

*Poinciana*  
*Community Development District*

*Agenda*

*February 21, 2018*

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**AGENDA**

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# *Poinciana*

## *Community Development District*

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

February 14, 2018

**Board of Supervisors  
Poinciana Community  
Development District**

Dear Board Members:

The Board of Supervisors of Poinciana Community Development District will meet **Wednesday, February 21, 2018 at 11:00 AM at the Starlight Ballroom, 384 Village Drive, Poinciana, Florida.** Following is the advance agenda for the meeting:

1. Roll Call
2. Pledge of Allegiance
3. Public Comment Period
4. Approval of Minutes of the January 17, 2018 Board of Supervisors Meeting, December 13, 2017 Joint Board of Supervisors Meeting and Acceptance of Minutes of the January 17, 2018 Audit Committee Meeting
5. Review of RFQ Proposals and Selection of Firm to Provide District Engineering Services
6. Ratification of Ninth Amendment to Asset Sale and Purchase Agreement with Avatar Properties, Inc.
7. Ratification of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for the Fiscal Year 2017
8. Staff Reports
  - A. Attorney
    - i. Litigation Update
  - B. Engineer
    - i. Presentation on Stormwater Management System Inspection
  - C. District Manager
    - i. Action Items List
    - ii. Approval of Check Register
    - iii. Balance Sheet and Income Statement
  - D. Field Manager
    - i. Field Manager's Report
    - ii. Customer Complaint Log
    - iii. Clarke Environmental Aquatic Treatment Report
    - iv. Clarke Environmental Midge Treatment Report
    - v. Presentation on Pond Aeration Pilot System
9. Supervisor's Requests
10. Audience Comments
11. Other Business
12. Next Meeting Date – March 21, 2018
13. Adjournment

The second order of business is the reciting of the Pledge of Allegiance.

The third order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The fourth order of business is the approval of minutes from the January 17, 2018 Board of Supervisors meeting, December 13, 2017 Joint Board of Supervisors meeting and acceptance of the minutes from the January 17, 2018 Audit Committee meeting. All three sets of minutes are enclosed for your review.

The fifth order of business is the review of RFQ proposals and selection of a firm to provide District Engineering services. The selection criteria, ranking sheet and proposals are enclosed for your review.

The sixth order of business is the ratification of the ninth amendment to the asset sale and purchase agreement with Avatar Properties, Inc. A copy of the amendment is enclosed for your review.

The seventh order of business is the ratification of agreement with Berger, Toombs, Elam, Gaines & Frank to provide auditing services for the Fiscal Year 2017. A copy of the agreement is enclosed for your review.

The eighth order of business is Staff Reports. Section A is the Attorney's Report and an update on the litigation will be discussed under Sub-Section 1. Section B is the Engineer's Report. Sub-Section 1 is the presentation of the Annual Stormwater Management System Inspection Report. A copy of the report is enclosed for your review. Section C is the District Manager's Report. Sub-Section 1 includes the Action Items List for your review. Sub-Section 2 includes the check register for approval and Sub-Section 3 includes the balance sheet and income statement for your review. Section D is the Field Manager's Report. Sub-Section 1 will provide details of field issues going on in the community. Sub-Section 2 is a customer complaint log. Sub-Section 3 is the monthly aquatic treatment report from Clarke Environmental. Sub-Section 4 is the monthly midge treatment report from Clarke Environmental. Copies of all four items are enclosed for your review. Under Sub-Section 5, a preview of the pond aeration pilot system will be presented.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



George S. Flint  
District Manager

CC: Michael Eckert, District Counsel  
Michael Dell'Isola, District Engineer  
Brian Smith, Field Manager  
Darrin Mossing, GMS

Enclosures



**MINUTES**

MINUTES OF MEETING  
POINCIANA  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Poinciana Community Development District was held on Wednesday, January 17, 2018 at 11:31 a.m. in the Starlite Ballroom, 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Robert Zimbardi	Chairman
LeRue "Skip" Stellfox	Vice Chairman
Lita Epstein	Assistant Secretary
David Lane	Assistant Secretary

Also present were:

George Flint	District Manager
Michael Eckert	District Counsel
Michael Dell'Isola	District Engineer
Brian Smith	Field Manager
Russ Simmons	Inframark

*The following is a summary of the discussions and actions taken at the January 17, 2018 Poinciana Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited at the Audit Committee Meeting.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Approval of December 13, 2017 Meeting Minutes**

Mr. Zimbardi presented the minutes of the December 13, 2017 meeting. There were no corrections.

On MOTION by Mr. Stellfox, seconded by Mr. Lane, with all in favor, the Minutes of the December 13, 2017 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Engineering RFQ Submissions**

Mr. Flint recalled that previously, the Board authorized staff to issue a request for qualifications for District engineering services, under the Consultant’s Competitive Negotiations Act (CCNA). The selection of engineering services was based on qualifications, not price. GAI Consultants and Hanson, Walter & Associates submitted proposals. Since less than three proposals were received, the Board could choose to reject the bids and re-bid or accept them.

Ms. Epstein wanted to re-advertise, due to the RFQ being published during the holiday season. Mr. Flint stated that receiving one response was typical, because not many firms provide District Engineering services for CDDs. Mr. Zimbardi was surprised that Atkins did not bid. Mr. Eckert stated that there was a temporary agreement with GAI. After further discussion, there was Board consensus to defer this item to the February meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Audit Committee Recommendation**

Mr. Eckert requested the Board direct staff to negotiate a contract with the number one ranked firm, or the second ranked firm, if negotiations with the number one ranked firm failed.

On MOTION by Ms. Epstein, seconded by Mr. Lane, with all in favor, the Audit Committee ranking was approved and staff was authorized to negotiate an agreement with Berger, Toombs, Elam, Gaines & Frank to provide auditing services for the Fiscal Year 2017.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Addendum to GMS-CF, LLC District Management Agreement for Website Management and Dissemination Agent Services**

Mr. Eckert stated that, at the last meeting, the Board approved an addendum for Dissemination Agent and website services. Dissemination Agent services was \$5,000 and \$1,500 for website services.

On MOTION by Mr. Stellfox, seconded by Ms. Epstein, with all in favor, the Addendum to the GMS-CF, LLC District Management Agreement for Website Management and Dissemination Agent Services, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Two Pond Conveyances and Maintenance Responsibility**

Mr. Eckert requested that the Board authorize staff and the Chair to accept ownership of two ponds, subject to District Counsel and the District Engineer's final approval of the ponds and legal documents. If the District was not already maintaining the ponds, staff would negotiate a contribution from the developer, Avatar to the District, to cover operations and maintenance expenses, from now until September 30<sup>th</sup>. Mr. Dell'Isola was reviewing the as-builts. Mr. Zimbardi wanted to defer until all items were completed and problems were remedied. After further discussion, there was Board consensus to defer this item until the February meeting.

## **NINTH ORDER OF BUSINESS**

### **District Manager's Report**

#### **A. Presentation of Financial Statements**

Mr. Flint presented the financial statements that were prepared by Inframark through December 31<sup>st</sup>.

Ms. Epstein wanted to defer this item so that the District Manager could review the financials. Mr. Zimbardi requested for clarification on several items and for the District Manager to provide a variance report, explaining why many items were over 25% of budget. After further discussion, there was Board consensus to defer this item until the February meeting.

#### **B. Follow Up Items**

- i. Reconciliation of AV Homes Invoices**
- ii. Inframark Monthly Invoice (October, November and December)**
- iii. Floralawn Invoice**
- iv. Labor Staffing Invoices**

Mr. Lane voiced concern that many items were incomplete and Inframark's final payment. Mr. Eckert would speak to Inframark to ensure that accounts were adjusted accordingly. Ms. Epstein requested withholding Inframark's final payment until all items were accounted for and would provide a list of questions to the District Manager and District Counsel.

Mr. Flint eluded to an email from Mr. Koncar on transition issues. GMS was working through those items and was hoping to receive records in advance of the January 25<sup>th</sup> deadline. Inframark was making progress on the outstanding issues.

## **TENTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

#### **i. Litigation Update**

Mr. Eckert stated that the Supreme Court appeal was scheduled for all arguments on April 4, and the earliest time to issue bonds would be in the fall. Mr. Zimbardi asked if this meant that the bonds could not be issued until September and October. Mr. Eckert noted this was the case, and recommended having a joint meeting in May or June. Until then, individual meetings would be appropriate. Mr. Zimbardi asked when inspection deadline would occur. Mr. Eckert anticipated March or April, but there was discussion with the developer about extending that. At a future meeting, the Board will receive an amendment to extend the due diligence period.

Mr. Zimbardi asked about the developer's position on the extensions and increases on funding. Mr. Eckert noted that so far, the developer wanted to proceed with the transaction and understood that the cost increased. They were amenable to increasing the Funding Agreement and extending the due diligence period. Mr. Dell'Isola will verify if the ADA deficiencies were corrected. There was a proposal for an ADA Inspector to perform an inspection.

### **B. Engineer**

Mr. Dell'Isola reported that the Pond E-3 aerator was progressing. Mr. Simmons obtained one proposal and were waiting for responses from other electricians. The electrical work was estimated between \$12,000 and \$15,000, which was more than anticipated. Mr. Dell'Isola wanted to wait for additional quotes before proceeding. Mr. Zimbardi asked if Mr. Smith was apprised of the situation. Mr. Smith was not aware of it but would get up to speed. Mr. Flint would include it as an action item.

**C. Field Manager**

The Board requested that future Field Manager Reports have a larger font and pond numbers.

**ELEVENTH ORDER OF BUSINESS****Supervisor's Request**

Mr. Zimbardi stated that the dead tree at 232 Sorrento Road was on CDD property and asked whether it should be removed and replaced and by whom. Mr. Lane lives on Sorrento Road, and was not aware of the tree. Mr. Dell'Isola noted that it was an Oak tree, which Floralawn wanted \$3,500 to remove. Mr. Simmons would obtain additional proposals, but requested that the Board approve Floralawn's proposal, so the tree could be removed in the event there was a health, safety issue. Mr. Smith evaluated the tree and it was in a field, away from homes and the proposal included stump grinding.

On MOTION by Mr. Lane, seconded by Ms. Epstein, with all in favor, additional proposals would be solicited for the removal of the dead tree at 232 Sorrento Road, was approved in a not-to-exceed amount of \$3,500.

Mr. Stellfox asked about the Board vacancy. Mr. Eckert explained that when there is a vacancy, the remaining Board Members had the power to appoint someone now or advertise to the community to receive letters of interest, 10 days before the next meeting. Ms. Epstein wanted to send out an email blast to the entire community.

Mr. Flint announced that the next meeting was February 21, 2018.

**TWELFTH ORDER OF BUSINESS****Audience Comments**

Mr. Gene Birch, Vice President of the Fishing Club referred to the condition of culverts. Dick Federoff sent a follow-up email to Gary Moyer and Kathy Leo on December 3, 2015 and they were supposed to follow-up with a plan, but it's been five years without a solution. Mr. Birch recalled that there was an analysis of all ponds. Mr. Zimbardi confirmed that the District Engineer was evaluating all ponds.

Mr. Dell'Isola stated that there were some miter end sections with erosion, in the prior annual inspection. Ponds that were not being maintained or repaired, would be revisited. Ms.

Epstein requested a report on ponds that were supposed to be maintained. Mr. Zimbardi was disappointed that a resident had to come before the Board for something that should have been completed four years ago. Discussion ensued. Mr. Birch requested a copy of the report. Mr. Flint would provide.

Mr. Simmons reported on the skimmer boards. Most were repaired, but he was waiting for direction from Ms. Leo on whether the miter end sections needed to be replaced or rock placed around them. The purpose of the skimmer board was to keep trash out of the control structure, but brackets are cracking in half. Mr. Flint stated that skimmer boards could be repaired internally, but site contractors must perform the miter end work. Mr. Dell’Isola stated that it was hard to solicit contractors and harder to deal with the miter end sections during the wet season, as they were designed to be below the water surface.

Mr. Zimbardi requested a report on what work was outstanding that what was accomplished since the last meeting.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Epstein, seconded by Mr. Lane, with all in favor, the meeting was adjourned at 12:23 p.m.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

MINUTES OF THE JOINT MEETING  
OF THE POINCIANA & POINCIANA WEST  
COMMUNITY DEVELOPMENT DISTRICTS

The regular meeting of the Board of Supervisors of the Poinciana Community Development District and Poinciana West Community Development District was held Wednesday, December 13, 2017 at 1:00 p.m. at the Starlite Ballroom, located at 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum of the Poinciana CDD Board were:

Robert Zimbardi	Chairman
LeRue "Skip" Stellfox	Vice Chairman
Lita Epstein	Assistant Secretary
David Lane	Assistant Secretary

Present and constituting a quorum of the Poinciana West CDD Board were:

Charles Case, III	Chairman
Shirley Bzdewka	Assistant Secretary
Sidney Rosenberg	Assistant Secretary

Also present were:

Bob Koncar	General Manager, Severn Trent Services
Michael Eckert	District Counsel
Michael Dell'Isola	District Engineer
Kevin Plenzler	Fishkind & Associates, Inc.
Numerous Residents	

*The following is a summary of the discussions and actions taken at the December 13, 2017 Joint Meetings of the Poinciana CDD and the Poinciana West CDD Board of Supervisors.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

**A. Poinciana CDD**

Mr. Zimbardi called the meeting to order and called the roll. A quorum was established.

**B. Poinciana West CDD**



Mr. Case called the meeting to order and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS                      Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS                      Audience Comments**

- Brenda Taylor voiced objection to the special assessments.
- Beverly Gise commented on amenities.
- Hank Barren commented on AV Homes buy-down.
- Monic Master commented on bond issue.
- Dr. V commented on CDDs and increases in assessments.

**FOURTH ORDER OF BUSINESS                      Approval of Minutes of November 15, 2017 Joint Board Meeting**

**A.        Poinciana CDD**

Mr. Zimbardi stated each Board member received a copy of the Minutes of the November 15, 2017 Joint Board Meeting, and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Stellfox seconded by Ms. Epstein with all in favor, the Minutes of the November 15, 2017 Board Meeting were approved.

**B.        Poinciana West CDD**

Mr. Case stated each Board member received a copy of the Minutes of the November 15, 2017 Joint Board Meeting, and requested any additions, corrections or deletions.

On MOTION by Ms. Bzdewka seconded by Mr. Rosenberg with all in favor, the Minutes of the November 15, 2017 Board Meeting were approved.

**FIFTH ORDER OF BUSINESS                      Consideration of District Engineering RFQ Responses**

This item was deferred to the January meeting.

**SIXTH ORDER OF BUSINESS**

**Discussion of Status of Bond Validations**

Mr. Eckert provided an update on the bond validation.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing Relative to Imposition of Debt Service Assessments**

Mr. Eckert asked Bob Koncar to confirm, to which Mr. Koncar did confirm, that the notices of the public hearing were published and notices mailed as required by Chapters 170, 190 and 197.

**Poinciana CDD**

On MOTION by Mr. Stellfox seconded by Ms. Epstein with all in favor, the public hearing relative to imposition of debt service assessments was opened.

**Poinciana West CDD**

On MOTION by Ms. Bzdewka seconded by Mr. Rosenberg with all in favor, the public hearing relative to imposition of debt service assessments was opened.

**A. Presentation of New Engineer's Report**

Mr. Eckert commented the only change he is aware of from the last meeting is that there was a question in terms of the performing arts real estate being included in the report which has been corrected to include the performing arts center parcel in all references.

Mr. Dell'Isola confirmed Mr. Eckert's comment and additionally commented the only change was the exhibit and date of the report to coincide with today.

The residential unit count and the number of golf courses was addressed.

Mr. Dell'Isola noted the number of residential units is tied to the sale of assets number.

Mr. Eckert commented that the number of residential units should match the number that is in the assessment methodology which is the 5,595.

Mr. Eckert commented that the Board can approve subject to adjusting the phasing to properly reflect the correct number of units to 5,595, but phasing has no bearing on the total amount of assessments per unit.

Discussion ensued to confirm inclusion of the performing arts center.

There being no additional questions from the Poinciana CDD Board or the Poinciana West CDD Board;

Mr. Eckert asked, Mr. Dell'Isola based on your professional experience are the cost estimates in your Engineer Report reasonable and proper?

Mr. Dell'Isola responded yes they are.

Mr. Eckert asked and are you aware of any reasons to believe that the amenity project cannot be carried out by the District?

Mr. Dell'Isola responded no I am not aware of any.

#### **B. Presentation of New Assessment Methodology**

Mr. Eckert stated there have been no changes since the agenda has gone out and asked Mr. Kevin Plenzler of Fishkind & Associates to present the new assessment methodology.

Mr. Plenzler of Fishkind & Associates presented the new assessment methodology associated with the recreational facilities acquisition.

The following was noted:

- There have been no changes to this document as previously provided to you; Table 1 outlines the recreational facilities cost, Table 3 shows estimated amount of debt associated with recreational facilities acquisition totaling \$95,520,000, Table 4 has 5,595 units within Poinciana/Poinciana West subject to assessments, to which per unit assessment would not exceed \$17,072.39 in principal and \$1018.18 annually.
- Fishkind has analyzed the bond debt service assessments contained in the Master Assessment Report and find the assessments to be reasonably allocated.
- They found that a special benefit is received by the Districts' properties and owners associated with the recreational facilities acquisition.

Mr. Eckert commented instead of referencing *Solivita Grande* it can be referred to as *the other proposed community that is adjacent to this District but located in Osceola County primarily*, if the Board so agrees.

Mr. Iorio, of AV Homes, commented the term was used for some of the first phases so hence from this point on we are calling it *Solivita North*. It is on the north part of Cypress Parkway. Board members agreed with this term.

Mr. Eckert commented change of term to Solivita North will be incorporated.

The costs in Table 3 were discussed.

Question regarding bond issue, Table 3, to explain line items to which Mr. Plenzler explained the various standard transactional costs associated with bond issue.

Mr. Eckert explained the Net OID and the underwriter's discount, which is essentially the underwriter's fee, that it's an estimate and not final but including the assumption would be best until it is finalized; we will not know whether this fee would be there until we actually enter the bond market.

Mr. Eckert additionally explained that capitalized interest is a maximum estimate placed in order to accommodate for the time between when bonds are issued and when we actually start to collect assessment revenue; we want to provide for a period of time where we do not have to make payments until we start to collect assessment revenue.

Mr. Eckert additionally explained that cost of issuance includes a bond counsel fee, some of bond financing team agreement including litigation cost and things like that, DTC fees, trustee fees, district counsel fees, certification fees, at least half of which is due diligence cost to get to bond transaction.

Mr. Plenzler additionally explained that Net OID is the underwriter's "worst case scenario" estimate price to take the bonds to market, which may be less than as it appears now, but it will not go higher than the estimate. Mr. Eckert explained that debt service reserve is money that the bond holders lend to the District, which is put into a fund that meets obligations that cannot be met, which only the trustee can access and disburse; anything left over in the reserve would act as a credit towards and offset what people would have to pay in the last debt service assessment (which would be 30 years down the road); a standard requirement for any bond issuance.

Mr. Eckert asked, Mr. Plenzler in your professional opinion do the lands subject to the amenity assessments receive special benefits from the amenity improvement plan?

Mr. Plenzler responded yes.

Mr. Eckert stated I am going to ask you a series of questions here dealing with the types of benefits and ask after each one if you can signify by saying yes which means in your opinion that you agree that the benefits to the assessed property include the statement that I have made.

Mr. Eckert asked is it your opinion that some of the special benefits include ownership and control of the existing facilities and the programming of the same by the residents which results in increase use and enjoyment of the benefitted property?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include additional recreational facilities in the amount of an estimated \$11.2 million the scope of which is to be determined by residents which results in increased use and enjoyment of the benefitted properties?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include the reduced need for personal recreational facilities and equipment which results in an increased use and enjoyment of benefitted properties?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include reduced cost of ownership of the amenity facilities due to the District's exemption from state sales tax, some local property taxes and sovereign immunity limits on liability which results in lower costs of operation of facilities and a decrease O&M assessment lien on the benefitted property?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include low cost tax exempt financing available to the Districts which is not available to the club which results in lower capital costs and a decreased debt assessment lien on the benefitted properties?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include the elimination of club fees as a lien on the land within Solivita?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include a payoff of replaced club fees in 30 years compared to paying of club fees in perpetuity under the club plan which reduces the overall capital debt lien imposed on the benefitted properties?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include the fact that the CDD debt assessments are not subject to future increases as are current club fees which reduces the overall capital debt lien imposed on the benefitted properties?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include the ability to refinance CDD debt assessments in the future resulting in potential additional savings to residents which reduces the overall capital debt lien imposed on the benefitted properties?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include the developer's payment of CDD debt and O&M assessments on its lands which fees it is currently not required to pay under the club plan which reduces the need to asset benefitted properties to fund those amounts?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include limitation of Solivita North passes to non-residents which is currently not limited by the club plan and which results in number one, increase use and enjoyment of benefitted properties; and two, reduces the amount of O&M assessments to be levied on benefitted properties by limiting overcrowding, overuse etc.?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include the fact that the amenity facilities will not be subject to foreclosure as they are now, being that they are privately owned and subject to mortgage, which ensures continuous operation of the facilities which protects property values within the community?

Mr. Plenzler responded yes.

Mr. Eckert asked do special benefits include eventual resident ownership and operation of the sales and administration building which ensures the manner in which this facility will be utilized protecting property values within the community from a non-conforming use of the facility?

Mr. Plenzler responded yes.

Mr. Eckert asked do the special benefits include establishment of a capital reserve fund without materially increasing amounts paid where no fund has currently been established which results in a reduced O&M assessment lien on the benefitted properties to fund the same?

Mr. Plenzler responded yes.

Mr. Eckert asked in your professional opinion will the special benefits the lands will receive be equal to or in excess of the amenity assessments thereon when allocated as set forth in the methodology?

Mr. Plenzler responded yes.

Mr. Eckert asked in your professional opinion are the amenity assessments reasonably apportioned among the lands subject to assessments?

Mr. Plenzler responded yes.

Mr. Eckert asked in your professional opinion is it reasonable, proper, and just to assess the cost of the amenity improvement plan against the lands in the District in accordance with your methodology which results in the amenity assessments set forth in the final assessment roll?

Mr. Plenzler responded yes.

Mr. Eckert asked and finally is it your opinion that it is in the best interest of the District and its residents that the amenity assessments be paid and collected in accordance with the methodology in the Districts' assessment resolutions?

Mr. Plenzler responded yes.

Mr. Eckert stated thank you very much Mr. Plenzler.

There being no comments or questions from the Board, the next item followed.

**C. Solicitation of Public Comments**

Mr. Eckert invited public comments, limited to 3 minutes per person to comment, at which point the following comments were received from the public on the public hearing for the Poinciana CDD as well as the Poinciana West CDD.

Mr. Norm Gondel commented that benefit provided by assessment should be derived from the services provided by the assessment and that the benefits articulated today are benefits derived from the acquisition of the recreational amenities and are uncertain to determine what, if any, benefits would be derived thereafter from the services to be provided by the additional recreational requisition. He further stated that the Board should be advised to ask these questions and without it the vote would be uninformed.

Dr. Martin Kessler commented that he does not believe the amenity improvement plan can be valued.

Mr. Harry Zolad commented his concerns over the volatility of the bond market and its impact on how quickly and efficiently the acquisition should be handled; he requested that

questions towards Mr. Plenzler and the figures related to the reserves used for a 17 year old building be in writing somewhere for resident review.

Mr. Tom Paul commented confusion over the bond issue amount and the cost of the bond which exceed the bond issue, to which Mr. Eckert stated he can clarify these after the public hearing portion.

Mr. Jim Sachek commented that there are various perceptions of “value” generally and value as to the amenity center and that varying degrees of value does not necessarily mean any specific one is arbitrary and capricious.

Mr. Tom Sledasky commented his concern over evaluation of appraisal resulting in the prices that they see and wanted to know how would a third party buyer value these amenity center.

Mr. Pat Musto commented his concern over residents of new development using the existing amenities.

A Resident commented his concern over “hidden” fees, to which it was addressed that confusion is partly relieved by the different format.

Mr. Eckert encouraged all to check out the Q&A published on the District’s website that can address some of these questions.

A Resident wanted to know the status on the due diligence on all the properties to which it was answered that the inspection period was still open.

Mr. Terry Gwade commented that club fees collected thus far seems to have been collected as pure profit, commented on his concern over current trends in bond market to raise interest rates and the resulting increase cost to the homeowners, and commented that all those benefitting from the new amenity center should share the cost of the new facility.

Dr. Kessler commented there is no law stating Board Member should sit like mannequins to which Mr. Eckert said the Board has been advised not to engage in conversations with those who litigate against them.

A Resident commented that absent the resident’s opposition, this sale would not have gone through as of this moment.

Mr. Curtis T. asked what is the point of having people sit in the audience if people’s questions are not being answered.



Mr. Mike Stafford commented that he does not like Mr. Eckert telling the Board to not answer any questions and strongly stated it is a total farce.

Mr. Malcolm A. commented that it is unclear why the residents are paying for things that in his view should have been picked up by the Developer.

Ms. Janet Hamlet commented that the Board represent the residents and wished the Board happy holidays.

Mr. Tony Iorio with AV Homes explained the history of community and the acquisition of recreation amenities and thanked the Board for their representation of the community.

Mr. Mike S. commented that in his judgment, the value of debt should equal to the current amount of money it takes to run the facilities.

Mr. Richard M. commented that growing community has growing needs but that in his recollection only one Board member ever answered any questions.

No further public comment was offered.

**Poinciana CDD**

On MOTION by Mr. Zimbardi seconded by Mr. Stellfox with all in favor, the public comment period of the public hearing relative to imposition of debt service assessments was closed.

**Poinciana West CDD**

On MOTION by Ms. Bzdeuka seconded by Mr. Rosenberg with all in favor, the public comment period of the public hearing relative to imposition of debt service assessments was closed.

**D. Consideration of Resolutions Imposing Debt Service Special Assessments**

Mr. Eckert noted the following before consideration of Resolution:

AV Homes is liable to pay for debt assessments which will pay for the new facilities, so they are sharing in the cost.

In his opinion when you finalize assessments at a certain interest rate, the interest rate risk passes to the developer; so this District is not taking on interest rate risk above and beyond what is included in your assessment methodology.

The aspect of special benefit and whether or not this project provides a special benefit was heard by Judge McDonald and resolved in favor of the District and the judge did not overturn the valuation issue.

Discussion ensued with regard to the presented Resolutions.

Mr. Eckert described the Assessment Resolutions:

Section 1 sets forth the Board's authority to adopt the assessment resolution.

Section 2 makes certain findings based on the steps taken to date as well as the evidence presented at today's hearing.

Specifically, makes the finding that it is necessary to the public health, safety and welfare and in the best interests of the Districts that:

the Districts provide for the Amenity Improvement Plan;

the cost of the Amenity Improvement Plan be assessed against the lands benefitted by such improvements; and

the District issue bonds to finance the cost of the Amenity Improvement Plan.

Also, finds that the acquisition, construction and reconstruction of the Amenity Improvement Plan, and the sale and issuance of the Amenity Bonds, serves a proper, essential and valid public purpose and is in the best interests of the Districts, the landowners and residents.

Section 3 authorizes the acquisition, construction and reconstruction of Amenity Improvement Plan as set forth in the Engineer's Report.

Section 4 sets forth the estimated cost of the Amenity Improvement Plan.

Section 5 equalizes, approves, confirms and levies the Amenity Assessments.

Section 6 provides the process for finalizing the Amenity Assessments at the time of completion of the Amenity Improvement Plan.

Section 7 provides for the payment and collection of the Amenity Assessments.

Section 8 provides for the application of True-Up Payments for Poinciana CDD in the event the Developer develops less units than is presently planned (i.e. 3,945 total units).

Note that Poinciana West CDD has recently platted Phase 7F with the required number of units (i.e. 1,650 total units), so its resolution does not include a provision related to True-Up payments.

Section 9 (8 for PWCDD) provides that certain property owned by HOAs, POAs and government entities are exempt from the Amenity Assessments in accordance with Florida law.

Section 10 (9 for PWCDD) provides for the recording of an assessment notice in the public records of Polk County.

Remaining Sections are administrative in nature.

Mr. Eckert asked does anyone from the Poinciana CDD Board or the Poinciana West CDD Board want to make an adjustment to the assessments as you sit as an equalization Board?

Mr. Eckert explained in response to a Board member question that the Resolution becomes effective upon adoption but it does not certify for collection, meaning if the sale of amenities does not go through, then no assessments will be collected and another resolution would be prepared to nullify this resolution.

Mr. Eckert explained in response to a Board member question that Resolution is necessary now to have the assessments validated to ensure potential bondholders that the District has secured a revenue stream.

Mr. Eckert explained in response to a Board member question that the Board will have the judge's ruling on whether the club revenue income stream is legal prior to the closing of sale. In his view, a court opinion will be the best to support the legality of income stream.

Mr. Eckert explained in response to a Board member question that if the Florida Supreme Court decides against the District the course of action will be somewhat determined by what the Court may direct the District to do.

Mr. Eckert explained that the valuation issue was put in front of Judge McDonald and Judge McDonald approved the valuation method as a proper method of valuation.

There was concurrence from the Poinciana CDD Board members and the Poinciana West Board members that no one wanted to make an adjustment to the assessments as they sit on the Equalization Board.

#### **i. Poinciana CDD**

On MOTION by Mr. Lane seconded by Mr. Stellfox with Mr. Zimbardi, Mr. Stellfox, and Mr. Lane in favor and Ms. Epstein opposed, Resolution 2018-07, A Resolution Authorizing District Projects for the Acquisition, Construction and/or Reconstruction of Certain Amenities and Related Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by such Projects to pay the Cost Thereof; Providing for the Payment and the Collection of such Special Assessments by the Methods Provided for by Chapters 170, 190

and 197, Florida Statutes; Confirming the Districts Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies and Other Exempt Entities; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date was adopted.

**ii. Poinciana West CDD**

On MOTION by Ms. Bzdewka seconded by Mr. Rosenberg with all in favor, Resolution 2018-05, A Resolution Authorizing District Projects for the Acquisition, Construction and/or Reconstruction of Certain Amenities and Related Infrastructure Improvements; Equalizing, Approving, Confirming, and Levying Special Assessments on Property Specially Benefited by such Projects to pay the Cost Thereof; Providing for the Payment and the Collection of such Special Assessments by the Methods Provided for by Chapters 170, 190 and 197, Florida Statutes; Confirming the Districts Intention to Issue Special Assessment Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies and Other Exempt Entities; Providing for the Recording of an Assessment Notice; Providing for Severability, Conflicts and an Effective Date was adopted.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Comment**

- Mr. Case noted that all questions regarding the assessments have been previously addressed and information is available on the website.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

- Residents commented on the assessments.

**TENTH ORDER OF BUSINESS**

**Adjournment**

**A. Poinciana CDD**

There being no further business,

On MOTION by Ms. Epstein seconded by Mr. Stellfox with all in favor, the meeting was adjourned at approximately 2:45 p.m.

**B. Poinciana West CDD**

There being no further business

On MOTION by Mr. Rosenberg seconded by Ms. Bzdewka with all in favor, the meeting was adjourned at approximately 2:45 p.m.

**Poinciana CDD**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

**Poinciana West**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

MINUTES OF MEETING  
POINCIANA  
COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Poinciana Community Development District was held on Wednesday, January 17, 2018 at 11:00 a.m. in the Starlite Ballroom, 384 Village Drive, Poinciana, Florida.

Present were:

Robert Zimbardi	Chairman
LeRue "Skip" Stellfox	
Lita Epstein	
David Lane	
George Flint	
Michael Eckert	
Michael Dell'Isola	
Brian Smith	
Russ Simmons	

*The following is a summary of the discussions and actions taken at the January 17, 2018 Poinciana Community Development District's Audit Committee Meeting.*

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

Mr. Zimbardi called the meeting to order at 11:00 a.m. Board Members introduced themselves and a quorum was established.

**SECOND ORDER OF BUSINESS                      Pledge of Allegiance**

The Pledge of Allegiance was recited.

Mr. Zimbardi requested a moment of silence on behalf of Richard Kellogg who passed away.

**THIRD ORDER OF BUSINESS                      Audience Comments**

Mr. Donovan Brown, a resident, spoke about Mr. Kellogg.

**FOURTH ORDER OF BUSINESS**

**Approval of January 3, 2018 Meeting Minutes**

Mr. Zimbardi presented the minutes of the January 3, 2018 meeting. There were no corrections.

On MOTION by Mr. Lane, seconded by Ms. Epstein, with all in favor, the Minutes of the January 3, 2018 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Audit RFP Submissions**

Mr. Flint stated that four companies responded to the District's request for proposals, which were provided to the Board, along with a summary of each firm and a scoring sheet. All firms specialize in CDD audits.

Discussion ensued. Mr. Lane noted that Grau & Associates did not mention the District in their proposal. Mr. Eckert advised the Board to score based on experience, not whether or not the District was mentioned in a proposal.

*Ms. Epstein temporarily left the meeting.*

After further discussion, Berger, Toombs, Elam, Gaines & Frank received 100 points and was ranked number one, McDirmit Davis & Company received 98 points and was ranked number two, Grau & Associates received 97 points was ranked number three and Carr, Riggs & Ingram received 92 points and was ranked number four.

*Ms. Epstein returned to the meeting.*

On MOTION by Mr. Lane, seconded by Ms. Epstein, with all in favor, the ranking of Berger, Toombs, Elam, Gaines & Frank as number one, McDirmit Davis & Company as number two, Grau & Associates as number three, and Carr, Riggs & Ingram as number four was approved.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Epstein, seconded by Mr. Lane, with all in favor the Audit Committee meeting was adjourned at 11:31 a.m.

## SECTION V



## POINCIANA COMMUNITY DEVELOPMENT DISTRICT

### DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS

#### COMPETITIVE SELECTION CRITERIA

- 1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.
- 2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation of respondent; etc.
- 3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.
- 4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.
- 5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.
- 6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.
- 7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

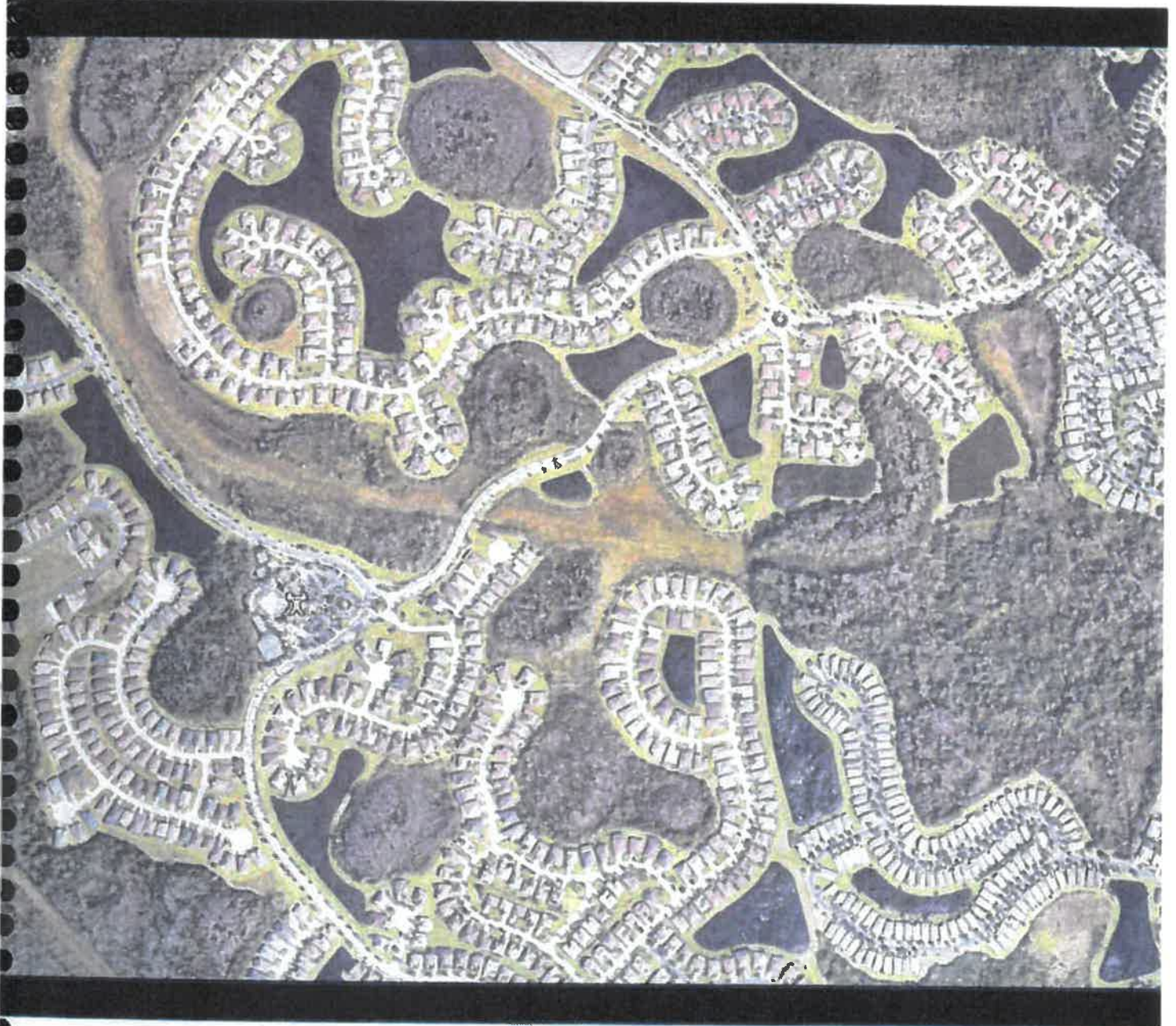
Consider the desire to diversify the firms that receive work from the District; etc.

**POINCIANA COMMUNITY DEVELOPMENT DISTRICT  
SCORING MATRIX FOR DISTRICT ENGINEER**

	<b>GAI Consultants, Inc.</b>	<b>Hanson Walter and Associates, Inc.</b>
<b>Ability and Adequacy of Professional Personnel</b> (Weight 25 Points)		
<b>Consultants Past Performance</b> (Weight 35 Points)		
<b>Geographic Location</b> (Weight 10 Points)		
<b>Willingness to Meet Time and Budget Requirements</b> (Weight 15 Points)		
<b>Certified Minority Business Enterprise</b> (Weight 5 Points)		
<b>Recent, Current, and Projected Workloads</b> (Weight 5 Points)		
<b>Volume of Work Previously Awarded to Consultant by District</b> (Weight 5 Points)		
<b>TOTAL POINTS</b>		

# THE POINCIANA COMMUNITY DEVELOPMENT DISTRICT

December 4, 2017



GAI Consultants, Inc.  
618 E. South Street  
Suite 700  
Orlando, FL 32801  
407.423.8398 | [gaiconsultants.com](http://gaiconsultants.com)



December 4, 2017

Severn Trent Management Services  
 Attn: District Manager's Office  
 313 Campus Street  
 Celebration, Florida 34747

### **District Engineer Request for Qualifications**

Dear Board of Supervisors:

GAI understands that Poinciana Community Development District (PCDD) is seeking a firm that can be proactive in stormwater maintenance and has the capability to support the amenity acquisition process and potentially those facilities in the future. GAI will serve as your advocate, and has been providing professional engineering services for nearly 60 years.

### **Uniquely Qualified Team**

GAI has assembled a team with the specific knowledge of the project and experience working with CDDs. This team will provide continuity and efficiency, to make quality of life in Solivita a priority. The team consists of:

- **Kathy Leo, PE, Lead District Engineer** – she will provide support directly to you, the Board of Supervisors, and leadership for the GAI team.
- **Anthony Call, PE, Civil Engineer** – served as design engineer for many portions of Solivita with a previous employer, he can provide helpful maintenance insight with the ponds.
- **Kristen Caborn, CPRE, FCP Amenity Support** – as former Parks Director for the City of St. Cloud, will provide hand-on, operational experience to the PCDD for the pending acquisitions.

### **Looking to the Future**

In a changing world, we understand that the way things have been done in the past may not be good enough looking forward. As the CDD matures we will adapt to those needs.

- We are committed to servicing the needs of the PCDD in a timely manner. We have worked closely with the Severn Trent staff in the past, and know this role will soon change. GAI has worked together successfully the incoming District Manager, George Flint, from Governmental Management Services. As our locations are located merely blocks from each other, we look forward to being able to coordinate projects efficiently with you.
- We will work together with Brian Smith, Field Manager from Governmental Management Services, and closely coordinate the field maintenance activities. In the last month, I have organized field maintenance conference calls—and expanded them to include those who manage the HOA contracts—to take a more holistic approach to stormwater management and, specifically, midge control. These calls would become a regular occurrence.
- We look forward to making more of the stormwater pond information digitally available and providing linkages on the PCDD website.

In addition to our qualifications and for a smooth transition, Atkins has agreed to support GAI as a subconsultant, if necessary. This amicable working relationship will give the PCDD the continuity needed while many matters are still in progress.

The GAI team is fully committed to performing the work in accordance with the terms of this proposal, and looks forward to the opportunity to be part of the PCDD staff. We will be committed resources whenever necessary throughout the duration of this contract. We stand ready to help you find innovative solutions for stormwater maintenance and management; articulate a vision for success; and anticipate varied requirements of designing, permitting, and constructing with the potential amenity acquisition.

You have my personnel commitment that GAI will serve the PCDD with the utmost respect and professionalism, while seamlessly performing the required duties of the District Engineer.

Sincerely,

**GAI Consultants, Inc.**

A handwritten signature in black ink, appearing to read 'K Leo'.

Kathleen Leo, PE  
 Principal in Charge



## Firm License and Statement

Firm: state license and authorized to do business in Florida

GAI Consultants, Inc., is a corporation organized under the laws of the State of Pennsylvania since 1958, and has been licensed to conduct business in the State of Florida since 1974.

### *State of Florida Department of State*

I certify from the records of this office that G-A-I CONSULTANTS, INC. is a Pennsylvania corporation authorized to transact business in the State of Florida, qualified on December 11, 1974.

The document number of this corporation is 833525.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on February 10, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Tenth day of February, 2017*



*Ken Detmer*  
**Secretary of State**

Tracking Number: OC574498385

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Licenses  
Professional Certification/Licenses

**GAI Consultants, Inc. - Engineering**

State of Florida  
Board of Professional Engineers  
Alonso that  
**Anthony S. Call, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019  
Audit No: 22820192511 R  
CA Lic. No: 9951

**Anthony Call, PE**

State of Florida  
Board of Professional Engineers  
Alonso that  
**Kathleen S. Leo, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019  
Audit No: 22820190555 R  
P.E. Lic. No: 51419

**Kathy Leo, PE**

State of Florida  
Board of Professional Engineers  
Alonso that  
**Gabriel N. Leyva, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019  
Audit No: 22820190456 R  
P.E. Lic. No: 66991

**G. Nick Leyva, PE**

State of Florida  
Board of Professional Engineers  
Alonso that  
**Keith Sigurd Haugdahl, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019  
Audit No: 22820190477 R  
P.E. Lic. No: 66676

**Kristin Caborn, CPRE, FCP**

National Recreation and Park Association  
Let it be known that  
**Kristin L. Caborn**  
has met the requirements of the Standards set forth by the  
National Certification Board  
and is hereby granted certification as a  
**Certified Park and Recreation Executive**

3/7/15  
11560  
3/7/18

**Keith Haugdahl, PE**

State of Florida  
Board of Professional Engineers  
Alonso that  
**Keith Sigurd Haugdahl, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019  
Audit No: 22820190477 R  
P.E. Lic. No: 66676

**Ryan Seacrist, LA**

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF LANDSCAPE ARCHITECTURE

LANDSCAPE ARCHITECT  
Ryan Andrew Seacrist  
998  
NOV 30 2017

SEACRIST, RYAN ANDREW  
4206 ANHISA AVENUE  
9102  
ORLANDO

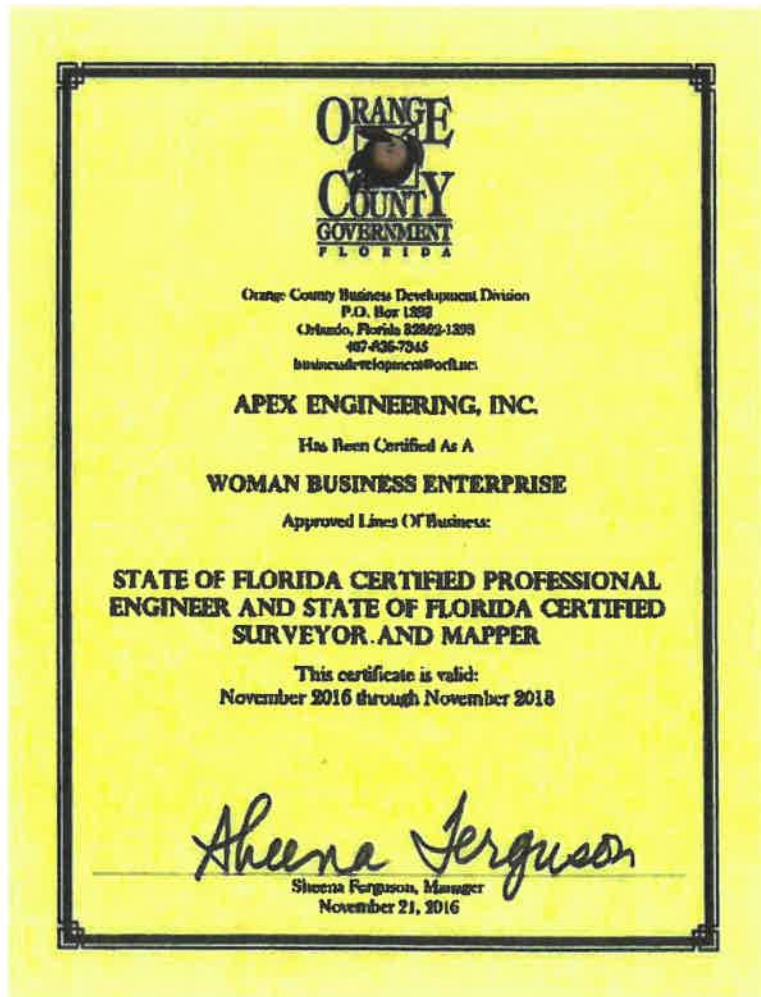
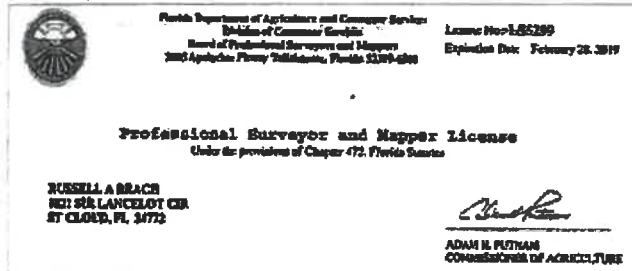
**Kristin Caborn, CPRE, FCP**

Office of the Attorney General  
FLORIDA CRIME PREVENTION TRAINING INSTITUTE  
Solely awards this certificate of recognition to  
**Kristin Caborn**  
as a  
Florida Crime Prevention Through Environmental Design Practitioner  
for the pursuit of professionalism through the completion of the  
65 Hours  
In witness whereof, this diploma has been signed by the Attorney General upon  
recommendation of the faculty on this  
28th Day of February, 2016

# Subconsultants Information and Licenses Certification/License ( M/WBE)

GAI relies on the professional services of various firms, and we select subconsultants on the basis of their talent and ability to contribute to the project effort. We have included Apex Engineering Inc., a certified WBE firm, to provide survey services. Apex was established in March 1994 and opened its surveying department in June 1999. The proposed staff is Apex's very own survey department manager, Russell A Brach, PSM, with over 28 years experience in the surveying field, including topographic, boundary, ALTA, utility, GIS, GPS, records research, review of title work, CADD. (Resume included in the SF330 section)

## RUSSELL A BRACH, PSM





# ARCHITECT – ENGINEER QUALIFICATIONS

## PART I – CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION <i>(City and State)</i> Engineering Services for The Poinciana Community Development	
2. PUBLIC NOTICE DATE 11/16/2017	3. SOLICITATION OR PROJECT NUMBER N/A

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Kathleen Leo, Vice President		
5. NAME OF FIRM GAI Consultants, Inc.		
6. TELEPHONE NUMBER 407-423-8398	7. FAX NUMBER 407-843-1070	8. E-MAIL ADDRESS k.leo@gaiconsultants.com

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

	(CHECK)			9 FIRM NAME	10 ADDRESS	11 ROLE IN THIS CONTRACT
	PRIME	J/V PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GAI Consultants <input type="checkbox"/> CHECK IF BRANCH OFFICE	618 E. South Street, Suite 700 Orlando, FL 32801	Civil Engineering Services
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apex Engineering <input type="checkbox"/> CHECK IF BRANCH OFFICE	PO Box 568891 Orlando, Florida 32856	Survey Services

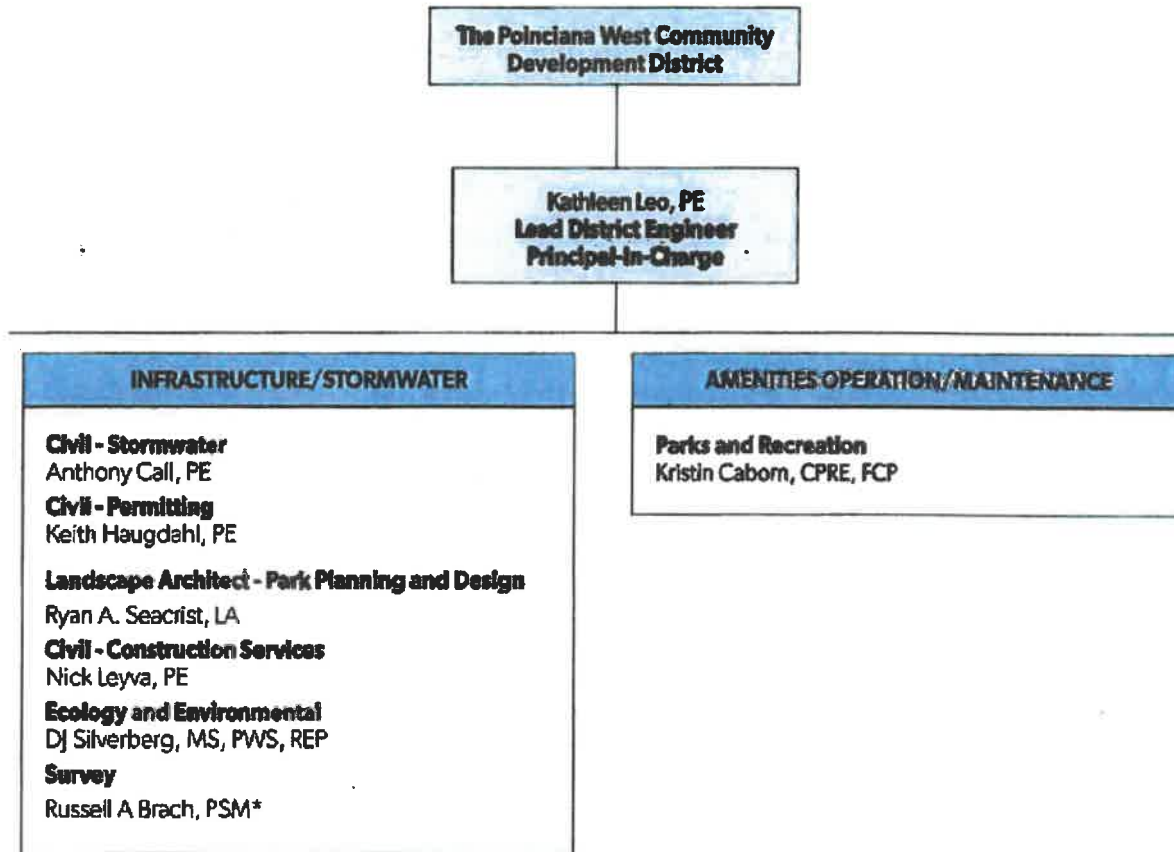
### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

AUTHORIZED FOR LOCAL REPRODUCTION



Organizational Chart



\* Subconsultant - Apex Engineering (MWBE)



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
 (Complete one Section E for each key person.)

12. NAME <b>Kathleen Leo, PE</b>	13. ROLE IN THIS CONTRACT <b>Lead District Manager Principal in Charge</b>	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
		24	<1

15. FIRM NAME AND LOCATION (City and State)  
**GAI Consultants, Orlando, FL**

16. EDUCATION (Degree and Specialization)  
**MS, Environmental Engineering,  
BS, Environmental Engineering;**

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  
**FL, Professional Engineer (PE)**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Ms. Leo is part of GAI's Infrastructure group. With 24 years of experience, she has a broad range of experience in the private, public, and federal markets. Ms. Leo is well versed in traditional, design-build, and integrated project delivery (IPD) contracting methods. Ms. Leo has been involved in over a dozen CDDs in Florida throughout her career. She understands the process from construction to acceptance of infrastructure by a CDD. She has authored numerous Engineer's Reports and has worked closely with District Attorneys and District Manager.  
**AFFILIATIONS:** ASCE, Regional Vice President, 2002; Association of Florida Community Developers; Commercial Real Estate Women's Network (CREW), Member; East Central Florida Branch, Past-President, 2001; East Central Florida Branch, President, 2000; Florida Engineering Society (FES); Lake County Bicycle and Pedestrian Advisory Committee

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Poinciana Community Development District (PCDD), Poinciana, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2000-2017	N/A

a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 District Engineer for continuing professional engineering services for PCDD, which included providing information, processing construction requisitions, processing and acceptance of utilities and stormwater systems, and budget assistance. As District Engineer, we prepared the engineering reports, which presented information pertinent to the financing of proposed improvements within the PCDD.

(1) TITLE AND LOCATION (City and State) <b>Poinciana West Community Development District (PWCDD), Poinciana, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2006-2017	N/A

b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 District Engineer for continuing professional engineering services for PCDD, which included providing information, processing construction requisitions, processing and acceptance of utilities and stormwater systems, and budget assistance. As District Engineer, we prepared the engineering reports, which presented information pertinent to the financing of proposed improvements within the PCDD.

(1) TITLE AND LOCATION (City and State) <b>Enterprise Community Development Districts (ECDD), Celebration, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2000-2017	N/A

c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Project Manager for services including preparing the engineering report that presented information pertinent to the financing of proposed improvements within the districts, and for district engineering services, operations assistance, and maintenance of district facilities. This project involved providing information, maps, graphics, legal descriptions, and sketches in support of the petition filed before the Florida Land and Water Adjudicatory Commission in accordance with Chapter 120, "Administrative Procedures Act" and Chapter 190, "Community Development Districts."

(1) TITLE AND LOCATION (City and State) <b>Urban Orlando CDD, Orlando, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2008-2016	N/A

d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 As Civil Engineer, worked with the CDD as part of a firm, along with 24 others in Central Florida, to write project worksheets for disaster recovery work completed following the 2004 hurricane season. Almost \$2 million of funding was requested from the Federal Emergency Management Agency (FEMA) for disaster work in this locale. The firm also assisted this community with any appeal efforts related to funding denials.



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
 (Complete one Section E for each key person.)

12. NAME <b>Kristin Caborn, CPRE, FCP</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
		16	1

15. FIRM NAME AND LOCATION (City and State)  
**GAI Consultants, Orlando, FL**

16. EDUCATION (Degree and Specialization)  
**MS, Recreational Studies, BS, Recreation**

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  
**FL, FCP, Florida Crime Prevention Training Institute, CPRE, National Recreation and Park Association**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Ms. Caborn has 16 years of extensive parks and recreation management and planning experience involving managing several multimillion-dollar parks and recreation projects, and providing master plan implementation and phasing plans services for public sector clients. Ms. Caborn thoroughly understands the municipal park planning process through her experience as a previous Parks and Recreation Director, where she was actively involved in all aspects of park planning, including extensive public involvement and facilitation. She is a Certified Park and Recreation Executive (CPRE), Florida Crime Prevention Through Environmental Design (CPTED) Practitioner (FCP), and was named to *Engineering News-Record's* Southeast Top 20 under 40 in 2015. AFFILIATIONS Florida Recreation and Parks Association (FRPA) Foundation Trustee, President, 2013-2014 Member of the first class of Certified Park and Recreation Executives through NRPA, Parks Liaison, Florida Design Out Crime Association, a Crime Prevention Through Environmental Design (CPTED) Network, Florida CPTED Practitioner, CPRE, National Recreation and Park Association

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Conceptual Plan, Construction Documents, and Construction Administration for Poinciana Community Park, Polk County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2012	2015

a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Project Manager. Design services for a conceptual plan of Poinciana Park, located in Polk County. Tasks included a site visit, meetings with Poinciana residents, a draft conceptual plan, development of a final, rendered conceptual plan, and park standard list for the 29-acre Poinciana Park.

(1) TITLE AND LOCATION (City and State) <b>Parks, Recreation, Pathways and Open Spaces Master Plan, Casselberry, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2017	N/A

b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Project Manager/Park Planner. GAI's Community Solutions Group (CSG), as a subconsultant, provided professional parks and recreation planning services to prepare a comprehensive Parks, Recreation, Pathways, and Open Spaces Master Plan for the City. Scope of services included master planning, inventory and analysis, needs assessment, visioning, implementation, and the Parks and Recreation Master Plan Final Report.

(1) TITLE AND LOCATION (City and State) <b>Parks and Recreation Continuing Services Contract, Osceola County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2016	N/A

c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Project Manager for this continuing services contract with Osceola County, which involved professional planning, design, and other support services for the County's Park and Recreation Department. Service included system master or sectional planning, site designs, landscape designs, architecture and engineering, environmental planning and engineering, permitting, natural resource management planning, and construction management or administration.

(1) TITLE AND LOCATION (City and State) <b>Mary Jane Arrington Gym and Aquatic Center - Vance Harmon Park, Poinciana, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2014	2016

d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Park Planner. The new 16,000-square-foot (sf) indoor facility includes a gym, fitness room, meeting rooms, locker rooms, and a warming kitchen. Outside features include a competition pool, fitness trail around the pond, a multi-use lawn for sports and outdoor activities, an event lawn, and an outdoor pavilion. High school swimmers in Poinciana will be able to compete at "home", thanks to the completion of this new facility.





**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Anthony Call, PE, LEED AP</b>	13. ROLE IN THIS CONTRACT <b>Site/Civil Design</b>	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
		24	4

15. FIRM NAME AND LOCATION (City and State)  
**GAI Consultants, Orlando, FL**

16. EDUCATION (Degree and Specialization) **MS, Civil Engineering Water Resources Management, BS, Civil Engineering**

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) **FL, Professional Engineer (PE)**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
Mr. Call specializes in civil engineering for land development, specifically design and permitting for large-scale residential developments. He oversees the design, plan production, and permitting for commercial/retail property development and other design projects. His abilities as a utility designer for residential and commercial sites includes: conceptual design, civil engineer services, and cost estimates for planning projects. Additionally, Mr. Call has been responsible for design and permitting, as well as staff management, budgeting, and schedules. He is a capable client representative at meetings, develops proposals and amendments, and leads design, entitlement and permitting activities. Mr. Call also performs shop drawing reviews and approvals and site walk-through, and prepares plan packages. He is adept in the following areas: residential roadways, earthwork and mass grading, stormwater, potable water, reclaimed/reuse water, wastewater systems, franchised utility design, and lot layout. **AFFILIATIONS:** American Society of Civil Engineers, Chi Epsilon Engineering Honor Society

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Solvita West, Polk County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2000	2008
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
a. Senior Project Engineer for the Solvita West Development, a 950-acre tract. He worked on the South Florida Water Management District (SFWMD) permits for all of five phases of construction. The stormwater management system includes 21 interconnected wet detention ponds and lakes and stormwater collection systems. The project included 1,650 homes, an amenities area, 70 acres of lakes and interconnecting ponds, stormwater collection systems, retention and detention systems, as well as a +250 ac wetland restoration area. The project was permitted through Polk County, SFWMD, and USACE.		

(1) TITLE AND LOCATION (City and State) <b>Wildlight Development, Nassua County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2017	2018
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
b. Project Manager for a 2,900-acre master planned community. Project includes single-family residential, multi-family residential, office, and commercial / retail. Services included: site planning, conceptual master planning, master utility design, lot grading, roadway design, mass grading, stormwater design including nutrient removal calculations.		

(1) TITLE AND LOCATION (City and State) <b>Sereno Phase 2, Polk County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2005	2006
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
c. Project Manager for services including, planning access roadways, stormwater collection systems, water, sanitary, and reclaimed water systems. The realignment of previously designed roadways into adjacent residential and industrial tracts was also required.		

(1) TITLE AND LOCATION (City and State) <b>Maitland West - Wright PD Concept Planning, Maitland, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2014	ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
d. Project Manager for a 34-acre mixed use development including commercial/retail, multi-family residential, and mini storage. Services included: site planning, conceptual master planning, underground stormwater design, utility design, grading, and roadway access design.		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
 (Complete one Section E for each key person.)

12. NAME <b>Keith Haugdahl, PE</b>	13. ROLE IN THIS CONTRACT <b>Design/Permitting</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>15</b>	b. WITH CURRENT FIRM <b>15</b>

15. FIRM NAME AND LOCATION (City and State)  
**GAI Consultants, Orlando, FL**

16. EDUCATION (Degree and Specialization)  
**BS, Civil Engineering**

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  
**FL, Professional Engineer (PE)**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Mr. Haugdahl specializes in engineering design, maintenance of traffic, and field inspection on land development projects for healthcare, entertainment, retail, and real estate clients. He is experienced in the following disciplines: stormwater management, water, sanitary analysis, modeling and design, grading design, horizontal layout and control, utility coordination, quantity take-offs, cost estimating, scheduling, specification writing, shop drawing review, construction monitoring, permitting, exfiltration design, traffic control, and construction drawing preparation.  
 Mr. Haugdahl assists with permitting for SJRWMD and SFWMD. He also assists with local government permitting required by the City of Orlando and Orange County, state government permitting for FDOT and FDEP, and federal government permitting to address FEMA flood permitting.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Eustis Master Stormwater Plan, Eustis, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2012</b>	CONSTRUCTION (if applicable) <b>2012</b>

a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Lead Project Engineer. The City of Eustis constructed a wet detention stormwater management facility for the downtown area. The stormwater is discharged into Lake Eustis with minimal treatment and attenuation. GAI's objective of the project was to "clean up" downtown stormwater runoff, including drainage flows from city, state, and county roads.

(1) TITLE AND LOCATION (City and State) <b>Victory Points Park, Clermont, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2016</b>	CONSTRUCTION (if applicable) <b>N/A</b>

b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Project Manager. One of the initial key catalyst projects identified in the Downtown Master Plan process completed by GAI's Community Solutions Group was Victory Pointe Park. The project is rooted in the need for a new stormwater facility on the west side of the city. It re-envisioned the typical stormwater pond approach to create a community amenity that will provide recreation, a wildlife habitat and a signature address for adjacent future development. The new park will receive stormwater from a significant portion of the downtown streets and will include a series of cascading filter marsh treatment areas designed to mimic native Florida environments—just part of a series of innovative stormwater strategies being developed to help improve water quality within Lake Minneola and expand development opportunities downtown.

(1) TITLE AND LOCATION (City and State) <b>City of DeBary General Engineering Services, DeBary, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2014</b>	CONSTRUCTION (if applicable) <b>N/A</b>

c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Lead Project Engineer. GAI provided general engineering services, including survey (topographic), civil engineering (design, permitting, and construction services), and growth management (land development).

(1) TITLE AND LOCATION (City and State) <b>Bonnet Creek Resort, Orange County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2008</b>	CONSTRUCTION (if applicable) <b>2011</b>

d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Project Engineer. Provided civil engineering services for a 40+-acre 5-star resort site that included one 1,000-room Hilton Resort, one 500-room Waldorf-Astoria Resort and Spa, one 1,500-space parking garage, and one 150,000-sf Conference Center.



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
 (Complete one Section E for each key person.)

12. NAME <b>Ryan A. Seacrist, PLA</b>	13. ROLE IN THIS CONTRACT <b>Park Planning and Design</b>	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
		15	15

15. FIRM NAME AND LOCATION (City and State)  
**GAI Consultants, Orlando, FL**

16. EDUCATION (Degree and Specialization)  
**BS, Civil Engineering**

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  
**FL, Professional Engineer (PE)**

18 OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Mr. Seacrist specializes in landscape architectural planning and design, with a background in residential design, parks master planning, and urban design. His skill set and experience includes, but is not limited to, master planning, comprehensive planning studies, site analysis, site/civil design, environmental restoration, and environmental assessment. Mr. Seacrist has been an integral team member on a variety of projects from the initial master planning and design phase through final site/civil design and construction drawings. Throughout the lifespan of a project, he is involved, hands-on, in the proposal process, master planning, construction plans, permitting, cost estimation, and construction administration. Mr. Seacrist is highly skilled in graphics and visualizations. He utilizes his proficiency in numerous computer graphics software, including Adobe Photoshop, InDesign and Illustrator, Google SketchUp, 3DS Max Design, AutoCAD, and ESRI ArcMap to artfully express design intent. Relevant Training/Courses: GAI University Advanced Project Management Training; 36-Hour Richard Chin USACE Wetland Training Course. Affiliations: ASLA, West Virginia Chapter.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Wildlight Development, Nassua County, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2017	2018

a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Landscape Architect for a 2,900-acre master planned community. Project includes single-family residential, multi-family residential, office, and commercial/retail.

(1) TITLE AND LOCATION (City and State) <b>Victory Pointe Park, Clermont, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2016	N/A

b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Project Manager. Landscape Architect for this 8-acre, \$8 million park on the shores of Lake Minneola. The park includes environmental restoration and a constructed stormwater filter marsh that will treat stormwater for the entire downtown basin in Clermont. The park also includes substantial recreational amenities, ranging from passive trails and observation areas to active lakefront events areas from which Clermont can stage its well-known, active triathlon, cycling, boating, and training activities.

(1) TITLE AND LOCATION (City and State) <b>Whispering Pines Park, Inverness, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2016	N/A

c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Landscape Architect. GAI's CSG assisted the City of Inverness on the preparation of a park master plan, brand/image design, and park wayfinding system for Whispering Pines Park, located on SR 44 and Forest Drive in Inverness.

(1) TITLE AND LOCATION (City and State) <b>Parks, Recreation, Pathways and Open Spaces Master Plan, Casselberry, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2016	N/A

d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
 Landscape Architect. GAI's CSG, as a subconsultant, is providing professional parks and recreation planning services to prepare a comprehensive Parks, Recreation, Pathways and Open Spaces Master Plan for the City. Scope of services included master planning, inventory and analysis, needs assessment, visioning, implementation, and the Parks and Recreation Master Plan Final Report.



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
*(Complete one Section E for each key person.)*

12. NAME <b>Nicolas Leyva, PE</b>	13. ROLE IN THIS CONTRACT <b>Construction Services</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>16</b>	b. WITH CURRENT FIRM <b>14</b>

15. FIRM NAME AND LOCATION (City and State)  
**GAI Consultants, Orlando, FL**

16. EDUCATION (Degree and Specialization)      17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  
**BS, Civil Engineering; BS, Architectural Engineering; AS, Architecture**      **FL, Professional Engineer (PE)**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Mr. Leyva specializes in civil, structural and utility infrastructure design. He designs a wide range of project types, from multifamily commercial to institutional projects, for private developers as well as healthcare, education and municipal clients. Mr. Leyva has extensive experience in designs for the food and hospitality industry. He has been a field representative, inspector, code compliance reviewer, and design team member for design build projects. Mr. Leyva has experience in the planning and site development of public, and public-private funded projects. He has been project coordinator of Community Development Block Grants (CDBG), municipal utilities, roadway and building projects, as well as federal and state projects funded by Housing and Urban Development Authority (HUD), Department of General Services (DGS), and FDOT.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Eustis Master Stormwater Plan, Eustis, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	<b>2012</b>	<b>2012</b>

a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE       Check if project performed with current firm  
 Project Engineer. Prepared construction documents for a wet detention pond to serve 38.67-acre drainage basin. Provided engineering design for wet detention pond, stormwater drainage system, water main relocation, sanitary sewer main relocation, wetland mitigation, maintenance of traffic, grading, and permitting through SJRWMD, FDOT, FDEP, CSX Railroad, and Lake County.

(1) TITLE AND LOCATION (City and State) <b>Victory Pointe Park, Clermont, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	<b>2016</b>	<b>N/A</b>

b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE       Check if project performed with current firm  
 Project Engineer. One of the initial key catalyst projects identified in the Downtown Master Plan process completed by GAI's Community Solutions Group was Victory Pointe Park. The project is rooted in the need for a new stormwater facility on the west side of the city. It re-envisioned the typical stormwater pond approach to create a community amenity that will provide recreation, a wildlife habitat, and a signature address for adjacent future development. The new park will receive stormwater from a significant portion of the downtown streets and will include a series of cascading filter marsh treatment areas designed to mimic native Florida environments—just part of a series of innovative stormwater strategies being developed to help improve water quality within Lake Minneola and expand development opportunities downtown.

(1) TITLE AND LOCATION (City and State) <b>City of DeBary General Engineering Services, DeBary, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	<b>2014</b>	<b>N/A</b>

c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE       Check if project performed with current firm  
 Project Engineer. GAI provided general engineering services, including survey (topographic), civil engineering (design, permitting, and construction services), and growth management (land development).

(1) TITLE AND LOCATION (City and State) <b>Streetscape Improvements, City of Inverness, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	<b>2016</b>	<b>N/A</b>

d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE       Check if project performed with current firm  
 Lead Project Engineer. Provided professional engineering services for various streetscape improvements. GAI designed street parking, pavement restoration, lighting fixtures, sidewalks and brick stamped concrete crosswalks, hardscape features, storm sewer inlets, exfiltration piping, and utility upgrades.



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
 (Complete one Section E for each key person.)

12. NAME <b>DJ Silverberg, PWS, REP</b>	13. ROLE IN THIS CONTRACT <b>Ecology and Environmental</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>29</b>	b. WITH CURRENT FIRM <b>21</b>

15. FIRM NAME AND LOCATION (City and State)  
**GAI Consultants, Orlando, FL**

16. EDUCATION (Degree and Specialization) <b>MS, Biological Sciences (Ecology);          BS, Biological Sciences (Marine)</b>	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>Professional Wetland Scientist (PWS): Environmental Professionals of Florida: Registered Environmental Professional (REP); Authorized Gopher Tortoise Agent, Florida Fish &amp; Wildlife Conservation Commission</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
 Mr. Silverberg, a Professional Wetland Scientist since 1995, has been conducting ecological consulting studies since 1987. He has conducted preliminary land use assessments, wetland delineations, and listed species evaluations for more than 600 sites throughout Florida; and wetland jurisdictional delineations for local, state, and federal regulatory programs. Permit applications for all levels of the U.S. Army Corps of Engineers (USACE) Permit Program, the Florida Department of Environmental Protection (FDEP), and various Florida Water Management District Environmental Resource Permit (ERP) programs. Mr. Silverberg specializes in client and regulatory agency interaction, technical writing, wetland delineation, plant identification, and project management. He has also identified and mapped plant communities, including seagrasses, through photo interpretation and field investigation.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>Eustis Master Stormwater Plan, Eustis, FL</b>	<b>2012</b>	<b>2012</b>
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Ecological Project Manager. Prepared construction documents for a wet detention pond to serve 38.67-acre drainage basin. Provided engineering design for wet detention pond, stormwater drainage system, water main relocation, sanitary sewer main relocation, wetland mitigation, maintenance of traffic, grading, and permitting through SJRWMD, FDOT, FDEP, CSX Railroad, and Lake County.	<input type="checkbox"/> Check if project performed with current firm	
<b>City of DeBary General Engineering Services, DeBary, FL</b>	<b>2014</b>	<b>N/A</b>
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Ecological Project Manager. Provided general engineering services, including survey (topographic), civil engineering (design, permitting and construction services), and growth management (land development).	<input checked="" type="checkbox"/> Check if project performed with current firm	
<b>Victory Pointe Park, Clermont, FL</b>	<b>2016</b>	<b>N/A</b>
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Ecological Project Manager for ecological studies and regulatory permitting support for the new double boat ramp and associated driveways, county road improvements, and boat/trailer parking facility encompassing approximately 3.5 acres. Services included design, permitting, and environmental.	<input checked="" type="checkbox"/> Check if project performed with current firm	
<b>Bear Lake Road Regional Stormwater Facility Apopka, FL</b>	<b>2016</b>	<b>N/A</b>
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Ecological Project Manager Conducted field studies, including qualitative wildlife surveys, vegetation community assessment, and wetland delineations for a regional stormwater management facility. Provided written reports, impact analyses, agency coordination and meetings, and permitting support for an ERP.	<input checked="" type="checkbox"/> Check if project performed with current firm	



**Apex Engineering, Inc**

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
 (Complete one Section E for each key person.)

12. NAME <b>RUSSELL A BRACH, PSM</b>	13. ROLE IN THIS CONTRACT Surveying	14. YEARS EXPERIENCE	
		a. TOTAL 30	b. WITH CURRENT FIRM 18

15. FIRM NAME AND LOCATION (City and State)  
**Apex Engineering, Orlando, FL**

16. EDUCATION (Degree and Specialization)  
**AAS, Construction Technology**

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  
**Professional Land Surveyor and Mapper,  
 Florida Registration**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Russell A Brach has over 30 years experience in the Surveying and Engineering field. In June 1999, he joined APEX Engineering Inc., as a principal in the firm directing the survey department. In 1990, the City of Kissimmee employed him as an Engineering Technician where he was involved with the design of water and sewer lines and the City's GIS. The City recognized his surveying capabilities, and in 1993 he became one of the first to use RTK GPS equipment in surveying and GIS data collection. He also performed numerous title searches and wrote legal descriptions for easements and City-owned property. His professional experience not only includes land surveying and abstracts of title, but also CADD and civil engineering. Mr. Brach is a Registered Land Surveyor and Mapper.

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION (City and State) <b>Toho Water Authority, FL</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2016	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveyor. Completed topographic/route survey for all of the roads in the Marydia Subdivision in Kissimmee, Florida, for conversion from septic systems to sanitary sewer. This was a level A survey. (Approximately 21,900 feet)	<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) <b>Toho Water Authority, FL</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2015	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveyor. Completed topographic/route survey for Osceola Parkway, from Centerview Blvd to Thacker Ave for sanitary force main. This was a level A survey. (Approximately 5,700 feet)	<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) <b>Orange County Public Works, FL</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2014	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Completed the asbuilts and record drawings for Clarcona-Ocoee Rd. West Segment. Approximately 13,700 feet in length. Also coordinated the machine control modeling for the project.	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) <b>Toho Water Authority, FL</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2013	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveyor. Completed topographic/route survey along Pleasant Hill Rd. for a water main interconnection. Also coordinated subsurface utility engineering. This was a level A survey. (Approximately 4,800 feet).	<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) <b>Orange County Utilities, FL</b>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2013	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveyor. Completing a topographic/route survey for the replacement of a force main running along International Drive and World Center Drive. (Approximately 15,000')	<input checked="" type="checkbox"/> Check if project performed with current firm	

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

1

21. TITLE AND LOCATION *(City and State)*

**Poinciana Community Development District (PCDD), Poinciana, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2000-2017

CONSTRUCTION *(if applicable)*

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

PCDD

b. POINT OF CONTACT NAME

District Bob Zimbardi, Chairman

c. POINT OF CONTACT TELEPHONE NUMBER

N/A

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

**Individual experience of Kathleen Leo, PE**

While at a previous firm, Kathy Leo provided continuing professional engineering services for the Poinciana Community Development District (PCDD). These services include providing information, processing construction requisitions, processing and acceptance of utilities and stormwater systems, and budget assistance. She prepared numerous engineering reports, which presented information pertinent to the financing of proposed improvements within the PCDD.

Note: GAL currently holds a contract with the PCDD to provide interim engineering services.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Individual experience of previous Firm	Orlando, FL	Civil Engineering



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

2

21. TITLE AND LOCATION (City and State) <b>Poinciana West Community Development District (PWCCD), Poinciana, Florida.</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2006-2017	CONSTRUCTION (if applicable) N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>PWCCD</b>	b. POINT OF CONTACT NAME <b>Charles Case, Chairman</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>N/A</b>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

**Individual experience of Kathleen Leo, PE**

While at a previous firm, Kathy Leo provided continuing professional engineering services for the Poinciana West Community Development District (PWCCD). These services include providing information, processing construction requisitions, processing and acceptance of utilities and stormwater systems, and budget assistance. She prepared the engineering report, which presented information pertinent to the financing of proposed improvements within the PWCCD.

Note: GAI currently holds a contract with the PCDD to provide interim engineering services.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME <b>a. Individual experience of previous Firm</b>	(2) FIRM LOCATION (City and State) <b>Orlando, FL</b>	(3) ROLE <b>Civil Engineering</b>
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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER  
**3**

21. TITLE AND LOCATION (City and State) <b>Enterprise Community Development District (ECDD), Celebration, Florida.</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2000-2017	CONSTRUCTION (if applicable) N/A

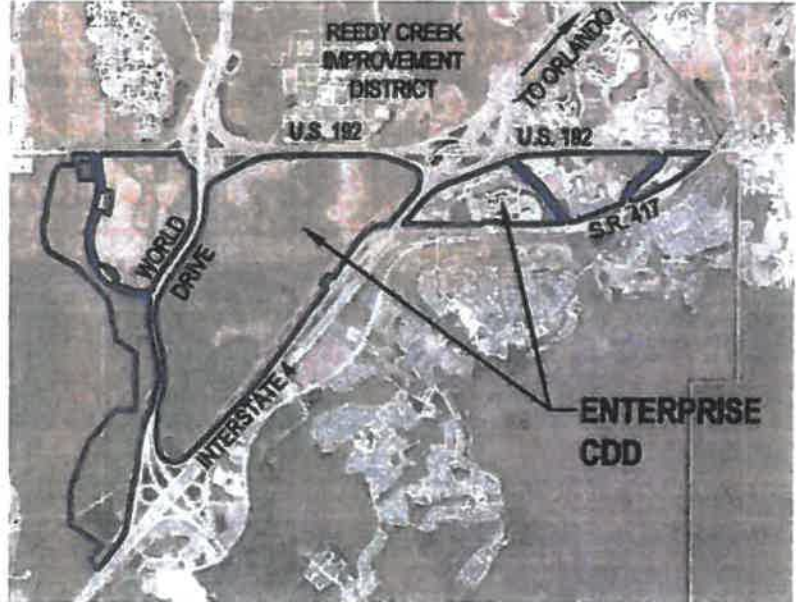
**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Enterprise Community Development Districts</b>	b. POINT OF CONTACT NAME <b>Gary Moyer</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>407.566.1935</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)**

**Individual experience of Kathleen Leo, PE**

While at a previous firm, Kathy Leo provided supporting information, maps, graphics, legal descriptions, and sketches in support of the petition filed before the Florida Land and Water Adjudicatory Commission in accordance with Chapter 120, "Administrative Procedures Act" and Chapter 190, "Community Development Districts." She prepared the engineering report that presented information pertinent to the financing of proposed improvements within the districts. She provided district engineering services, operations assistance, and maintenance of district facilities. The Enterprise Community Development District has owned and maintained the utility system that serviced the entire town of Celebration and its commercial corridors. Ms. Leo managed engineering functions including utility acquisition, easement requirements and stormwater management for the ECDD.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME <b>Individual experience of previous Firm</b>	(2) FIRM LOCATION (City and State) <b>Orlando, FL</b>	(3) ROLE <b>Civil Engineering</b>
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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

4

21. TITLE AND LOCATION (City and State)

Urban Orlando CDD, Orlando, Florida.

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2008-2016

CONSTRUCTION (If applicable)

N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

UOCDD

b. POINT OF CONTACT NAME

Gary Moyer

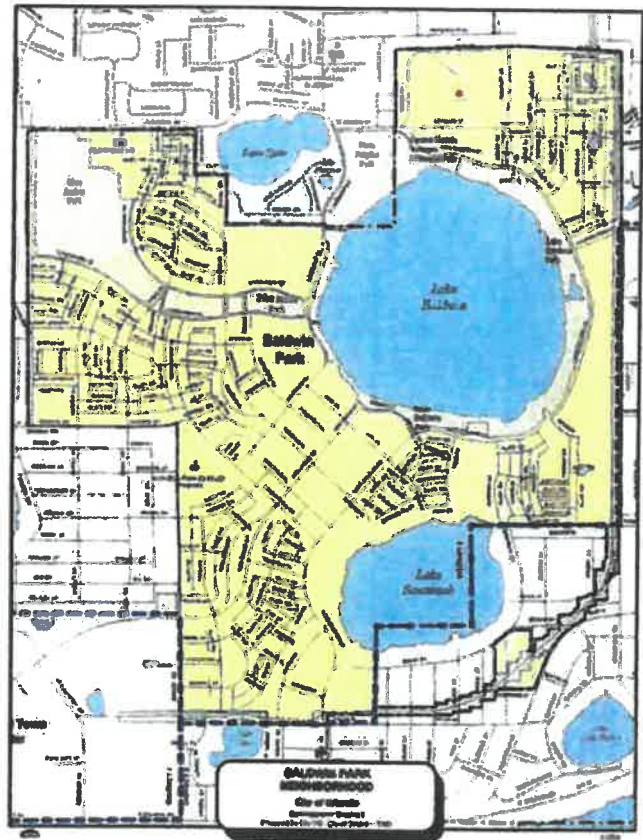
c. POINT OF CONTACT TELEPHONE NUMBER

407.566.1935

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

**Individual experience of Kathleen Leo, PE**

Kathy Leo, as District Engineer, supported the CDD for many years. In this capacity, she was responsible for the acquisition of District facilities while the community was under construction as infrastructure was conveyed from the developer to the CDD. In later years as the CDD became more of an operational entity, she supported the District staff with preparation of the annual budgets and preparation for monthly board meetings. The CDD owns and maintains several parks and alleyways. Support was provided to the field maintenance team for engineering issues and a unique pavement management system for long-term maintenance budgeting was implemented to save the district. In the 2004 hurricane season, Ms. Leo worked with the CDD to seek nearly \$2M in funding from the Federal Emergency Management Agency for disaster work with the CDD. A series of appeals was required, but funding was ultimately secured.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Individual experience of previous Firm	Orlando, FL	Civil Engineering



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER  
**5**

21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
<b>Lake Ashton CDD, Lake Wales, Florida</b>		PROFESSIONAL SERVICES 2010-2014	CONSTRUCTION (if applicable) N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Lake Ashton CDD</b>	b. POINT OF CONTACT NAME <b>George Flint – Government Management Services</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>407.841.5524</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

**Individual experience of Kathleen Leo, PE**

The Lake Ashton CDD was established in August 2000 as a special purpose district. The CDD is responsible for maintaining the buildings and roads within the CDD. As District engineer for several years, Ms. Leo's responsibilities included inspection and reporting on the District facilities; assisting in the preparation of the annual maintenance budget, attendance at all Board of Supervisors meetings, implementing the policies of the Board, and additional duties as directed by the Board. In this community, the CDD's responsibilities included roadway infrastructure, amenities, clubhouse, restaurants, etc.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME <b>Individual experience of previous Firm</b>	(2) FIRM LOCATION (City and State) <b>Orlando, FL</b>	(3) ROLE <b>Civil Engineering</b>
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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

21. TITLE AND LOCATION (City and State) <b>Solivita Community, Osceola and Polk Counties, Florida</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2010	CONSTRUCTION (if applicable) in progress

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Avatar Properties, Inc.	b. POINT OF CONTACT NAME Tony Iorio	c. POINT OF CONTACT TELEPHONE NUMBER 407.933.5000
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

**Individual experience of Anthony Call, PE.**

Mr. Call served as the design engineer for Solivita Property, Solivita East, Solivita Westm and Phase 1A of Solivita Grand. Solivita is an active adult community located in Poinciana. There are 16 residential neighborhoods, with approximately 6,100 residential units, a 36-hole golf course, and a village center. The project included extensive wetlands permitting, a stormwater system of lakes and interconnected ponds, internal and external roadway design, and full master utility infrastructure design. Additional phases of the project included Solivita Grand, with approximately 850 acres of land and 3,000-plus units; and Solivita West, with approximately 950 acres of land and 1,650 residential units. This project has spanned 17+ years in design, development, and construction.

Solivita Grand was to contain the design of a 3,000-plus unit active adult community. Phase 1A of the project consisted of 800 residential units, a stormwater management system, and a 15-acre village center. The project involved roadway design, stormwater design, water, sewer and reclaimed water system design, grading, and wetlands permitting.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME a. Individual experience of previous Firm	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Civil Engineer
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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER  
**7**

21. TITLE AND LOCATION <i>(City and State)</i> <b>Bay Laurel Center Community Development District, Marion County, Florida</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2009</b>	CONSTRUCTION <i>(if applicable)</i> <b>N/A</b>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Bay Laurel Center Community Development District</b>	b. POINT OF CONTACT NAME <b>George Flint</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>407.841.5524</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)***

The Bay Laurel Center Community Development District (BLCCDD) in Marion County, Florida, retained GAI to provide numerous professional utility consulting services related to the water, wastewater, and reclaimed water utility. These services involved GAI reviewing and evaluating the facilities, operations, financial performance, and revenue generation system, as well as providing recommendations for strengthening each area. Since 2008, GAI has worked to achieve funding stability and a rate structure to continue success, along with evaluation for a utility acquisition. More recently, GAI has continued to provide rate studies, financial updates, and annual system inspections/bond report development for the Utility.

PROJECT HIGHLIGHTS	
RATE STUDY	✓
MISCELLANEOUS CHARGE STUDY	✓
CAPITAL LINE CHARGE STUDY	✓
DUE DILIGENCE	✓
FINANCIAL CONDITION EVALUATION	✓
CONSULTING ENGINEER'S BOND REPORTS	✓

GAI previously completed a Comprehensive Utility Rate Study that provided rate structure and multi-year rate adjustment recommendations to maintain revenue sufficiency in support of the operations and maintenance and capital improvement initiatives of the Utility with respect to water, wastewater, and reclaimed water. Resulting recommendations by GAI included escalating user rates and charges by 4% for the subsequent 3 fiscal years, introducing a bulk water rate, and designing a new rate structure and rates for reclaimed water similar in structure to that of potable water.

Since, GAI has remained as the on-call engineer for all financial and rate related work, including routine reviews and updates to the rates and finances. This has included water, wastewater, reclaimed, miscellaneous and AFP1 charges. By providing an appropriate rate structure and updated rates for the Utility—taking into account both current operations and planned future capital improvement projects—GAI has helped the Utility to ensure continued financial health and successful operation while meeting its internal goals over the five year projection period.

Additionally, as part of the annual Bondholder compliance, GAI staff conduct annual site inspections, collect and review of operational data, and financial reviews to ensure the facility remains within performance and proper operation/maintenance.

Fee Cost \$206,500

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a:	(1) FIRM NAME <b>GAI Consultants</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Orlando, FL</b>	(3) ROLE <b>Civil Engineering</b>
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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

21. TITLE AND LOCATION (City and State) <b>Victory Pointe Park, Florida</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016	CONSTRUCTION (if applicable) N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER City of Clermont	b. POINT OF CONTACT NAME James Kinzler, CPM, EA	c. POINT OF CONTACT TELEPHONE NUMBER 352.241.7339
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)**

One of the initial key catalyst projects identified in the City of Clermont's Downtown Master Plan process completed by GAI's CSG was Victory Pointe Park.

The project is rooted in the need for a new stormwater facility on the west side of the city. It re-envisioned the typical stormwater pond approach to create a community amenity that will provide recreation, a wildlife habitat, and a signature address for adjacent future development.

The new park will receive stormwater from a significant portion of the downtown streets, and will include a series of cascading filter marsh treatment areas designed to reference native Florida environments—just part of a series of innovative stormwater strategies being developed to help improve water quality within Lake Minneola and expand development opportunities downtown. In addition to providing environmental improvements and serving as a development catalyst, the project establishes the adjacent lakefront as the location for the myriad special events hosted by the city, creating economic opportunities for merchants and restaurants not presently realized.

Construction Cost: \$8 M



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. GAI Consultants	Orlando, FL	Civil Engineering/ Landscape Architecture

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

21. TITLE AND LOCATION (City and State) <b>Eustis Master Stormwater Plan and Downtown Streetscape, Eustis, FL</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2012	CONSTRUCTION (if applicable) 2012

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER City of Eustis	b. POINT OF CONTACT NAME Rick Gierok, PE, Director of Public Works/ City Engineer	c. POINT OF CONTACT TELEPHONE NUMBER 352.551.0265
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost)

**Downtown Stormwater Master Plan**

The City of Eustis constructed a wet detention stormwater management facility for the downtown area. The stormwater is discharged into Lake Eustis with minimal treatment and attenuation. One of the main objectives of the project was to "clean up" downtown stormwater runoff, including drainage flows from city, state, and county roads. This reduced pollutants entering Lake Eustis, reduced localized street flooding, and established a proactive approach to meeting future state-imposed regulations for stormwater management pollutant removal and water quality.

Generally, the system's 39.70-acre drainage basin conveys stormwater via storm sewer systems consisting of approximately 3,400 linear feet of 36- to 96-inch RCP storm sewer pipe and associated manholes and inlet structures. Drainage flows run along SR 19, Grove Street, CR 44, Orange Avenue, and multiple city streets. A new 66-inch storm sewer outfall pipe was constructed to discharge the treated and attenuated stormwater runoff into Lake Eustis from the proposed pond.

**Downtown Streetscape**

GAI designed the streetscape along Magnolia Avenue and Eustis Street in the heart of the downtown section of the City of Eustis. Working with the City of Eustis's staff and the residents of Eustis, GAI's team studied each existing utility and the business entrances for site conditions. Extensive measures were developed and enacted to minimize impacts to the revenue stream of the adjacent businesses.

The streetscape encompasses four city blocks along the main shopping corridor of Downtown Eustis. In order to increase business and create a pedestrian-friendly corridor through downtown, the streetscape converted Magnolia Avenue and Eustis Street to two-way traffic, while increasing the pedestrian sidewalk areas. GAI performed the following services, including:

- Civil Engineering Design and Permitting – Stormwater Management Design, Master Stormwater Plans, Roadway Design, Street Improvement Master Plans
- Surveying – Topographic, Tree, and Field Locations
- Landscape Architecture – Pond Wetland Planting Plan
- Environmental – Endangered Species, Wetland Determination and Mitigation
- Utilities – Water System Planning, Design, and Permitting
- Permitting and Construction Phase Services

Construction Cost: \$5.7M



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a. (1) FIRM NAME GAI Consultants	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Civil Engineering
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**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**10**

21. TITLE AND LOCATION (City and State)

**Parks, Recreation, Pathways and Open Spaces Master Plan, Casselberry, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2016

CONSTRUCTION (if applicable)

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

City of Casselberry

b. POINT OF CONTACT NAME

Linda Moore, Recreation Manager

c. POINT OF CONTACT TELEPHONE NUMBER

407.262.7700, ext. 1301

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

GAI's CSG, as a subconsultant, is providing professional parks and recreation planning services to prepare a comprehensive Parks, Recreation, Pathways and Open Spaces Master Plan for the City. Scope of services included master planning, inventory and analysis, needs assessment, visioning, implementation, and the Parks and Recreation Master Plan.  
Fee Cost: \$30K

**PROJECT HIGHLIGHTS**

SITE DESIGN	✓
UTILITIES DESIGN/COORDINATION	✓
STORMWATER MANAGEMENT	✓
ACCESSIBILITY	✓
SUSTAINABILITY	✓
PERMITTING	✓
CONSTRUCTION ADMINISTRATION	✓
STRUCTURAL ENGINEERING	✓
LANDSCAPE ARCHITECTURE	✓



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
GAI Consultants	Orlando, FL	Sub- Master Planning





**H. ADDITIONAL INFORMATION**

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY ATTACH ADDITIONAL SHEETS AS NEEDED.

See the following Tab -Additional Information.

**I. AUTHORIZED REPRESENTATIVE**  
*The foregoing is a statement of facts.*

31. SIGNATURE

A handwritten signature in black ink, appearing to read 'K Leo', is written over a horizontal line.

32. DATE

December 4, 2017

33. NAME AND TITLE

Kathleen Leo, PE, Vice President

## Additional Information

### Qualification Statement for selection criteria

#### 1) Ability and Adequacy of Professional Personnel

We have established deep trusting relationships by performing on several long-term continuing contracts similar to this request. GAI has learned through working as an extension of staff for numerous municipalities that communication is essential to gaining consensus and project buy-in, resulting in cost-savings and schedule adherence for the clients.

GAI has a team of respected professionals with an excellent history in producing results for this effort. On section SF330- Standard Form 330 page D5, you will see our organizational chart that shows our staff. The team consists of:

- Kathy Leo, PE Lead District Engineer – she will provide support directly to you, the Board of Supervisors, and leadership for the GAI team.
- Anthony Call, PE, Civil Engineer – served as design engineer for many portions of Solivita at a previous employer and can provide helpful maintenance insight with the ponds.
- Kristen Caborn, CPRE, FCP Amenity Support – as former Parks Director for the City of St. Cloud, will provide hand-on, operational experience to the PCDD for the pending acquisitions.

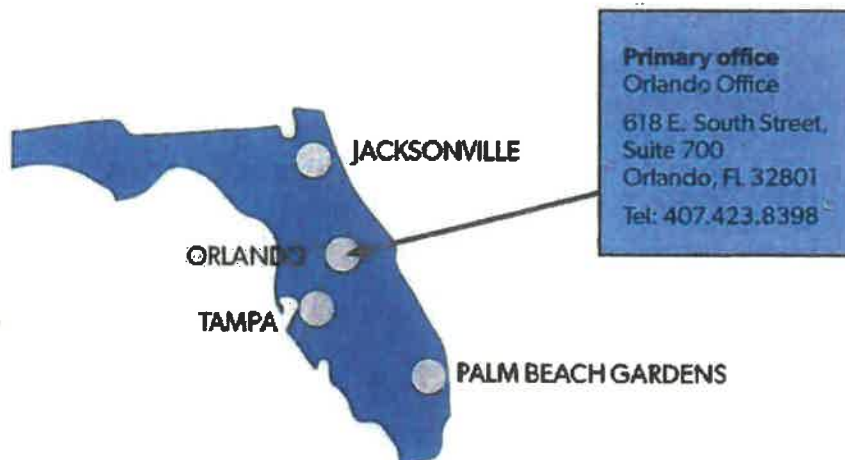
#### 2) Consultant's Past Performance

GAI team prides itself on our ability to listen and work together as one team with our clients. We will connect all project aspects to creatively think and communicate with a holistic approach to the PCDD. As shown in this proposal, GAI has the capabilities to provide multi-discipline professional services to support the engineering and planning projects that PCDD requires. As Principal in Charge, Kathy Leo will be the point of initial contact, receiving tasks and direction from the PCDD, and keeping the PCDD continuously informed of the project's progress. She will be supported by our team whose history of working experience will ensure seamless coordination as the project progresses. Ms. Leo currently is under contract with the PCDD to provide support on an interim basis as the district engineer. Additionally, she has held the previous contract providing services to include providing information, processing construction requisitions, processing and acceptance of utilities and stormwater systems, budget assistance, and prepared the engineering report, which presented information pertinent to the financing of proposed improvements within the PCDD. Ms. Leo also assisted in the original procedures of the PCDD and is well versed on all procedures and regulations pertaining to CDD.

#### 3) Geographic Location

Established in 1958 in Pittsburgh, Pennsylvania, we currently serves our clients from 24 office locations throughout the Eastern, Midwestern, and Southern United States. GAI has been serving municipal clients in Florida for the past 33 years.

GAI offices are strategically located to meet the needs of our clients. GAI's Orlando office will serve as the primary location through which all professional engineering services will be coordinated. We have additional Florida offices to provide support to the PCDD, including Tampa, Jacksonville and Palm Beach Gardens. All staff proposed are located in the Orlando office.





**4) Willingness to Meet Time and Budget Requirements**

Time is money! GAI understands that the ability to achieve successful projects is based on factors such as cost control, work quality, and schedule adherence. A project only meets a schedule if the work to be completed is carefully scoped, planned, budgeted, scheduled, and controlled. We will work with the PCDD to ensure tasks are completed in an efficient and timely manner.

GAI proposes holding a workshop with PCDD staff and the District Manager at the inception of the contract to develop new ways to run the various functions of the PCDD—as well as ensure that the GAI team will work most efficiently within the allocated budget.



**Staffing Rates**

**Staff Hourly Rates**

Below is GAI's rate schedule. Rates in the below table are "loaded" hourly rates and include all overhead, costs, and benefits per hourly unit rate.

Name	Role	Invoice Rate (hourly)
Kathy Leo, PE	Principal-In-Charge, Lead District Engineer	\$315.00
Kristin Caborn, CPRE, FCP	Parks and Recreation	\$195.00
Anthony Call, PE	Civil- Stormwater	\$230.00
Keith Haugdahl, PE	Civil- Permitting	\$175.00
Ryan Seacrist, LA	Landscape Architect	\$105.00
Nicolas Layva, PE	Civil- Construction Services	\$185.00
DJ Silverberg, MS, PWS, REP	Environmental	\$140.00
Russell A Brach, PSM*	Survey	\$161.46

\* Subconsultant - Apex Engineering (MWBE)

Rates are consistent with GAI's current interim engineering services contract. We will seek ways to find efficiency in district engineering services.

**5) Certified Minority Business Enterprise**

GAI Consultants, Inc., works in partnership with our clients to support their Disadvantaged Business Enterprise (DBE) programs. We advocate for minority- and woman owned business participation in our project work, and maintain strong relationships with a large number of DBE and W/MBE professional service firms. These firms complement our services by providing auxiliary resources, specialty services, and assistance in a variety of engineering, environmental, geotechnical, electrical, and public relations disciplines, ultimately allowing us to better serve our clients.

We have included Apex Engineering Inc. a certified WBE firm to provide survey services. Apex was established in March 1994 and opened their surveying department in June 1999, a small firm comprised of professionals who together represent more than 50 years experience in the civil, environmental, and surveying fields.

**6) Recent, Current and Projected Workloads**

GAI As a multi-disciplined national firm, GAI has many projects which are currently or scheduled to be in process. The project list below provides a summary of our current significant known projects which are most applicable to the team proposed.

Workload			
GAI Staff	Roles	Projected Commitment	Projected Availability
Kathleen Leo, PE	Lead District Engineer, Principal-In-Charge	40%	60%
Kristin Cabom, CPRE, FCP	Parks and Recreation	50%	50%
Anthony Call, PE	Civil - Stormwater	50%	50%
Keith Haugdahl, PE	Civil - Permitting	75%	25%
Ryan A. Seacrist, LA	Landscape Architect - Park Planning and Design	75%	25%
Nick Leyva, PE	Civil - Construction Services	75%	25%
DJ Silverberg, MS, PWS, REP	Ecology and Environmental	75%	25%

**7) Volume of Work Previously Awarded to Consultant by District**

GAI, led by Kathy Leo, PE, is currently is under contract with the PCDD to provide support on an interim basis as the district engineer. Additionally, she has held the previous contract providing services to include providing information, processing construction requisitions, processing and acceptance of utilities and stormwater systems, budget assistance, and prepared the engineering report, which presented information pertinent to the financing of proposed improvements within the PCDD. Ms. Leo also assisted in the original procedures of the PCDD and is well adept on all procedures and regulation pertaining to CDD.



# ARCHITECT-ENGINEER QUALIFICATIONS

1 SOLICITATION NUMBER (If any)

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a FIRM (or Branch Office) NAME <b>GAI Consultants, Inc. (Orlando office)</b>			3 YEAR ESTABLISHED <b>1958</b>	4. UNIQUE ENTITY IDENTIFIER <b>04-721-1677</b>
2b STREET <b>618 E. South Street, Suite 700</b>			5. OWNERSHIP	
2c CITY <b>Orlando</b>	2d STATE <b>FL</b>	2e. ZIP CODE <b>32801</b>	a TYPE <b>Corporation</b>	
2a POINT OF CONTACT NAME AND TITLE  <b>Robert A. Schanck, PE, Vice President</b>			b SMALL BUSINESS STATUS <b>N/A</b>	
2b TELEPHONE NUMBER <b>407.423.8398</b>		2c E-MAIL ADDRESS <b>r.schanck@gaiconsultants.com</b>	7. NAME OF FIRM (If Block 2a is a Branch Office) <b>GAI Consultants, Inc.</b>	
8a. FORMER FIRM NAMES (If any) <b>General Analytics, Inc.</b>			8b. YEAR ESTABLISHED <b>1958</b>	8c. UNIQUE ENTITY IDENTIFIER

### 9. EMPLOYEES BY DISCIPLINE

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b Experience	c Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
05	Archeologist	16		A06	Airports, Terminals and Hangars, Freight Handling	5
07	Biologist	19		B02	Bridges	6
08	CADD Technician	59	7	C15	Construction Management	7
12	Civil Engineer	108	20	C16	Construction Surveying	6
15	Construction Inspector	36	7	E01	Ecological & Archeological Investigations	6
19	Ecologist	8	1	E09	Environmental Impact Studies, Assessments or Statements	5
21	Electrical Engineer	9		E11	Environmental Planning	6
23	Environmental Engineer	29	2	E12	Environmental Remediation	4
24	Environmental Scientist	46	1	G02	Gas Systems (Propane; Natural, Etc.)	5
27	Foundation/Geotechnical Engineer	11		H07	Highways; Streets; Airfield Paving; Parking Lots	8
29	Geographic Information System Specialist	14		I03	Industrial Waste Treatment	6
30	Geologist	12		N03	Nuclear Facilities; Nuclear Shielding	7
38	Land Surveyor	14		P04	Pipelines (Cross-Country - Liquid & Gas)	8
39	Landscape Architect	9	6	P08	Pigning (Site, Installation, and Project)	5
42	Mechanical Engineer	15	1	P12	Power Generation, Transmission, Distribution	8
47	Planner: Urban/Regional	15	12	R03	Railroad; Rapid Transit	5
51	Safety/Occupational Health Engineer	1		S05	Soils & Geologic Studies; Foundations	6
57	Structural Engineer	18	4	S07	Solid Wastes; Incineration; Landfill	5
58	Technician/Analyst	201	13	S10	Surveying; Platting; Mapping; Flood Plain Studies	6
60	Transportation Engineer	38	7	S13	Storm Water Handling & Facilities	5
62	Water Resources Engineer	7		T02	Testing & Inspection Services	5
	Other Employees	181	47	W02	Water Resources; Hydrology; Ground Water	5
	<b>Total</b>	<b>863</b>	<b>128</b>	W03	Water Supply; Treatment and Distribution	6

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

(Insert revenue index number shown at right)

1. Federal Work	6
2. Non-Federal Work	10
3. Total Work	10

1. Less than \$100,000
2. \$100,00 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

### 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

1. SIGNATURE 	b. DATE <b>March 13, 2017</b>
2. NAME AND TITLE <b>Anthony F. Morrocco, PE, PLS, Executive Vice President</b>	

# Statement of Qualifications for Engineering Services



Submitted to:

Poinciana Community Development District

Submitted by:

Hanson, Walter & Associates, Inc.

Engineering • Surveying • Planning



# **HANSON, WALTER & ASSOCIATES, INC.**



**District Engineering Services  
for  
THE POINCIANA  
COMMUNITY  
DEVELOPMENT DISTRICT**

# **HWA** HANSON, WALTER & ASSOCIATES, INC.

PROFESSIONAL ENGINEERING, SURVEYING & PLANNING

December 4, 2017

Savenn Trent Management Services  
 Attn: Mr. Bob Koncar  
 The Poinciana Community Development District  
 313 Campus Street  
 Celebration, FL 34747

RE: Engineering Services

Dear Selection Committee:

*Hanson, Walter & Associates, Inc.* is pleased to submit our Statement of Qualifications to provide Professional Engineering Services to the Poinciana Development District project. We have provided quality and comprehensive Civil Engineering Services to various Central Florida private and public clients, including many residential subdivisions and a number of CDDs, for over 36 years and wish to continue being a part of the area's Growth and Progress as we continuously strive for Excellence in Client Care.

Our *HWA Team* offers the Poinciana Community Development District the benefits of:

- Knowledge and experience with an outstanding track record of success with local projects
- State-of-the-art expertise for efficient and cost-effective services
- Available manpower to provide responsive service
- Project insight acquired from previous experience with similar projects, utilized to provide a more timely completion, due to effective project management

I will serve as Principal in Charge, with Mark Vincutonis, P.E. as Contract Manager. Mark will oversee the contract and manage each assignment to ensure its successful completion. Santiago Machado, P.E., Craig Zetwo, P.E. and Robert Newberry, P.E. will all assist under Mark's direction. Combined, our management team assigned to this contract has over 140 years of experience in Civil Engineering Design and Permitting to ensure the essential Quality Control. They will be assisted by our other experienced Engineers/Designers, CAD Technicians and Administrative Staff. Our firm information and comprehensive approach to projects is provided under Section H of the attached SF330. Randy Hanson, P.S.M. and Carroll Castleberry, P.S.M. will direct and manage any Survey work required.

In summary, *Hanson, Walter & Associates, Inc.* is committed to the Poinciana Community Development District as we strive to improve the Quality of Life for Your Community. The selection of the *HWA Team* will ensure successful completion of the assigned project in a timely and cost-effective manner and ensures an exceptionally comprehensive work product for the Poinciana Community Development District.

Sincerely,

**HANSON, WALTER & ASSOCIATES, INC.**

*Shawn D. Huddle, P.E.*  
 Sr. Vice President

# ARCHITECT - ENGINEER QUALIFICATIONS



## PART 1 - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION <i>(City and State)</i> The Poinciana Community Development District	
2. PUBLIC NOTICE DATE 11-16-2017	3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Shawn D. Hindle, P.E. / Sr. Vice President		
5. NAME OF FIRM Hanson, Walter & Associates, Inc.		
6. TELEPHONE NUMBER 407-847-9433	7. FAX NUMBER 321-442-1045	8. E-MAIL ADDRESS Shindle@hansonwalter.com

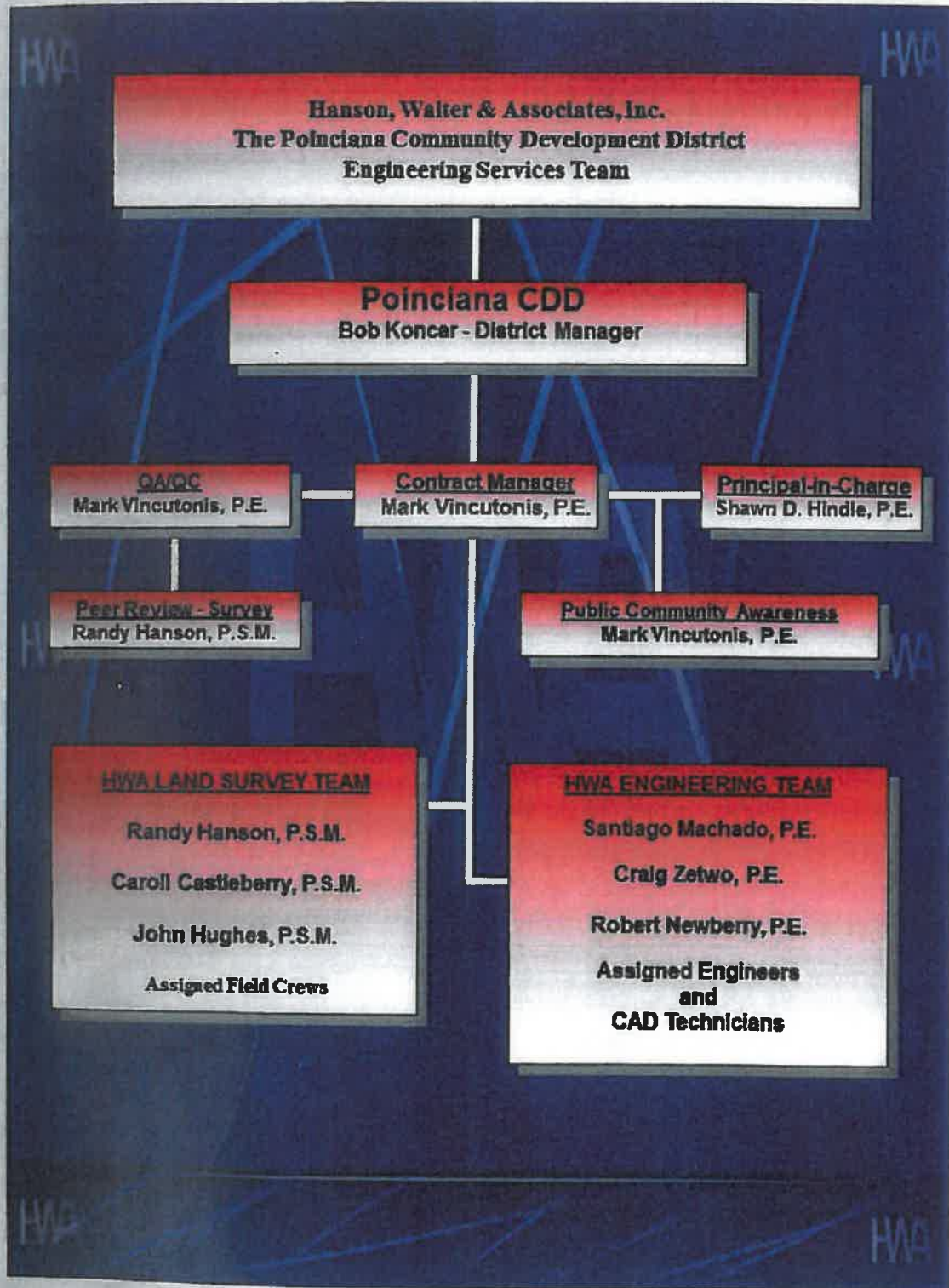
### C. PROPOSED TEAM *(Completes this section for the prime contractor and all key subcontractors.)*

#	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J.V.	PARTNER SUBCON- TRACTOR			
a.	<input checked="" type="checkbox"/>			Hanson, Walter & Associates, Inc.  <input type="checkbox"/> CHECK IF BRANCH OFFICE	8 Broadway, Suite 104 Kissimmee, FL 34741	Civil Engineer (and Land Surveying, if required)
b.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM	<input checked="" type="checkbox"/> (Attached)
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D. ORGANIZATIONAL CHART OF PROPOSED TEAM



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)			
12. NAME Shawn D. Hindle, P.E.	13. ROLE IN THIS CONTRACT Principal in Charge	14. YEARS EXPERIENCE a. TOTAL: 29 b. WITH CURRENT FIRM: 25	
15. FIRM NAME AND LOCATION (City and State) Hanson, Walter & Associates, Inc., Kissimmee, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) BSE/1989/ Engineering North Carolina State University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Florida Professional Engineer - 1989 (#48165)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Shawn Hindle brings over 29 years of Civil Engineering experience providing a depth of Services to clients in the public and private sectors. His experience includes serving as Project Manager for projects in civil site design, transportation, drainage including 6 major drainage studies, design/permitting for roadway projects in Central FL.			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) Osceola County Continuing Engineering Services- Osceola County, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES: 1998 CONSTRUCTION (if applicable): Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Project Manager for Civil Design & Permitting numerous Roadway Widening and Realignments, including Hoagland Blvd Ph 1 & 3, Old Lake Wilson Rd, Kissimmee Park Rd, Neptune Rd, Partin Settlement Rd, Bass Rd, Thacker Ave Ph 1 & 2 Pleasant Hill Rd; numerous Drainage Studies & Basin Improvements; Shingle Creek Shoaling.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) City of Kissimmee Continuing Engineering Services- City of Kissimmee, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES: 2009 CONSTRUCTION (if applicable): Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Project Manager for Civil Design & Permitting numerous roadway widenings and realignments, including Tohopekaliga Ave, MLK Blvd Ph 3; Drainage Studies: Mill Slough, East & West City Ditch, Columbia Ave, Regional Stormwater Management System, Stormwater Modeling; KPD/KFD Training Facilities.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) School District of Osceola County Continuing Engineering Services- Osceola County, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES: 2012 CONSTRUCTION (if applicable): Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. In addition to being the Project Manager for Civil Design & Permitting for Elementary, Middle & High Schools within Osceola and Polk Counties; continuing services for Design of numerous sidewalks (Safe Route to School Project), Traffic Studies, Bus Loop Modifications, etc.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Sunrise City Plaza, - Osceola County, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES: 2015 CONSTRUCTION (if applicable): 2017	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Project Manager providing Civil Engineering services for this Commercial retail project which included the drainage study and permitting of 5 master stormwater ponds for the 237.51 acre project, and the design and permitting the public lift station and the extension of the respective water, sewer and reuse system. This project also provided for the signal modification for the existing traffic signal at SR 535 and Poinciana Blvd.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Hoagland Boulevard Phase 3 Widening/Realignment- Osceola County, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES: 2016 CONSTRUCTION (if applicable):	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Project Manager of Civil Design and Permitting for proposed roadway to be designed as a four-lane urban typical section. The project includes construction documents and ROW maps, necessary permits for construction of approx. .08 miles of Pleasant Hill Rd for the intersection at US 17-92 to 1,200 ft N of Shingle Creek Bridge.		<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT <i>(Complete one Section E for each key person.)</i>			
12. NAME <b>Mark Vincutonis, P.E.</b>		13. ROLE IN THIS CONTRACT <b>Contract Manager / QA/QC</b>	
		14. YEARS EXPERIENCE B. TOTAL <b>23</b>	14. YEARS EXPERIENCE D. WITH CURRENT FIRM <b>23</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Hanson, Walter &amp; Associates, Inc., Kissimmee, Florida</b>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> <b>University of Central Florida - BS in Civil Engineering 1994</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> <b>Florida Professional Engineer (#54646)</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> <b>American Society of Civil Engineers - Osceola Chapter</b>			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Celebration CDD Celebration, Osceola County, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2015</b>	CONSTRUCTION <i>(if applicable)</i> <b>Ongoing</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Serves as District Engineer. Improvements have included design, permitting and construction of a New CDD maintenance facility, milling and resurfacing projects, stormwater pond and overflow weir repair projects.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Eagle Lakes - Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2011</b>	CONSTRUCTION <i>(if applicable)</i> <b>2011</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Manager in charge of the civil engineering design and permitting of the infrastructure for this 365+/- acre, 700 unit, 4 phase single-family residential project included in a significant environmentally sensitive area. Processed permits for community roadways, master stormwater management system and utilities through Osceola County, SFWMD and FDEP.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Remington CDD - Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION <i>(if applicable)</i> <b>Ongoing</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Serves as District Engineer. Improvements have included milling and resurfacing projects. Provided daily onsite inspections of the roadway reconstruction activities including logging asphalt quantities and temperatures, and directed the Contractor on field adjustments to better accommodate drainage challenges.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Brighton Lakes Phases 1 &amp; 2 - Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing for CDD</b>	CONSTRUCTION <i>(if applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Manager for the civil engineering design &amp; permitting of the infrastructure for Phases 1 &amp; 2 of this 500+/- acre residential development with 750 lots, a clubhouse and pool and satellite recreation areas integrated around several large wetland areas. Also currently serves as District Engineer for the Brighton Lakes CDD.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>River Ranch DRI - Polk County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION <i>(if applicable)</i> <b>Ongoing</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Manager, responsible for consulting team coordination and alternative design option civil engineering studies, for this 1,700+/- acre DRI in Polk County. Also responsible for the civil engineering design and permitting for the project's Aviation Club Estates redesign and timeshare cabins. Also designed and permitted remedial options for flooding associated with the Kissimmee River Restoration Project.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)			
12. NAME <b>Santiago Machado, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Engineer</b>	14. YEARS EXPERIENCE a. TOTAL <b>18</b> b. WITH CURRENT FIRM <b>16</b>	
15. FIRM NAME AND LOCATION (City and State) <b>Hanson, Walter &amp; Associates, Inc., Kissimmee, Florida</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>University of Miami - BS in Civil Engineering - 2000</b> <b>University of Miami - BS in Architectural Engineering - 2000</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida Professional Engineer (#62992)</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Professional Associations: American Society of Civil Engineers and Chi Epsilon (Honor Society)</b>			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) <b>Westside DRI and Westside CDD - Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing for CDD</b>	CONSTRUCTION (if applicable) <b>Ongoing for CDD</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>a. Project Manager responsible for the civil engineering design and permitting for this 1,031+/- acre mixed-use DRI, including extensive roadway improvements, master stormwater system and master utility systems. Also designed and permitted the infrastructure improvements for various development parcels. Also serves as District Engineer for the Westside CDD.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Shingle Creek Reserve at The Oaks and Overoaks CDD - Kissimmee, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing for CDD</b>	CONSTRUCTION (if applicable) <b>2007</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>b. Project Manager, responsible for the design and permitting of a storm water management system with a 25 acre pond and boat lift to access Shingle Creek. The storm water management system serves a 535-lot single family subdivision. Also serves as District Engineer for the Overoaks CDD.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Gramercy Farms, St Cloud, Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>c. Submitted a LOMR application to FEMA for review and approval for Phase 1 of the Gramercy Farms project consisting of 66 single-family lots. The submittal included drainage calculations for the site and surrounding basins draining through the site. Coordinated with HWA's Survey department for land surveying services for the development in support of the LOMR application.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>St. Cloud DRI Master Utility Planning - Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2008</b>	CONSTRUCTION (if applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>d. Project Engineer, responsible for the Master Utility Model and Design to serve 5 DRIs consisting of 26,800 residential units, 4.8 million sq.ft. of commercial space, and 9 schools.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Analysis of Flooded Roadways (for the City of Kissimmee) - Kissimmee, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2011</b>	CONSTRUCTION (if applicable) <b>2013</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>e. Project Engineer, responsible for collecting available data to determine the cause of localized flooding on designated roadways. Provided design alternatives and cost estimates for the most economical solution to minimize flooding and prepared final construction plans. Provided Phase 1 Construction Management services including but not limited to observation, addressing contractor RAIs, and close-out certifications.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	


E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)			
12. NAME <b>Craig Zetwo, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Engineer</b>	14. YEARS EXPERIENCE a. TOTAL <b>20</b> b. WITH CURRENT FIRM <b>9</b>	
15. FIRM NAME AND LOCATION (City and State) <b>Hanson, Walter &amp; Associates, Inc., Kissimmee, Florida</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>BSE/ 1998/Civil Engineering University Of Central Florida</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida Professional Engineer - 1998- (#61896)</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Mr. Craig Zetwo, P.E. has over 20 years of diverse engineering experience, in both the private and public sector. His expertise includes roadway design and traffic engineering as well as stormwater management.</b>			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) <b>MLK Blvd. /Thacker Ave. Mast Arm Signal Design - City of Kissimmee, Florida</b>		(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2015</b> CONSTRUCTION (if applicable) <b>2016</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>a. Project Engineer responsible for the civil engineering design and permitting of the Traffic Signal design for the intersection of MLK Blvd. at Thacker Ave. HWA also provided the civil and engineering design for the mast arm traffic signal.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>City of Kissimmee Humana Basin Drainage Analysis - City of Kissimmee, Florida</b>		(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2014</b> CONSTRUCTION (if applicable) <b>2015</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>b. Project Engineer responsible for providing a detailed floodplain model for the Humana Drainage Basin, with proper FEMA Guidelines for processing FEMA Letter of Map Revision. Flood elevations by the analysis were compared to the existing topographic/contour maps in order to evacuate the extent of flooding in the associated drainage basins per the FEMA guidelines.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Tuscan Isle, Poinciana - Osceola County, Florida</b>		(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2014</b> CONSTRUCTION (if applicable) <b>2016</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>c. Project Engineer responsible for the Civil Design and Permitting for a Senior Living Center located on 11 +/- acres on Marigold Ave in Poinciana, consisting of 92 /Assisted Living Units and 120 Independent Living Units.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Storey Lake Phases 1, 2, 3 and 3B- Osceola County, Florida</b>		(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2015</b> CONSTRUCTION (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>d. Project Engineer, responsible for the Civil Engineering Design and Permitting services for a 0.225 mile of urban roadway within a 61.47 acre residential development consisting of over 2,000 dwelling units (both resort and primary) in multiple phases. Design services also include a sales center, and amenity center with the develop. HWA also provided Post Design and Construction Certification Services including final Inspection.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Creekside @Boggy Creek Subdivision, Boggy Creek Road, Osceola County, Florida</b>		(2) YEAR COMPLETED PROFESSIONAL SERVICES <b>2015</b> CONSTRUCTION (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>e. Project Engineer responsible for the Civil Design and Permitting for a 313 Single Family Subdtvision, to include drainage analysis and LOMR processing.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	


E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)			
12. NAME <b>Robert Newberry, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Engineer</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>16</b>	b. WITH CURRENT FIRM <b>16</b>
15. FIRM NAME AND LOCATION (City and State) <b>Hanson, Walter &amp; Associates, Inc., Kissimmee, Florida</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>University of South Florida - BS in Civil Engineering (2003) and Graduate Certificate in Transportation System Analysis (2010)</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Florida Professional Engineer (#73104)</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) <b>Bellalago PUD/DRI - Poinciana, Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (if applicable) <b>Ongoing</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>a. Project Engineer, responsible for the civil engineering design and permitting of the water, wastewater and reuse systems, community roadways and stormwater management system for this 1,312+/- acre, mixed-use (primarily residential) community.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Isles of Bellalago, Poinciana, Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2007</b>	CONSTRUCTION (if applicable) <b>2006</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>b. Project Engineer, responsible for the civil engineering design and permitting of the infrastructure improvements including utility systems, stormwater management system and community roadways, for this 400+/- acre residential community.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Shoppes at Celebration Mixed Use Development, Osceola County,</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2013</b>	CONSTRUCTION (if applicable) <b>2013</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>c. Project Engineer, responsible for the civil engineering design and permitting of the infrastructure improvements including the paving, grading and drainage, and utilities for this 438 unit apartment complex and adjacent commercial development along the U.S. Highway 192 tourist corridor in Osceola County.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Publix at Partin Village - St. Cloud, Osceola County, Florida</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2011</b>	CONSTRUCTION (if applicable) <b>2012</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>d. Project Engineer, responsible for the utility design including potable water modeling and permitting, wastewater design including onsite lift station, and permitting of the utility improvements through FDEP for the build-out of this Publix shopping center.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>C.R. 545 (Old Lake Wilson Road) Widening - Osceola County,</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>2011</b>	CONSTRUCTION (if applicable) <b>2012</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>e. Project Engineer, responsible for the pond siting and permitting, and drainage infrastructure for the widening of this roadway from 2 lanes to 4 lane divided.</b>		<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)			
12. NAME Randy Hanson, P.S.M.	13. ROLE IN THIS CONTRACT Survey Principal in Charge	14. YEARS EXPERIENCE a. TOTAL 41 b. WITH CURRENT FIRM 37	
15. FIRM NAME AND LOCATION (City and State) Hanson, Walter & Associates, Inc., Kissimmee, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) Valencia Community College Land Surveying Technology		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Surveyor & Mapper in the State of Florida (#L4629)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Congress of Surveying & Mapping Florida Society of Professional Surveyors			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) Bellalago DRI - Poinciana, Osceola County, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable) Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Surveyor of Record for this 1,312+/- acre multi-phase, mixed-use (primarily residential) development. Services have included boundary, topographic, tree, and wetland jurisdictional line surveys, route surveys, subdivision platting and processing for approval, plat recording, creating legal descriptions and easements, construction layout, and as-built surveying.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Westside DRI and CDD - Osceola County, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing for CDD CONSTRUCTION (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Principal in Charge of Surveying Services for this 1,031+/- acre property. Services have included topographic, tree, and wetland jurisdictional line surveys, route surveys, subdivision platting and recording, creating legal descriptions and easements, construction layout, and as-built surveying. Provided legal descriptions for conservation easements, ponds and other parcels deeded to the CDD.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Eagle Lakes - Osceola County, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES 2011 CONSTRUCTION (if applicable) 2011	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Principal in Charge of Surveying Services for this 365+/- acre, 700 unit, 4 phase single-family residential project. Prepared subdivision platting and processing for approval and plat recording.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Poinciana PUD - Osceola & Polk Counties, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable) Ongoing	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Principal in Charge of Surveying Services, including but not limited to preparing boundary, topographic and tree surveys, to include wetland jurisdictional lines as necessary, and subdivision re-platting for this 48,000+/- acre development in Osceola and Polk Counties.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) ChampionsGate DRI, ChampionsGate, Florida		(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing CONSTRUCTION (if applicable)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Principal in Charge of Surveying Services, providing a boundary, topographic and tree survey and final subdivision platting for a Hampton Inn development parcel in Osceola County and a boundary, topographic and tree survey for a 100 acre, 8 ball field sports complex in Polk County.		<input checked="" type="checkbox"/> Check if project performed with current firm	


E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)			
12. NAME Carroll Castleberry, P.S.M.	13. ROLE IN THIS CONTRACT Survey Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 44	b. WITH CURRENT FIRM 21
15. FIRM NAME AND LOCATION (City and State) Hanson, Walter & Associates, Inc., Kissimmee, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) Moultrie Technical School Architectural Design Technology		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Surveyor & Mapper in the State of Florida (#L4226)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Florida Society of Professional Surveyors & Mappers Home Builders Association			
18. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) Bellalago DRI - Poinciana, Osceola County, Florida		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Project Manager for Surveying Services for this 1,312+/- acre multi-phase, mixed-use (primarily residential) development. Services have included boundary, topographic, tree, and wetland jurisdictional line surveys, route surveys, subdivision platting and processing for approval, plat recording, creating legal descriptions and easements, construction layout, and as-built surveying.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Westside DRI and CDD - Osceola County, Florida		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2008	CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Project Manager for Surveying Services for this 1,031+/- acre property. Services have included topographic, tree, and wetland jurisdictional line surveys, route surveys, subdivision platting and recording, creating legal descriptions and easements, construction layout, and as-built surveying. Provided legal descriptions for conservation easements, ponds and other parcels deeded to the CDD.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Remington CDD - Osceola County, Florida		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Project Manger for Surveying Services for the CDD of this 734+/- acre primarily residential development with an 18-hole golf course. Provided as-builts surveys, as needed, including for Remington Blvd. at the entrance at Lakeshore Blvd, and for the roadways within the Water's Edge neighborhood.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) ChampionsGate DRI, ChampionsGate, Florida		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Project Manager responsible for providing Surveying Services, including preping a boundary, topographic and tree survey and providing final subdivison platting for a Hampton Inn development parcel and preparing a boundary, topographic and tree survey for a 100 acre, 8 ball field sports complex.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Spring Lake at Celebration Phases 2 & 3 Celebration, Osceola County, Florida		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Project Manager for Surveying Services for Phases 2 and 3 of this 30-acre residential development in Celebration. Responsible for providing final subdivision platting for approval through Osceola County.		<input checked="" type="checkbox"/> Check if project performed with current firm	




<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F. for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 1
<b>21. TITLE AND LOCATION (City and State)</b> Westside DRI and Community Development District Osceola County, Florida		<b>22. YEAR COMPLETED</b>
		PROFESSIONAL SERVICES: Ongoing CONSTRUCTION (if applicable): 2008
<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> Maesbury Homes / Westside CDD	<b>b. POINT OF CONTACT</b> Paul Oxley / George Flint (G.M.S.)	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 407-361-0698 / 407-841-5524
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b>		
<p><b>Description of the Project:</b>                  Westside is a 1,031+/- acre, multi-phase, mixed use Development of Regional Impact property. In addition to improvements for individual parcels (both residential and commercial), master improvements have included the following:</p> <ul style="list-style-type: none"> <li>&gt; Westside Blvd. (4,200 feet of 4-lane divided arterial), Florence Villa Grove Road, Goodman Road and the widening of Funie Steed Road</li> <li>&gt; master stormwater management system</li> <li>&gt; master utility system</li> </ul>		
<p><b>Nature and Extent of Work:</b>                  HWA provided civil engineering design &amp; permitting, consulting and land surveying services for Maesbury Homes, the developer of the property. HWA processed permits for approval with Osceola County, SFWMD, ACOE, FDEP and FDOT. HWA also provided coordination with the developer's other consultants, including its geotechnical engineer, environmental consultant, landscape architect, and attorney. HWA provided post design services including bid preparation &amp; review and construction management.</p>		
<p><i>HWA also acts in the capacity of District Engineer for the Westside CDD and has provided engineering design, permitting, bidding and construction management services for all CDD improvements. HWA provided the CDD with a District Engineer's Report summarizing the status of all permit approvals and construction to facilitate the CDD's bond financing, and has also provided construction progress reports.</i></p>		
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
(1) FIRM NAME a. Hanson, Walter & Associates, Inc.	(2) FIRM LOCATION (City and State) Kissimmee, Florida	(3) ROLE Civil engineering and land surveying
(1) FIRM NAME b.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION (City and State)	(3) ROLE


F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>2</b>
21. TITLE AND LOCATION <i>(City and State)</i> <b>Bellalago</b> <b>Poinciana, Osceola County, Florida</b>		22. YEAR COMPLETED PROFESSIONAL SERVICES    CONSTRUCTION <i>(if applicable)</i> <b>Ongoing</b> <b>Ongoing</b>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER <b>AV Homes Inc.</b>	b. POINT OF CONTACT <b>Anthony Iorio, Jr.</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>863-427-7000</b>
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT		
<p><b>Description of the Project:</b> Bellalago is a 1,312+/- acre multi-phase, mixed-use (primarily residential) Development of Regional Impact property with extensive recreational facilities including a series of lakes connecting via a boat lift to Lake Tohopekaliga.</p> <p><b>Nature and Extent of Work:</b> <i>HWA</i> provided Civil Engineering Design and Permitting of all infrastructure improvements, including the community roadways, master water management system, water, wastewater and reuse utility improvements and recreational facilities.</p> <p><i>HWA</i> processed permits through Osceola County, the South Florida Water Management District, the Florida Department of Environmental Protection, and the Florida Department of Transportation, and coordinated with the client's environmental consultant for permitting through the U.S. Army Corps of Engineers, Florida Fish &amp; Wildlife Conservation Commission and the U.S. Fish &amp; Wildlife Service.</p>		
<p><i>HWA</i> has also provided Post Design services, including but not limited to construction observation, addressing contractor requests for additional information, review of pay requests, as-built review and close-out certifications.</p> <p><i>HWA</i> is the Surveyor of Record for the property and has prepared boundary, topographic, tree, wetland jurisdictional line surveys as necessary for the design of the project, as well as other survey services.</p>		
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME a. <b>Hanson, Walter &amp; Associates, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Kissimmee, Florida</b>	(3) ROLE <b>Civil engineering and land surveying</b>
b. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE




F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3
21. TITLE AND LOCATION <i>(City and State)</i> ChampionsGate and ChampionsGate CDD ChampionsGate, Osceola and Polk Counties, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES: Ongoing CONSTRUCTION <i>(if applicable)</i> : Ongoing
23. PROJECT OWNER'S INFORMATION		
ii. PROJECT OWNER RIDA Associates / ChampionsGate CDD	b. POINT OF CONTACT Marc Reicher / George Flint- GMS	c. POINT OF CONTACT TELEPHONE NUMBER 407-397-2500 / 407-841-5524
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT		
<p><b>Description of the Project:</b> ChampionsGate is a 1,000+ acre mixed use Development of Regional Impact property within Osceola and Polk Counties, containing a Omni Hotel, two 18-hole golf courses, residential areas, commercial areas, and office space.</p> <p><b>Nature and Extent of Work:</b> <i>HWA</i> has provided civil engineering design and permitting services for projects within the ChampionsGate development including a regional sports complex in Polk County that contains 8 baseball fields that will serve a nationwide baseball organization; a 55,000 s.f. convention center building in Osceola County adjacent to the existing Omni hotel; and a 150 room Hampton Inn in Osceola County adjacent to I-4. <i>HWA</i> has also provided land surveying services for the development, as needed</p> <p><i>HWA</i> also serves as the ChampionsGate CDD's District Engineer. Projects have included the milling &amp; resurfacing of 2,800 LF of ChampionsGate Blvd which involved preparing</p>		 <p>construction plans for this 4 lane divided roadway from I-4 to the County line including Maintenance of Traffic at the intersection with I-4, as well as paver replacement at crosswalks and intersection emblems. <i>HWA</i> also prepared a project bid manual, assisted with selecting a contractor and provided construction inspection services. <i>HWA</i> has also provided annual sitewide inspections and certification services for the CDD and regularly attends CDD Board meetings.</p>
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME a. Hanson, Walter & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Kissimmee, Florida	(3) ROLE Civil engineering and land surveying
(1) FIRM NAME b.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE


F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
		4
21. TITLE AND LOCATION <i>(City and State)</i> Brighton Lakes PUD and CDD Osceola County, Florida		22. YEAR COMPLETED
		PROFESSIONAL SERVICES Ongoing for CDD
		CONSTRUCTION <i>(if applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Engineered Homes / Brighton Lakes CDD	b. POINT OF CONTACT Igor Teplitsky / Gary Moyer-Severn Trent	c. POINT OF CONTACT TELEPHONE NUMBER 407-678-1661 / 407-566-1935
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT		
<p><b>Description of the Project:</b> Brighton Lakes is a 500+/- acre residential development in Osceola County, with approximately 750 lots, a clubhouse and pool and satellite recreation areas integrated around several large wetland areas. In addition to being the original design engineer for both phases of the project, <i>HWA</i> also acts in the capacity of District Engineer for the Brighton Lakes CDD.</p> <p><b>Nature and Extent of Work:</b> <i>HWA</i> designed and permitted the community's roadway, utility and stormwater infrastructure improvements serving the residential lots, permitting the project through Osceola County, SFWMD and the FDEP. <i>HWA</i> also coordinated with the client's environmental consultant for permitting through ACOE, the Florida Fish &amp; Wildlife Conservation Commission and the U.S. Fish &amp; Wildlife Service.</p> <p><i>HWA</i> has also provided various surveying services including BT&amp;T surveys, as-built surveys, LOMR processing, legal descriptions and platting services.</p>		
		
<p>Currently, <i>HWA</i> also serves as the CDD District Engineer and provides engineering and surveying support to the CDD Board and CDD Manager as well as attending CDD Board meetings upon request. More recent CDD projects have included annual sitewide inspections of CDD owned facilities, evaluating the guardhouse re-location, installation of speed humps, installation of an entrance feature flag pole, and evaluation of roadway flooding during the hurricanes and October 2011's extreme near 100-year rainfall event.</p>		
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME a. Hanson, Walter & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Kissimmee, Florida	(3) ROLE Civil engineering and land surveying
(1) FIRM NAME b.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE




<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 5
<b>21. TITLE AND LOCATION (City and State)</b> Spring Lake @ Celebration and Celebration CDD Celebration, Osceola County, Florida		<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES: Ongoing CONSTRUCTION (if applicable): Ongoing
<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> David Weekley Homes / Celebration CDD	<b>b. POINT OF CONTACT</b> Jeff Barrett / Gary Moyer (Severn Trent)	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 678-812-2051 / 407-566-1935
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b>		
<p><b>Description of the Project:</b>                  Spring Lake at Celebration Phases 2 &amp; 3 is a 30 +/- acre residential development in the Town of Celebration, consisting of 101 single family lots and 74 attached multi-family lots, open space mews, rear lot access alley-ways, and stormwater management ponds. In addition to being the design engineer for phases 2 and 3 of this project, <i>HWA</i> also serves in the capacity of District Engineer for the Celebration Community Development District.</p> <p><b>Nature and Extent of Work:</b>  <i>HWA</i> designed and permitted the project's infrastructure including the roadways, alley-ways, stormwater systems, water, sewer and reclaimed water systems, and on-street parking serving the residential lots. In addition, services included permitting the construction plans through Osceola County, FDEP, Reedy Creek Improvement District, The Celebration Company, and the South Florida Water Management District as well as preparing and processing the Final Subdivision Plats through Osceola County.</p>		
		<p>For the Celebration CDD, <i>HWA</i> has provided alley-way resurfacing plan preparation, bidding, and construction inspection services, and has also provided coordination and negotiation of the necessary repairs with Osceola County for the public roadways' acceptance years after they were built, but forgotten to be turned over by the original development team. Ongoing services include topographic surveying services, annual inspections, drainage structure and overflow weir repair plans and inspections as well as special requests or projects as directed by the Board.</p>
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
(1) FIRM NAME a. Hanson, Walter & Associates, Inc.	(2) FIRM LOCATION (City and State) Kissimmee, Florida	(3) ROLE Civil engineering and land surveying
(1) FIRM NAME b.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION (City and State)	(3) ROLE





<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>6</b>
21. TITLE AND LOCATION <i>(City and State)</i> <b>Overoaks Community Development District</b> <b>Kissimmee, Osceola County, Florida</b>		22. YEAR COMPLETED <b>Ongoing</b>
		PROFESSIONAL SERVICES <b>Ongoing</b>
<b>23. PROJECT OWNER'S INFORMATION</b>		
a. PROJECT OWNER <b>Overoaks CDD c/o Severn Trent</b>	b. POINT OF CONTACT <b>Gary Moyer</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>407-566-1935</b>
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <p><b>Description of the Project:</b>                  The Oaks is a 535-lot single-family residential community with an 18-hole golf course. In addition to having provided the civil engineering design and permitting for the project, <b>HWA</b> acts in the capacity of District Engineer for the CDD, providing engineering design, bidding and construction management services for various improvements.</p> <p><b>Nature and Extent of Work:</b>                  Improvements have included but are not limited to the following:</p> <ul style="list-style-type: none"> <li>&gt; community roads</li> <li>&gt; stormwater management system</li> <li>&gt; civil engineering improvements for a boat ramp and boat lift</li> </ul> <p><b>HWA</b> provides coordination with the CDD's other consultants, including its geotechnical engineer, environmental consultant, landscape architect, attorney, and management company staff.</p> <p><b>HWA</b> prepared a District Engineer's Report outlining the cost of all improvements.</p>		
		
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
(1) FIRM NAME a. <b>Hanson, Walter &amp; Associates, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Kissimmee, Florida</b>	(3) ROLE <b>Civil engineering</b>
(1) FIRM NAME b.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 7
<b>21. TITLE AND LOCATION (City and State)</b> River Ranch DRI Polk County, Florida		<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES: Ongoing CONSTRUCTION (if applicable):
<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> Central Florida Investments	<b>b. POINT OF CONTACT</b> Bryon Smith	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 407-351-3350 Ext. 187
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b>		
<p><b>Description of the Project:</b>                  River Ranch is a 1,700+ acre Development of Regional Impact property in Polk County, that includes a vacation "dude ranch" with cabins, recreational facilities and extensive open space. Plans also include a marina and the Aviation Club Estates, a fly-in residential community.</p> <p><b>Nature and Extent of Work:</b>                  HWA coordinated with the client, planner, attorney, and various sub-consultants in preparation of the original Master Plan for the entire site.</p> <p>Subsequently, HWA has provided civil engineering design and permitting through Polk County, South Florida Water Management District, the Florida Department of Environmental Protection and the Polk County Health Department for the construction of the Aviation Club Estates and the cabins and has also coordinated with the client's environmental consultant for permitting through the U.S. Army Corps of Engineers. HWA has recently completed plans and permitting for a modification to the skeet range and levee removal from State owned lands.</p>		
<p>HWA also provided post design services, including the certification of construction completion documentation.</p> <p>HWA's land surveying services have included boundary, topographic, tree and wetland jurisdictional line surveys, route surveys, creating legal descriptions for easements, construction layout, and as-built surveying.</p>		
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
(1) FIRM NAME a. <b>Hanson, Walter &amp; Associates, Inc.</b>	(2) FIRM LOCATION (City and State) Kissimmee, Florida	(3) ROLE Civil engineering and land surveying
(1) FIRM NAME b.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <small>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</small>		20. EXAMPLE PROJECT KEY NUMBER  8
21. TITLE AND LOCATION (City and State) <b>Poinciana PUD</b> Poinciana, Osceola and Polk Counties, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES: Ongoing CONSTRUCTION (if applicable): Ongoing
23. PROJECT OWNER'S INFORMATION		
23. PROJECT OWNER <b>AV Homes, Inc.</b>	23. POINT OF CONTACT <b>Anthony Iorio, Jr.</b>	23. POINT OF CONTACT TELEPHONE NUMBER <b>863-427-7000</b>
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT  <b>Description of the Project:</b> Poinciana is a 48,000+/- acre mixed-use PUD, including single-family and multi-family developments, commercial and industrial sites, recreational facilities, and public facilities including a K-8 school and a hospital.		
<b>Nature and Extent of Work:</b> HWA has provided Civil Engineering Services for many of these developments over the past 36 years, with design and permitting through Osceola County, Polk County, South Florida Water Management District, the Florida Department of Environmental Protection, the Florida Department of Transportation, the U.S. Army Corps of Engineers, and the Florida Fish & Wildlife Conservation Commission. A very small sampling of the many projects within Poinciana on which HWA has worked include:		
<ul style="list-style-type: none"> <li style="display: inline-block; width: 30%;">&gt; Isles of Bellalago (residential)</li> <li style="display: inline-block; width: 30%;">&gt; Fieldstone (residential)</li> <li style="display: inline-block; width: 30%;">&gt; Crescent Lakes (residential)</li> <li style="display: inline-block; width: 30%;">&gt; Solivita Marketplace</li> <li style="display: inline-block; width: 30%;">&gt; The Point (commercial)</li> <li style="display: inline-block; width: 30%;">&gt; Promenade Office Park</li> <li style="display: inline-block; width: 30%;">&gt; Deerwood Park (recreation)</li> <li style="display: inline-block; width: 30%;">&gt; Poinciana Industrial Park</li> <li style="display: inline-block; width: 30%;">&gt; Shoppes at Bellalago</li> <li style="display: inline-block; width: 30%;">&gt; Bellalago Academy</li> <li style="display: inline-block; width: 30%;">&gt; Association of Poinciana Villages Maintenance Facility</li> </ul>		
HWA has also provided Land Surveying Services including boundary, topographic, tree, and wetland jurisdictional line surveys, route surveys, subdivision platting and processing for approval, subdivision plat recording, creating legal descriptions and easements, construction layout, and as-built surveying.		
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME a. <b>Hanson, Walter &amp; Associates, Inc.</b>	(2) FIRM LOCATION (City and State) <b>Kissimmee, Florida</b>	(3) ROLE <b>Civil engineering and land surveying</b>
(1) FIRM NAME b.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION (City and State)	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION (City and State)	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 9
<b>21. TITLE AND LOCATION (City and State)</b> TerraLargo Lakeland, Florida		<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES: Ongoing CONSTRUCTION (if applicable):
<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> AV Homes, Inc.	<b>b. POINT OF CONTACT</b> Anthony Iorio, Jr.	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 863-427-7000
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b>		
<p><b>Description of the Project:</b>                  TerraLargo is a 614-unit, multi-phase single-family community, in the City of Lakeland.</p> <p><b>Nature and Extent of Work:</b>  <i>HWA</i> provided the civil engineering design of the infrastructure, including streets, stormwater management system and water and wastewater utility systems, supporting the 293-unit 3rd phase of the development. The project was placed on hold by the developer prior to permit submittal. <i>HWA</i> provided a breakdown of cut/fill quantities for each of 4 pods within the phase 3 area.</p> <p><i>HWA</i> provided land surveying services, including ALTA boundary, topographic and wetland jurisdictional line surveys and construction staking for mitigation areas.</p> <p>Under a separate contract with a prospective purchaser of the property, <i>HWA</i> provided a due diligence report which included the results of document reviews and meetings with City of Lakeland and Polk County staff to address the following:</p> <ul style="list-style-type: none"> <li>&gt; City of Lakeland Water and Wastewater Agreement and its impacts on the property</li> <li>&gt; Status of Master Utility Plan</li> </ul>		 <ul style="list-style-type: none"> <li>&gt; Work to be completed under the bond issued by the property's owner to the City for Phase 2 improvements</li> <li>&gt; Status of ERP-related mitigation work to be performed</li> <li>&gt; Status of flood study and any anticipated issues</li> <li>&gt; Status of Phase 1 Plat requirements</li> <li>&gt; Status of concurrency related to Phases 3 and 4</li> <li>&gt; Status of utility capacity for not-yet permitted lots</li> <li>&gt; Portion of property under Conservation FLUM category</li> </ul>
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
a. (1) FIRM NAME Hanson, Walter & Associates, Inc.	(2) FIRM LOCATION (City and State) Kissimmee, Florida	(3) ROLE Civil engineering and land surveying
b. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>10</b>
21. TITLE AND LOCATION <i>(City and State)</i> <b>Remington Community Development District Osceola County, Florida</b>		22. YEAR COMPLETED PROFESSIONAL SERVICES    CONSTRUCTION <i>(if applicable)</i> <b>Ongoing                            Ongoing</b>
<b>23. PROJECT OWNER'S INFORMATION</b>		
a. PROJECT OWNER <b>Remington CDD</b>	b. POINT OF CONTACT <b>George Flint (Govt. Mgmt. Services)</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>407-841-5524</b>
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT		
<p><b>Description of the Project:</b> Remington is a 734+/- Development of Regional Impact property consisting of primarily residential development with an 18-hole golf course. <i>HWA</i> acts in the capacity of District Engineer for the CDD and has provided engineering design, bidding and construction management services for various improvements.</p> <p><b>Nature and Extent of Work:</b> Improvements for which civil engineering services have been provided include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>&gt; roadway renewal and resurfacing for Remington Blvd. and other streets within several neighborhoods</li> <li>&gt; the addition of a guard shack</li> <li>&gt; stormwater pond reshaping modifications</li> <li>&gt; stormwater pond certifications with SFWMD</li> </ul> <p><i>HWA</i> provides coordination with other consultants, including the CDD's geotechnical consultant, landscape architect, attorney, and management company staff.</p>		
<p><i>HWA</i> prepared a report for the CDD outlining the condition of all roads within the development, and has provided construction inspection services.</p> <p><i>HWA</i> has also provided as-built surveys, as needed, including for Remington Blvd. at the entrance at Lakeshore Blvd. and for the roadways within the Water's Edge neighborhood.</p>		
<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
(1) FIRM NAME a. <b>Hanson, Walter &amp; Associates, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Kissimmee, Florida</b>	(3) ROLE <b>Civil engineering and land surveying</b>
(1) FIRM NAME b.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME c.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME d.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME e.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
(1) FIRM NAME f.	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE





**H. ADDITIONAL INFORMATION**

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH SHEETS AS NEEDED.

### *Firm Information*

*Hanson, Walter & Associates, Inc.* has a 36-year history of successfully providing professional civil engineering and land surveying services to private and government clients in Central Florida, including many multi-phase mixed-use developments. *HWA* takes great pride as an established and stable consulting firm producing cost effective, timely products and services to both the public and private sectors. *HWA* has demonstrated an extensive, successful record of designing, permitting and securing approvals for in excess of **4,800 projects** throughout Central Florida, with excellent project management.

We pride ourselves on the high degree of technical competence that we possess and our employees strive to achieve the ultimate degree in *Excellence in Client Care*. Our staff is comprised of associates who have extensive experience in performing engineering analysis, design and permitting, with innovative solutions. Our unique knowledge of the Central Florida area including the several CDD's we serve as a CDD Engineer for, combined with our comprehensive, diverse experience and the technical qualifications of our Staff will allow the *HWA* Team to provide reliable, quality, professional Civil Engineering Services (and Land Surveying Services if required) to the Poinciana Community Development District and to respond professionally, effectively, and efficiently.

*Shawn D. Hindle, P.E.* will serve as our Principal in Charge for this contract and *Mark Vincutonis, P.E.* will serve as Contract Manager. Both have an *in-depth understanding of the requirements of working for a CDD*, having previously been the Principal in Charge and/or Project Manager for six (8) and four (5) CDD District Engineer contracts respectively. They have also served as Principal in Charge and/or Project Manager for Continuing Engineering Services contracts with multiple jurisdictions, for numerous residential subdivisions and for more than 20 county, city and state roadways.

*HWA* continues to invest in the latest, state-of-the-art equipment technology to facilitate efficiency and accuracy in getting the job done in our Engineering teams, Survey department, and Administrative support staff. All of our engineers, designers and CAD technicians have been trained on AutoCAD Civil 3D.

The *Hanson, Walter & Associates, Inc.* Team will provide all necessary resources for each project as assigned and is committed to providing our services to the Poinciana Community Development District with the highest level of integrity and professional excellence. All services will meet or exceed the current accepted standards of practice and all project-related decisions will be based on sound engineering judgment. Our current workload is such that we can start this project immediately. *We will strive to not just meet, but exceed the District's expectations.*

Copies of *Hanson, Walter & Associates, Inc.*'s licenses and tax receipts are provided on the following pages. Copies of individual licenses are available upon request.

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH SHEETS AS NEEDED.

*Firm Information (cont'd)*

**State of Florida**  
**Board of Professional Engineers**

Attests that  
**Hanson, Walter & Associates, Inc.**

Is authorized under the provisions of Section 471.823, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019  
 Audit No: 228201901443 R



CA Lic. No:  
**3265**



Florida Department of Agriculture and Consumer Services  
 Division of Consumer Services  
 Board of Professional Surveyors and Mappers  
 2065 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB3270**  
 Expiration Date: February 28, 2019

**Professional Surveyor and Mapper Business License**  
 Under the provisions of Chapter 472, Florida Statutes

**HANSON, WALTER & ASSOC, INC**  
 8 BROADWAY STE 104  
 KISSIMMEE, FL 34741-5708

**ADAM H. PUTNAM**  
 COMMISSIONER OF AGRICULTURE

*This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.*



H. ADDITIONAL INFORMATION (continued)

**BRUCE VICKERS, TAX COLLECTOR**  
OSCEOLA COUNTY, STATE OF FLORIDA  
LOCAL BUSINESS TAX RECEIPT

**EXPIRATION**  
SEPTEMBER 30, 2018

**ACCOUNT NO.**  
435

**2018**  
BUSINESS TYPE: 9160 ENGINEER (DBPR)

**10/04/2017**  
Open: 1AD  
Tax: 90  
Paid: 30.00  
Rept #9005314

9100-435  
TRANSFER 0.00  
ORIGINAL TAX 30.00  
AMOUNT 0.00  
PENALTY 0.00  
COLLECTION COST 0.00  
TOTAL 30.00

**BUSINESS:**  
Hanson, Walter & Associates, Inc.  
8 Broadway, Ste. 104  
Kissimmee, FL 34741

**Location:**  
CITY OF KISSIMMEE

20685 - Larry W. Walter

*Bruce Vickers*  
BRUCE VICKERS CPC, TAX COLLECTOR  
P.O. BOX 422105, KISSIMMEE FL 34762-2105

**BRUCE VICKERS, TAX COLLECTOR**  
OSCEOLA COUNTY, STATE OF FLORIDA  
LOCAL BUSINESS TAX RECEIPT

**EXPIRATION**  
SEPTEMBER 30, 2018

**ACCOUNT NO.**  
435

**2018**  
BUSINESS TYPE: 9240 SURVEYOR (DBPR)

**10/04/2017**  
Open: 1AD  
Tax: 90  
Paid: 0.00  
Rept #9005314

9240-435  
TRANSFER 0.00  
ORIGINAL TAX 0.00  
AMOUNT 0.00  
PENALTY 0.00  
COLLECTION COST 0.00  
TOTAL 0.00

**BUSINESS:**  
Hanson, Walter & Associates, Inc.  
8 Broadway, Ste. 104  
Kissimmee, FL 34741

**Location:**  
CITY OF KISSIMMEE

20685 - Larry W. Walter

*Bruce Vickers*  
BRUCE VICKERS CPC, TAX COLLECTOR  
P.O. BOX 422105, KISSIMMEE FL 34762-2105

**City of Kissimmee**  
101 North Church Street  
Kissimmee, FL 34741  
**BUSINESS TAX RECEIPT**

BUSINESS TAX RECEIPT VALID FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018

LIC #: 8TR 0776  
CODE:  
CONTACT: LARRY W WALTER  
CATEGORY: PROFESSIONALS

FEE	PENALTY	TOTAL	VALIDATION
\$60.00	\$0.00	\$60.00	09/28/2017

**Mailing Address**  
HANSON WALTER & ASSOC. INC.  
8 BROADWAY  
STE # 104  
Kissimmee, FL 34741

**Business Address**  
HANSON WALTER & ASSOC. INC.  
8 BROADWAY  
STE # 104  
Kissimmee, FL 34741

LATE PENALTIES: AS OF OCTOBER 1 - 10% AS OF NOVEMBER 1 - 20% AS OF DECEMBER 1 - 25% AS OF JANUARY 1 - 25%  
OPERATING A BUSINESS WITHOUT A BUSINESS TAX RECEIPT IS SUBJECT TO CIVIL ACTIONS AND A PENALTY OF UP TO \$250



H. ADDITIONAL INFORMATION *(continued)****Project Approach***

The *HWA* Team, led by *Mark Vincutonis, P.E.*, as Contract Manger, has extensive experience working with different private developers and public Community Development Districts and understands the requirements of such work. *HWA* has worked with both during a project's initial construction by the developer and subsequent to the majority of the development being in place, and understands the delicate balance between developer and CDD interests. This experience, an emphasis on identifying potential problems up front and finding effective solutions, and providing leadership in communications between all stakeholders are the elements that have led to *HWA's* success in managing residential development projects with and without CDD involvement.

Although *HWA* has not been previously awarded work by the Poinciana CDD, we are excited to be able to submit the request Request for Qualifications for your consideration. *HWA* has the manpower and resources to be able to provide to meet the needs of the District as *HWA's* current and projected workloads are manageable and running in the 75% to 85% range with key personnal always available to assist the Contract Manager when needed. *HWA's* geographic location in downtown Kissimmee, FL provides an office location which is in close proximity to the project location and the District's Management offices.

***Project Definition:*** The assignment will be approached with an initial Definition of the Project including any potential Problems, a clear understanding of the Goals of the District, review of the project Schedule and Budget and preparation of a concise Scope of Services. Upon completion of the ***Project Definition*** phase of the assignment, we will gather the appropriate staff and begin the ***Discovery Phase*** of the project.

***Discovery Phase:*** Discovery involves the accurate collection, filtering, and interpretation of all existing data associated with the project area. All projects must be approached on a Macro platform with solutions to challenges and opportunities integrating the external influences on the problem and/or solution. *HWA* and our team members are experienced in data collection and will evaluate both the internal and external influences and constraints utilizing the following conduits of information:

- **Poinciana CDD** – As requested by the CDD manager and in cooperation with the Developer's Engineer. The current approvals and construction status and any problematic concerns. We will provide the necessary inspections of the new construction as part of the infrastructure turnover process for the CDD.
- **Polk County** – The Public Works Departments will be researched to review all construction plans associated with residential subdivisions, commercial/private properties, roadways, stormwater facilities, or recreational facilities within the project area. Public works representatives will also be contacted regarding flooding complaints or other problematic conditions. The County will be contacted for development information regarding any off-site influences on County maintained facilities, including roads and other public works projects.
- **Water Management District** – The water management district will be contacted for available water quality data watershed analysis assignments. Also, lake level and control data will be gathered for use in establishing model boundary conditions, if needed for the project. Available wetlands and other environmental and natural resource data will also be reviewed. The local office will also be contacted and files reviewed for all environmental resource permits issued for residential and commercial developments within the project area.



**H. ADDITIONAL INFORMATION (continued)**

- **FEMA** – The current County Flood Insurance Study (FIS) will be reviewed along with the applicable Flood Insurance Rate Map (FIRM) panels to serve as a baseline for hydraulic model evaluations.
- **FDOT** – The FDOT will be contacted for roadway plans and reports regarding any roads under their jurisdiction that are affected by the project.
- **USGS / USACOE** – These agencies will be contacted for any water quality or stream flow data and also with regard to any current or future projects in the vicinity which may impact the basin or watershed being evaluated.
- **FFWCC / USFWS** – These agencies will be contacted with regard to the presence of sensitive wildlife and fish.

**Land Surveying:** *HWA's* team of professional and qualified land surveyors have extensive knowledge and experience in the area. If requested by the District, *HWA* can prepare boundary and topographic surveys to be incorporated into the engineering design. Existing survey control would be established in accordance with the state plane coordinate system. Legal descriptions would be prepared as necessary. The data inventory would be translated to GIS for graphical representation. The field inventory would be aided using handheld field GPS/GIS units entering data directly into a format for ready import into the office's GIS system. This semi-automated method of data collection saves time and budget by eliminating one step in the data translation process. More data is able to be collected more quickly and accurately than using traditional techniques. At the appropriate time, construction staking (route, form-board, foundation and final as-built surveys) would occur in a timely manner to align with necessary inspections.

**Preliminary Engineering:** Our team will develop a comprehensive alternative analysis, addressing issues identified in project research and stakeholder interviews. We will consider the full range of options when making our evaluations and document our activities in a Project Analysis Technical Memorandum. We will compare the initial analysis to the goals, schedule and budget of the project to ensure that the most efficient approach to a given assignment is being pursued. We will employ our eminent domain expertise and public project experience, to evaluate the proposed improvements, with a goal of identifying project inhibitors, delays and cost exposure. We will also identify alternative funding sources for specific types of projects and work with the District to define the efforts and schedule required to seek alternative funding sources.

Environmental analysis, preliminary geotechnical investigations, drainage analysis, alternative solutions, etc. will be considered and reported in the preliminary engineering report for each assignment, which will serve as a design guideline for final design. Initial thoughts regarding landscape elements will also be discussed during this phase.

**Final Design:** Through our successful completion of numerous design projects, *HWA* has developed principles of quality work, commitment, delivery and follow up to ensure that our clients and their constituents are delivered a final product that exceeds their expectations. Communication is a key element in minimizing impact to District personnel and resources, and developing a successful project. Therefore, the first order of communication will be the development and implementation of our Schedule of Professional Services and Completion – *and we will execute all elements of the Scope of Work meeting key milestones within schedule and budget.*

**H. ADDITIONAL INFORMATION (continued)**

**Clear Assignment of Tasks and Responsibilities:** After an extensive on-location field review of the project site by the Project Manager, we hold Team meetings with **HWA** staff and sub-consultants as necessary, to define the project scope, preferred techniques and to determine the necessary manpower requirements. Each Team member understands his/her responsibility in ensuring we meet client expectations regarding all aspects of the project including quality.

**Meeting or Exceeding Project Established Standards:** To ensure that we meet or exceed established standards if higher, **HWA** maintains the most current equipment and software. We continue to invest in the latest, state-of-the-art equipment technology to facilitate efficiency and accuracy in getting the job done. All **HWA** engineers, designers and CAD technicians have been trained on AutoCAD Civil 3D.

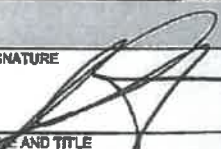
**Meeting or Exceeding Project Established Standards:** To ensure that we meet or exceed established standards if higher, **HWA** maintains the most current equipment and software. We continue to invest in the latest, state-of-the-art equipment technology to facilitate efficiency and accuracy in getting the job done. All **HWA** engineers, designers and CAD technicians have been trained on AutoCAD Civil 3D.


**Tracking and Documentation:** Work is reviewed by a number of different professional staff members. A quality control check list is used at each level of review, first by the Project Engineer, then the Project Manager, and then the person responsible for the project's overall QA/QC, in this case **Mark Vincutonis, P.E.**, who ensures that **HWA**'s quality standards are maintained. In addition to holding individual project meetings with assigned staff, **HWA**'s Management Team holds regular meetings to review all projects, schedules and work assignments, to ensure quality control and effective project management.

To ensure the safe retention of project information, all correspondence and meeting notes, etc. are scanned and maintained in the job file, with daily back-up of all data.

**Quality Staff:** Quality control is not possible without an experienced, technically qualified staff. **HWA**'s staff have developed their Civil Engineering expertise over many years of study, diligence and real world experience. We promote continuing education and sponsor both external and in-house seminars, to ensure that our personal are current on the latest rules and regulations, techniques, and quality control procedures.

**Mark Vincutonis, P.E.**, who has over 23 years civil engineering experience and a keen eye for detail, will serve as **HWA**'s QA/QC Manager for this contract. **Randy Hanson, P.S.M.**, who has over 41 years of land surveying experience, will provide peer review where surveying elements are involved. This comprehensive approach to quality assurance and control will ensure that the Poinciana Community Development District is provided a quality construction package.

<b>I. AUTHORIZED REPRESENTATIVE</b> The foregoing is a statement of facts.	
31. SIGNATURE 	32. DATE 12-04-2017
33. NAME AND TITLE Shawn D. Hindle, P.E. - Sr. Vice President	

<b>ARCHITECT-ENGINEER QUALIFICATIONS</b>				1. SOLICITATION NUMBER (if any)		
<b>PART II - GENERAL QUALIFICATIONS</b> <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>						
2a. FIRM (OR BRANCH OFFICE) NAME <b>Hanson, Walter &amp; Associates, Inc.</b>			3. YEAR ESTABLISHED <b>1981</b>		4. DUNS NUMBER <b>00-139-0038</b>	
2b. STREET <b>8 Broadway, Suite 104</b>			<b>5. OWNERSHIP</b>			
2c. CITY <b>Kissimmee</b>		2d. STATE <b>FL</b>	2e. ZIP <b>34741</b>		a. TYPE <b>Corporation</b>	
6a. POINT OF CONTACT NAME AND TITLE <b>Shawn D Hindle, P.E. Sr. Vice President</b>			b. SMALL BUSINESS STATUS			
6b. TELEPHONE NUMBER <b>407-847-9433</b>		6c. E-MAIL ADDRESS <b>shindle@hansonwalter.com</b>		7. NAME OF FIRM (if block 2a is a branch office)		
8a. FORMER FIRM NAME(S) (if any)			8b. YR. ESTABLISHED		8c. DUNS NUMBER	
N/A			N/A		N/A	
<b>9. EMPLOYEES BY DISCIPLINE</b>				<b>10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b>		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
12	Civil Engineer/Designer	10		C10	Commercial Bldgs: Shopping Centers	1
08	Engineering CADD Tech.	7		C11	Community Facilities	1
16	Construction Manager	0		C15	Construction Management	2
38	Land Surveyor	13		C16	Construction Surveying	4
02	Administration	7		E02	Education Facilities	1
				F03	Fire Protection	
				H07	Highways: Streets, Parking Lots	3
				H09	Hospitals & Medical Facilities	1
				H11	Housing	3
				I01	Industrial Bldgs: Manuf. Plants	1
				L02	Land Surveying	3
				L04	Libraries	1
				R04	Rec. Facilities: Parks & Marinas	1
				S04	Sewage Collection/Treatment Disposal	2
				S10	Survey, Mapping, Flood Plain Studies	1
				S13	Storm Water Handling & Facilities	2
				T04	Topographic Survey & Mapping	2
				W01	Warehouses & Depots	1
				W03	Water Supply/Treatment/Distribution	2
	Other Employees					
<b>Total</b>		<b>37</b>				
<b>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b> <i>(based revenue index number shown at right)</i>			<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>			
a. Federal Work			1. Less than \$100,000	6. \$2 million to less than \$5 million		
b. Non-Federal Work	6		2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million		
c. Total Work	6		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million		
			4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million		
			5. \$1 million to less than \$2 million	10. \$50 million or greater		
<b>12. AUTHORIZED REPRESENTATIVE</b> The foregoing is a statement of facts.						
a. SIGNATURE 				b. DATE <b>12-04-2017</b>		
c. NAME AND TITLE <b>Shawn D. Hindle, P.E. - Sr. Vice President</b>						

**SECTION VI**



**NINTH AMENDMENT  
TO ASSET SALE AND PURCHASE AGREEMENT**

This Ninth Amendment to Asset Sale and Purchase Agreement ("Amendment") is entered into as of January 29, 2018 (the "Amendment Effective Date"), by and between AVATAR PROPERTIES INC., a Florida corporation ("Seller") and POINCIANA COMMUNITY DEVELOPMENT DISTRICT, a special purpose unit of local government established under Chapter 190, Florida Statutes ("Buyer").

**RECITALS**

A. Seller and Buyer entered into that certain *Asset Sale and Purchase Agreement* (the "Original Agreement") with an Effective Date of December 5, 2016, as amended by that certain *First Amendment to Asset Sale and Purchase Agreement* with an effective date of February 24, 2017, that certain *Second Amendment to Asset Sale and Purchase Agreement* with an effective date of March 15, 2017, that certain *Third Amendment to Asset Sale and Purchase Agreement* with an effective date of April 19, 2017, that certain *Fourth Amendment to Asset Sale and Purchase Agreement* with an effective date of May 17, 2017, that certain *Fifth Amendment to Asset Sale and Purchase Agreement* with an effective date of June 21, 2017, that certain *Sixth Amendment to Asset Sale and Purchase Agreement* with an effective date of July 26, 2017, that certain *Seventh Amendment to Asset Sale and Purchase Agreement* with an effective date of September 20, 2017, and that certain *Eighth Amendment to Purchase and Sale Agreement* with an effective date of October 18, 2017 (collectively, the "Agreement"), with respect to the sale of the Purchased Assets, as defined in the Agreement from Seller to Buyer.

B. Seller and Buyer wish to amend the Agreement as provided in this Amendment.

NOW, THEREFORE, for and in consideration of the foregoing, the promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, Seller and Buyer agree as follows:

1. Inspection Completion Date. The definition of Inspection Completion Date in Section 1.1(xlix) of the Agreement is hereby deleted in its entirety and the following is inserted in lieu thereof:

““Inspection Completion Date” means 5:00 p.m., Eastern time on April 6, 2018,”

2. Bond Validation Date. Simultaneously with the Amendment Effective Date, Seller hereby elects to extend the Validation Date to April 6, 2018.


3. Ratification. Except as modified hereby, all terms and conditions of the Agreement are hereby ratified and confirmed and remain in full force and effect. In the event of any conflict between any term set forth in the Agreement and this Amendment, the terms of this Amendment shall control.

4. Counterparts/ Facsimile. This Amendment may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which shall constitute one and the same document. Execution and delivery of this Amendment may be accomplished via electronic transmission.

IN WITNESS WHEREOF, Seller and Buyer have each caused this Amendment to be duly executed on their respective behalves by their respective duly authorized officers.

**SELLER:**

**AVATAR PROPERTIES INC.,**  
a Florida corporation

By:   
Name: S. GARY SHEPPARD  
Title: EVP & GENERAL COUNSEL


**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**BUYER:**

**POINCIANA COMMUNITY  
DEVELOPMENT DISTRICT**, a  
special purpose unit of local government  
established pursuant to Chapter 190,  
Florida Statutes

Attest:

  
Secretary

By:   
Printed Name: Robert Zimbar  
Title: CHAIRMAN - POAA / Ass't Sec'y

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

## **SECTION VII**





# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

January 19, 2018

Poinciana Community Development District  
c/o GMS, LLC  
Stacie Vanderbilt, District Manager  
135 W. Central Blvd., Suite 320  
Orlando, FL 32801

## **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of Poinciana Community Development District, which comprise governmental activities, each major fund and the budgetary comparison for the General Fund as of and for the year ended September 30, 2017 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2017 and thereafter if mutually agreed by Poinciana Community Development District and Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

## **The Responsibilities of the Auditor**

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Fort Pierce / Stuart

Poinciana Community Development District  
January 19, 2018  
Page 2

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to Poinciana Community Development District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Poinciana Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Debt Service Fund

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### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentations of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control of financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge; and
5. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit, we will request certain written confirmation concerning representations made to us in connection with the audit including, among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Poinciana Community Development District  
January 19, 2018  
Page 4

Management is responsible for identifying and ensuring that Poinciana Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.

The Board is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Poinciana Community Development District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Poinciana Community Development District agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Because Berger, Toombs, Elam, Gaines & Frank will rely on Poinciana Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Poinciana Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Poinciana Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### **Poinciana Community Development District's Records and Assistance**

If circumstances arise relating to the condition of the Poinciana Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issuing a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Poinciana Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.





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January 19, 2018  
Page 5

### **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

### **Fees, Costs and Access to Workpapers**

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2017 will not exceed \$3,590 unless the scope of the engagement is changed, the assistance which Poinciana Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The two annual renewals must be mutually agreed and approved by the Board of Supervisors.

In the event we are requested or authorized by Poinciana Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Poinciana Community Development District, Poinciana Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.

### **Reporting**

We will issue a written report upon completion of our audit of Poinciana Community Development District's financial statements no later than June 30, 2016. Our report will be addressed to the Board of Poinciana Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Poinciana Community Development District  
January 19, 2018  
Page 6

In addition to our report on Poinciana Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements.
- Management letter pursuant to Chapter 10.550, Rules of the Auditor General.
- Attestation Report – compliance with Section 218.415, Florida Statutes.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Poinciana Creeks Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,



BERGER, TOOMBS, ELAM, GAINES & FRANK  
J. W. Gaines, CPA

Confirmed on behalf of the addressee:



District Manager

Approved by BOS on 1/17/18



Judson B. Baggett | 6815 Dairy Road  
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542  
Marcí Reutimann | (813) 788-2155  
CPA, Partner | (813) 782-8606

## System Review Report

To the Directors  
Berger, Toombs, Elam, Gaines & Frank, CPAs PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

November 2, 2016

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL (the firm), in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards and audits of employee benefit plans*.

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL in effect for the year ended May 31, 2016 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs PL, has received a peer review rating of *pass*.

  
Baggett, Reutimann & Associates, CPAs, PA

(BERGER\_REPORT16)

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERER, TOOMBS,  
ELAM, GAINES AND FRANK AND POINCIANA COMMUNITY  
DEVELOPMENT DISTRICT  
(DATED JANUARY 19, 2018)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.





**SECTION VIII**

**B**

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# Memo



<b>To:</b>	George S. Flint, District Manager, Governmental Management Services		
<b>From:</b>	Raul A Rivera	<b>Email:</b>	<a href="mailto:Raul.Rivera@atkinsglobal.com">Raul.Rivera@atkinsglobal.com</a>
<b>Phone:</b>	813-281-7346	<b>Date:</b>	February 12, 2018
<b>Ref:</b>	Annual Inspection Report	<b>cc:</b>	Michael D. Dell'Isola, Jr.
<b>Subject:</b>	Poinciana Community Development District (PCDD)		

Atkins has completed our annual review and prepared the following inspection report of the facilities located in the Solivita development which are owned and maintained by the Poinciana Community Development District. Most of the facilities owned by the District have been found to be in generally good condition, maintained, and good working order. Several systems were noted to either have maintenance issues and should be addressed. Photos from the Annual inspection report dated January 20, 2017 were retained in this report for comparison with the current inspection photos.

Numerous Mitered end sections (MES) were observed with soil washed out from underneath the MES. The MES may be stabilized by the following methods:

1. Place flowable fill material under and around the existing MES. The flowable fill should be placed in a dry condition. New sod should be placed as appropriate for the individual condition and normal water level.
2. Remove the existing MES, cut pipe back to slope, and install a new MES on the pipe against the existing slope. New sod should be placed as appropriate for the individual condition and normal water level.

Individual evaluations of each pond follow on the next page.

Pond A-1: The system was observed to be located on a golf course with a small area that bordered residential development and Solivita Boulevard. Overall, the system seemed to be functioning as designed and well-maintained. The water level is low and there are some signs of minor erosion, especially around mitered end sections. Mitered end sections (MES) were observed exposed and should be stabilized.



Control Structure (2016)



Exposed Pipe with MES (2016)



Control Structure (09/2017)



Control Structure (2018)



Exposed Pipe - No MES (2018)



Minor Erosion around MES (2018)

Pond A-2: At the time of the inspection, the system appeared to be operating as designed. The system was observed to be partially located on a golf course and seemed to be well-maintained. The control structure was repaired after it had been damaged during Hurricane Irma (09/2017) and appeared to be in good condition with no sign of trash or debris on the grate. The skimmer is in good condition. The water level appears low and has exposed some inflow pipes. No signs of erosion were noticed on the pond slopes.



Control Structure (2016)



Control Structure after inspection (09/2017)



Control Structure (2018)



Control Structure (2018)



Control Structure Grate (2018)



Exposed Inflow pipe (2018)

Pond A-3: This system appeared to be well-maintained and operating as designed. At the time of inspection, it appeared that the water level is low. Minor shoreline erosion was noted and some inflow pipes are visible above water. The control structure was observed to be in good condition.



Shoreline and Inflow (2016)



Control Structure (2016)



Control Structure after Hurricane Irma (09/2017)



Control Structure (2018)



Shoreline and Inflow (2018)



Inflow pipe above water (2018)

Pond A-4: At the time of the inspection, the system appeared to be functioning as designed. There was no debris/trash in and around the control structure. The skimmer was observed to be in good condition. Signs of shoreline erosion were observed. No change from last year was observed in the shoreline, though new sod and backfill should be placed along the shoreline to create a smooth slope. The pump located in the tunnel crossing appeared to be in good working order.



Control Structure (2016)



Shoreline (2016)



Control Structure after Hurricane Irma (09/2017)



Control Structure (2018)



Shoreline (2018)



Inflow pipe from pump located at the tunnel (2018)



Pond A-5: Overall, the system was observed to be working. There were no signs of nuisance vegetation and/or trash/ debris in and around the control structure. The spreader swale was observed to be well-maintained with no offsite impacts noted at the time of inspection. The control structure was observed to have a missing grate, and the orifice submerged. A grate should be ordered and reset on the control structure. Minor shoreline erosion was noticed. The area around the orifice located on the south corner of the pond needs to be backfilled. Minor algae growth was noticed on the pond.



Control Structure and Orifice (2016)



Shoreline (2016)



Spreader (2016)



Control Structure after Hurricane Irma  
(09/2017)



Control Structure (2018)



Control Structure and Orifice (2018)



Spreader (2018)



Orifice on south corner of pond (2018)



Orifice on south corner of pond (2018)

Pond A-6: The system appeared to be well-maintained with signs of shoreline erosion in several locations. The control structure is located on the golf course. Signs of nuisance vegetation and/ or trash/ debris in and around the control structure were not observed. Minor shoreline erosion was noticed. An inflow pipe MES was found on the north side with erosion that should be stabilized. Water level was low.



Control Structure (2016)



End Section (2016)



Control Structure after inspection (09/2017)



Control Structure (2018)



End Section (2018)



Shoreline and end section (2018)

Pond A-7: The system appeared to be well-maintained with some signs of shoreline erosion. The control structure was observed to be on the golf course and nearly at the water level at the time of inspection. Trash and debris was observed on the control structure grate that needs to be cleared.



Control Structure and Vegetation (2016)



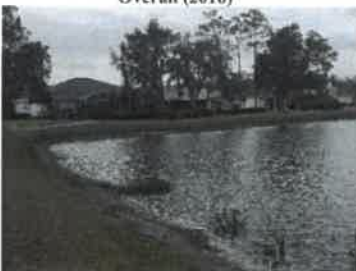
Overall (2016)



Control Structure under water (09/2017)



Control Structure with debris on grate (2018)



Shoreline (2018)



Shoreline (2018)



Pond A-8: At the time of inspection, the system appeared to be functioning as designed. The overflow structure and skimmer were observed to be in good condition. No nuisance vegetation and/ or debris/ trash in and around the control structure were noted. Two inflow pipe end sections were found on the north side with erosion that should be stabilized.



Control Structure (2016)



Inflow (2016)



Control Structure at water level (09/2017)



Control Structure (2018)



End Section #1 (2018)



End Section #2 (2018)

Pond A-9: At the time of inspection, the system appeared to be well-maintained with no offsite impacts. A flood control structure was not found, but an earthen overflow weir was observed. The system appeared to be part of a series of interconnected ponds with an outfall structure at the very southern end of the chain (Pond A-13). The water level is low and some shoreline erosion can be noticed. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired.



Shoreline (2016)



Overall at time of inspection (09/2017)



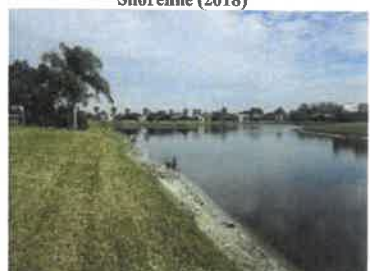
Shoreline (2018)



Shoreline and inflow pipe end section (2018)



Inflow pipe end section (2018)



Shoreline (2018)

Pond A-10A: At the time of inspection, the system appeared to be well-maintained with no offsite impacts. This system appeared to be part of a series of interconnected ponds with an earthen overflow weir between ponds and an outfall structure at the very southern end of the chain (Pond A-13). Water level is low and some minor shoreline erosion can be noticed. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired.



Pond Overview (2016)



Pond Overview at time of inspection (09/2017)



Pond overview and inflow pipe (2018)

Pond A-10B: The pond, at the time of inspection, appeared to be well-maintained and operating as designed. There were signs of shoreline erosion. New sod and backfill should be placed along the shoreline where the erosion has occurred. This system appeared to be part of a series of interconnected ponds with an earthen overflow weir between ponds and an outfall structure at the very southern end of the chain (Pond A-13).



Shoreline (2016)



Overall at time of inspection (09/2017)



Shoreline (2018)

Pond A-11: At the time of inspection, the system appeared to be well-maintained with no offsite impacts. Vegetation near the pond's shoreline was noted and the system appeared to be part of a series of interconnected ponds with the outfall control structure located in Pond A-13. The water level appears low and some shoreline erosion is apparent. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired.



Shoreline (2016)



Overall at time of inspection (09/2017)



Shoreline (2018)



Pond A-12: The system appeared, at the time of inspection to be well-maintained and operating as designed. Water level appears low and an inflow pipe end sections were noticed at and above the water line. Erosion around these inflow pipes should be checked periodically and repaired if needed. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired. This system appeared to be part of a series of interconnected ponds with the outfall control structure located in Pond A-13.



Overall (2016)



Shoreline at time of inspection (09/2017)



Shoreline (2018)



Inflow pipe above water (2018)



Inflow pipe at water level (2018)



Shoreline (2018)

Pond A-13: The system appeared, at the time of inspection, to be well-maintained and operating as designed. The control structure was observed to be in good condition, and the skimmer appeared to be stable. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired. Minor algae growth was noticed, especially around the control structure.



Control Structure (2016)



Control Structure at time of inspection (09/2017)



Outfall at time of inspection (09/2017)



Control Structure (2018)



Shoreline (2018)



Outfall (2018)

Pond A-20: The system appeared to be functioning as designed. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired. Two MES were observed that should be repaired. The outflow and an interconnection pipe were observed submerged in Pond A-1.



Inflow (2016)



Overall (2016)



Shoreline at time of inspection (09/2017)



Inflow #1 (2018)



Inflow #2 (2018)



Shoreline (2018)

Pond A-21: The system appeared to be functioning as designed. There were signs of erosion at the water's edge that should be addressed with backfill and planting. The system appeared to be part of an interconnected system as there is no flood control structure within the pond perimeter. A MES on the north side of the pond was observed to be damaged and should be replaced and the surrounding area restabilized. Another MES located on the south side of the pond was observed to be in good condition, but with some erosion occurring around it that should be addressed to avoid any damage to it. Algae growth was noticed on the pond.



Overall (2016)



Damaged Inflow (2016)



Overall at time of inspection (09/2017)



Overall (2018)



Damaged inflow (2018)



Inflow pipe (2018)



Pond A-22: The system appeared to be functioning as designed, and water level was observed to be low. Minor signs of erosion on the shoreline. No control structure was identified within the pond perimeter. The MES appeared in good condition. Efforts to re-seed the shoreline were noticed and should be checked periodically.



**Inflow (2016)**



**Overall (2016)**



**Pond A-22 Overall at time of inspection (09/2017)**



**Inflow (2018)**



**Shoreline (2018)**



**Overall (2018)**

Pond B-1: The system appeared to be functioning as designed. The control structure looked to be in good condition, with the skimmer intact. There were signs of shoreline minor erosion in several locations and should be addressed with backfill and planting. The system appeared to be part of an interconnected system. The water level was observed to be low with no signs of nuisance vegetation in or around the control structure. An inflow pipe end section, located on the south side of the pond, appeared damaged and should be replaced and the surrounding area stabilized.



**Control Structure (2016)**



**Shoreline Erosion (2016)**



**Overall (09/2017)**



**Control Structure (2018)**



**Inflow pipe end section (2018)**



**Damaged inflow pipe end section (2018)**



Pond B-3: The system appeared to be well-maintained and operating as designed. The system appeared to be part of an interconnected system that is controlled by a flood control structure in Pond B-1. An inflow or equalizer pipe was observed to be in good condition with some minor erosion around it. An inflow pipe was observed to have nuisance vegetation and debris and should be cleared. Another inflow pipe end section was observed to be damaged and should be replaced and the surrounding area stabilized.



Overall View (2016)



Overall View (2016)



Overall at time of inspection (09/2017)



Inflow pipe end section #1 (2018)



Inflow pipe #2 (2018)



Inflow pipe #3 (2018)

Pond B-5: The system appeared to be well-maintained and operating as designed. The control structure and skimmer appeared to be in good condition. Substantial debris and nuisance vegetation was observed that should be removed and disposed of properly.



Control Structure (2016)



Overall (01/2017)



Shoreline (09/2017)



Control Structure (2018)



Inflow pipe (2018)



Overall (2018)

Pond B-6: The system, partially on a golf course, appeared to be functioning as designed. The water level appeared normal and there were no signs of shoreline erosion. The control structure grate was completely covered with debris and nuisance vegetation and should be cleared as soon as possible. A broken reclaimed water lid was found on the top of the slope with water ponding around it. This should be addressed as soon as possible.



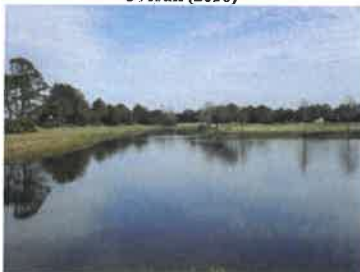
Overall (2016)



Shoreline (2016)



Control Structure showing debris (09/2017)



Overall (2018)



Control Structure surrounded by nuisance vegetation (2018)



Control Structure Grate covered with debris and nuisance vegetation (2018)

Pond B-11: The system is well-maintained. The control structure and skimmer appeared to be in good condition. The inflow pipe is in good condition. The water level appears below normal. Minor erosion was noticed along the shoreline.



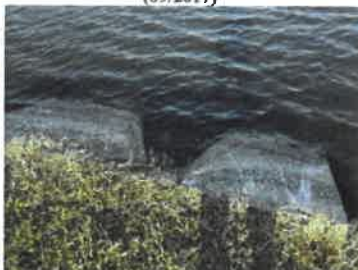
Control Structure (2016)



Control Structure with debris floating (09/2017)



Control Structure (2018)



Inflow pipe end section (2018)



Shoreline (2018)



Pond B-12: This pond is not part of the CDD but inspection is being documented for future reference. The system seems well-maintained. The control structure and skimmer appeared to be in good condition, but not accessible. No nuisance vegetation and/ or trash/ debris in and around the control structure were observed.



Control Structure (2018)



Overall (2018)



Overall (2018)

Pond B-15: The system appeared to be operating as designed. The control structure and skimmer appeared to be in good condition, repaired after the Hurricane Irma. No nuisance vegetation and/ or trash/ debris in and around the control structure were observed.



Control Structure (2016)



Control Structure (09/2017)



Control Structure (2018)

Pond B-16: The system, in general, appeared to be well-maintained and operating as designed. The skimmer appeared to be intact and stable; and the orifice seemed to be in good condition.



Control Structure (2016)



Control Structure under water (09/14/2017)



Control Structure (2018)



Shoreline (2018)



Inflow pipe (2018)



Outflow from pond located across Bell Tower Crossing Road (2018)

Pond C-1: The system appeared to be well-maintained and functioning as designed with no offsite impacts observed at the time of inspection. There was no visible nuisance vegetation. Shoreline erosion was observed that should be repaired with backfill and placement of sod. The structure and skimmer were observed in good condition and appeared to be operating as designed.



**Control Structure (2016)**



**Shoreline and Overall (2016)**



**Control Structure (09/2017)**



**Control Structure (2018)**



**Shoreline (2018)**



**Eroded shoreline (2018)**



Pond C-2: This pond has been redesigned and the geometry has changed. The control structure, skimmer and orifice appeared to be in good condition. The skimmer appeared to be intact. A concrete wall has been built across the weir. The water level in the pond/ spreader swale was observed to be low based on the exposed orifice. No signs of shoreline erosion were noticed. There appears to be a pipe connecting from the pond to the wetland. Unable to access during inspection due to construction fence around pond.



**Orifice (2016)**



**Shoreline (2016)**



**Skimmer (2016)**



**Overflow weir and Skimmer (09/2017)**



**Orifice (09/2017)**



**Overflow weir and skimmer (2018)**



**Weir and skimmer (2018)**



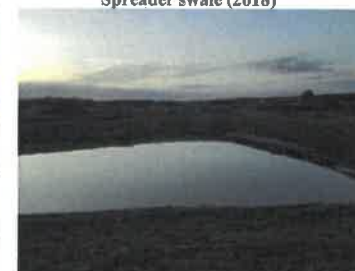
**Spreader swale (2018)**



**Inflow pipe (2018)**



**Change in pond geometry (2018)**



**Change in pond geometry (2018)**



**Pipe (2018)**

Pond C-6A and C-6B: The system, in general, appeared well-maintained and operated as designed. Both ponds work as a connected system. The control structure, skimmer, and orifice were observed to be in good condition. The MES of the connecting pipe between ponds are damaged and should be replaced and the area around the MES should be stabilized. The outflow pipe from the pump located in the tunnel crossing is damaged and needs to be repaired as soon as possible.



Control Structure (2016)



Overall (2016)



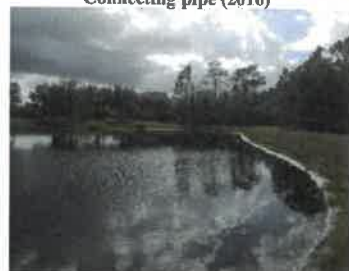
Connecting pipe (2016)



Control Structure (09/2017)



Control Structure (2018)



Shoreline (2018)



End section on East pond (2018)



End section on West pond (2018)



Inflow pipe from pump (2018)

Pond C-8: The system, within the golf course perimeter, appeared well-maintained. The control structure seemed to be in good condition with no nuisance vegetation in and around it. The grate needs to be re-set on the structure. The water level appears lower than normal with some signs of shoreline erosion that should be monitored.



Control Structure (2016)



Overall (2016)



Control Structure after inspection (09/2017)



Control Structure (2018)



Overall (2018)



Shoreline (2018)

Pond C-9: The system was observed to be well-maintained with minor shoreline erosion that should be monitored. The water level appeared below normal. A broken reclaimed water lid was found on the top of the slope with water ponding around it. This should be addressed as soon as possible.



Overall (2016)



Overall (09/2017)



Overall (2018)



Shoreline (2018)



Overall (2018)



Broken reclaimed water lid (2018)



Pond C-10: The system was observed to be well-maintained. The water level appears below normal. Shoreline erosion was noted that should be monitored. This pond has two weir outfalls into a wetland. The weirs, skimmers, and orifice appeared to be in decent condition and functioning as designed. The corners of the skimmers need to be repaired. The spreader swale for weir #2 has overgrown grass and trees and needs to be cleared.



**Weir (2016)**



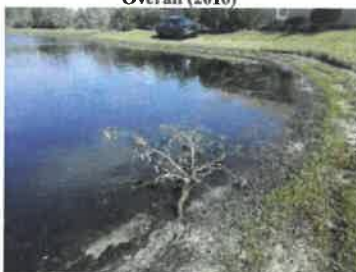
**Overall (2016)**



**Weir #1 (09/2017)**



**Spreader swale #1 (09/2017)**



**Shoreline (2018)**



**Weir #1, skimmer and spreader swale (2018)**



**Spreader swale #1 (2018)**



**Spreader swale #1 (2018)**



**Weir #2, skimmer and spreader swale (2018)**



**Spreader swale #2 (2018)**



**Spreader swale #2 (2018)**



**Damaged corner of skimmer (2018)**



Pond C-11: The system was observed to be well-maintained with no shoreline erosions. The water level in the pond appeared to be high. The overflow structures and skimmers appeared to be in good condition. The orifice should be inspected and confirmed it is free flowing and matches the construction plans. A cap may be missing. The weir structure has some overgrown plants and needs to be cleared for it to function properly.



Orifice (2016)



Weir (2016)



Weir (09/2017)



Shoreline and orifice (2018)



Orifice (2018)



Weir, skimmer and spreader swale (2018)



Weir and skimmer (2018)



Weir with overgrown plants (2018)



Spreader swale (2018)

Pond C-12: The system was observed to be well-maintained with minor shoreline erosions in several locations that should be addressed with backfill and planting. The weir, skimmer, and orifice appeared to be functioning. The orifice was missing the standpipe and some debris was noticed blocking flow. A new standpipe needs to be installed matching the construction plans. The water level appeared to be normal.



Overall (2016)



Orifice (2016)



Weir (2016)



Weir and skimmer (09/2017)



Shoreline (2018)



Weir and skimmer (2018)



Orifice with debris blocking entrance (2018)



Orifice cleared of debris (2018)



Orifice outfall (2018)

Pond C-13: The system was observed to be well-maintained. The water level appeared below normal with some signs of shoreline erosion that should be monitored. The pond appears to be part of an interconnected system as no control structure was observed.



Overall (2016)



Overall (09/2017)



Shoreline (2018)



Overall (2018)



Shoreline (2018)



Connecting pipes end sections (2018)

Pond C-14: The system was observed to be well-maintained with no shoreline erosions. The pond appears to be part of an interconnected system as no control structure was observed.



Overall (2016)



Shoreline along wetland (09/2017)



Shoreline along wetland (2018)



Pond C-15: The system was observed to be well-maintained with no shoreline erosions or invasive species. The orifice pipe is damaged and should be repaired.



Control Structure (2016)



Overall (2016)



Orifice Pipe (2016)



Control Structure under water (09/2017)



Control Structure (2018)



Orifice pipe (2018)

Pond C-16: The system was observed to be located within the golf course area, inside a treed area. Substantial overgrowth existed around the facility. The control structure and skimmer are in good condition. The water level appeared slightly below normal and minor signs of shoreline erosion were noticed.



Overall (2016)



Control Structure (2016)



Control Structure (09/2017)



Overall (2018)



Shoreline (2018)



Control Structure (2018)



Pond C-17: The system, in general, is well-maintained with minor shoreline erosion in several locations that should be addressed with backfill and planting. The water level was observed to be at or above normal. The shoreline erosion should be repaired with backfill and placement of sod. The Control structure with skimmer were observed to be in good condition, however, the grate was under water. The spreader swale for the control structure appeared to be working properly. The weir, skimmer, and orifice were also observed to be working properly. The skimmer needs some repairs. The weir and spreader swale were partially under water



Control Structure (2016)



Shoreline (2016)



Weir, Skimmer and spreader swale (2016)



Control Structure with water covering top of structure (09/2017)



Weir full of water (09/2017)



Control Structure and spreader swale (2018)



Weir, Skimmer and spreader swale (2018)



Damaged skimmer (2018)



Weir and Spreader swale under water (2018)

Pond C-18: The system was observed to be well-maintained. The water level appears to be below normal and some signs of shoreline erosions can be noticed. The top of an inflow pipe can be seen on the northern corner of the pond that appears to be missing a MES. The pipe should be cut at the slope and a MES should be installed. The control structure appeared to be in good condition. Some nuisance vegetation was observed inside the outlet structure and should be removed.



Control Structure (2016)



Overall (2016)



Control Structure (09/2017)



Control Structure (2018)



Nuisance vegetation inside control structure (2018)



Exposed inflow pipe (2018)

Pond C-19: The system was observed to be well-maintained with some shoreline erosions that should be monitored. The control structure seemed to be in good condition, however, some debris needs to be removed from the grate. The orifice appeared to be working as designed. Water level in the pond, estimated from the orifice, appeared to be below the normal water level.



Control Structure (2016)



Overall (2016)



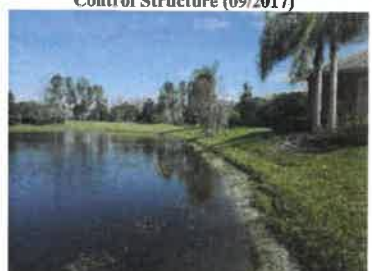
Control Structure (09/2017)



Control Structure (2018)



Minor debris on grate (2018)



Shoreline (2018)

Pond C-20: The system was observed to be well-maintained and functioning as designed. Some shoreline erosion was observed. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired.



Overall (2016)



Shoreline (2016)



Overall (09/2017)



Overall (2018)



Shoreline (2018)



Shoreline (2018)



Pond D-1: The system was observed to be well-maintained. The water level was observed to be lower than normal with minor shoreline erosion. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired. The overflow weir seemed to be in good condition; and the skimmer was observed to be intact. The edges of the skimmer along the slope have been repaired as recommended in last year's annual report. The orifice was missing the standpipe and a new standpipe needs to be installed.



**Orifice and Skimmer (2016)**



**Spreader Swale (2016)**



**Weir and skimmer (09/2017)**



**Weir and skimmer (2018)**



**Weir, skimmer and spreader swale (2018)**



**Orifice (2018)**



**Orifice with missing stand pipe (2018)**



**Weir, skimmer and spreader swale (2018)**



**Spreader swale (2018)**



Pond D-2: The system appeared to be functioning as designed. Substantial shoreline erosion was observed that appeared to expose the slope protection. This area should be backfilled and sodded as soon as possible to avoid any future damage to the pond. The pond water level may need to be pumped down to allow for proper repair of the slope stabilization and shoreline. The control structure seemed to be in good condition with no nuisance vegetation between the skimmer and structure. No offsite impacts were observed at the time of inspection.



Control Structure (2016)



Shoreline (2016)



Control Structure (09/2017)



Control Structure (2018)



Shoreline erosion with pond slope protection exposed (2018)



Slope protection exposed (2018)

Pond D-3: The system was observed to be well-maintained. Water level was noticed to be below normal levels. Shoreline erosion can be noticed around the pond. The control structure seemed to be in good condition; and the skimmer was observed to be intact.



Control Structure (2016)



Overall (2016)



Control Structure (09/2017)



Shoreline and Control Structure (2018)



Control Structure (2018)



Shoreline (2018)

Pond D-4: The system needs maintenance. The water level in the pond appeared to be normal. No shoreline erosion was noticed. The overflow weir needs repairs. Part of the weir has collapsed. Also, no skimmer was provided for this overflow device, which is not typical. As such, the weir needs to be repaired to meet the original construction plans. This may require removed of the existing weir, regrading of the area , and placement of a new stabilized on stabilized ground. The control structure's grate is covered with debris and needs to be cleared for it to function as designed. The outfall pipes from the control structure to the spreader swale on the other side of Acadia Drive appear to be in good condition.



Overflow Weir (2016)



Control Structure and Overall (2016)



Overflow weir (09/2017)



Control Structure (09/2017)



Shoreline (09/2017)



Control Structure and shoreline (2018)



Control Structure (2018)



Weir and spreader swale (2018)



Damaged weir (2018)



Damaged weir (2018)



Damaged weir and shoreline (2018)



Outfall pipes end sections from Control Structure and spreader swale (2018)

Pond D-5: At the time of the inspection, the system appeared to be well-maintained. The water level appeared to be slightly below normal and signs of minor erosion long the shoreline can be noticed. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired. The flood control device was observed to be in good condition with no sign of nuisance vegetation in and around the area. The skimmer was observed to be intact. Minor algae growth was noticed on the pond.



**Control Structure (2016)**



**Overall (2016)**



**Control Structure (09/2017)**



**Control Structure (2018)**



**Shoreline (2018)**



**Inflow pipe end section (2018)**



Pond D-6: At the time of the inspection, the system appeared to be working as designed. There are signs of erosion under the western side of the weir. Further investigation is required to determine the extent of erosion under the concrete. Flowable fill should be placed under the concrete to re-stabilize the area and minimize risk for further damage. The flood control device was observed to be in good condition with minor signs of nuisance vegetation in and around the area.



**Weir and skimmer (2016)**



**Shoreline (2016)**



**Weir and outflow culverts (09/2017)**



**Weir and skimmer (09/2017)**



**Weir and outflow culverts (09/2017)**



**Overall (2018)**



**Weir and skimmer (2018)**



**Weir and outflow culverts (2018)**



**Erosion damage to side of weir (2018)**



**Overall (2018)**



**Outflow culverts into wetlands (2018)**



Pond D-7: The system appeared to be well-maintained with minor signs of erosion observed at the time of inspection. It was observed that the system is part of an interconnected system (Ponds D-9 to D-6) with an outfall structure located in Pond D-6.



Overall (2016)



Overall (09/2017)



Overall (2018)



Bridge connection between Pond 7 and Pond 6 (2018)



Shoreline (2018)



Overall (2018)

Pond D-8: The system appeared to be well-maintained with some signs of erosion observed at the time of inspection that should be monitored. It was observed that the system is part of an interconnected system (Ponds D-9 to D-6) with an outfall structure located in Pond D-6. Erosion was observed around an inflow pipe end section and it should be stabilized.



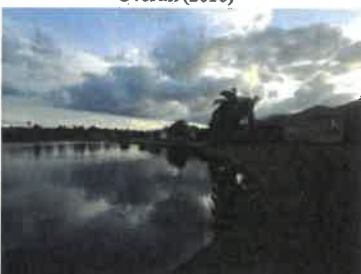
Overall (2016)



Overall (09/2017)



Overall (2018)



Shoreline (2018)



Overall (2018)



Inflow pipe end section (2018)

Pond D-9: The system appeared to be well-maintained and functioning as designed. It was observed that the system is part of an interconnected system (Ponds D-9 to D-6) with an outfall structure located in Pond D-6. Erosions was observed around an inflow MES in the southwest area of the pond and it should be stabilized.



Inflow (2016)



Overall (2016)



Pond D-9 looking at bridge between Pond D-9 and D-8 (09/2017)



Pond D-9 looking at bridge between Pond D-9 and D-8 (2018)



Overall (2018)



Inflow pipe end section (2018)

Pond D-10: At the time of the inspection, the water level in the system appeared to be low. There are signs of shoreline erosion. The pond should be inspected when the water level has returned to the design normal water level and any shoreline erosion should be repaired. The flood control device was observed to be in good condition. The skimmer was intact, but the outflow pipe was not visible. The spreader swale was observed to be functioning correctly with no signs of erosion.



Control Structure (2016)



Spreader swale (2016)



Control Structure (09/2017)



Shoreline and Control Structure (2018)



Control Structure (2018)



Overall and spreader swale (2018)

Pond D-11: The system was observed to be well-maintained with no sign of erosion at the time of inspection. The skimmer was observed in disrepair and should be repaired for it to continue to work as designed. Some nuisance vegetation was observed in between the skimmer and control structure and should be removed. The water level appears low and an inflow pipe can be seen partially under water.



Overall and Control Structure (2016)



Control Structure (09/2017)



Shoreline and Control Structure (2018)



Control Structure Grate (2018)



Overall (2018)



Shoreline and exposed inflow pipe (2018)

Pond E-1: The system was observed partially located on the golf course and appeared to be functioning as designed. The shoreline is in the process of being re-seeded. The water level in the pond was observed to be low. The control structure and skimmer appeared to be functioning as designed, however, the control structure is missing the grate and should be replaced.



Overall & Structure (2016)



Erosion (2016)



Overall and Control Structure (09/2017)



Control Structure (2018)



Control Structure missing grate (2018)



Shoreline with backfill and re-seeded (2018)



Pond E-2: In general, the system appeared to be well-maintained. A flood control device was not detected for this facility, but the top of two MES were visible with soil appearing to erode. The two MES should be stabilized.



Inflow (2016)



Overall (2016)



Overall at time of inspection (09/2017)



Inflow pipe end section #1 (2018)



Inflow pipe end section #2 (2018)



Shoreline erosion (2018)

Pond E-3: At the time of the inspection, the system appeared to be well-maintained and located partially on the golf course. The water level appeared normal. The visible shoreline erosion should be addressed with backfill and placement of sod. The control structure was observed to be in good condition and appeared to be functioning as designed. Some algae growth is noticed around control structure. The MES should be stabilized.



Control Structure (2016)



Shoreline (2016)



Overall and Control Structure (09/2017)



Control Structure (2018)



Shoreline (2018)



Inflow pipe end section (2018)



Pond E-5: The system was observed to be well-maintained with no flood control device visible. The system was observed to be partially on the golf course. Minor erosion on the western side of the pond should be monitored.



Overall (2016)



Overall (09/2017)



Overall (2018)

Pond E-6: The system was observed to be well-maintained with some signs of shoreline erosion that should be monitored. The system was observed to be partially on the golf course. The control structure and skimmer were observed to be in good repair. Debris should be removed from the grate on the structure. The water level was observed to be at or slightly above normal levels.



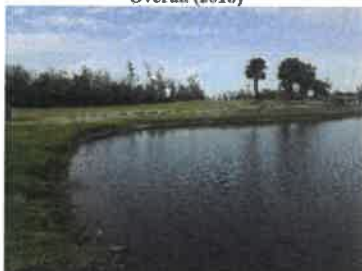
Overall (2016)



Control Structure (2016)



Control Structure (09/2017)



Shoreline (2018)



Shoreline and Control Structure (2018)



Control Structure with debris (2018)

Tract/Pond E-8: The system was observed to be well-maintained with no signs of shoreline erosion. The system was observed to be on the golf course. It appears that this pond is used as a means of connecting the flow from Pond E-11 to Pond E-6. No control structure or overflow weir were noticed.



Overall (2018)



Shoreline (2018)



Southern end of pond (2018)

Pond E-11: The system was observed to be well-maintained with some signs of shoreline erosion that requires repair. The system was observed to be partially on the golf course. The control structure and skimmer were observed to be in good repair, but the grate was covered with debris that should be removed. Some shoreline erosion was observed around the control structure that should be addressed with backfill and placement of sod. Additionally, a liner over a pipe was observed exposed. The pond water level may need to be pumped down to allow for proper repair of the liner and shoreline around the pipe.



Overall (2016)



Control Structure (2016)



Control Structure (09/2017)



Overall (2018)



Shoreline and exposed liner over pipe (2018)



Exposed liner over pipe (2018)



Shoreline erosion next to Control Structure (2018)



Overall and Control Structure (2018)



Control Structure with debris on grate (2018)

Pond E-15: This pond is not part of the CDD but inspection is being documented for future reference. At the time of the inspection, the system appeared to be functioning as designed. Substantial shoreline erosion was noticed with exposed liner or pond slope protection. These locations should be addressed with backfill and planting. The pond water level may need to be pumped down to allow for proper repair of the slope stabilization and shoreline. The control structure and skimmer were observed to be in good condition. The water level appeared below normal.



Shoreline and Control Structure (2018)



Shoreline erosion and debris (2018)



Shoreline erosion (2018)



Shoreline and exposed liner (2018)



Exposed liner (2018)



Shoreline erosion (2018)



Pond E-18: At the time of the inspection, the majority of the system appeared to be well-maintained with shoreline erosions in some areas that should be addressed with backfill and planting. Silt deposition was observed in the swale accepting runoff from the residential area and golf course. The area should be monitored on a regular basis. Silt should be removed and disposed of properly and the area re-graded to the original design grades. The inflow pipe from the residential area needs to be repaired. No flood control structure and/ or equalizing pipes were visible as this pond appeared to be part of an interconnected system.



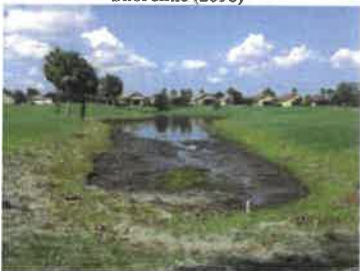
Shoreline (2016)



Silt (2016)



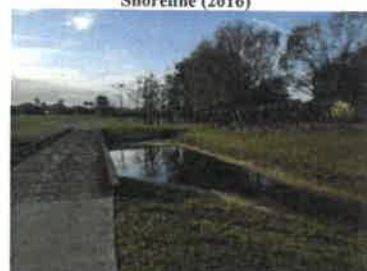
Shoreline (2016)



Shoreline with silt (09/2017)



Shoreline (2018)



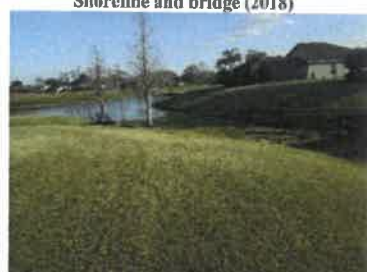
Shoreline and bridge (2018)



Overall (2018)



Pond and Swale entrance into Pond E-18 (2018)



Swale into Pond E-18 (2018)



Swale into Pond E-18 (2018)



Spreader swale and inflow pipe from residential area (2018)



Inflow pipe from spreader swale capturing flow from residential area into beginning of swale into Pond E-18 (2018)



Pond E-19: The system was observed to be well-maintained and functioning as designed. The system was observed to be completely on the golf course. A control structure was not observed within the facility. An inflow or interconnection pipe was observed in the south west corner of the pond. The facility may be interconnected with Pond E-21. Inflow pipes from the golf course were observed above water. The golf course pipes should be adjusted to be below the water level.



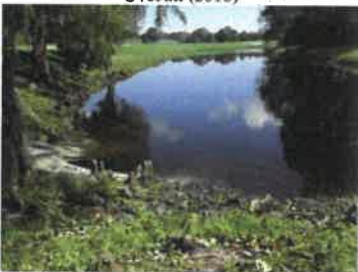
Overall (2016)



Pipe connecting to Pond E-21(2016)



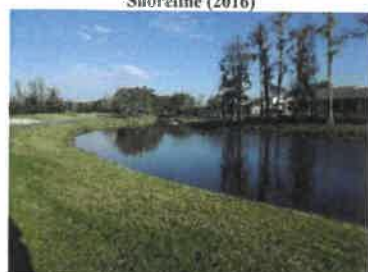
Shoreline (2016)



Overall and pipe end section (2018)



Pipe connecting to Pond E-21 (2018)



Overall (2018)



Eastern side of pond (2018)



Exposed inflow pipe from golf course (2018)



Exposed inflow pipe from golf course (2018)

Pond E-21: At the time of the inspection, the water level in the pond was observed to be low, and there were signs of shoreline erosions in several places that should be address with backfill and planting. The control structure appeared to be in good condition with the exception that the skimmer needs repair. The shoreline near the control structure is in the process of being re-seeded. Shoreline erosion was also noticed around an inflow pipe end section that should be address with backfill and planting sod.



**Control Structure (2016)**



**Shoreline (2016)**



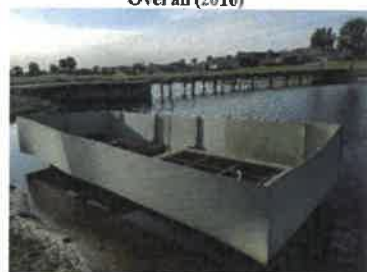
**Overall (2016)**



**Control Structure and shoreline (09/2017)**



**Shoreline and Control Structure (2018)**



**Control Structure (2018)**



**Shoreline erosion and inflow pipe end section (2018)**



**Overall (2018)**



**Overall (2018)**



Pond E-31: At the time of the inspection, the system appeared to be functioning as designed. Substantial shoreline erosion was observed along the shoreline that has exposed a pond liner or slope stabilization. This should be addressed with backfill and placement of sod as soon as possible. The pond water level may need to be pumped down to allow for proper repair of the slope stabilization and shoreline. The overflow weir and skimmer appeared to be functioning. Overgrowth around the overflow weir needs to be removed.



**Weir and skimmer (2016)**



**Overall (2016)**



**Weir and skimmer (09/2017)**



**Shoreline erosion (2018)**



**Shoreline, orifice, skimmer and weir (2018)**



**Exposed pond liner (2018)**



**Orifice (2018)**



**Orifice outflow pipe (2018)**



**Weir and skimmer with overgrown trees (2018)**



**Weir and skimmer (2018)**



**Spreader swale (2018)**



**Exposed pond liner (2018)**

Pond F-5: The pond appears to be part of the new construction taking place in Poinciana. This pond should be inspected once all construction activities are completed.



Shoreline and pipe end section (2018)



Inflow pipe (2018)



Inflow pipe (2018)



Area Drain located between pond and wetland area (2018)



Area Drain located between pond and wetland area (2018)



Shoreline (2018)

Pond F-7: At the time of the inspection, the system appeared to be well-maintained and operating as designed.



Overall (2016)



Shoreline (2016)



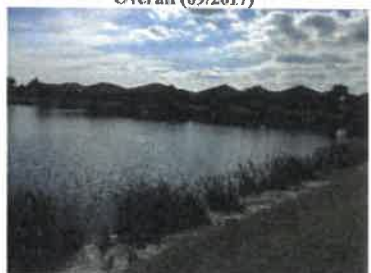
Overall (09/2017)



Overall (2018)



Shoreline (2018)



Shoreline (2018)





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Poinciana CDD

**ACTION ITEMS**

as of 2/14/2018

Item #	Meeting Assigned	Action Item	Assigned To	Date Due	Status	Comments
1	12/13/17	Status of Transition	Flint		In Process	
2	1/17/18	Pond Aeration Systems	Smith		In Process	To be presented at 2/21/18 meeting.
3	1/17/18	Storm Drain System Repairs	Smith		In Process	
4	1/17/18	Tree Removal	Smith		In Process	

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**POINCIANA**  
**Community Development District**

**Payment Register by Bank Account**

For the Period from 1/01/2018 to 1/31/2018  
(Sorted by Check / ACH No.)

Pynt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GIL Account #	Amount Paid
Check	2563	01/04/18	Employee	DAVID LANE	PAYROLL	January 04, 2018 Payroll Posting	GENERAL MATTERS	001-531013-51501	\$184.70
Check	2564	01/04/18	Employee	ROBERT W. ZIMBARDI	PAYROLL	January 04, 2018 Payroll Posting	AMENITY ACQUISITION	001-130000-51501	\$184.70
Check	2565	01/04/18	Employee	LERUE M. STELLFOX	PAYROLL	January 04, 2018 Payroll Posting	Contracts-Landscape	001-534050-53901	\$184.70
Check	2566	01/04/18	Employee	LITA B. EPSTEIN	PAYROLL	January 04, 2018 Payroll Posting	Due From Developer	001-130000-51401	\$184.70
Check	2567	01/03/18	Vendor	ATKINS NORTH AMERICA, INC	1871725	10/30-11/28/17 GEN ENGINEERING	Due From Developer	001-130000-51401	\$2,321.91
Check	2568	01/03/18	Vendor	ATKINS NORTH AMERICA, INC	1871725	10/30-11/28/17 GEN ENGINEERING	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$189.00
Check	2569	01/03/18	Vendor	FLORALAWN 2, LLC.	2289	JAN 2018 LANDSCAPE MAINT	ProfServ-Field Management	001-531016-53901	\$11,970.42
Check	2570	01/03/18	Vendor	HOPPING, GREEN & SAMS	98633	9/27-9/28/17 CONSTRUCTION	Postage and Freight	001-541006-51301	\$190.00
Check	2571	01/03/18	Vendor	HOPPING, GREEN & SAMS	97089	OCT CONSTRUCTION PROJ.COUNSEL	Printing and Binding	001-547001-51301	\$248.00
Check	2572	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	ProfServ-Dissemination Agent	001-551002-51301	\$4,611.75
Check	2573	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	Office Supplies	130000	\$1,166.67
Check	2574	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	Due From Developer	001-130000-51401	\$4.14
Check	2575	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	Due From Developer	001-130000-51401	\$676.70
Check	2576	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	Postage and Freight	001-541006-51301	\$676.70
Check	2577	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	Postage and Freight	001-541006-51301	(\$5,000.00)
Check	2578	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	Postage and Freight	001-541006-51301	\$2,913.67
Check	2579	01/03/18	Vendor	INFRAMARK, LLC	26224-A	DEC 2017 MGMT FEES	Office Supplies	001-551002-51301	\$38.50
Check	2580	01/05/18	Vendor	GREENBERG TRAUERIG, P.A.	4597127	5/23-7/21/17 BOND VALIDATION	Due From Developer	130000	\$28,154.41
Check	2581	01/05/18	Vendor	HOPPING, GREEN & SAMS	98634	9/1-9/30/17 REC FACILITY	Due From Developer	001-130000-51401	\$23,894.58
Check	2582	01/03/18	Vendor	HOPPING, GREEN & SAMS	97090	OCT SALE REC FACILITIES	Postage and Freight	001-541006-51301	\$35,844.15
Check	2583	01/11/18	Vendor	FEDEX	6-029-00896	POSTAGE 12/19/17	Postage and Freight	001-541006-51301	\$11.60
Check	2584	01/11/18	Vendor	FEDEX	6-037-58414	POSTAGE 12/26/17	Postage and Freight	001-541006-51301	\$13.86
Check	2585	01/11/18	Vendor	FEDEX	6-044-40217	POSTAGE 01/02/18	Postage and Freight	001-541006-51301	\$77.95
Check	2586	01/15/18	Vendor	CLARKE ENVIRONMENTAL MOSQUITO	6365062	MOSQUITO MGMT JAN 2018	Contracts-Aquatic Midge Mgmt	001-534130-53901	\$11,750.00
Check	2587	01/15/18	Vendor	POINCIANA CDD C/O US BANK N.A.	011018	TRSF ASSESSMENTS 2017-2018	Due From Other Funds	131000	\$1,096,477.98
Check	2578	01/19/18	Vendor	CLARKE ENVIRONMENTAL MOSQUITO	6364957	10/31/17: MOSQUITO MGMT OCT	Contracts-Aquatic Midge Mgmt	001-534130-53901	\$11,750.00
Check	2579	01/19/18	Vendor	INFRAMARK, LLC	28609	DEC MGMT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,611.75
Check	2579	01/19/18	Vendor	INFRAMARK, LLC	28609	DEC MGMT SERVICES	ProfServ-Field Management	001-531016-53901	\$1,166.67
Check	2579	01/19/18	Vendor	INFRAMARK, LLC	28609	DEC MGMT SERVICES	Postage and Freight	001-541006-51301	\$4.14
Check	2579	01/19/18	Vendor	INFRAMARK, LLC	28609	DEC MGMT SERVICES	Printing and Binding	001-547001-51301	\$676.70
Check	2579	01/19/18	Vendor	INFRAMARK, LLC	28609	DEC MGMT SERVICES	11/6/17 MAILING	001-541006-51301	\$2,913.67
Check	2579	01/19/18	Vendor	INFRAMARK, LLC	28609	DEC MGMT SERVICES	Office Supplies	001-551002-51301	\$38.50

**CENTERSTATE BANK - GF - (ACCT# XXXX3173)**

**POINCIANA**  
**Community Development District**

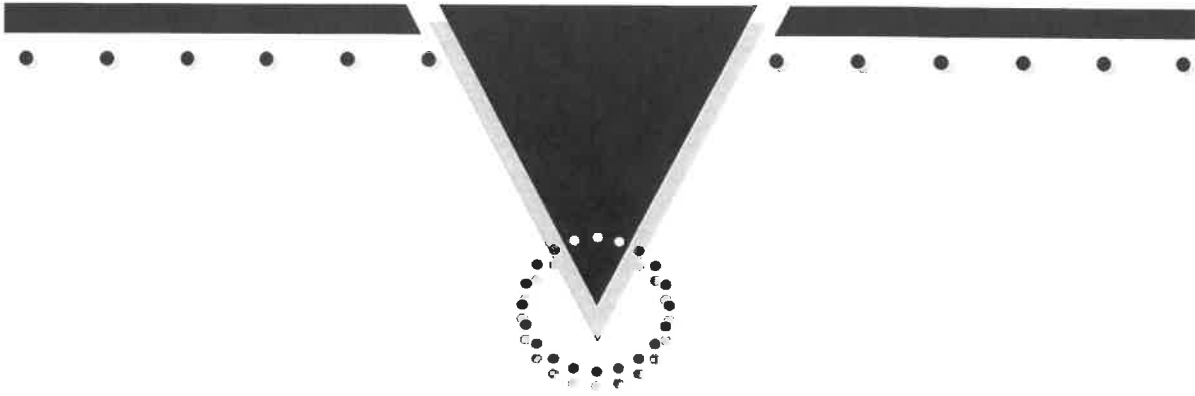
**Payment Register by Bank Account**  
For the Period from 1/01/2018 to 1/31/2018  
(Sorted by Check / ACH No.)

Pynt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
Check	2580	01/19/18	Vendor	THE LEDGER	L060G0I85V	JOINT MEETING NOTICE AD	Legal Advertising	001-548002-51301	\$369.83
Check	2580	01/19/18	Vendor	THE LEDGER	L060G0I85T	BOARD OF SUPERVISORS AD	Legal Advertising	001-548002-51301	\$262.50
Check	2580	01/19/18	Vendor	THE LEDGER	L060G0IAFB	AUDIT SERVICES AD	Legal Advertising	001-548002-51301	\$388.50
Check	2580	01/19/18	Vendor	THE LEDGER	L060G0IAEE	AUDIT COMMITTEE MEETING	Legal Advertising	001-548002-51301	\$318.50
Check	2581	01/24/18	Vendor	INFRAMARK, LLC	26987	***Voided Voided***			\$0.00
Check	2581	01/24/18	Vendor	INFRAMARK, LLC	26987	***Voided Voided***			\$0.00
Check	2581	01/24/18	Vendor	INFRAMARK, LLC	26987	***Voided Voided***			\$0.00
Check	2581	01/24/18	Vendor	INFRAMARK, LLC	26987	***Voided Voided***			\$0.00
Check	2581	01/24/18	Vendor	INFRAMARK, LLC	26987	***Voided Voided***			\$0.00
Check	2581	01/24/18	Vendor	INFRAMARK, LLC	26987	***Voided Voided***			\$0.00
Check	2582	01/24/18	Vendor	POINCIANA CDD C/O US BANK N.A.	011718-TRFR	TRSF ASSESS 2017-2018	Due From Other Funds	131000	\$66,006.05
ACH	DD119	01/11/18	Vendor	DUKE ENERGY-ACH	39182-122817	11/29-12/28/17	48750 39162	001-543006-53901	\$28.64
ACH	DD120	01/11/18	Vendor	DUKE ENERGY-ACH	08008-122817	11/29-12/28/17	87555-08008	001-543006-53901	\$115.84
<b>Account Total</b>									<b>\$1,304,915.38</b>

**Total Amount Paid**      **\$1,304,915.38**

Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	142,431.35
Series 2012A Debt Service Fund - 202	1,162,484.03
<b>Total</b>	<b>1,304,915.38</b>





**Poinciana  
Community Development District**

**Unaudited Financial Reporting**

**January 31, 2018**





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1	<u>Balance Sheet</u>
2	<u>General Fund Income Statement</u>
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5	<u>FY18 Assessment Receipt Schedule</u>

**Poinciana**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET**  
**January 31, 2018**

	General Fund	Debt Service Fund	Totals 2018
<b><u>ASSETS:</u></b>			
<b><u>CASH</u></b>			
OPERATING ACCOUNT - SUNTRUST	\$665,776	---	\$665,776
MONEY MARKET ACCOUNT	\$51,924	---	\$51,924
CERTIFICATE OF DEPOSIT	\$107,731	---	\$107,731
<b><u>INVESTMENTS</u></b>			
SERIES 2012A-1 & A-2			
RESERVE A-1	---	\$535,748	\$535,748
RESERVE A-2	---	\$322,618	\$322,618
REVENUE	---	\$1,559,802	\$1,559,802
REDEMPTION A-1	---	\$4,627	\$4,627
REDEMPTION A-2	---	\$23,486	\$23,486
DUE FROM DEVELOPER	\$47,463	---	\$47,463
DUE FROM GENERAL FUND	---	\$3,241	\$3,241
<b>TOTAL ASSETS</b>	<b><u>\$872,893</u></b>	<b><u>\$2,449,520</u></b>	<b><u>\$3,322,414</u></b>
<b><u>LIABILITIES:</u></b>			
ACCOUNTS PAYABLE	\$15,640	---	\$15,640
DUE TO DEBT SERVICE	\$3,241	---	\$3,241
<b><u>FUND EQUITY:</u></b>			
<b>FUND BALANCES:</b>			
RESTRICTED FOR DEBT SERVICE 2012A-1 & A-2	---	\$2,449,520	\$2,449,520
OPERATING RESERVE	\$155,224	---	\$155,224
UNASSIGNED	\$698,789	---	\$698,789
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b><u>\$872,893</u></b>	<b><u>\$2,449,520</u></b>	<b><u>\$3,322,414</u></b>

# Poinciana

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

#### Statement of Revenues & Expenditures

For The Period Ending January 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 1/31/18	ACTUAL THRU 1/31/18	VARIANCE
<b>REVENUES:</b>				
ASSESSMENTS - TAX COLLECTOR	\$462,128	\$422,587	\$422,587	\$0
ASSESSMENTS - DIRECT BILLED	\$71,073	\$35,537	\$35,537	\$0
ASSESSMENTS - DEVELOPER	\$84,960	\$84,960	\$84,960	\$0
INTEREST	\$3,500	\$1,167	\$810	(\$356)
<b>TOTAL REVENUES</b>	<b>\$621,661</b>	<b>\$544,251</b>	<b>\$543,894</b>	<b>(\$356)</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
SUPERVISOR FEES	\$12,000	\$4,000	\$5,200	(\$1,200)
FICA EXPENSE	\$918	\$306	\$398	(\$92)
ENGINEERING	\$18,000	\$6,000	\$3,547	\$2,453
ATTORNEY	\$30,000	\$10,000	\$9,825	\$175
ARBITRAGE	\$600	\$0	\$0	\$0
DISSEMINATION	\$5,000	\$1,667	\$82	\$1,584
ANNUAL AUDIT	\$4,250	\$0	\$0	\$0
TRUSTEE FEES	\$7,000	\$3,391	\$3,391	\$0
ASSESSMENT ADMINISTRATION	\$11,365	\$11,365	\$11,365	\$0
ASSESSMENT COLLECTION COST	\$9,628	\$0	\$0	\$0
MANAGEMENT FEES	\$55,341	\$18,447	\$19,187	(\$740)
INFORMATION TECHNOLOGY	\$16	\$5	\$25	(\$19)
POSTAGE	\$1,200	\$400	\$6,179	(\$5,779)
PRINTING & BINDING	\$2,700	\$900	\$2,527	(\$1,627)
INSURANCE	\$15,447	\$15,447	\$14,151	\$1,296
LEGAL ADVERTISING	\$2,000	\$667	\$5,891	(\$5,225)
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	\$300	\$100	\$165	(\$65)
PROPERTY APPRAISER	\$9,628	\$0	\$0	\$0
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$175	\$200	(\$25)
<b>FIELD:</b>				
FIELD MANAGEMENT	\$14,000	\$4,667	\$4,831	(\$164)
ELECTRIC	\$1,500	\$500	\$590	(\$90)
LANDSCAPE MAINTENANCE	\$143,645	\$47,882	\$47,882	(\$0)
AQUATIC CONTROL MAINTENANCE	\$98,000	\$32,667	\$32,667	\$0
AQUATIC MIDGE MANAGEMENT	\$152,800	\$50,933	\$47,000	\$3,933
R&M DRAINAGE	\$3,000	\$1,000	\$0	\$1,000
R&M MULCH	\$4,500	\$1,500	\$0	\$1,500
R&M PLANT REPLACEMENT	\$4,060	\$1,353	\$0	\$1,353
CONTINGENCY	\$14,589	\$4,863	\$248	\$4,615
<b>TOTAL EXPENDITURES</b>	<b>\$621,661</b>	<b>\$218,234</b>	<b>\$215,350</b>	<b>\$2,884</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$328,545</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$0</b>		<b>\$370,244</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$0</b>		<b>\$698,789</b>	

# Poinciana

## COMMUNITY DEVELOPMENT DISTRICT

### SERIES 2012A-1 & A-2

### DEBT SERVICE FUND

#### Statement of Revenues & Expenditures

For The Period Ending January 31, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 1/31/18	ACTUAL THRU 1/31/18	VARIANCE
<b>REVENUES:</b>				
ASSESSMENTS - TAX COLLECTOR	\$1,362,219	\$1,246,134	\$1,246,134	\$0
ASSESSMENTS - DIRECT BILLED	\$382,908	\$191,454	\$191,454	\$0
INTEREST	\$500	\$167	\$891	\$725
<b>TOTAL REVENUES</b>	<b>\$1,745,627</b>	<b>\$1,437,754</b>	<b>\$1,438,479</b>	<b>\$725</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE</b>				
PROPERTY APPRAISER	\$28,380	\$0	\$0	\$0
ASSESSMENT COLLECTION COSTS	\$28,380	\$0	\$0	\$0
<b>SERIES 2012A-1</b>				
INTEREST - 11/1	\$218,550	\$218,550	\$218,550	\$0
PRINCIPAL - 11/1	\$580,000	\$0	\$0	\$0
INTEREST - 05/1	\$218,550	\$0	\$0	\$0
<b>SERIES 2012A-2</b>				
INTEREST - 11/1	\$168,781	\$168,781	\$168,781	\$0
PRINCIPAL - 11/1	\$270,000	\$0	\$0	\$0
INTEREST - 05/1	\$168,781	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,681,423</b>	<b>\$387,331</b>	<b>\$387,331</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$64,205</b>		<b>\$1,051,148</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$1,572,963</b>		<b>\$1,398,373</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$1,637,168</b>		<b>\$2,449,520</b>	



**Poinciana**  
Community Development District

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b>REVENUES:</b>													
ASSESSMENTS - TAX COLLECTOR	\$3	\$37,172	\$363,081	\$22,331	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$422,587
ASSESSMENTS - DIRECT BILLED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,537
ASSESSMENTS - DEVELOPER	\$84,960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84,960
INTEREST	\$111	\$123	\$289	\$287	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$810
<b>TOTAL REVENUES</b>	<b>\$120,611</b>	<b>\$37,295</b>	<b>\$653,370</b>	<b>\$22,618</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$543,894</b>
<b>EXPENDITURES:</b>													
<b>ADMINISTRATIVE:</b>													
SUPERVISOR FEES	\$2,000	\$800	\$1,600	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,200
FICA EXPENSE	\$153	\$61	\$122	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$398
ENGINEERING	\$1,225	\$2,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,547
ATTORNEY	\$3,720	\$0	\$6,104	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,825
ARBITRAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DISSEMINATION	\$0	\$0	\$0	\$82	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82
ANNUAL AUDIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRUSTEE FEES	\$3,391	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,391
ASSESSMENT ADMINISTRATION	\$0	\$0	\$11,365	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,365
ASSESSMENT COLLECTION COST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MANAGEMENT FEES	\$4,612	\$4,612	\$9,224	\$740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,187
INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25
POSTAGE	\$119	\$109	\$5,939	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,179
PRINTING & BINDING	\$69	\$1,105	\$1,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,527
INSURANCE	\$14,151	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,151
LEGAL ADVERTISING	\$590	\$4,134	\$432	\$735	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,881
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OFFICE SUPPLIES	\$0	\$88	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$165
PROPERTY APPRAISER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUES, LICENSES & SUBSCRIPTIONS	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
<b>FIELD:</b>													
FIELD MANAGEMENT	\$1,167	\$1,167	\$2,333	\$164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,831
ELECTRIC	\$133	\$166	\$146	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$590
LANDSCAPE MAINTENANCE	\$11,970	\$11,970	\$11,970	\$11,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,882
AQUATIC CONTROL MAINTENANCE	\$8,167	\$8,167	\$8,167	\$8,167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,667
AQUATIC MIDGE MANAGEMENT	\$11,750	\$11,750	\$11,750	\$11,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,000
RAM DRAINAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RAM MULCH	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RAM PLANT REPLACEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	\$0	\$248	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$248
<b>TOTAL EXPENDITURES</b>	<b>\$63,217</b>	<b>\$46,700</b>	<b>\$70,783</b>	<b>\$34,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$215,350</b>
<b>EXCESS REVENUES/(EXPENDITURES)</b>	<b>\$57,393</b>	<b>(\$8,405)</b>	<b>\$292,588</b>	<b>(\$12,032)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,545</b>





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# Poinciana Community Development District



February 13, 2018  
Brian Smith - Field Services Manager  
GMS

# Field Management Report

February 13, 2018

To: George Flint  
District Manager

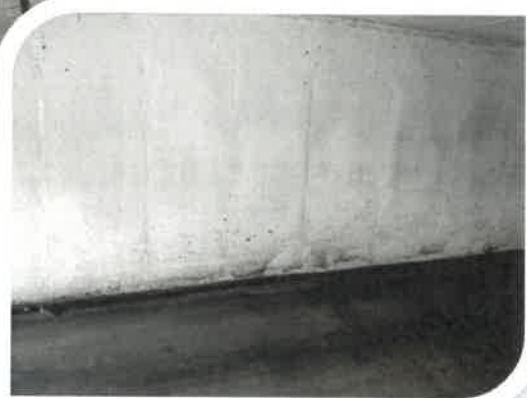
From: Brian Smith  
Field Services Manager

RE: Poinciana CDD – February 13,2018

The following is a summary of items related to the field operations and management of the Poinciana Community Development District.

# Pending Items

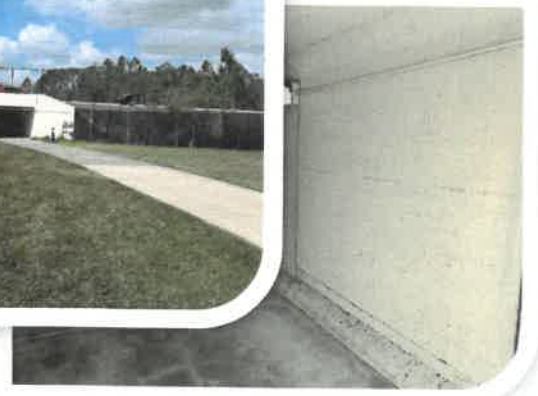
## Stonegate Tunnel



- + Blow, pressure wash and clean golf cart tunnel.
- + Tunnel will need painted during the next budget season.

## Venezia Tunnel

- + Blow, pressure wash and clean golf cart tunnel.
- + Tunnel will need painted during the next budget season.





# Pending Items

## Pond Bank Maintenance

- ✚ Create and mulch tree rings on all Poinciana CDD pond banks.
- ✚ This work will be completed over the next 6 months as budget permits.
- ✚ Improve pond mowing and pond bank maintenance.



- ✚ Clean and maintain all PCDD pond outfall weirs.



## Aquatic Weed Control



✚ Improve pond maintenance using aquatic weed chemicals and hand removal.

## Pond Outfall Structures

✚ Improve maintenance and debris removal from all outfall structures.



# Pending Items

## Storm System Repairs



- ✚ Start storm system repairs to structures and repair storm pipe infiltration.

## Dead Oak Tree Removal

- ✚ Removal of dead oak tree behind 232 Sorrento Rd. scheduled for week of February 11<sup>th</sup>.



# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-841-4047, or by email at [brsmith@gmscfl.com](mailto:brsmith@gmscfl.com). Thank you.

Respectfully,  
Brian Smith

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## Customer Complaint Log Poinciana CDD

Date	Resident	Address	Phone #	Complaint	Assigned To	Resolution	Date Resolved
2/14/18	Gerry Bernardi	156 Rialto Road	863-313-3799	Spraying on property, getting into lanai	Brian Smith	TBD	
2/14/18	Carolyn Ziesman	507 Viterra Court	863-427-9484	Midge control behind house	Brian Smith	TBD	
2/13/18	Paul Marquez	849 Glendora Rd.	241-483-1201	Tree stump behind house	Brian Smith	Flora Lawn To remove stump	2/13/18
2/1/18	Jack Raydale	201 Torino lane	830-370-1176	Pond Not Maintained	Brian Smith	Pond not a CDD pond	2/1/18
2/7/18	Jerry Tiedt	668 San Joaquin Rd.	319-610-5006	Dry Pod Uninsightly	Brian Smith	Responded to homeowner - Pending	2/7/18
1/12/18	Rudy Bautista	232 Sorrento Rd.		Remove Dead Oak tree	Brian Smith	Jack Miller Tree service to remove week of 2/11	2/14/18





## PCDD Monthly Treatment Report

Date between : 1/1/2018 and 1/31/2018

Customer Site ID	Treatment Date	Condition/Weeds Treated
10-A	1/4/18	Clean
10-B	1/4/18	Clean
A-1	1/29/18	Filamentous
A-11	1/4/18	Clean
A-12	1/29/18	Clean
A-13	1/18/18	Filamentous
A-13	1/18/18	Planktonic
A-2	1/29/18	Filamentous
A-20	1/4/18	Clean
A-21	1/29/18	Alligator Weed
A-21	1/29/18	Filamentous
A-22	1/24/18	Filamentous
A-3	1/4/18	Clean
A-4	1/4/18	Clean
A-5	1/4/18	Clean
A-6	1/4/18	Clean
A-7	1/4/18	Clean
A-8	1/4/18	Clean
A-9	1/4/18	Clean
B-1	1/29/18	Alligator Weed
B-1	1/29/18	Filamentous
B-11	1/29/18	Filamentous
B-15	1/4/18	Clean
B-16	1/4/18	Clean
C-1	1/18/18	Clean
C-10	1/29/18	Filamentous
C-11	1/29/18	Filamentous
C-12	1/29/18	Filamentous
C-13	1/4/18	Clean
C-14	1/4/18	Clean
C-15	1/18/18	Clean
C-16	1/4/18	Clean
C-17	1/4/18	Clean
C-18	1/4/18	Clean
C-19	1/4/18	Clean
C-2	1/18/18	Clean
C-20	1/29/18	Filamentous
C-6	1/29/18	Filamentous
C-6B	1/29/18	Filamentous
C-8	1/29/18	Filamentous
C-9	1/29/18	Filamentous
D-1	1/4/18	Clean
D-10	1/4/18	Clean
D-11	1/4/18	Clean

Clarke Monthly Treatment Report September 2014

D-2	1/4/18	Clean
D-3	1/4/18	Clean
D-4	1/24/18	Clean
D-5	1/4/18	Clean
D-6	1/4/18	Clean
D-7	1/4/18	Clean
D-8	1/4/18	Clean
D-9	1/4/18	Clean
E-1	1/4/18	Clean
E-11	1/4/18	Clean
E-15	1/4/18	Clean
E-18	1/4/18	Clean
E-19	1/4/18	Clean
E-2	1/4/18	Clean
E-21	1/4/18	Clean
E-3	1/24/18	Planktonic
E-31	1/4/18	Clean
E-5	1/4/18	Clean
E-6	1/4/18	Clean
E-8	1/4/18	Clean
F-7	1/18/18	Clean







**Poinciana Community Development District  
Monthly Midge Treatment Report**

*January 1, 2018- January 31, 2018*

**Night Truck Spray**

- 0   Miles were sprayed

**ATV ULV Spray**

- 0   Miles were sprayed

**Backpack Pellet Larvicide**

- 21.88  Acres were treated

**Boat Larvicide Treatments**

- 123.5  Acres were treated