they stopped collected trash. Mr. Hamstra will follow-up with Ms. Montagna
397 and Ms. Goldyn. Mr. Neal will follow up regarding Waste Management’s insurance carrier.

398 Ms. Kassel asked if Garden Road had enough rocks, and Ms. Ash-Mower indicated no. Mr.
399 Baez will order more for next week.

400 Ms. Kassel indicated a picnic table is not in use. The Nature and Animal Committee discussed
401 purchasing a new one, at a cost of \$905 but will use that existing one to put at the entrance to
402 Billy's Trail on District property. Ramps that had been used for one of the mobile buildings that
403 had been trashed will also be utilized on Billy's Trail.

404 Ms. Kassel asked when the next report is coming from SFWMD or Army Corps of Engineers
405 regarding monitoring and maintenance of invasive species. Mr. Hamstra indicated Ms. Katherine
406 Bowman sends a semi-annual or quarterly report to SFWMD. He will follow up with her to see if
407 the District has met the goal of the percentage reduction of Old World Climbing Vine because it
408 is in a conservation area. This will be important for the budget process.

409

410 **SEVENTH ORDER OF BUSINESS** **Adjournment**

411

412 On MOTION by Ms. Kassel, seconded by Mr. Leet, with all in
413 favor, the meeting adjourned at 7:39 p.m.

414

415

416

417

418 _____
Secretary/Assistant Secretary

418 _____
Chairman/Vice Chairman

419

Subsection 5B

Financials

TO: Board of Supervisors, Harmony CDD
FROM: Christian Haller, Accountant
CC: Angel Montagna, District Manager
DATE: April 15, 2024
SUBJECT: March 2024 Financials

Please find the attached March 2024 revised 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 Christian.Haller@Inframark.com.

General Fund

- Total Revenue through March is approximately 80% of the annual budget. This is typical for this time of year.
 - Non Ad Valorem Assessment collections are currently at 80%.
 - Garden Lot - Includes lease payments for garden lot.
- Total Expenditures through March are at 53% of the annual budget.
 - ▶ Administrative
 - P/R-Board of Supervisors - Includes payroll for meetings through March 2024.
 - ProfServ-Engineering - Pegasus Engineering services through February 2024. Includes services for maintenance facility, Buck Lake, storm sewer system and other matters.
 - Insurance - General Liability - thru March 2024 EGIS insurance policy over budget by 15%
 - ▶ Field
 - ProfServ-Field Management - Contract with Inframark.
 - Miscellaneous Services - includes Nona Glass Services regarding mirror replacenet totaling \$807.73.
 - ▶ Landscaping Services
 - Contracts-Mulch - Contract with Benchmark Landscaping.
 - Contracts-Landscape - Benchmark Landscaping provides landscaping services.
 - ▶ 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-Ponds - Includes Feb invoice for draining of pond and disposal of vegetation.
 - 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.
 - ▶ Debt Service
 - Principal Expense - Principal portion of VC1 debt service assessment transferred from the general fund to the series 2015 debt service fund.
 - Interest Expense - Interest portion of VC1 debt service assessment transferred from the general fund to the series 2015 debt service fund.

General Fund Reserves

- ▶ \$60,440 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 \$786,566 FY23 expenditures.

HARMONY
Community Development District

Financial Report

March 31, 2024

Prepared by



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HARMONY
Community Development District

Financial Statements

(Unaudited)

March 31, 2024

HARMONY
Community Development District

Governmental Funds

Balance Sheet March 31, 2024

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND RESERVES	SERIES 2014 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
ASSETS					
Cash - Checking Account	\$ 715,581	\$ -	\$ -	\$ -	\$ 715,581
Accounts Receivable	195	-	-	-	195
Due From Other Funds	-	60,440	17,758	7,961	86,159
Investments:					
Money Market Account	1,083,024	-	-	-	1,083,024
Interest Account	-	-	-	6,767	6,767
Prepayment Account	-	-	-	383,391	383,391
Reserve Fund	-	-	607,313	340,000	947,313
Revenue Fund	-	-	1,350,363	612,952	1,963,315
Prepaid Items	1,487	-	-	-	1,487
TOTAL ASSETS	\$ 1,800,287	\$ 60,440	\$ 1,975,434	\$ 1,351,071	\$ 5,187,232
LIABILITIES					
Accounts Payable	\$ 119,628	\$ -	\$ -	\$ -	\$ 119,628
Due To Other Funds	86,159	-	-	-	86,159
TOTAL LIABILITIES	205,787	-	-	-	205,787
FUND BALANCES					
Nonspendable:					
Prepaid Items	1,487	-	-	-	1,487
Restricted for:					
Debt Service	-	-	1,975,434	1,351,071	3,326,505
Assigned to:					
Operating Reserves	467,801	-	-	-	467,801
Unassigned:	1,125,212	60,440	-	-	1,185,652
TOTAL FUND BALANCES	\$ 1,594,500	\$ 60,440	\$ 1,975,434	\$ 1,351,071	\$ 4,981,445
TOTAL LIABILITIES & FUND BALANCES	\$ 1,800,287	\$ 60,440	\$ 1,975,434	\$ 1,351,071	\$ 5,187,232

HARMONY
Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances For the Period Ending March 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 30,000	\$ 15,000	\$ 21,410	\$ 6,410
Interest - Tax Collector	-	-	4,699	4,699
Special Assmnts- Tax Collector	2,791,633	2,652,051	2,209,622	(442,429)
Special Assessments-Tax Collector-VC1	(33,132)	(31,475)	-	31,475
Special Assmnts- Discounts	(111,665)	(106,082)	(85,916)	20,166
Gate Bar Code/Remotes	-	-	10	10
Access Cards	1,200	600	84	(516)
User Facility Revenue	600	300	(642)	(942)
Garden Lot	1,207	606	1,333	727
TOTAL REVENUES	2,679,843	2,531,000	2,150,600	(380,400)
EXPENDITURES				
Administration				
P/R-Board of Supervisors	14,000	7,002	2,800	4,202
FICA Taxes	1,071	534	275	259
ProfServ-Arbitrage Rebate	1,200	-	600	(600)
ProfServ-Dissemination Agent	1,500	1,500	1,500	-
ProfServ-Engineering	60,000	30,000	56,192	(26,192)
ProfServ-Legal Services	60,000	30,000	28,458	1,542
ProfServ-Mgmt Consulting	71,328	35,664	35,664	-
ProfServ-Property Appraiser	392	392	-	392
ProfServ-Recording Secretary	4,326	2,166	1,082	1,084
ProfServ-Special Assessment	9,087	9,087	8,822	265
ProfServ-Trustee Fees	10,160	-	-	-
Auditing Services	4,400	4,400	-	4,400
Postage and Freight	1,000	498	128	370
Rental - Meeting Room	7,500	3,750	-	3,750
Insurance - General Liability	20,000	20,000	22,932	(2,932)
Printing and Binding	-	-	174	(174)
Legal Advertising	1,200	600	524	76
Misc-Assessment Collection Cost	55,832	53,040	42,474	10,566
Annual District Filing Fee	175	175	175	-
Total Administration	323,171	198,808	201,800	(2,992)
Field				
ProfServ-Field Management	375,810	187,908	187,904	4
Miscellaneous Services	-	-	808	(808)
Total Field	375,810	187,908	188,712	(804)
Landscape Services				
Contracts-Mulch	77,347	38,676	77,348	(38,672)
Contracts-Annuals	14,000	7,002	3,500	3,502
Contracts - Landscape	699,567	349,784	343,813	5,971
R&M-Other Landscape	-	-	17,495	(17,495)
R&M-Irrigation	30,000	15,000	-	15,000
R&M-Trees and Trimming	40,000	19,998	7,993	12,005

HARMONY

Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances For the Period Ending March 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Miscellaneous Services	50,000	25,002	15	24,987
Total Landscape Services	910,914	455,462	450,164	5,298
<u>Utilities</u>				
Electricity - General	43,550	21,775	17,616	4,159
Electricity - Streetlights	139,470	69,735	60,647	9,088
Utility - Water & Sewer	211,860	105,930	100,361	5,569
Total Utilities	394,880	197,440	178,624	18,816
<u>Operation & Maintenance</u>				
Utility - Refuse Removal	3,500	1,752	2,077	(325)
R&M-Ponds	20,000	10,000	42,150	(32,150)
R&M-Pools	35,000	17,500	8,559	8,941
R&M-Roads & Alleyways	2,000	1,002	-	1,002
R&M-Streetlights	10,000	5,000	-	5,000
R&M-Vehicles	15,000	7,500	190	7,310
R&M-Equipment Boats	10,000	5,000	157	4,843
R&M-Parks & Facilities	45,000	22,500	24,814	(2,314)
R&M-Garden Lot	2,000	1,000	-	1,000
Sidewalk Panel Replacements	20,000	10,000	-	10,000
R&M-Invasive Plant Maintenance	105,000	52,500	5,050	47,450
Security Enhancements	5,700	2,850	4,140	(1,290)
Op Supplies - Fuel, Oil	8,000	4,000	102	3,898
Cap Outlay - Vehicles	15,000	15,000	-	15,000
Reserve - Other	412,000	-	59,801	(59,801)
Total Operation & Maintenance	708,200	155,604	147,040	8,564
<u>Debt Service</u>				
Principal Debt Retirement	14,177	14,177	268,292	(254,115)
Interest Expense	12,423	12,423	6,767	5,656
Total Debt Service	26,600	26,600	275,059	(248,459)
TOTAL EXPENDITURES	2,739,575	1,221,822	1,441,399	(219,577)
Excess (deficiency) of revenues				
Over (under) expenditures	(59,732)	1,309,178	709,201	(599,977)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(59,732)	-	-	-
TOTAL FINANCING SOURCES (USES)	(59,732)	-	-	-
Net change in fund balance	\$ (59,732)	\$ 1,309,178	\$ 709,201	\$ (599,977)
FUND BALANCE, BEGINNING (OCT 1, 2023)	885,299	885,299	885,299	
FUND BALANCE, ENDING	\$ 825,567	\$ 2,194,477	\$ 1,594,500	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	-	-	-	-
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	-	-
Net change in fund balance	\$ -	\$ -	\$ -	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	-	60,440	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 60,440	

HARMONY
Community Development District

Series 2014 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balances For the Period Ending March 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 60	\$ 30	\$ 32,866	\$ 32,836
Special Assmnts- Tax Collector	1,208,761	1,148,323	964,739	(183,584)
Special Assmnts- Discounts	(48,350)	(45,933)	(37,512)	8,421
TOTAL REVENUES	1,160,471	1,102,420	960,093	(142,327)
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessment Collection Cost	24,175	22,966	18,545	4,421
Total Administration	24,175	22,966	18,545	4,421
<u>Debt Service</u>				
Principal Debt Retirement	725,000	-	-	-
Principal Prepayments	-	-	20,000	(20,000)
Interest Expense	421,013	210,507	210,506	1
Total Debt Service	1,146,013	210,507	230,506	(19,999)
TOTAL EXPENDITURES	1,170,188	233,473	249,051	(15,578)
Excess (deficiency) of revenues Over (under) expenditures	(9,717)	868,947	711,042	(157,905)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(9,717)	-	-	-
TOTAL FINANCING SOURCES (USES)	(9,717)	-	-	-
Net change in fund balance	\$ (9,717)	\$ 868,947	\$ 711,042	\$ (157,905)
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,264,392	1,264,392	1,264,392	
FUND BALANCE, ENDING	\$ 1,254,675	\$ 2,133,339	\$ 1,975,434	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 30	\$ 15	\$ 13,891	\$ 13,876
Special Assmnts- Tax Collector	593,460	563,787	432,479	(131,308)
Special Assmnts- Other	26,600	25,270	275,059	249,789
Special Assmnts- Prepayment	-	-	118,765	118,765
Special Assmnts- Discounts	(23,738)	(22,551)	(16,816)	5,735
TOTAL REVENUES	596,352	566,521	823,378	256,857
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessment Collection Cost	11,869	11,276	8,313	2,963
Total Administration	11,869	11,276	8,313	2,963
<u>Debt Service</u>				
Principal Debt Retirement	295,000	-	-	-
Principal Prepayments	-	-	25,000	(25,000)
Interest Expense	269,100	134,550	134,550	-
Total Debt Service	564,100	134,550	159,550	(25,000)
TOTAL EXPENDITURES	575,969	145,826	167,863	(22,037)
Excess (deficiency) of revenues Over (under) expenditures	20,383	420,695	655,515	234,820
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	20,383	-	-	-
TOTAL FINANCING SOURCES (USES)	20,383	-	-	-
Net change in fund balance	\$ 20,383	\$ 420,695	\$ 655,515	\$ 234,820
FUND BALANCE, BEGINNING (OCT 1, 2023)	695,556	695,556	695,556	
FUND BALANCE, ENDING	\$ 715,939	\$ 1,116,251	\$ 1,351,071	

HARMONY
Community Development District

Supporting Schedules

March 31, 2024

HARMONY
Community Development District

**Non-Ad Valorem Special Assessments
Osceola County Tax Collector - Monthly Collection Report
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount/ (Penalties) Amount	Collection Cost	Gross Amount Received	Allocation by Fund		
					General Fund	Series 2014 Debt Service Fund ⁽¹⁾	Series 2015 Debt Service Fund ⁽¹⁾
ASSESSMENTS LEVIED FY 2024				\$ 4,502,795	\$ 2,758,501	\$ 1,204,385	\$ 539,909
Allocation %				100%	61%	27%	11.99%
11/10/2023	\$ 21,549	\$ 1,162.7	\$ 440	\$ 23,151	\$ 14,183	\$ 6,192	\$ 2,776
11/24/2023	\$ 248,290	\$ 10,556.5	\$ 5,067	\$ 263,914	\$ 161,679	\$ 70,590	\$ 31,645
12/11/2023	\$ 2,797,087	\$ 118,923.6	\$ 57,083	\$ 2,973,094	\$ 1,821,376	\$ 795,228	\$ 356,489
12/22/2023	\$ 133,910	\$ 5,234.9	\$ 2,733	\$ 141,877	\$ 86,917	\$ 37,949	\$ 17,012
1/10/2024	\$ 68,699	\$ 2,168.0	\$ 1,402	\$ 72,269	\$ 44,274	\$ 19,330	\$ 8,665
1/10/2024	\$ 11,526	\$ 363.8	\$ 235	\$ 12,125	\$ 7,428	\$ 3,243	\$ 1,454
2/8/2024	\$ 581	\$ 18.4	\$ 12	\$ 611	\$ 375	\$ 164	\$ 73
2/8/2024	\$ 49,231	\$ 1,093.2	\$ 1,005	\$ 51,329	\$ 31,445	\$ 13,729	\$ 6,155
3/8/2024	\$ 65,412	\$ 723	\$ 1,335	\$ 67,469	\$ 41,333	\$ 18,046	\$ 8,090
3/8/2024	\$ 980	\$ -	\$ 20	\$ 1,000	\$ 613	\$ 267	\$ 120
TOTAL	\$ 3,397,264	\$ 140,244	\$ 69,332	\$ 3,606,840	\$ 2,209,622	\$ 964,739	\$ 432,479

Collected in % 80.1%

TOTAL OUTSTANDING	\$ 895,955	\$ 548,880	\$ 239,645	\$ 107,430
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Note (1): Variance between budget and assessment levy is due to prepayments received during the budget process.

HARMONY
Community Development District

Cash and Investment Report
March 31, 2024

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account- Operating	Bank United	Checking Account	n/a	0.00%	\$715,581
Money Market Account	BankUnited	Money Market Account	n/a	5.25%	\$1,083,024
Subtotal					<u>\$1,798,605</u>

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2015 Interest Fund	US Bank	US Bank Open-Ended Cc	n/a	3.82%	\$6,767
Series 2015 Prepayment Fund	US Bank	US Bank Gcts	n/a	5.25%	\$383,391
Series 2015 Reserve Fund	US Bank	US Bank Gcts	n/a	5.25%	\$340,000
Series 2015 Revenue Fund	US Bank	US Bank Gcts	n/a	5.25%	\$612,952
Series 2014 Reserve Fund	US Bank	US Bank Gcts	n/a	5.25%	\$607,313
Series 2014 Revenue Fund	US Bank	US Bank Gcts	n/a	5.25%	\$1,350,363
Subtotal					<u>\$3,300,786</u>
Total					<u><u>\$5,099,391</u></u>

Subsection 5C

Check Register

HARMONY CDD

General Fund

INVOICE APPROVAL # 287

16-Apr-24

<u>Payee</u>	Invoice Number	A= Approval R= Ratification	Invoice Amount	Total
BENCHMARK LANDSCAPING LLC	76252	R	\$ 59,250.00	
	Vendor Total			\$ 59,250.00
CHARTER COMMUNICATION-ACH	1997518032824	R	\$ 119.98	
	19975000406924	R	\$ 123.96	
	Vendor Total			\$ 243.94
ELAN FINANCIAL SERVICES	032624-1777 ACH	R	\$ 1,831.24	
	Vendor Total			\$ 1,831.24
HARMONY	031524-203	R	\$ 13,323.58	
	041024-203	R	\$ 17,763.44	
	041024-204	R	\$ 7,963.10	
	Vendor Total			\$ 39,050.12
KUTAK ROCK LLP	3379534	R	\$ 2,760.50	
	Vendor Total			\$ 2,760.50
MARILYN ASH MOWER	4082024	R	\$ 208.41	
	Vendor Total			\$ 208.41
ORLANDO UTILITIES COMMISSION	041424-9921	R	\$ 13,268.19	
	Vendor Total			\$ 13,268.19

HARMONY CDD

General Fund

INVOICE APPROVAL # 287

<u>Payee</u>	Invoice Number	A= Approval R= Ratification	Invoice Amount	Total
PEGASUS ENGINEERING, LLC	227177	R	\$ 2,837.00	
		Vendor Total		\$ 2,837.00
POOLSURE	101295652912	R	\$ 312.50	
	101295653223	R	\$ 873.00	
	1012965653230	R	\$ 764.25	
	101295653468	R	\$ 578.25	
	101295652626	R	\$ 35.00	
	10129562625	R	\$ 60.00	
		Vendor Total		\$ 2,623.00
PROPET DISTRIBUTORS INC	145419	R	\$ 1,559.40	
		Vendor Total		\$ 1,559.40
TOHO WATER AUTHORITY - ACH	022024-8389ACH	R	\$ 15,600.28	
		Vendor Total		\$ 15,600.28
WASTE CONNECTIONS OF FL.	1490938W460	R	\$ 387.76	
		Vendor Total		\$ 387.76
				\$ 139,619.84