

***RENAISSANCE
COMMUNITY DEVELOPMENT DISTRICT***

Agenda Package

Continued Board Meeting

***Monday
May 6, 2019***

1:00 p.m.

***The Club at Renaissance
12801 Renaissance Way
Fort Myers, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT AGENDA

District Board of Supervisors	John Gnagey John Bartz Doug Dickey Glen Hammer Richard Platt	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Counsel	Thomas B. Hart	Knott, Ebelini, Hart
District Engineer	Mark McCleary	Community Engineering Svcs.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of six different sections:

The first section which is called **Audience Questions and Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Monday, May 6, 2019
Time: 1:00 p.m. (Continued Meeting)
Location: The Club at Renaissance
12801 Renaissance Way
Fort Myers, Fl.
Conference Call No: (563) 999-2090
Code: 686859#

Continued Meeting Agenda

Exhibits

I. Roll Call

II. Audience Comments

III. Consent Agenda

- | | | |
|----|--|---|
| A. | Approval of the Revised Minutes of the November 12, 2018 Meeting | 1 |
| B. | Approval of the Minutes of the April 8, 2019 Meeting | 2 |
| C. | Acceptance of the March 2019 Financial Statements | 3 |

IV. Business Matters

- | | | |
|----|--|---|
| A. | Lee County Number of Registered Voters for Renaissance – 439 | 4 |
| B. | ADA Compliance Presentation | 5 |
| C. | Review of the FY 2019-2020 Proposed Budget | 6 |
| D. | Consideration and Adoption of Resolution 2019-05 Approving the Proposed FY 2019/2020 Budget & Setting the Public Hearing | 7 |

V. Staff Reports

- | | | |
|----|--|---|
| A. | District Manager | |
| | ➤ Matrix Review for District Management Services (RFP) | |
| | 1. Matrix Breakdown | 8 |
| | 2. RFP Proposals Submitted | 9 |

- 1. Lake #7 Compressor/Aerator Proposals
 - a. Florida Fountain
 - i. Aerator Cost 10
 - ii. Fountain Cost
 - b. Solitude
 - i. Aerator Cost 11
 - ii. Fountain Cost (*under separate cover*)
- 2. Lake Equipment Maintenance
- C. District Engineer (Engineer to Supply)
 - Pond/Wetland Boundary Review
 - Project Wall Location
 - Pond Erosion
 - Common Area Responsibility
- D. Supervisor Updates
 - Tree Pruning and Clean up (GH)
 - Contract for Davey Tree Ratified 12
- VI. Public Comments**
- VII. Supervisor Requests**
 - A. General and Procedural Rules – Renaissance CDD (RP) 13
- VIII. Adjournment**

EXHIBIT 1.

On a MOTION by Mr. Dickey, SECONDED by Mr. Bartz, WITH ALL IN FAVOR, the Board approved the motion to adopt Resolution **2019-01**; re-designating the Officers of the District as follows: Mr. John Gnagey to serve as Chairman, Mr. John Bartz to serve as Vice Chairman, and Mr. Glen Hammer, Mr. Doug Dickey, and Mr. Richard Platt to serve as Assistant Secretaries; District staffing as follows: Mr. Paul Cusmano as Secretary, Ms. Patricia Comings-Thibault as Treasurer, Mr. Maik Aagaard as Assistant Treasurer; and Ms. Janet Johns as Assistant Secretary for the Renaissance Community Development District.

FOURTH ORDER OF BUSINESS – Consent Agenda

A. Exhibit 5: Approval of the Minutes of the May 14, 2018 Meeting

On a MOTION by Mr. Gnagey, SECONDED by Mr. Hammer, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors regular meeting held on **May 14, 2018** for the Renaissance Community Development District.

B. Exhibit 6: Approval of the Minutes of the August 13, 2018 Meeting

On a MOTION by Mr. Gnagey, SECONDED by Mr. Hammer, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors regular meeting held on **August 13, 2018** for the Renaissance Community Development District.

C. Exhibit 7: Acceptance of the 2018 Financial Statements

➤ April, May, June, July

On a MOTION by Mr. Gnagey, SECONDED by Mr. Hammer, WITH ALL IN FAVOR, the Board accepted the **2018** Financial Statements for the Renaissance Community Development District.

FIFTH ORDER OF BUSINESS – Business Matters

A. Exhibit 8: Consideration and Adoption of Resolution 2018-04; General Election

On a MOTION by Mr. Hammer, SECONDED by Mr. Gnagey, WITH ALL IN FAVOR, the Board approved the motion to adopt Resolution **2018-04**; General Election for the Renaissance Community Development District.

B. Exhibit 9: Ratification of Resolution 2018-05; FY (“Fiscal Year”) 2017-2018 Proposed Budget & Setting the Public Hearing

On a MOTION by Mr. Gnagey, SECONDED by Mr. Dickey, WITH ALL IN FAVOR, the Board approved the motion to adopt Resolution **2018-05**; FY 2017-2018 Proposed Budget & Setting the Public Hearing for the Renaissance Community Development District.

C. Exhibit 10: Consideration and Adoption of Resolution 2018-07; Electronics Records Policy

On a MOTION by Mr. Dickey, SECONDED by Mr. Bartz, WITH ALL IN FAVOR, the Board approved the motion to adopt Resolution **2018-07**; Electronics Records Policy for the Renaissance Community Development District.

D. Exhibit 11: Consideration and Adoption of Resolution 2019-02; FY 2019 Meeting Dates

On a MOTION by Mr. Bartz, SECONDED by Mr. Platt, WITH ALL IN FAVOR, the Board approved the motion to adopt Resolution **2019-02**; FY 2019 Meeting Dates for the Renaissance Community Development District.

District Counsel, Tom Hart, discussed the approval of Resolution 2018- to tie in all previously approved budget.

SIXTH ORDER OF BUSINESS – Staff Reports

A. District Manager

1. **Exhibit 12:** CGA Landscape Architecture/Design & Proposal

Mr. Cusmano distributed the proposal for the Board to review. The Board requested an RFI for additional forms.

2. Contracts for Ratification

➤ **Exhibit 13:** Florida Fountain

On a MOTION by Mr. Hammer, SECONDED by Mr. Dickey, WITH ALL IN FAVOR, the Board approved the Florida Fountain for the Renaissance Community Development District.

➤ **Exhibit 14:** Aquatic Weed Control

On a MOTION by Mr. Bartz, SECONDED by Mr. Hammer, WITH ALL IN FAVOR, the Board approved the Aquatic Weed Control for the Renaissance Community Development District.

3. **Exhibit 15:** GNP Services Arbitrage Report

B. District Counsel

There being none, next item followed.

C. District Engineer

There being none, next item followed.

SEVENTH ORDER OF BUSINESS – Public Comments

As there are no members present that are associated with the audience, next item followed.

EIGHTH ORDER OF BUSINESS – Supervisors Requests

There being none, next item followed.

NINTH ORDER OF BUSINESS – Adjournment

Mr. Cusmano asked for final questions, comments, or corrections before adjourning the meeting. There being no new additional items, and upon a motion duly made, seconded and unanimously carried, Mr. Cusmano declared the meeting adjourned.

On a MOTION by Mr. Ackert, SECONDED by Mr. Gnagey, WITH ALL IN FAVOR, the Board adjourned the meeting for the Renaissance Community Development District.

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

120 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
121 meeting held on _____.
122

Signature

Signature

123

Printed Name

Printed Name

124

125 Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 2.

MINUTES OF MEETING
RENAISSANCE
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Renaissance Community Development District was held on Monday, April 8, 2019 at 11:30 a.m. at The Club at Renaissance, 12801 Renaissance Way, Fort Myers, Florida 33912.

FIRST ORDER OF BUSINESS – Roll Call

Mr. Cusmano called the meeting to order and conducted roll call.

Present and constituting a quorum were:

John Gnagey	Board Supervisor, Chairman
John Bartz	Board Supervisor, Vice Chairman
Doug Dickey	Board Supervisor, Assistant Secretary
Glen Hammer	Board Supervisor, Assistant Secretary
Richard Platt	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager, DPFG Management & Consulting LLC
Thomas B. Hart	District Counsel, Knott, Ebelini, Hart

The following is a summary of the discussions and actions taken at the April 8, 2019 Renaissance CDD Board of Supervisors Regular Meeting.

SECOND ORDER OF BUSINESS – Audience Comments

Sam Morton updated the Board as to the landscaping of the Triana and Triana Lakes area planned to begin in June 2019, an improvement that will also involve improved roofing for the area. Additionally, Mr. Morton requested landscape maintenance to address invasive plant life, including the growing problem of torpedo grass. The Board determined it is of interest to ascertain the cost and need of maintenance through a survey of the area before determining a course of action.

THIRD ORDER OF BUSINESS – Consent Agenda

A. Exhibit 1: Approval of the Minutes of the November 12, 2018 Meeting

Mr. Platt requested that the minutes of the November 12, 2018 Meeting is amended with these corrections: Line 37-38 should be corrected to reflect that Mr. Dickey & Mr. Platt did not accept compensation; Lines 56-57, 60-61, 65-66, 71-72, 76-77, 80-81, 84-85, 96, and 99 should be corrected to reflect that the meeting took place in the Renaissance Community Development District; Line 86-88 should be expanded upon; and Line 117 should be corrected to reflect Mr. Bartz made a motion to adjourn the meeting.

B. Exhibit 2: Approval of the Minutes of the February 11, 2019 Meeting

Mr. Platt requested that the minutes of the February 11, 2019 Meeting is amended with additional details of the discussion held concerning Exhibit 6.

C. Exhibit 3: Acceptance of the February 2019 Financial Statements

Mr. Platt discussed the need to define items of the financial statements and the function of the Renaissance CDD as a means of assessing what they are for both the Board and the public. As a solution to this concern, an informative workshop open to the public is to be schedule at 10:00 am on June 20, 2019, followed by a meeting concerning the budget in July of 2019.

On a MOTION by Mr. Gnagey, SECONDED by Mr. Dickey, WITH ALL IN FAVOR, the Board approved amended Exhibit 1, amended Exhibit 2, and Exhibit 3 of the Consent Agenda for the Renaissance Community Development District.

FOURTH ORDER OF BUSINESS – Business Matters

A. Exhibit 4: Grau & Associates – 2018 Audited Financial Report

On a MOTION by Mr. Bartz, SECONDED by Mr. Hammer, WITH ALL IN FAVOR, the Board accepted the Grau & Associates 2018 Audited Financial Report for the Renaissance Community Development District.

B. Exhibit 5: Approval and Adoption of Resolution 2019-04 Remaining Fiscal Year 2019 Meeting Dates

The Board discussed the matter of increasing the number of meetings in the future, a matter left to be determined in the September meeting for the meetings of the following year.

On a MOTION by Mr. Hammer, SECONDED by Mr. Dickey, WITH ALL IN FAVOR, the Board adopted Resolution 2019-04, Remaining Fiscal Year 2019 Meeting Dates, for the Renaissance Community Development District.

FIFTH ORDER OF BUSINESS – Reports

A. District Manager

➤ Exhibit 6: Review of Request for Proposal

Mr. Cusmano and Mr. Hart reviewed details of the previous, updated, and newly received request for proposals with the Board. The Board requested that Supervisor Bartz submit a spreadsheet of firms, their proposals, information gathered about them through interview, and his recommendations of which firm to choose to the Board. After discussion, the Board determined to continue the meeting concerning RFPs and the interviewing of possible firms at 1:00pm on May 6, 2019.

On a MOTION by Mr. Gnagey, SECONDED by Mr. Hammer, WITH ALL IN FAVOR, the Board approved the motion to resume deliberation of the Requests for Proposals at the May 6, 2019 meeting at 1:00 pm for the Renaissance Community Development District.

➤ Landscape Bid Review

On a MOTION by Mr. Gnagey, SECONDED by Mr. Bartz, WITH ALL IN FAVOR, the Board approved the motion to hire a contractor for the cost of up to \$40,000.00 to perform landscaping maintenance for the Renaissance Community Development District. With contract being ratified at the May 6th meeting.

➤ Exhibit 7: Aerator Review

Mr. Cusmano reviewed details concerning the improvement of the aerators in Renaissance. The Board inquired as to whether there is a requirement concerning the number of diffusers in Renaissance and the necessity of deep lake water management of the district. Additionally, the Board

requested the repair of diffuser #20. Mr. Cusmano advised a site meeting and a field meeting with Solitude Lake management to secure a second option and bid.

➤ Exhibit 8: Budget Review by Line Item. No comments.

B. District Attorney

There being none, the next item followed.

C. District Engineer

➤ Pond/Wetland Review

SIXTH ORDER OF BUSINESS – Public Comments

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS – Supervisor Requests

A. Exhibit 9: List for Discussion by Supervisor Richard Platt

Mr. Platt distributed a list of inquiries as to the role, actions, responsibilities, selection process, and laws concerning the Renaissance Community Development District, Board Members, and District Management. Additionally, details concerning current Renaissance CDD contracts were requested as part of Mr. Platt's list.

Mr. Dickey requested a list of publicly defined bylaws and held ethics of the Board as a means of determining methods of action for the Renaissance CDD and concise limitations of the Chairman/Chairwoman's authority. Mr. Hart explained the lack of necessity of bylaws for the Renaissance CDD but explained a simple list of regulation of Board Member is a welcome possibility, leaving its formulation to Mr. Platt for Mr. Hart and Mr. Cusmano to later review.

Following Mr. Dickey's requests, Mr. Platt inquired as to the location of the Renaissance CDD, questioning where the physical copies of records now exist. Mr. Cusmano and Mr. Hart explained that Renaissance CDD records are now digital, wherein they can be requested through DPFG's offices. In tandem, he inquired as to the limits of the Board's limits concerning decisions for the Renaissance CDD wherein Mr. Cusmano explained that the authority of the Board to make decisions for the community is largely limited to meetings among the Board. Finally, Mr. Platt inquired as to the rules concerning emails within Sunshine Law mandate limitations, the following steps after a firm is chosen in the RFP process, and how to determine what contracts the Renaissance CDD is under.

In closing, the Board requested information concerning accepting or changing of the budget. Discussion ensued.

EIGHTH ORDER OF BUSINESS – Adjournment

Mr. Cusmano asked for final questions, comments, or corrections before adjourning the meeting. There being none, Mr. Bartz made a motion to adjourn the meeting.

On a MOTION by Mr. Bartz, SECONDED by Mr. Dickey, WITH ALL IN FAVOR, the Board adjourned the meeting for the Renaissance Community Development District.

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

121

Signature

Signature

122

Printed Name

Printed Name

123

124 **Title:** ☐ **Secretary** ☐ **Assistant Secretary**

Title: ☐ **Chairman** ☐ **Vice Chairman**

EXHIBIT 3.

Renaissance CDD
Financial Report Summary - General Fund
3/31/2019

For The Period Ending :	GENERAL FUND 3/31/2019
CASH BALANCE	\$ 722,075
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	18,736
PLUS: ACCOUNTS RECEIVABLE - OTHER	-
LESS: ACCOUNTS PAYABLE	(209)
NET CASH BALANCE	\$ 740,602

GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):

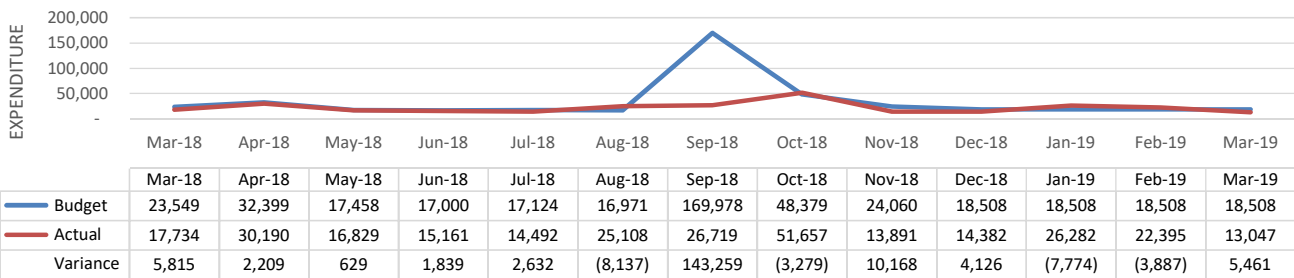
	3/31/2019 ACTUAL YEAR-TO-DATE	3/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 245,234	\$ 233,195	\$ 12,039
EXPENDITURES (YTD)	(141,656)	(155,851)	14,195
NET OPERATING CHANGE	\$ 103,578	\$ 77,344	\$ 26,234

PROJECTED EOY (ACTUAL BASED ON AVERAGE) \$ 339,974 \$ 424,347 \$ 84,373

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	3/31/2019 ACTUAL YEAR-TO-DATE	3/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 243,780	\$ 233,195	\$ 10,585
MISCELLANEOUS REVENUE	1,454	-	1,454
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	70,527	72,340	1,813
FIELD SERVICE EXPENDITURES - LANDSCAPE	34,614	37,614	3,000
FIELD SERVICE EXPENDITURES - ELECTRICITY	6,982	8,250	1,268
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	7,205	18,850	11,645
FIELD SERVICE EXPENDITURES - PERIMETER BERM LANDSCAPE IMP	-	-	-
FIELD SERVICE EXPENDITURES - OTHER	22,328.00	18,797.00	(3,531)
TOTAL EXPENDITURES	\$ 141,656	\$ 155,851	\$ 14,195

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES
COMPARISON**



Renaissance Community Development District

Financial Statements
(Unaudited)

Period Ending

March 31, 2019

RENAISSANCE CDD
COMBINED BALANCE SHEET
March 31, 2019

	GENERAL FUND	SERIES 2012 FUND	TOTAL
ASSETS:			
CASH	\$ 27,717	\$ -	\$ 27,717
MMK ACCOUNT	694,358	-	694,358
DEPOSIT-UTILITY	291	-	291
ADVANCED DEPOSITS	299	-	299
INVESTMENTS:			
REVENUE FUND	-	673,377	673,377
RESERVE FUND	-	166,324	166,324
INTEREST FUND	-	-	-
ASSESSMENTS RECEIVABLE	18,736	39,610	58,346
DUE FROM OTHER FUNDS	-	-	-
PREPAID ITEMS	-	-	-
TOTAL ASSETS	\$ 741,401	\$ 879,311	\$ 1,620,712
LIABILITIES & FUND BALANCE			
LIABILITIES:			
ACCOUNTS PAYABLE	\$ 209	\$ -	\$ 209
DEFERRED REVENUE (On Roll)	18,736	39,610	58,346
DUE TO OTHER FUNDS	-	-	-
FUND BALANCES:			
NONSPENDABLE - PREPAID AND DEPOSITS	590	-	590
RESTRICTED FOR DEBT SERVICE	-	465,572	465,572
ASSIGNED: ONE QUARTER OPERATING CAPITAL	106,087	-	106,087
ASSIGNED: RENEWAL & REPLACEMENT - FY 2014	107,309	-	107,309
ASSIGNED: RENEWAL & REPLACEMENT - FY 2015	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2016	10,680	-	10,680
ASSIGNED: RENEWAL & REPLACEMENT - FY 2017	10,920	-	10,920
ASSIGNED: RENEWAL & REPLACEMENT - FY 2018	11,138	-	11,138
ASSIGNED: RENEWAL & REPLACEMENT - FY 2019	12,029	-	12,029
ASSIGNED: FUTURE DEBT SERVICE PAYMENT	150,000	-	150,000
UNASSIGNED:	303,023	374,129	677,152
TOTAL LIABILITIES & FUND BALANCE	\$ 741,401	\$ 879,311	\$ 1,620,712

RENAISSANCE CDD
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Period Starting October 1, 2018 Ending March 31, 2019

	FY2019 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 274,347	\$ 233,195	\$ 243,780	\$ 10,585
INTEREST	-	-	1,454	1,454
UNASSIGNED FUND BAL-PERIMETER BERM LANDSCAPE IMPROVE.	150,000	-	-	-
ASSESSMENT DISCOUNT (4%)	-	-	-	12,039
TOTAL REVENUE	424,347	233,195	245,234	24,078
EXPENDITURES				
ADMINISTRATIVE:				
MANAGEMENT CONSULTING SERVICES	48,825	24,413	24,413	(1)
GENERAL ADMINISTRATIVE	3,600	1,800	1,800	-
MISCELLANEOUS	500	250	35	215
AUDITING	4,300	4,300	4,300	-
ASSESSMENT ADMINISTRATION	13,388	13,388	13,388	-
COUNTY-ASSESSMENT COLLECTION FEES	552	389	389	-
LEGAL ADVERTISEMENTS	1,500	750	577	173
REGULATORY AND PERMIT FEES	175	175	175	-
ENGINEERING SERVICES	3,500	1,750	-	1,750
LEGAL SERVICES	12,000	6,000	6,000	-
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	960	480	505	(25)
ADMINISTRATIVE CONTINGENCY	1,000	500	253	247
TOTAL ADMINISTRATION	90,300	54,195	51,835	2,360
INSURANCE:				
INSURANCE (GENERAL LIABILITY AND D.O.)	7,159	7,159	7,706	(547)
TOTAL INSURANCE	7,159	7,159	7,706	(547)
DEBT SERVICE ADMINISTRATION:				
ARBITRAGE REPORTING	500	-	-	-
DISSEMINATION AGENT	5,000	5,000	5,000	-
TRUSTEE FEES	4,149	4,149	4,148	1
TRUST FUND ACCOUNTING	3,675	1,838	1,838	(0.50)
TOTAL DEBT SERVICE ADMINISTRATION	13,324	10,987	10,986	1
FIELD OPERATIONS:				
ELECTRICITY-UTILITY	16,500	8,250	6,982	1,268
WATER QUALITY & WETLAND MONITORING	12,000	6,000	5,000	1,000
LANDSCAPE - LAKE AND FLOW WAY MAINTENANCE	39,228	19,614	19,614	-
LAKE AERATION & WELL MAINTENANCE	5,000	5,000	2,205	2,795
FOUNTAIN REPAIRS & MAINTENANCE	10,000	6,157	3,010	3,147
WETLAND MAINTENANCE	15,700	7,850	-	7,850
LANDSCAPE-PERIMETER BERM MOWING	36,000	18,000	15,000	3,000
MULCH	6,000	3,000	-	3,000
PERIMETER BERM LANDSCAPE IMPROVEMENTS	150,000	-	-	-
ENTRY AND WALLS MAINTENANCE	-	-	-	-
FIELD CONTINGENCY	11,107	9,640	19,318	(9,678)
TOTAL FIELD OPERATIONS	301,535	83,511	71,129	12,382
INCREASE IN RENEWAL & REPLACEMENT	12,029	-	-	-
TOTAL EXPENDITURES	424,347	155,851	141,656	14,195
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	77,344	103,578	38,273
FUND BALANCE - BEGINNING	638,644	638,644	618,879	618,879
INCREASE IN CAPITAL RESERVES	12,029	-	-	-
LESS FUND BALANCE FORWARD - PERIMTER BERM LANDSCAPE	(150,000)	-	-	-
FUND BALANCE - ENDING	\$ 500,673	\$ 715,988	\$ 722,457	\$ 657,152

RENAISSANCE CDD
DS SERIES 2012
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Period Starting October 1, 2018 Ending March 31, 2019

	ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL (Net)	\$ 603,209	\$ 505,007	\$ 515,369 a)	\$ 10,362
SPECIAL ASSESSMENTS - ON-ROLL Excess Fees	-	-	150	150
FUND BALANCE FORWARD	-	-	-	-
INTEREST REVENUE	-	-	3,898	3,898
FUND BALANCE FORWARD (Revenue Acct)	-	-	-	-
MISCELLANEOUS REVENUE	(24,128)	-	-	-
TOTAL REVENUE	579,081	505,007	519,417	14,409
EXPENDITURES				
INTEREST EXPENSE	299,287	152,706	152,706	-
PRINCIPAL RETIREMENT May 1, 2019	250,000	-	-	-
PREPAYMENT	24,128	-	-	-
TOTAL EXPENDITURES	573,415	152,706	152,706	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	5,666	352,301	366,711	14,409
OTHER FINANCING SOURCES (USES)				
BOND PROCEEDS	-	-	-	-
BOND REDEMPTION	-	-	-	-
TRANSFER-IN	-	-	-	-
TRANSFER-OUT	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
NET CHANGE IN FUND BALANCE	5,666	352,301	366,711	14,409
FUND BALANCE - BEGINNING	-	-	472,991	472,991
FUND BALANCE - ENDING	\$ 5,666	\$ 352,301	\$ 839,702	\$ 487,401

a) Assessment budget reported at gross, year-to-date budget adjusted to net and actual collections reported at net pending the receipt of County's discount and collection fees information.

RENAISSANCE
Community Development District
Bank Reconciliation -GF Operating Accounts
March 31, 2019

	CenterState Bank Acct
Balance Per Bank Statement	\$ 37,305.73
Less: Outstanding Checks - GF & PR	(9,588.39)
<i>Adjusted Bank Balance</i>	<u>\$ 27,717.34</u>
Beginning Bank Balance Per Books	\$ 22,154.61
Cash Receipts	95,014.38
Cash Disbursements	(89,451.65)
<i>Balance Per Books</i>	<u>\$ 27,717.34</u>

**RENAISSANCE CDD
FY2019
CHECK REGISTER**

Date	Num	Name	Memo	Debit	Credit	BU Balance
EOM Balance				8.03	35,808.62	8,384.66
10/01/2018	2390	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,675.00	3,709.66
10/09/2018		Center State Bank	Transfer to Operating	50,000.00		53,709.66
10/09/2018	2391	ESTATE LANDSCAPING & LAWN MANAGEMENT	Remova Debris & Fence Cleanup		10,251.77	43,457.89
10/09/2018	2392	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - October		1,000.00	42,457.89
10/09/2018	2393	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Pressure Wash Fountains		1,500.00	40,957.89
10/09/2018	2395	THE CLUB AT RENAISSANCE	Landscape Maint - August		3,000.00	37,957.89
10/09/2018	2396	Solitude Lake Management	Lake & Pond Maint - October		3,269.00	34,688.89
10/09/2018	2397	Venturesin.com, Inc	Web Site Hosting - October		80.00	34,608.89
10/11/2018	10112018	Renaissance CDD GF.	Transfer to Operating	50,000.00		84,608.89
10/12/2018	2398	DPFG MANAGEMENT & CONSULTING, LLC	Dissemination Svs, Special Assessment - FY 2019		18,388.00	66,220.89
10/18/2018	2399	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing FY 2019		175.00	66,045.89
10/18/2018	2400	KNOTT EBELINI HART	Legal Svcs - October		1,000.00	65,045.89
10/18/2018	2402	THE CLUB AT RENAISSANCE	Landscape Maint - September		3,000.00	62,045.89
10/22/2018	2403	FLORIDA FOUNTAIN & EQUIPMENT, LLC	50% Deposit on Lake Aeration		3,109.84	58,936.05
10/23/2018	FL10001	FLORIDA POWER & LIGHT	9/12-10/11 - 12531 Renaissance Way Aerator		11.65	58,924.40
10/23/2018	ACHFL10002	FLORIDA POWER & LIGHT	9/12-10/11 - 12551 Renaissance Way Aerator		25.73	58,898.67
10/23/2018	ACHFL10003	FLORIDA POWER & LIGHT	9/12-10/11 - 12621 Renaissance Way Aerator		11.65	58,887.02
10/23/2018	ACHFL10004	FLORIDA POWER & LIGHT	9/12-10/11 - 12650 Palomino Ln Aerator		11.65	58,875.37
10/23/2018	ACHFL10005	FLORIDA POWER & LIGHT	9/12-10/11 - 12751 Renaissance Way Aerator		11.65	58,863.72
10/23/2018	ACHFL10006	FLORIDA POWER & LIGHT	9/12-10/11 - 12981 Renaissance Way Aerator		81.46	58,782.26
10/23/2018	ACHFL10007	FLORIDA POWER & LIGHT	9/12-10/11 - 12990 Renaissance Way Pump		11.65	58,770.61
10/23/2018	AACHFL10008	FLORIDA POWER & LIGHT	9/12-10/11 - 9402 Penzance Blvd Pump		41.91	58,728.70
10/23/2018	ACHFL10009	FLORIDA POWER & LIGHT	9/12-10/11 - 9540 Via Lago Way Fntn 4		296.96	58,431.74
10/23/2018	ACHFL10010	FLORIDA POWER & LIGHT	9/12-10/11 - 9551 Via Lago Way Lk Fntn		242.44	58,189.30
10/23/2018	ACHFL10011	FLORIDA POWER & LIGHT	9/12-10/11 - 9613 Via Lago Way Irr		153.38	58,035.92
10/23/2018	ACHFL10012	FLORIDA POWER & LIGHT	9/12-10/11 - 9637 Via Lago Way Irr		275.88	57,760.04
10/31/2018	2414	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - November		4,675.00	53,085.04
10/31/2018		Center State Bank	Interest	12.67		53,097.71
EOM Balance				100,012.67	55,299.62	53,097.71
11/20/2018	2404	EGIS INSURANCE & RISK ADVISTORS, LLC	Insurance - FY 2019		7,706.00	45,391.71
11/30/2018	ACH113018-1	FLORIDA POWER & LIGHT	10/11-11/09 - 12531 Renaissance Way Aerator		11.66	45,380.05
11/30/2018	ACH113018-2	FLORIDA POWER & LIGHT	10/11-11/09 - 12551 Renaissance Way Aerator		15.35	45,364.70
11/30/2018	ACH113018-3	FLORIDA POWER & LIGHT	10/11-11/9 - 12621 Renaissance Way Aerator		11.66	45,353.04
11/30/2018	ACH113018-4	FLORIDA POWER & LIGHT	10/11-11/9 - 12650 Palomino Ln Aerator		11.66	45,341.38
11/30/2018	ACH113018-5	FLORIDA POWER & LIGHT	10/11-11/9 - 12751 Renaissance Way Aerator		11.66	45,329.72
11/30/2018	ACH113018-6	FLORIDA POWER & LIGHT	10/11-11/9 - 12981 Renaissance Way Aerator		91.77	45,237.95
11/30/2018	ACH113018-7	FLORIDA POWER & LIGHT	10/11-11/9 - 12990 Renaissance Way Pump		11.66	45,226.29
11/30/2018	ACH113018-8	FLORIDA POWER & LIGHT	10/11-11/9 - 9402 Penzance Blvd Pump		43.15	45,183.14
11/30/2018	ACH1130-8	FLORIDA POWER & LIGHT	10/11-11/9 - 9540 Via Lago Way Fntn 4		303.77	44,879.37
11/30/2018	ACH113018-9	FLORIDA POWER & LIGHT	10/11-11/9 - 9551 Via Lago Way Lk Fntn		247.45	44,631.92
11/30/2018	ACH113018	FLORIDA POWER & LIGHT	10/11-11/9 - 9613 Via Lago Way Irr		155.09	44,476.83
11/30/2018	ACH113018.	FLORIDA POWER & LIGHT	10/11-11/9 - 9637 Via Lago Way Irr		272.90	44,203.93
11/30/2018		Center State Bank	Interest	12.35		44,216.28
EOM Balance				12.35	8,893.78	44,216.28
12/04/2018	2405	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - December		4,675.00	39,541.28
12/07/2018	2406	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - November		1,000.00	38,541.28
12/07/2018	2407	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Service Call Fntns 11/16, 50% Final Pmt for Aeration		3,731.22	34,810.06
12/07/2018	2408	KNOTT EBELINI HART	Legal Svcs - November		1,000.00	33,810.06
12/07/2018	2409	LEE COUNTY PROPERTY APPRAISER	Non Ad Valorem		389.00	33,421.06
12/07/2018	2410	Solitude Lake Management	Lake & Pond Maint - Nov - Dec		6,538.00	26,883.06
12/07/2018	2411	THE CLUB AT RENAISSANCE	Landscape Maint - October		3,000.00	23,883.06
12/07/2018	2412	US BANK	Trustee Fees		4,148.38	19,734.68
12/07/2018	2413	Venturesin.com, Inc	Web Site Hosting - November		80.00	19,654.68
12/13/2018	2415	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - December		1,000.00	18,654.68
12/13/2018	2416	KNOTT EBELINI HART	Legal Svcs - December		1,000.00	17,654.68
12/13/2018	2417	THE CLUB AT RENAISSANCE	Landscape Maint - November		3,000.00	14,654.68
12/20/2018	2418	THE NEWS- PRESS MEDIA GROUP	Legal Ad		234.47	14,420.21
12/27/2018	ACH010218.1	FLORIDA POWER & LIGHT	11/09-12/11 - 12531 Renaissance Way Aerator		11.66	14,408.55
12/27/2018	ACH010219.2	FLORIDA POWER & LIGHT	11/09-12/11 - 12551 Renaissance Way Aerator		12.16	14,396.39
12/27/2018	ACH010219.3	FLORIDA POWER & LIGHT	11/09-12/11 - 12621 Renaissance Way Aerator		23.41	14,372.98
12/27/2018	ACH010219.4	FLORIDA POWER & LIGHT	11/09-12/11 - 12650 Palomino Ln Aerator		11.66	14,361.32
12/27/2018	ACH010219.5	FLORIDA POWER & LIGHT	11/09-12/11 - 12751 Renaissance Way Aerator		11.66	14,349.66
12/27/2018	ACH010219.6	FLORIDA POWER & LIGHT	11/09-12/11 - 12981 Renaissance Way Aerator		126.25	14,223.41
12/27/2018	ACH010219.7	FLORIDA POWER & LIGHT	11/09-12/11 - 12990 Renaissance Way Pump		11.66	14,211.75
12/27/2018	ACH010219.8	FLORIDA POWER & LIGHT	11/09-12/11 - 9402 Penzance Blvd Pump		55.70	14,156.05
12/27/2018	ACH010219.9	FLORIDA POWER & LIGHT	11/09-12/11 - 9540 Via Lago Way Fntn 4		336.62	13,819.43

**RENAISSANCE CDD
FY2019
CHECK REGISTER**

Date	Num	Name	Memo	Debit	Credit	BU Balance
12/27/2018	ACH01219.10	FLORIDA POWER & LIGHT	11/09-12/11 - 9551 Via Lago Way Lk Fntn		273.10	13,546.33
12/27/2018	ACH01219.11	FLORIDA POWER & LIGHT	11/09-12/11 - 9613 Via Lago Way Irr		170.12	13,376.21
12/27/2018	ACH01219.12	FLORIDA POWER & LIGHT	11/09-12/11 - 9637 Via Lago Way Irr		314.00	13,062.21
12/28/2018	2419	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - January		4,675.00	8,387.21
12/31/2018		Center State Bank	Interest	7.40		8,394.61
EOM Balance				7.40	35,829.07	8,394.61
01/03/2019	2420	Venturesin.com, Inc	Web Site Hosting - Dec-Jan		160.00	8,234.61
01/22/2019	ACH020119.1	FLORIDA POWER & LIGHT	12/11-1/11 - 12531 Renaissance Way Aerator		11.71	8,222.90
01/22/2019	ACH020119.2	FLORIDA POWER & LIGHT	12/11-1/11 - 12551 Renaissance Way Aerator		11.71	8,211.19
01/22/2019	ACH020119.3	FLORIDA POWER & LIGHT	12/11-1/11 - 12621 Renaissance Way Aerator		19.73	8,191.46
01/22/2019	ACH020119.4	FLORIDA POWER & LIGHT	12/11-1/11 - 12650 Palomino Ln Aerator		33.60	8,157.86
01/22/2019	ACH020119.5	FLORIDA POWER & LIGHT	12/11-1/11 - 12751 Renaissance Way Aerator		11.71	8,146.15
01/22/2019	ACH020119.6	FLORIDA POWER & LIGHT	12/11-1/11 - 12981 Renaissance Way Aerator		125.44	8,020.71
01/22/2019	ACH020119.7	FLORIDA POWER & LIGHT	12/11-1/11 - 9402 Penzance Blvd Pump		47.54	7,973.17
01/22/2019	ACH020119.8	FLORIDA POWER & LIGHT	12/11-1/11 - 9540 Via Lago Way Fntn 4		335.93	7,637.24
01/22/2019	ACH020119.9	FLORIDA POWER & LIGHT	12/11-1/11 - 9551 Via Lago Way Lk Fntn		270.93	7,366.31
01/22/2019	ACH020119-1	FLORIDA POWER & LIGHT	12/11-1/11 - 9613 Via Lago Way Irr		169.33	7,196.98
01/22/2019	ACH020119-2	FLORIDA POWER & LIGHT	12/11-1/11 - 9637 Via Lago Way Irr		324.00	6,872.98
01/22/2019	ACH20119.10	FLORIDA POWER & LIGHT	12/11-1/11 - 12990 Renaissance Way Pump		11.71	6,861.27
01/29/2019		BANK UNITED	Funds Transfer	500,000.00		506,861.27
01/29/2019	2421	RENAISSANCE CDD	Tax Collection Distribution c/o US Bank		447,670.13	59,191.14
01/29/2019	2422	RENAISSANCE CDD	Tax Collection Distribution c/o US Bank		7,518.29	51,672.85
01/29/2019	2423	BUSINESS OBSERVER	Legal Ad		133.44	51,539.41
01/29/2019	2424	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - January		1,000.00	50,539.41
01/29/2019	2425	KNOTT EBELINI HART	Legal Svcs - January		1,000.00	49,539.41
01/29/2019	2426	Solitude Lake Management	Lake & Pond Maint - January		3,269.00	46,270.41
01/29/2019	2427	THE CLUB AT RENAISSANCE	Landscape Maint - December		3,000.00	43,270.41
01/29/2019	12192	US BANK	Stp Pmt on Ch. 2382 - reissued tax coll via ch. 2422	7,518.29		50,788.70
01/31/2019		Center State Bank	Service Charge		35.00	50,753.70
01/31/2019		Center State Bank	Interest	13.61		50,767.31
EOM Balance				507,531.90	465,159.20	50,767.31
02/01/2019	2428	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - February		4,675.00	46,092.31
02/06/2019	ACH262019	Harland Clarke	Check Order 2019		253.36	45,838.95
02/21/2019	2430	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Relocate service, Install GFI		600.00	45,238.95
02/21/2019	2431	GRAU & ASSOCIATES	Audit FY 2018		4,300.00	40,938.95
02/21/2019	2432	KNOTT EBELINI HART	Legal Svcs - February		1,000.00	39,938.95
02/21/2019	2433	Solitude Lake Management	Lake & Pond Maint - February		3,269.00	36,669.95
02/21/2019	2434	Venturesin.com, Inc	Web Site Hosting - February		80.00	36,589.95
02/28/2019	2436	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Golf Course Aeration System		13,098.77	23,491.18
02/28/2019	ACH030419.1	FLORIDA POWER & LIGHT	1/11-2/11 - 12531 Renaissance Way Aerator		11.80	23,479.38
02/28/2019	ACH030419.2	FLORIDA POWER & LIGHT	1/11-2/11 - 12551 Renaissance Way Aerator		11.80	23,467.58
02/28/2019	ACH030419.3	FLORIDA POWER & LIGHT	1/11-2/11 - 12621 Renaissance Way Aerator		11.80	23,455.78
02/28/2019	ACH030419.4	FLORIDA POWER & LIGHT	1/11-2/11 - 12650 Palomino Ln Aerator		43.93	23,411.85
02/28/2019	ACH030419.5	FLORIDA POWER & LIGHT	1/11-2/11 - 12751 Renaissance Way Aerator		11.80	23,400.05
02/28/2019	ACH030419.6	FLORIDA POWER & LIGHT	1/11-2/11 - 12981 Renaissance Way Aerator		123.38	23,276.67
02/28/2019	ACH030419.7	FLORIDA POWER & LIGHT	1/11-2/11 - 12990 Renaissance Way Pump		11.80	23,264.87
02/28/2019	ACH030419	FLORIDA POWER & LIGHT	1/11-2/11 - 9402 Penzance Blvd Pump		33.22	23,231.65
02/28/2019	ACH030419.8	FLORIDA POWER & LIGHT	1/11-2/11 - 9540 Via Lago Way Fntn 4		337.18	22,894.47
02/28/2019	ACH030419.9	FLORIDA POWER & LIGHT	1/11-2/11 - 9551 Via Lago Way Lk Fntn		269.23	22,625.24
02/28/2019	ACH30419.10	FLORIDA POWER & LIGHT	1/11-2/11 - 9613 Via Lago Way Irr		168.23	22,457.01
02/28/2019	ACH30419.11	FLORIDA POWER & LIGHT	1/11-2/11 - 9637 Via Lago Way Irr		324.04	22,132.97
02/28/2019		Center State Bank	Interest	21.64		22,154.61
EOM Balance				21.64	28,634.34	22,154.61
03/01/2019	2435	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - March		4,675.00	17,479.61
03/01/2019		TRANSFER	Deposit	95,000.00		112,479.61
03/01/2019	2437	COMMUNITY ENGINEERING SERVICES, INC	Water Monitoring - February		1,000.00	111,479.61
03/01/2019	2438	RENAISSANCE CDD	Tax Collection Distribution c/o US Bank		60,751.99	50,727.62
03/01/2019	2439	THE CLUB AT RENAISSANCE	Landscape Maint - January		3,000.00	47,727.62
03/07/2019		CENTER STATE BANK	Deposit	1.00		47,728.62
03/14/2019	2440	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Fountain repair - start box		1,476.50	46,252.12
03/14/2019	2441	Solitude Lake Management	Lake & Pond Maint - March		3,269.00	42,983.12
03/14/2019	2442	THE CLUB AT RENAISSANCE	Landscape Maint - February		3,000.00	39,983.12
03/14/2019	2443	Venturesin.com, Inc	Web Site Hosting & Email - March		105.00	39,878.12
03/20/2019	2444	KNOTT EBELINI HART	Legal Svcs - March		1,000.00	38,878.12
03/20/2019	2445	RAY ALLEN ELECTRIC	Install 110v outlet for aerator system		312.07	38,566.05
03/26/2019	ACH040219.1	FLORIDA POWER & LIGHT	2/11-3/12 - 12531 Renaissance Way Aerator		11.80	38,554.25
03/26/2019	ACH040219.2	FLORIDA POWER & LIGHT	2/11-3/12 - 12621 Renaissance Way Aerator		11.80	38,542.45

**RENAISSANCE CDD
FY2019
CHECK REGISTER**

Date	Num	Name	Memo	Debit	Credit	BU Balance
03/26/2019	ACH040219.3	FLORIDA POWER & LIGHT	2/11-3/12 - 12650 Palomino Ln Aerator		41.78	38,500.67
03/26/2019	ACH040219.4	FLORIDA POWER & LIGHT	2/11-3/12 - 12751 Renaissance Way Aerator		11.80	38,488.87
03/26/2019	ACH040219.5	FLORIDA POWER & LIGHT	2/11-3/12 - 12981 Renaissance Way Aerator		117.68	38,371.19
03/26/2019	ACH040219.6	FLORIDA POWER & LIGHT	2/11-3/12 - 12990 Renaissance Way Pump		11.80	38,359.39
03/26/2019	ACH040219.7	FLORIDA POWER & LIGHT	2/11-3/12 - 9402 Penzance Blvd Pump		35.33	38,324.06
03/26/2019	ACH040219.8	FLORIDA POWER & LIGHT	2/11-3/12 - 9551 Via Lago Way Lk Fntn		247.82	38,076.24
03/26/2019	ACH040219.9	FLORIDA POWER & LIGHT	2/11-3/12 - 9613 Via Lago Way Irr		156.55	37,919.69
03/26/2019	ACH40219.10	FLORIDA POWER & LIGHT	2/11-3/12 - 9637 Via Lago Way Irr		303.10	37,616.59
03/26/2019	ACH40219.11	FLORIDA POWER & LIGHT	2/11-3/12 - 12551 Renaissance Way Aerator		11.80	37,604.79
03/26/2019	ACH40219.12	FLORIDA POWER & LIGHT	2/11-3/12 - 9540 Via Lago Way Fntn 4		312.44	37,292.35
03/28/2019	2447	FLORIDA FOUNTAIN & EQUIPMENT, LLC	Golf Course Aeration System Final phase		2,205.00	35,087.35
03/28/2019	2448	RENAISSANCE CDD	Tax Collection Distribution c/o US Bank		7,383.39	27,703.96
03/31/2019		CENTER STATE BANK	Interest	13.38		27,717.34
EOM Balance				95,014.38	89,451.65	27,717.34

EXHIBIT 4.

DEVELOPMENT PLANNING & FINANCING GROUP, INC.

TAMPA OFFICE
15310 AMBERLY DR, SUITE 175
TAMPA FL 33647

Lee County – Community Development Districts
FLORIDA

04/15/2019

NAME OF COMMUNITY DEVELOPMENT DISTRICT	NUMBER OF REGISTERED VOTERS AS OF 04/15/2019
Renaissance	439

Tammy Lipa – Voice: 239-533-6329
Email: tlipa@lee.vote

Send to: Janet Johns janet.johns@dpfg.com Phone: 813-374-9105
Cc: Paul Cusmano paul.cusmano@dpfg.com Phone:

EXHIBIT 5.

THE ROAD TO ADA COMPLIANCE



Required as of 10/01/2019

Compliance: The 2 Components

- Component 1 - The website platform itself – this addresses the website itself and not any uploaded documents
- Component 2 - Document uploads – this addresses any documents that are uploaded to the website that are mandated under Florida Statute. (see attachment B of this presentation)

Documents are bifurcated into two sections:

- ❖ 1) Required historical documents before 10/01
- ❖ 2) Required new documents uploaded after 10/01

ATTACHMENT A

INSURANCE MANDATED REQUIREMENTS

Accessibility 

ADA Website Accessibility

Underwriting Guidelines - Policy Year 2019 - 2020



Florida
Insurance
Alliance™

1 - Accessibility Policy

- An adopted and implemented (or in the process of implementing) website accessibility policy that is consistent with WCAG 2.0 Level A and AA

2 – Accessibility Statement

- A disability accessibility statement posted on their website that includes:
 - A commitment to accessibility for persons with disabilities
 - The accessibility standard used and applied to the District's website
 - Contact information (email and phone number) in case users encounter any problems

3 — Video / Audio

- Video and Audio is published or streamed in an accessible format.

4 – Quarterly Audits

- Quarterly audits done by a third-party to ensure that the website is in continual compliance with prevailing WCAG standards.

5 — Remedial Measures

- If the District has been previously sued
 - Settlement Agreement
 - Review remedial measures taken by District

Summary - Where We Are

➤ Accessibility Policy – In Process

- District Counsel will be/has been furnished a sample policy that has been approved by the insurance provider for consideration and changes

➤ Accessibility Statement - Completed

- Accessibility statement has been published to the website and has been approved by insurance provider.

➤ Video/Audio – Completed

- We have ensured there are no videos or audio published or streamed on the websites

FINANCIAL COMPARISON – VENDORS

Ventures		360 PSG		Horton Group		CAMPUS SUITE	
Create A Website	\$ -	Create A Website & Service Block	\$3,345.00	Create A Website	\$ 18,000.00	Create and Maintain Website	\$ 600.00
Annual Website Platform	\$ 960.00	Yearly Doc Conversion**	\$1,375.00	Qterly Scan for Compliance	\$ 12,000.00	On Demand Document Conversion	\$ -
Domain	\$ 20.00	Yealy Web Compliance	\$1,025.00	FY 2019 Total	\$ 30,000.00	Document Conversion - 1st Year	\$ 1,500.00
Quarterly Scan for Compliance	\$ 480.00	SSL Cert, Content Mgmt, Monthly Scan	\$ 420.00			Domain	\$ 15.00
FY 2019 Total	\$ 1,460.00	FY 2019 Total	\$6,165.00			FY 2019 Total	\$ 2,115.00
Second Year FY 2020 Total	\$ 1,460.00	Second Year FY 2020 Total	\$2,820.00	Second Year FY 2020 Total	\$ 12,000.00	Second Year FY 2020 Total	\$ 1,515.00
(does not include scan or remediation of PDF documents uploaded or conversion of documents)		(**only includes audit, agendas, public facilities report and budgets, doesn't include other document remediation - additional is at \$110 per hour)		Document conversion is at \$100 per hour		Initial conversion at \$0.98 per page, based on avg (Second Year documents up to 750 pages included in On Demand Service of \$900 annually)	

Component 1 - Website Platform

- Campus Suite - Utilizes a website template that is WCAG compliant
- A contract will be advanced embodying language to ensure that prevailing WCAG standards are continually being met
- Annual charge is \$600 per year . Website will be turned on as of 10/01.
Year One - Contracts need to be executed at the same time as the initial PDF remediation of historical documents so that as documents are remediated they are uploaded to the new site for turn on at 10/01.
Year Two – Annual \$600 charge will be billed in quarterly installments
- Monthly monitoring will be performed on each individual District website to ensure compliance with prevailing WCAG standards.
- Annual Domain registration approximates \$15 per year
- Note: Current website will need to be maintained until conversion complete

Total Annual Cost for Website Platform is \$615 Annually

Component 2 – Document Conversion

DOCUMENTS BEFORE 10/01/2019

- District website documents will be thinned up to comply with only Statute required documents by DPFG (see attachment B of this presentation)
- All documents on the website need to be ADA compliant
- Conversion price per page is \$0.98 for historical documents prior to 10/01. Historical agenda packages cannot be manipulated to minimize conversion costs.
- The average District website page count, (before adjustments), currently on the websites are 1,500
- The Board needs to approve the conversion of the documents with a not to exceed of \$1,500. The District will only be charged for documents converted and will receive a report as to page count. Payment due as service is rendered.

Total FY 2019 Cost for Conversion Based on Average is \$1,500

Component 2 – Document Conversion

DOCUMENTS AFTER 10/01/2019

- **Campus Suite – On Demand Service and Remediation of non-compliant Documents**
- **Annual charge of \$900 - Billed Quarterly – 1st bill will be 10/01/2019**
- **On Demand Service & Remediation – agenda documents will be uploaded to the website pursuant to State Statute requirements – Campus Suite will scan and remediate non-compliant documents within 48 hours of upload. Annual price includes the remediation of 750 pages annually. Documents in excess of 750 pages are charged at \$0.98 per page**
- **Campus Suite will distribute a report to the District for those vendors who are non-compliant**

Total Annual Cost for Ongoing Maintenance is \$900 Annually

Mitigation of Remediation - DPFG

- DPFG will be e-mailing major vendors as to the requirement for ADA compliant documents; i.e. contracts and proposals. These vendors will include District Counsel, aquatics, landscape maintenance, and other contracted entities. Additionally any new contracted vendors will be notified.
- DPFG will be designing an ADA compliant agenda and budget template
- DPFG will upload documents to the website as well as make any calendar changes
- The District will review a report monthly.
- DPFG will notify the respective parties as to non-compliance on a quarterly basis

Total Annual Cost for Ongoing Mitigation of Remediation of Documents and Uploading is \$500 Annually

ATTACHMENT B

Statute Required Documents

Pursuant to Section 189.069, Florida Statutes, below please find a checklist of the information required to be included on the website of a community development district. A copy of Section 189.069, Florida Statutes, is also attached for your reference.

EFFECTIVE JULY 1, 2014:

All districts must have a website by October 1, 2015 (or by the end of the first full fiscal year after establishment). With emphasis added on a few items, the website must contain:

- a. The full legal name of the special district.
- b. The public purpose of the special district.
- c. The name, address, e-mail address, and, if applicable, the term and appointing authority for each member of the governing body of the special district.
- d. The fiscal year of the special district.
- e. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190, as the uniform charter, *but must include information relating to any grant of special powers.*
- f. The mailing address, e-mail address, telephone number, and *Internet website uniform resource locator* of the special district.
- g. A description of the boundaries or service area of, and the services provided by, the special district.
- h. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

- i. The primary contact information for the special district for purposes of communication from the department.
- j. A code of ethics adopted by the special district, if applicable, *and a hyperlink* to generally applicable ethics provisions.
- k. The budget of each special district, in addition to amendments in accordance with s. 189.418.
- l. The final, complete audit report for the most recent completed fiscal year, and audit reports required by law or authorized by the governing body of the special district.

Each district must submit its official internet website address to the Department of Economic Opportunity. The Department's website must include a link to each special district.

EFFECTIVE OCTOBER 1, 2016:

The website must further contain:

- m. Tentative budgets must be posted at least two (2) days before the budget hearing and now remain on District websites for forty-five (45) days.¹
- n. Final adopted budgets must be posted within thirty (30) days after adoption and now remain on District websites for two (2) years.²
- o. Budget amendments must be posted within five (5) days after adoption and now remain on District websites for two (2) years.³
- p. A list of regularly scheduled meetings must be included on District websites.
- q. The District's public facilities report must be included on District websites.
- r. A link to the Department of Financial Services website must be included on District websites.
- s. At least seven (7) days before a meeting or workshop, a District must post its agenda, along with any meeting materials available, on its website where it must remain for one (1) year.

If you have any questions about the above information, please do not hesitate to contact me.

¹ Fla. Stat. § 189.016(4).

² Fla. Stat. § 189.016(4).

³ Fla. Stat. § 189.016(7).

(d) All special districts created or established by rule of the Governor and Cabinet may be reviewed as directed by the Governor and Cabinet.

(e) Except as provided in paragraphs (a)-(d), all other special districts may be reviewed as directed by the President of the Senate and the Speaker of the House of Representatives.

(3) All special districts, governmental entities, and state agencies shall cooperate with the Legislature and with any local general-purpose government seeking information or assistance with the oversight review process and with the preparation of an oversight review report.

(4) Those conducting the oversight review process shall, at a minimum, consider the listed criteria for evaluating the special district, but may also consider any additional factors relating to the district and its performance. If any of the listed criteria do not apply to the special district being reviewed, they need not be considered. The criteria to be considered by the reviewer include:

(a) The degree to which the service or services offered by the special district are essential or contribute to the well-being of the community.

(b) The extent of continuing need for the service or services currently provided by the special district.

(c) The extent of municipal annexation or incorporation activity occurring or likely to occur within the boundaries of the special district and its impact on the delivery of services by the special district.

(d) Whether there is a less costly alternative method of delivering the service or services that would adequately provide the district residents with the services provided by the district.

(e) Whether transfer of the responsibility for delivery of the service or services to an entity other than the special district being reviewed could be accomplished without jeopardizing the district's existing contracts, bonds, or outstanding indebtedness.

(f) Whether the Auditor General has notified the Legislative Auditing Committee that the special district's audit report, reviewed pursuant to s. 11.45(7), indicates that the district has met any of the conditions specified in s. 218.503(1) or that a deteriorating financial condition exists that may cause a condition described in s. 218.503(1) to occur if actions are not taken to address such condition.

(g) Whether the district is inactive according to the official list of special districts, and whether the district is meeting and discharging its responsibilities as required by its charter, as well as projected increases or decreases in district activity.

(h) Whether the special district has failed to comply with any of the reporting requirements in this chapter, including preparation of the public facilities report.

(i) Whether the special district has designated a registered office and agent as required by s. 189.014, and has complied with all open public records and meeting requirements.

(5) Any special district may at any time provide the Legislature and the local general-purpose government conducting the review or making decisions based upon the final oversight review report with written responses

to any questions, concerns, preliminary reports, draft reports, or final reports relating to the district.

(6) This section does not apply to a deepwater port listed in s. 311.09(1) which is in compliance with a port master plan adopted pursuant to s. 163.3178(2)(k), or to an airport authority operating in compliance with an airport master plan approved by the Federal Aviation Administration, or to any special district organized to operate health systems and facilities licensed under chapter 395, chapter 400, or chapter 429.

History.—s. 23, ch. 97-255; s. 46, ch. 2001-266; s. 22, ch. 2004-305; s. 6, ch. 2006-197; s. 48, ch. 2014-22; s. 15, ch. 2016-22.

Note.—Fonner s. 189.428.

189.069 Special districts; required reporting of information; web-based public access.-

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

9. The primary contact information for the special district for purposes of communication from the department.

10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.

11. The budget of the special district and any amendments thereto in accordance with s. 189.016.

12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.

13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).

14. The public facilities report, if applicable.

15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).

16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection (1).

History.—s. 54, ch. 2014-22; s. 16, ch. 2016-22.

PART VII

MERGER AND DISSOLUTION

189.07	Definitions.
189.071	Merger or dissolution of a dependent special district.
189.072	Dissolution of an independent special district.
189.073	Legislative merger of independent special districts.
189.074	Voluntary merger of independent special districts.
189.075	Involuntary merger of independent special districts.
189.076	Financial allocations.
189.0761	Exemptions.

189.07 Definitions.—As used in this part, the term:

(1) "Component independent special district" means an independent special district that proposes to be merged into a merged independent district, or an independent special district as it existed before its merger into the merged independent district of which it is now a part.

(2) "Elector-initiated merger plan" means the merger plan of two or more independent special districts, a majority of whose qualified electors have elected to merge, which outlines the terms and agreements for the official merger of the districts and is finalized and approved by the governing bodies of the districts pursuant to this part.

(3) "Governing body" means the governing body of the independent special district in which the general legislative, governmental, or public powers of the district are vested and by authority of which the official business of the district is conducted.

(4) "Initiative" means the filing of a petition containing a proposal for a referendum to be placed on the ballot for election.

(5) "Joint merger plan" means the merger plan that is adopted by resolution of the governing bodies of two or more independent special districts that outlines the terms and agreements for the official merger of the districts and that is finalized and approved by the governing bodies pursuant to this part.

(6) "Merged independent district" means a single independent special district that results from a successful merger of two or more independent special districts pursuant to this part.

(7) "Merger" means the combination of two or more contiguous independent special districts resulting in a newly created merged independent district that assumes jurisdiction over all of the component independent special districts.

(8) "Merger plan" means a written document that contains the terms, agreements, and information regarding the merger of two or more independent special districts.

(9) "Proposed elector-initiated merger plan" means a written document that contains the terms and information regarding the merger of two or more independent special districts and that accompanies the petition initiated by the qualified electors of the districts but that is not yet finalized and approved by the governing bodies of each component independent special district pursuant to this part.

(10) "Proposed joint merger plan" means a written document that contains the terms and information regarding the merger of two or more independent special districts and that has been prepared pursuant to a resolution of the governing bodies of the districts but that is not yet finalized and approved by the governing bodies of each component independent special district pursuant to this part.

(11) "Qualified elector" means an individual at least 18 years of age who is a citizen of the United States, a permanent resident of this state, and a resident of the district who registers with the supervisor of elections of a county within which the district lands are located when the registration books are open.

History.— s. 1, ch. 2012-16; s. 17, ch. 2014-22.

Note.—Fonners. 189.4042(1).

189.071 Merger or dissolution of a dependent special district.—

(1) The merger or dissolution of a dependent special district may be effectuated by an ordinance of the local general-purpose governmental entity wherein the geographical area of the district or districts is located. However, a county may not dissolve a special district that is dependent to a municipality or vice versa, or a dependent district created by special act.

(2) The merger or dissolution of an active dependent special district created and operating pursuant to a

EXHIBIT 6.

**STATEMENT 1
RENAISSANCE CDD**

PROPOSED GENERAL FUND BUDGET FY 2020

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ADOPTED	FY 2019 YTD - MARCH	FY 2020 PROPOSED	VARIANCE 2019 TO 2020
I. REVENUE									
SPECIAL ASSESSMENTS - ON-ROLL (Net)	262,358	265,022	265,757	265,598	265,237	274,347	243,780	274,347	-
SPECIAL ASSESSMENTS - ADJMT									-
INTEREST	-	1,872	2,560	2,558	2,611	-	1,235	-	-
UNASSIGNED FUND BAL-PERIMETER BERM LANDSCAPE IMPROVE	-	-	-	-	-	150,000	-	150,000	-
ASSESSMENT DISCOUNT (4%)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	262,358	266,894	268,317	268,156	267,848	424,347	245,015	424,347	-
II. EXPENDITURES									
ADMINISTRATIVE:									
MANAGEMENT CONSULTING SERVICES	48,825	48,825	48,825	48,825	48,825	48,825	24,413	48,825	-
GENERAL ADMINISTRATIVE	3,600	3,600	3,600	3,600	3,600	3,600	1,800	3,600	-
MISCELLANEOUS	62	424	135	-	12	500	35	500	-
AUDITING	3,550	3,550	3,700	3,923	4,123	4,300	4,300	4,500	200
ASSESSMENT ADMINISTRATION	13,388	13,388	13,388	13,388	13,388	13,388	13,388	13,388	-
COUNTY-ASSESSMENT COLLECTION FEES	-	390	-	390	389	552	388	552	-
LEGAL ADVERTISEMENTS	1,192	1,206	1,152	497	275	1,500	576	1,500	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	175	175	-
ENGINEERING SERVICES	-	4,715	-	-	-	3,500	-	3,500	-
LEGAL SERVICES	12,000	12,000	12,000	12,000	12,000	12,000	6,000	12,000	-
ADA COMPLIANCE	-	-	-	-	-	-	-	2,000	2,000
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	-	-	1,200	997	980	960	505	2,265	1,305
ADMINISTRATIVE CONTINGENCY	2,911	-	390	-	-	1,000	254	1,000	-
TOTAL ADMINISTRATION	85,703	88,273	84,565	83,795	83,767	90,300	51,834	93,805	3,505
INSURANCE:									
INSURANCE (GENERAL LIABILITY AND D.O.)	6,233	6,288	6,388	6,508	6,508	7,159	7,706	8,477	1,318
TOTAL INSURANCE	6,233	6,288	6,388	6,508	6,508	7,159	7,706	8,477	1,318
DEBT SERVICE ADMINISTRATION:									
ARBITRAGE REPORTING	1,500	500	500	500	500	500	-	650	150
DISSEMINATION AGENT	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	-
TRUSTEE FEES	1,886	3,771	3,771	3,771	3,771	4,149	4,148	4,149	-
TRUST FUND ACCOUNTING	3,675	3,675	3,675	3,675	3,675	3,675	1,838	3,675	-
TOTAL DEBT SERVICE ADMINISTRATION	12,061	7,946	12,946	12,946	12,946	13,324	10,986	13,474	150
FIELD OPERATIONS:									
ELECTRICITY-UTILITY	13,929	13,759	14,116	15,005	17,528	16,500	6,658	16,500	-
WATER QUALITY & WETLAND MONITORING	12,000	12,000	12,000	12,000	12,000	12,000	5,000	12,000	-
LANDSCAPE - LAKE AND FLOW WAY MAINTENANCE	31,500	33,286	34,720	39,228	39,226	39,228	19,614	39,228	-
LAKE AERATION & WELL MAINTENANCE	6,850	9,496	-	652	-	5,000	6,219	5,000	-
FOUNTAIN REPAIRS & MAINTENANCE	-	5,750	6,578	3,205	5,861	10,000	8,675	10,000	-
WETLAND MAINTENANCE	11,900	15,700	11,900	-	2,650	15,700	-	15,700	-
LANDSCAPE-PERIMETER BERM MOWING	24,000	24,000	32,000	36,000	36,000	36,000	15,000	36,000	-
MULCH	-	6,038	7,904	600	5,000	6,000	-	6,000	-
PERIMETER BERM LANDSCAPE IMPROVEMENTS	-	-	-	-	28,375	150,000	-	150,000	-
ENTRY AND WALLS MAINTENANCE	-	-	-	255	-	-	-	-	-
FIELD CONTINGENCY (FENCE IN FY 2016)	2,332	15,438	5,182	1,850	48,193	11,107	9,639	5,163	(5,944)
TOTAL FIELD OPERATIONS	102,511	135,467	124,400	108,795	194,833	301,535	70,805	295,591	(5,944)
INCREASE IN RENEWAL & REPLACEMENT	-	-	-	-	-	12,029	-	13,000	971
TOTAL EXPENDITURES	206,508	237,974	228,299	212,044	298,054	424,347	141,331	424,347	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	55,850	28,920	40,018	56,112	(30,206)	-	103,684	-	-
FUND BALANCE - BEGINNING	468,882	524,732	553,652	593,670	649,783	619,577	481,606	631,606	-
INCREASE IN CAPITAL RESERVES	-	-	-	-	-	12,029	-	13,000	-
LESS FUND BALANCE FORWARD - PERIMTER BERM LANDSCAPE	-	-	-	-	-	(150,000)	-	(150,000)	-
FUND BALANCE - ENDING	\$ 524,732	\$ 553,652	\$ 593,670	\$ 649,783	\$ 619,577	\$ 481,606	\$ 585,290	\$ 494,606	\$ -

FUND BALANCE APPROPRIATION:

ONE QUARTER OPERATING CAPITAL	106,087
RENEWAL & REPLACEMENT - FY 2014	107,309
RENEWAL & REPLACEMENT - FY 2015	10,680
RENEWAL & REPLACEMENT - FY 2016	10,680
RENEWAL & REPLACEMENT - FY 2017	10,920
RENEWAL & REPLACEMENT - FY 2018	11,138
RENEWAL & REPLACEMENT - FY 2019	12,029
RENEWAL & REPLACEMENT - FY 2020	13,000
FUTURE POTENTIAL DEBT SERVICE PAYMENT	150,000
UNASSIGNED FUND BALANCE	62,763
FUND BALANCE	494,606

NOTE: FUND BALANCE ASSUMES THAT THE BERM WORK WILL NOT BE COMPLETED IN FY 2019 AND WILL CARRY FORWARD INTO FY 2020

RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT

Statement 2

Summary of Contract Expenditures

CATEGORY	VENDOR	EXPIRATION DATE OF CONTRACT	ANNUAL AMOUNT OF CONTRACT	PAYMENT SCHEDULE	(SCOPE OF SERVICE)
ADMINISTRATIVE:					
MANAGEMENT CONSULTING SERVICES	DPFG	PRESENT	\$ 48,825.00	MONTHLY	Agreement 19: Includes: DM, Recording & General Accounting (not Trust Accounting).
GENERAL ADMINISTRATIVE	DPFG	PRESENT	\$ 3,600.00	MONTHLY	Agreement 19
MISCELLANEOUS		N/A	\$ 500.00	RANDOM	Estimated
AUDITING	GRAU & ASSOCIATES	9/30/2019	\$ 4,500.00	ANNUALLY	\$4,500 for FY 2019. Need new RFP for FY 2020
ASSESSMENT ADMINISTRATION	DPFG	PRESENT	\$ 13,388.00	ANNUALLY	Agreement 19
COUNTY ASSESSMENT COLLECTION FEES	LEE COUNTY	PRESENT	\$ 552.00	ANNUALLY	Estimated; agreement 12 with Lee County Property Appraiser. 388 units at \$1.42 per parcel.
LEGAL ADVERTISEMENTS	THE NEWS - PRESS MEDIA	N/A	\$ 1,500.00	RANDOM	Estimated; variable/discretionary - Workshops and public hearings.
REGULATORY AND PERMIT FEES	FL DEPART. OF ECONOMIC OPPORTUNITY	N/A	\$ 175.00	ANNUALLY	Fixed
ENGINEERING SERVICES	COMMUNITY ENGINEERING	PRESENT	\$ 3,500.00	VARIABLE	Estimated; agreement 7: No engineering expenses since 2012.
LEGAL SERVICES	KNOTT, EBELINI, HART	PRESENT	\$ 12,000.00	MONTHLY	Agreement 3 ("Humphrey & Knott" changed name to "Knott, Ebelini, Hart").
ADA COMPLIANCE	tbd		\$ 2,000.00		Monthly Quarterly Audit is \$120, additional estimated for doc conversion
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	VENTURES	30 DAYS	\$ 2,265.00	MONTHLY	Campus Suite - \$1,515 includes website compliance and remediation of 750 documents as well as DPFG remediation mitigation of \$500. Additional \$250 for any unknown remediation of documents
ADMINISTRATIVE CONTINGENCY		N/A	\$ 1,000.00	ANNUALLY	Estimated; variable/discretionary.
TOTAL ADMINISTRATIVE			\$ 93,805.00		
INSURANCE (GENERAL LIABILITY AND D.O.)			\$ 8,477.00	ANNUALLY	
DEBT SERVICE ADMINISTRATION:					
ARBITRAGE REPORTING	GNP	PRESENT	\$ 650.00	ANNUALLY	
DISSEMINATION AGENT	DPFG	PRESENT	\$ 5,000.00	ANNUALLY	Agreement 8
TRUSTEE FEES	US BANK	PRESENT	\$ 4,149.00	ANNUALLY	Per confirmation with trustee.
TRUST FUND ACCOUNTING	DPFG	PRESENT	\$ 3,675.00	MONTHLY	Agreement 19
TOTAL DEBT SERVICE ADMINISTRATION			\$ 13,474.00		
FIELD OPERATIONS EXPENDITURES:					
ELECTRICITY - UTILITY	FLORIDA POWER & LIGHT	N/A	\$ 16,500.00	MONTHLY	Estimated; variable.
WATER QUALITY MONITORING	COMMUNITY ENGINEERING	PRESENT	\$ 12,000.00	MONTHLY	Agreement 27: collect samples monthly and provide quarterly reports, ongoing contract with no expiration.
LANDSCAPE - LAKE & FLOW WAY	THE CLUB @ RENAISSANCE	PRESENT	\$ 39,228.00	MONTHLY	Agreement 15: auto renewal. Monthly is \$3,269.
LAKE AERATION & WELL MAINTENANCE	VARIABLE	N/A	\$ 5,000.00	VARIABLE	Estimated FY 2014 Expenditures high because of replacement of motor at front entrance and aeration costs of \$8,951.
FOUNTAIN REPAIRS	VARIABLE		\$ 10,000.00		
WETLAND MAINTENANCE	AQUATIC WEED CONTROL	N/A	\$ 15,700.00	ANNUALLY	Annual Service \$11,900 and follow up service \$3,800; 138.75 acres offsite preserve and 69.8 acres onsite.
LANDSCAPE - PERIMETER BERM MOWING	THE CLUB @ RENAISSANCE	PRESENT	\$ 36,000.00	MONTHLY	Agreement 15: auto renewal.
MULCH	NA	MULCHING SERVI	\$ 6,000.00	ANNUALLY	Mulch services \$6,000 annual.
PERIMETER BERM LANDSCAPE IMPROVEMENTS	TO BE DETERMINED		\$ 150,000.00		
ENTRY WALLS MAINTENANCE	NOT UTILIZED		\$ -		
FIELD CONTINGENCY	N/A	N/A	\$ 5,163.00	ANNUALLY	Estimated; variable/discretionary.
TOTAL FIELD OPERATIONS			\$ 295,591.00		
INCREASE IN RENEWAL & REPLACEMENT			\$ 13,000.00		
TOTAL EXPENDITURES			\$ 424,347.00		

STATEMENT 3
RENAISSANCE CDD
\$6,920,000 SPECIAL ASSESSMENT REFUNDING BONDS, SERIES 2012

REVENUE	BUDGET
MAX. SPECIAL ASSESSMENTS - ON-ROLL (GROSS)	\$ 554,952
REVENUE ACCOUNT (Interest)	-
DISCOUNT (ASSESSMENTS)	-
TOTAL REVENUE	554,952
EXPENDITURES	
INTEREST EXPENSE	
May 1, 2020	146,581
November 1, 2020	140,089
PRINCIPAL RETIREMENT	
May 1, 2020	265,000
PREPAYMENT	-
COLLECTION FEES	-
TOTAL EXPENDITURES	551,670
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,282
PROJECTED FUND BALANCE - BEGINNING (REVENUE TRUST ACCOUNT)	-
PROJECTED FUND BALANCE - ENDING (REVENUE TRUST ACCOUNT)	\$ 3,282

I. Assessment Roll

Unit Type	Unit Count	ERU / Unit	MADS per Unit	Total MADS	Total ERU	Max. Assmt On-Roll (GROSS)/ERU
Estate 120' - Via Lago	53	3.00	\$2,321	\$ 122,996	159	\$ 773.56
SF 140' - Terabella	38	3.50	\$2,707	102,883	133	\$ 773.56
SF 90' - Vittoria	50	2.00	\$1,547	77,356	100	\$ 773.56
Executive 75' - Monteverdi	51	1.60	\$1,238	63,123	81.6	\$ 773.57
Coach 4-plex - Triana	130	0.50	\$387	50,281	65	\$ 773.56
Villa 60' - Villagio	58	1.10	\$851	49,353	63.8	\$ 773.57
SF 140' X2 - Terabella	2	7.00	\$5,415	10,830	14	\$ 773.56
Estate 120' X2 - Via Lago	1	6.00	\$4,641	4,641	6	\$ 773.56
Executive 75' X1.5 - Monteverdi	2	2.40	\$1,857	3,713	4.8	\$ 773.57
SF 90' x2 - Vittoria	1	4.00	\$3,094	3,094	4	\$ 773.56
Golf Course	1	86.20	\$66,681	66,681	86.2	\$ 773.56
Total	387			\$ 554,952	717.40	\$ 773.57

STATEMENT 4
RENAISSANCE CDD
\$6.92MM SPECIAL ASSESSMENT REFUNDING BONDS, SERIES 2012
DEBT SERVICE REQUIREMENT

Period Ending	Principal /(a)	Coupon	Interest /(a)	Debt Service	Annual Dbt Srvc	Principal Balance
11/01/12			\$219,125.60	\$219,125.60	\$219,125.60	\$6,920,000
05/01/13	\$190,000	4.90%	\$184,311.25	\$374,311.25		\$6,730,000
11/01/13			\$179,656.25	\$179,656.25	\$553,967.50	\$6,730,000
05/01/14	\$200,000	4.90%	\$179,656.25	\$379,656.25		\$6,530,000
11/01/14			\$174,756.25	\$174,756.25	\$554,412.50	\$6,530,000
05/01/15	\$210,000	4.90%	\$174,756.25	\$384,756.25		\$6,320,000
11/01/15			\$169,611.25	\$169,611.25	\$554,367.50	\$6,320,000
05/01/16	\$220,000	4.90%	\$169,611.25	\$389,611.25		\$6,100,000
11/01/16			\$164,221.25	\$164,221.25	\$553,832.50	\$6,100,000
05/01/17	\$230,000	4.90%	\$164,221.25	\$394,221.25		\$5,870,000
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11/01/21			\$133,228.75	\$133,228.75	\$553,317.50	\$4,835,000
05/01/22	\$290,000	4.90%	\$133,228.75	\$423,228.75		\$4,545,000
11/01/22			\$126,123.75	\$126,123.75	\$549,352.50	\$4,545,000
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11/01/26			\$88,800.00	\$88,800.00	\$552,728.75	\$3,200,000
05/01/27	\$385,000	5.55%	\$88,800.00	\$473,800.00		\$2,815,000
11/01/27			\$78,116.25	\$78,116.25	\$551,916.25	\$2,815,000
05/01/28	\$405,000	5.55%	\$78,116.25	\$483,116.25		\$2,410,000
11/01/28			\$66,877.50	\$66,877.50	\$549,993.75	\$2,410,000
05/01/29	\$430,000	5.55%	\$66,877.50	\$496,877.50		\$1,980,000
11/01/29			\$54,945.00	\$54,945.00	\$551,822.50	\$1,980,000
05/01/30	\$455,000	5.55%	\$54,945.00	\$509,945.00		\$1,525,000
11/01/30			\$42,318.75	\$42,318.75	\$552,263.75	\$1,525,000
05/01/31	\$480,000	5.55%	\$42,318.75	\$522,318.75		\$1,045,000
11/01/31			\$28,998.75	\$28,998.75	\$551,317.50	\$1,045,000
05/01/32	\$510,000	5.55%	\$28,998.75	\$538,998.75		\$535,000
11/01/32			\$14,846.25	\$14,846.25	\$553,845.00	\$535,000
05/01/33	\$535,000	5.55%	\$14,846.25	\$549,846.25		\$0
11/01/33			\$0.00	\$0.00	\$549,846.25	\$0
TOTAL	\$6,920,000		\$4,894,266.85	\$11,814,266.85	\$11,814,266.85	

Max. annual debt service (MADS):	\$554,413
Total ERU:	717.40
MADS/ERU:	\$772.81
Gross Assmt:	\$805.01

Footnote:

(a) Data herein for budgetary process purposes only.

EXHIBIT 7

RESOLUTION 2019-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Renaissance Community Development District (“District”) prior to June 15, 2019, a proposed operations and maintenance budget for Fiscal Year 2019/2020; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. **BUDGET APPROVED.** The operating budget proposed by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 12, 2019

HOUR: 11:30 am

LOCATION: The Club at Renaissance
12801 Renaissance Way
Fort Myers, FL

3. **TRANSMITTAL OF BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budget to Lee County, Florida at least 60 days prior to the hearing date set above.

4. **POSTING OF BUDGETS.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget on the

District's website at least two days before the budget hearing date and to keep the proposed budget posted on the District's website for at least 45 days, as set forth in Section 2.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 6TH DAY OF MAY, 2019.

ATTEST:

**RENAISSANCE COMMUNITY
DEVELOPMENT DISTRICT**

Signature

Paul Cusmano

Printed Name

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Signature

Mike Lawson

Printed Name

Title:

- ☐ Chair of the Board of Supervisors
- ☐ Vice Chair of the Board of Supervisors

Exhibit A: Proposed FY 2019/2020 Budget

EXHIBIT A

**STATEMENT 1
RENAISSANCE CDD**

PROPOSED GENERAL FUND BUDGET FY 2020

	FY 2014	FY 2015	FY 2016	FY2017	FY2018	FY2019	FY 2019	FY 2020	VARIANCE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ADOPTED	YTD - MARCH	PROPOSED	2019 TO 2020
I. REVENUE									
SPECIAL ASSESSMENTS - ON-ROLL (Net)	262,358	265,022	265,757	265,598	265,237	274,347	243,780	274,347	-
SPECIAL ASSESSMENTS - ADJMT									-
INTEREST	-	1,872	2,560	2,558	2,611	-	1,235	-	-
UNASSIGNED FUND BAL-PERIMETER BERM LANDSCAPE IMPROVE	-	-	-	-	-	150,000	-	150,000	-
ASSESSMENT DISCOUNT (4%)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	262,358	266,894	268,317	268,156	267,848	424,347	245,015	424,347	-
II. EXPENDITURES									
ADMINISTRATIVE:									
MANAGEMENT CONSULTING SERVICES	48,825	48,825	48,825	48,825	48,825	48,825	24,413	48,825	-
GENERAL ADMINISTRATIVE	3,600	3,600	3,600	3,600	3,600	3,600	1,800	3,600	-
MISCELLANEOUS	62	424	135	-	12	500	35	500	-
AUDITING	3,550	3,550	3,700	3,923	4,123	4,300	4,300	4,500	200
ASSESSMENT ADMINISTRATION	13,388	13,388	13,388	13,388	13,388	13,388	13,388	13,388	-
COUNTY-ASSESSMENT COLLECTION FEES	-	390	-	390	389	552	388	552	-
LEGAL ADVERTISEMENTS	1,192	1,206	1,152	497	275	1,500	576	1,500	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	175	175	-
ENGINEERING SERVICES	-	4,715	-	-	-	3,500	-	3,500	-
LEGAL SERVICES	12,000	12,000	12,000	12,000	12,000	12,000	6,000	12,000	-
ADA COMPLIANCE	-	-	-	-	-	-	-	2,000	2,000
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	-	-	1,200	997	980	960	505	2,265	1,305
ADMINISTRATIVE CONTINGENCY	2,911	-	390	-	-	1,000	254	1,000	-
TOTAL ADMINISTRATION	85,703	88,273	84,565	83,795	83,767	90,300	51,834	93,805	3,505
INSURANCE:									
INSURANCE (GENERAL LIABILITY AND D.O.)	6,233	6,288	6,388	6,508	6,508	7,159	7,706	8,477	1,318
TOTAL INSURANCE	6,233	6,288	6,388	6,508	6,508	7,159	7,706	8,477	1,318
DEBT SERVICE ADMINISTRATION:									
ARBITRAGE REPORTING	1,500	500	500	500	500	500	-	650	150
DISSEMINATION AGENT	5,000	-	5,000	5,000	5,000	5,000	5,000	5,000	-
TRUSTEE FEES	1,886	3,771	3,771	3,771	3,771	4,149	4,148	4,149	-
TRUST FUND ACCOUNTING	3,675	3,675	3,675	3,675	3,675	3,675	1,838	3,675	-
TOTAL DEBT SERVICE ADMINISTRATION	12,061	7,946	12,946	12,946	12,946	13,324	10,986	13,474	150
FIELD OPERATIONS:									
ELECTRICITY-UTILITY	13,929	13,759	14,116	15,005	17,528	16,500	6,658	16,500	-
WATER QUALITY & WETLAND MONITORING	12,000	12,000	12,000	12,000	12,000	12,000	5,000	12,000	-
LANDSCAPE - LAKE AND FLOW WAY MAINTENANCE	31,500	33,286	34,720	39,228	39,226	39,228	19,614	39,228	-
LAKE AERATION & WELL MAINTENANCE	6,850	9,496	-	652	-	5,000	6,219	5,000	-
FOUNTAIN REPAIRS & MAINTENANCE	-	5,750	6,578	3,205	5,861	10,000	8,675	10,000	-
WETLAND MAINTENANCE	11,900	15,700	11,900	-	2,650	15,700	-	15,700	-
LANDSCAPE-PERIMETER BERM MOWING	24,000	24,000	32,000	36,000	36,000	36,000	15,000	36,000	-
MULCH	-	6,038	7,904	600	5,000	6,000	-	6,000	-
PERIMETER BERM LANDSCAPE IMPROVEMENTS	-	-	-	-	28,375	150,000	-	150,000	-
ENTRY AND WALLS MAINTENANCE	-	-	-	255	-	-	-	-	-
FIELD CONTINGENCY (FENCE IN FY 2016)	2,332	15,438	5,182	1,850	48,193	11,107	9,639	5,163	(5,944)
TOTAL FIELD OPERATIONS	102,511	135,467	124,400	108,795	194,833	301,535	70,805	295,591	(5,944)
INCREASE IN RENEWAL & REPLACEMENT	-	-	-	-	-	12,029	-	13,000	971
TOTAL EXPENDITURES	206,508	237,974	228,299	212,044	298,054	424,347	141,331	424,347	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	55,850	28,920	40,018	56,112	(30,206)	-	103,684	-	-
FUND BALANCE - BEGINNING	468,882	524,732	553,652	593,670	649,783	619,577	481,606	631,606	-
INCREASE IN CAPITAL RESERVES	-	-	-	-	-	12,029	-	13,000	-
LESS FUND BALANCE FORWARD - PERIMTER BERM LANDSCAPE	-	-	-	-	-	(150,000)	-	(150,000)	-
FUND BALANCE - ENDING	\$ 524,732	\$ 553,652	\$ 593,670	\$ 649,783	\$ 619,577	\$ 481,606	\$ 585,290	\$ 494,606	\$ -

FUND BALANCE APPROPRIATION:

ONE QUARTER OPERATING CAPITAL	106,087
RENEWAL & REPLACEMENT - FY 2014	107,309
RENEWAL & REPLACEMENT - FY 2015	10,680
RENEWAL & REPLACEMENT - FY 2016	10,680
RENEWAL & REPLACEMENT - FY 2017	10,920
RENEWAL & REPLACEMENT - FY 2018	11,138
RENEWAL & REPLACEMENT - FY 2019	12,029
RENEWAL & REPLACEMENT - FY 2020	13,000
FUTURE POTENTIAL DEBT SERVICE PAYMENT	150,000
UNASSIGNED FUND BALANCE	62,763
FUND BALANCE	494,606

NOTE: FUND BALANCE ASSUMES THAT THE BERM WORK WILL NOT BE COMPLETED IN FY 2019 AND WILL CARRY FORWARD INTO FY 2020

RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT

Statement 2

Summary of Contract Expenditures

CATEGORY	VENDOR	EXPIRATION DATE OF CONTRACT	ANNUAL AMOUNT OF CONTRACT	PAYMENT SCHEDULE	(SCOPE OF SERVICE)
ADMINISTRATIVE:					
MANAGEMENT CONSULTING SERVICES	DPFG	PRESENT	\$ 48,825.00	MONTHLY	Agreement 19: Includes: DM, Recording & General Accounting (not Trust Accounting).
GENERAL ADMINISTRATIVE	DPFG	PRESENT	\$ 3,600.00	MONTHLY	Agreement 19
MISCELLANEOUS		N/A	\$ 500.00	RANDOM	Estimated
AUDITING	GRAU & ASSOCIATES	9/30/2019	\$ 4,500.00	ANNUALLY	\$4,500 for FY 2019. Need new RFP for FY 2020
ASSESSMENT ADMINISTRATION	DPFG	PRESENT	\$ 13,388.00	ANNUALLY	Agreement 19
COUNTY ASSESSMENT COLLECTION FEES	LEE COUNTY	PRESENT	\$ 552.00	ANNUALLY	Estimated; agreement 12 with Lee County Property Appraiser. 388 units at \$1.42 per parcel.
LEGAL ADVERTISEMENTS	THE NEWS - PRESS MEDIA	N/A	\$ 1,500.00	RANDOM	Estimated; variable/discretionary - Workshops and public hearings.
REGULATORY AND PERMIT FEES	FL DEPART. OF ECONOMIC OPPORTUNITY	N/A	\$ 175.00	ANNUALLY	Fixed
ENGINEERING SERVICES	COMMUNITY ENGINEERING	PRESENT	\$ 3,500.00	VARIABLE	Estimated; agreement 7: No engineering expenses since 2012.
LEGAL SERVICES	KNOTT, EBELINI, HART	PRESENT	\$ 12,000.00	MONTHLY	Agreement 3 ("Humphrey & Knott" changed name to "Knott, Ebelini, Hart").
ADA COMPLIANCE	tbd		\$ 2,000.00		Monthly Quarterly Audit is \$120, additional estimated for doc conversion
WEBSITE DEVELOPMENT AND MONTHLY MAINT.	VENTURES	30 DAYS	\$ 2,265.00	MONTHLY	Campus Suite - \$1,515 includes website compliance and remediation of 750 documents as well as DPFG remediation mitigation of \$500. Additional \$250 for any unknown remediation of documents
ADMINISTRATIVE CONTINGENCY		N/A	\$ 1,000.00	ANNUALLY	Estimated; variable/discretionary.
TOTAL ADMINISTRATIVE			\$ 93,805.00		
INSURANCE (GENERAL LIABILITY AND D.O.)			\$ 8,477.00	ANNUALLY	
DEBT SERVICE ADMINISTRATION:					
ARBITRAGE REPORTING	GNP	PRESENT	\$ 650.00	ANNUALLY	
DISSEMINATION AGENT	DPFG	PRESENT	\$ 5,000.00	ANNUALLY	Agreement 8
TRUSTEE FEES	US BANK	PRESENT	\$ 4,149.00	ANNUALLY	Per confirmation with trustee.
TRUST FUND ACCOUNTING	DPFG	PRESENT	\$ 3,675.00	MONTHLY	Agreement 19
TOTAL DEBT SERVICE ADMINISTRATION			\$ 13,474.00		
FIELD OPERATIONS EXPENDITURES:					
ELECTRICITY - UTILITY	FLORIDA POWER & LIGHT	N/A	\$ 16,500.00	MONTHLY	Estimated; variable.
WATER QUALITY MONITORING	COMMUNITY ENGINEERING	PRESENT	\$ 12,000.00	MONTHLY	Agreement 27: collect samples monthly and provide quarterly reports, ongoing contract with no expiration.
LANDSCAPE - LAKE & FLOW WAY	THE CLUB @ RENAISSANCE	PRESENT	\$ 39,228.00	MONTHLY	Agreement 15: auto renewal. Monthly is \$3,269.
LAKE AERATION & WELL MAINTENANCE	VARIABLE	N/A	\$ 5,000.00	VARIABLE	Estimated FY 2014 Expenditures high because of replacement of motor at front entrance and aeration costs of \$8,951.
FOUNTAIN REPAIRS	VARIABLE		\$ 10,000.00		
WETLAND MAINTENANCE	AQUATIC WEED CONTROL	N/A	\$ 15,700.00	ANNUALLY	Annual Service \$11,900 and follow up service \$3,800; 138.75 acres offsite preserve and 69.8 acres onsite.
LANDSCAPE - PERIMETER BERM MOWING	THE CLUB @ RENAISSANCE	PRESENT	\$ 36,000.00	MONTHLY	Agreement 15: auto renewal.
MULCH	NA	MULCHING SERVI	\$ 6,000.00	ANNUALLY	Mulch services \$6,000 annual.
PERIMETER BERM LANDSCAPE IMPROVEMENTS	TO BE DETERMINED		\$ 150,000.00		
ENTRY WALLS MAINTENANCE	NOT UTILIZED		\$ -		
FIELD CONTINGENCY	N/A	N/A	\$ 5,163.00	ANNUALLY	Estimated; variable/discretionary.
TOTAL FIELD OPERATIONS			\$ 295,591.00		
INCREASE IN RENEWAL & REPLACEMENT			\$ 13,000.00		
TOTAL EXPENDITURES			\$ 424,347.00		

STATEMENT 3
RENAISSANCE CDD
\$6,920,000 SPECIAL ASSESSMENT REFUNDING BONDS, SERIES 2012

REVENUE	BUDGET
MAX. SPECIAL ASSESSMENTS - ON-ROLL (GROSS)	\$ 554,952
REVENUE ACCOUNT (Interest)	-
DISCOUNT (ASSESSMENTS)	-
TOTAL REVENUE	554,952
EXPENDITURES	
INTEREST EXPENSE	
May 1, 2020	146,581
November 1, 2020	140,089
PRINCIPAL RETIREMENT	
May 1, 2020	265,000
PREPAYMENT	-
COLLECTION FEES	-
TOTAL EXPENDITURES	551,670
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,282
PROJECTED FUND BALANCE - BEGINNING (REVENUE TRUST ACCOUNT)	-
PROJECTED FUND BALANCE - ENDING (REVENUE TRUST ACCOUNT)	\$ 3,282

I. Assessment Roll

Unit Type	Unit Count	ERU / Unit	MADS per Unit	Total MADS	Total ERU	Max. Assmt On-Roll (GROSS)/ERU
Estate 120' - Via Lago	53	3.00	\$2,321	\$ 122,996	159	\$ 773.56
SF 140' - Terabella	38	3.50	\$2,707	102,883	133	\$ 773.56
SF 90' - Vittoria	50	2.00	\$1,547	77,356	100	\$ 773.56
Executive 75' - Monteverdi	51	1.60	\$1,238	63,123	81.6	\$ 773.57
Coach 4-plex - Triana	130	0.50	\$387	50,281	65	\$ 773.56
Villa 60' - Villagio	58	1.10	\$851	49,353	63.8	\$ 773.57
SF 140' X2 - Terabella	2	7.00	\$5,415	10,830	14	\$ 773.56
Estate 120' X2 - Via Lago	1	6.00	\$4,641	4,641	6	\$ 773.56
Executive 75' X1.5 - Monteverdi	2	2.40	\$1,857	3,713	4.8	\$ 773.57
SF 90' x2 - Vittoria	1	4.00	\$3,094	3,094	4	\$ 773.56
Golf Course	1	86.20	\$66,681	66,681	86.2	\$ 773.56
Total	387			\$ 554,952	717.40	\$ 773.57

STATEMENT 4
RENAISSANCE CDD
\$6.92MM SPECIAL ASSESSMENT REFUNDING BONDS, SERIES 2012
DEBT SERVICE REQUIREMENT

Period Ending	Principal /(a)	Coupon	Interest /(a)	Debt Service	Annual Dbt Srvc	Principal Balance
11/01/12			\$219,125.60	\$219,125.60	\$219,125.60	\$6,920,000
05/01/13	\$190,000	4.90%	\$184,311.25	\$374,311.25		\$6,730,000
11/01/13			\$179,656.25	\$179,656.25	\$553,967.50	\$6,730,000
05/01/14	\$200,000	4.90%	\$179,656.25	\$379,656.25		\$6,530,000
11/01/14			\$174,756.25	\$174,756.25	\$554,412.50	\$6,530,000
05/01/15	\$210,000	4.90%	\$174,756.25	\$384,756.25		\$6,320,000
11/01/15			\$169,611.25	\$169,611.25	\$554,367.50	\$6,320,000
05/01/16	\$220,000	4.90%	\$169,611.25	\$389,611.25		\$6,100,000
11/01/16			\$164,221.25	\$164,221.25	\$553,832.50	\$6,100,000
05/01/17	\$230,000	4.90%	\$164,221.25	\$394,221.25		\$5,870,000
11/01/17			\$158,586.25	\$158,586.25	\$552,807.50	\$5,870,000
05/01/18	\$240,000	4.90%	\$158,586.25	\$398,586.25		\$5,630,000
11/01/18			\$152,706.25	\$152,706.25	\$551,292.50	\$5,630,000
05/01/19	\$250,000	4.90%	\$152,706.25	\$402,706.25		\$5,380,000
11/01/19			\$146,581.25	\$146,581.25	\$549,287.50	\$5,380,000
05/01/20	\$265,000	4.90%	\$146,581.25	\$411,581.25		\$5,115,000
11/01/20			\$140,088.75	\$140,088.75	\$551,670.00	\$5,115,000
05/01/21	\$280,000	4.90%	\$140,088.75	\$420,088.75		\$4,835,000
11/01/21			\$133,228.75	\$133,228.75	\$553,317.50	\$4,835,000
05/01/22	\$290,000	4.90%	\$133,228.75	\$423,228.75		\$4,545,000
11/01/22			\$126,123.75	\$126,123.75	\$549,352.50	\$4,545,000
05/01/23	\$310,000	5.55%	\$126,123.75	\$436,123.75		\$4,235,000
11/01/23			\$117,521.25	\$117,521.25	\$553,645.00	\$4,235,000
05/01/24	\$325,000	5.55%	\$117,521.25	\$442,521.25		\$3,910,000
11/01/24			\$108,502.50	\$108,502.50	\$551,023.75	\$3,910,000
05/01/25	\$345,000	5.55%	\$108,502.50	\$453,502.50		\$3,565,000
11/01/25			\$98,928.75	\$98,928.75	\$552,431.25	\$3,565,000
05/01/26	\$365,000	5.55%	\$98,928.75	\$463,928.75		\$3,200,000
11/01/26			\$88,800.00	\$88,800.00	\$552,728.75	\$3,200,000
05/01/27	\$385,000	5.55%	\$88,800.00	\$473,800.00		\$2,815,000
11/01/27			\$78,116.25	\$78,116.25	\$551,916.25	\$2,815,000
05/01/28	\$405,000	5.55%	\$78,116.25	\$483,116.25		\$2,410,000
11/01/28			\$66,877.50	\$66,877.50	\$549,993.75	\$2,410,000
05/01/29	\$430,000	5.55%	\$66,877.50	\$496,877.50		\$1,980,000
11/01/29			\$54,945.00	\$54,945.00	\$551,822.50	\$1,980,000
05/01/30	\$455,000	5.55%	\$54,945.00	\$509,945.00		\$1,525,000
11/01/30			\$42,318.75	\$42,318.75	\$552,263.75	\$1,525,000
05/01/31	\$480,000	5.55%	\$42,318.75	\$522,318.75		\$1,045,000
11/01/31			\$28,998.75	\$28,998.75	\$551,317.50	\$1,045,000
05/01/32	\$510,000	5.55%	\$28,998.75	\$538,998.75		\$535,000
11/01/32			\$14,846.25	\$14,846.25	\$553,845.00	\$535,000
05/01/33	\$535,000	5.55%	\$14,846.25	\$549,846.25		\$0
11/01/33			\$0.00	\$0.00	\$549,846.25	\$0
TOTAL	\$6,920,000		\$4,894,266.85	\$11,814,266.85	\$11,814,266.85	

Max. annual debt service (MADS):	\$554,413
Total ERU:	717.40
MADS/ERU:	\$772.81
Gross Assmt:	\$805.01

Footnote:

(a) Data herein for budgetary process purposes only.

EXHIBIT 8.

RENAISSANCE CDD - REVIEW OF PROPOSALS FOR DISTRICT MANAGEMENT SERVICES

	DPFG	PREMIER	INFRAMARK
A. SERVICE TEAM			
DISTRICT MANAGER (YEARS)	PAUL CUSMANO (20)	CALVIN TEAGUE (13)	JUSTIN FAIRCLOTH (5)
FINANCIALS	PATRICIA COMINGS- THIBAUT (15)	JENNIFER MILLER (21)	STEPHEN BLOOM(20)
FIELD SERVICES	N/A	VENDOR (CHRIS PEPIN)	N/A
B. LOCATION OF SERVING OFFICE			
	TAMPA/LAKE MARY	FORT MYERS	FORT MYERS
C. PRICING OF SERVICES			
MANAGEMENT CONSULTING	\$56,123	\$49,800	\$63,078
ASSESSMENT ADMINISTRATION	\$12,500	\$7,300	INCLUDED
TRUST FUND ACCOUNTING	INCLUDED	\$2,500	INCLUDED
WEBSITE MANAGEMENT	\$0	\$1,200	NOT INCLUDED
FIELDS SERVICES	INCLUDED	\$7,500	INCLUDED
OTHER	\$3,600	N/A	N/A
TOTAL	\$72,223	\$68,300	\$63,078
EXTRA FEES FOR SPECIAL BOARD MEETINGS	NO	NO	YES, \$150/HOUR FOR SPECIAL MEETINGS BEYOND THOSE NEGOTIATED (13 MEETINGS PER YEAR INCLUDED)
COMMENTS	\$60 PER MEETING FOR AGENDA PRODUCTION COSTS	INCLUDES ALL NORMAL ONGOING COSTS	PRODUCTION COSTS ADDITIONAL ALSO INCLUDES ONSITE FOR 20 HOURS/MONTH AS NEEDED
D. ADA COMPLIANT WEBSITE	UNSURE	YES	NO
E. FIELD OPERATION REPORTS			
SAMPLE PROVIDED	NO (NONE INCLUDED)	YES	NO
FREQUENCY	N/A	3 PER YEAR	N/A
F. RESIDENTIAL CONCERN/COMPLAINT LOG			
SAMPLE PROVIDED	NO	YES	NO
FREQUENCY	N/A	3 PER YEAR	N/A

RENAISSANCE CDD - REVIEW OF PROPOSALS FOR DISTRICT MANAGEMENT SERVICES

G. REFERENCES

NONE VERIFIED	VERY FAVORABLE	AWAITING RESPONSE
MAY NOT BE		
NECESSARY SINCE		
CURRENT VENDOR		

H. TRANSITION PLAN

	PLAN PROVIDED BUT UNNECESSARY SINCE CURRENT MANAGEMENT COMPANY	IMMEDIATE 3-5 WEEKS	THREE WEEKS ONCE COMMENCEMENT RECEIVED NOT SPECIFIED
TIMING			
LENGTH			

EXHIBIT 9.

DPFG is excited to continue to work for you. The quality and character of your District makes you a desirable client. As described in this Proposal, the scope and complexity of your District provide an opportunity for DPFG to contribute significant value to the Board's strong stewardship of your community.

Renaissance Community Development District

Response to Request for Proposal for District Management Services

Paul Cusmano & Maik Aagaard
DPFG Management & Consulting LLC

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1. Cover Letter

Renaissance Community Development District
C/O Knott – Ebelini – Hart
1625 Hendry Street
Suite 301
Fort Myers, Fl. 33901
Attention: Thomas B. Hart

Subject: District Manager Services

Board of Supervisors:

We are pleased to submit a proposal describing the services that DPFG Management and Consulting, LLC (DPFG) can provide to the Renaissance Community Development District (District or CDD). We are excited to continue our work for you. The quality and character of your development makes you a desirable client. The scope and complexity of your District provide an opportunity for DPFG to contribute significant value to the Board's strong stewardship of your community. We want to work with you. DPFG will continue to professionally administer, manage and provide high quality service for all of the services described in the Scope of Services for District Manager included in the Request for Proposals.

We are experienced experts. Since 1991, DPFG consultants have provided management consulting services with expert analysis and innovative solutions that creates value for clients. Our Tampa and Lake Mary offices are two of our 11 national offices. Our northeast Tampa office is reasonably close to your community. Our local consultants have 140 years of combined experience in management, audit, accounting, records compliance, assessments, financial consulting and development planning.

We provide management services to 41 CDDs in Florida with combined operations and maintenance budgets of over \$23 million. These include Anthem Park, Solterra Resort, Lakeshore Ranch, Heritage Harbor, and Tampa Palms. We advise Boards, master state mandated regulatory requirements, preserve and enhance infrastructure, oversee activity centers, landscapes and storm water systems. In the last two years, we have acted as assessment consultants and municipal advisors for 36 CDD bond sales and refunding with a bond volume in excess of \$240 million. We are experts in the CDD field.

We are excellent communicators with our Boards of Supervisors. You continue to be our valued client, and we will treat you with respect and professionalism. We are here to understand your priorities, policies and wishes for your community. We will work with you to meet your goals and plans. We are here to help you and your community to succeed.

We will meet all state mandated document requirements. Accordingly, we will provide you with standard complex monthly meeting packets. In addition, we will provide you with professional

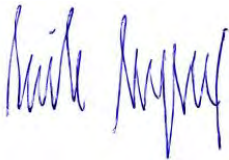
executive summaries, including a management report, user friendly financial summary and field maintenance reports. We respect that you are busy and lead complicated lives. Thus, we will go the extra mile to communicate the critical facts, options, pros and cons, and recommendations to facilitate decision-making. Also, we will track and handle all projects and keep you briefed on progress between meetings. We are willing to confer with each Supervisor in preparation for each meeting. In sum, we will fully confer with you so that the Board can easily accomplish all of its important work.

We welcome any suggestions to modify specific services to ensure that we meet your vision, goals and expectations for the District. We are available to further discuss our proposal and respond to any additional questions about it.

We look forward to serving your Board. Your consideration of this proposal is greatly appreciated.

Offered By:

DPFG Management and Consulting, LLC



Maik Aagaard
President and CEO
321-263-0132
ext.4201(office)
maik.aagaard@dpfg.com

2. Summary of proposed fees

DPFG's proposed fee for the services provided in the Scope of Services is **\$72,223** as per Original contract. The following table provides a cost breakdown and a comparison with current budgeted amounts.

SERVICE DESCRIPTION	Current Budgeted Amount /(4)	PROPOSED ANNUAL FEES /(1)
Management, Recording & Financial Accounting /(2)	\$48,825	\$56,123
Administrative fees and support /(3)	\$3,600	\$3,600
Disclosure report preparation and dissemination	N/A	N/A
Special assessment (roll & revenue collection)	\$13,388	\$12,500
Website Maintenance	\$960	\$0
Total Proposed Annual Costs /(4)	\$66,773	\$72,223

Note:

- (1) Manner of payment: Automatic withdraws from District operating account.
- (2) Meetings will include as many agenda items as the Board or Committee can realistically cover in the time allocated. Time allocation for specific issues may vary – some topics can be completed quickly, other will need extra time for discussion. As a general guideline, DPFG will bill for meeting time based on \$150 per hour for meetings in excess of 3.0 hours.
- (3) Fixed miscellaneous fees to cover all supplies or services to support Manager Services. General District office expenditures for mass mailings, notices, overnight delivery, and reproduction costs in excess of \$50.00 will be billed to the District at cost. Agenda packages (production, printing, binding, delivery) will be billed to District at cost (approx. \$60 per meeting).

3. Proposer Information

(a) Name of company

DPFG Management and Consulting, LLC, a Florida limited liability company (DPFG)

No "Doing Business As" or prior names.

(b) Company locations

DPFG Management and Consulting, LLC
15310 Amberly Drive, Suite 175
Tampa, Florida 33647

and

DPFG Management and Consulting, LLC
250 International Parkway, Suite 280
Lake Mary, Florida 32746

No "Doing Business As" or prior names.

(c) History of DPFG

DPFG is owned by Maik Aagaard and DPFG, Inc. DPFG, Inc. (www.dpfg.com) is a national real estate consulting firm with 12 offices in nine states (California, Arizona, Nevada, Idaho, Texas, Florida, North Carolina, South Carolina and Colorado). Since inception in 1991, DPFG has provided real estate and financial consulting services to residential and commercial real estate developers as well as lenders, public agencies and other institutional investors. A key emphasis in Florida is the management of Community Development Districts (CDD).

Currently, DPFG manages 41 CDDs in various stages of development serving an excess of 14,000 residential dwellings. Total operational budgets under management exceed \$23 million. The DPFG Team possesses specialized expertise in government accounting, assessment methodologies and collection, records administration, land development, and CDD Board advisory. DPFG is registered as municipal advisor with the Municipal Securities Rulemaking Board (MSRB).

(d) Details of entity business structure and date founded

DPFG Management and Consulting is a Florida limited liability company. Its minority owner and managing member is Maik Aagaard responsible for day-to-day operations. Its majority owner is DPFG, Inc. a Delaware corporation, and authorized to do business in the State of Florida. DPFG, Inc. was founded in 1991, and incorporated on January 1, 2007.

(e) Organization chart of DPFG Florida

Please refer to **Exhibit A** for an organizational chart of the Florida operations of the company. Local office contact information and total number of employees

DPFG Management and Consulting, LLC

Lake Mary

250 Internation Parkway
Suite 280
Lake Mary, FL 32746
(321) 263-0136
7 employees

Tampa

15310 Amberly Drive
Suite 175
Tampa, FL 33647
(813) 418-7473
5 employees

(f) Outstanding Litigation

There is no outstanding litigation that would threaten the viability of the firm or the performance of district management services.

(g) Applicable insurance

DPFG will supply the necessary insurance coverage.

(h) Samples of deliverables

Please refer to **Exhibit B** for sample field service report prepared by DPFG.

4. Experience and Expertise

(a) Qualifications

We are prepared and qualified to deliver all services as described in the Scope of Services. The principal challenge is to advance management and policies so that the District can function proficiently. This will entail integrating planning and organization of board activity, accounting, public records, risk management, financing, and property management issues along with resident perceptions and stakeholder expectations. Our team will work with an awareness of other clients facing similar opportunities and constraints as the District. Likewise, we will demonstrate our commitment to place-making that is creative and inspirational, that integrates seamlessly with existing conditions, and that is sensitive and responsive to community circumstances.

The following is a summary of our main qualifications:

- ✓ Recipient of Government Finance Officers Association awards for Annual Budgets and Popular Annual Financial Reports;
- ✓ Graduate degrees in management, business administration, accounting, public administration;
- ✓ Planned and organized board activity for 41 CDDs this year;
- ✓ Hands-on knowledge of governmental standards for accounting systems, internal controls and financial reporting, currently managing operational budgets in excess of \$23 million serving in excess of 14,000 parcels in various Counties;
- ✓ Planned long term public improvement projects and structured in excess of 100 new municipal bond issues and refunding transactions totaling in excess of \$2 billion;
- ✓ Tested and proven experts in all required fields of expertise including
 - Community development district establishment and management, public administration
 - Government auditing, Government accounting and Budgeting
 - Special assessment administration and revenue collection
 - Bond financing
 - Amenity and field operations management
 - Commercial construction management, community amenity construction, and land development
 - Capital program administration and general accounting

- ✓ The public-private partnership spirit and track record necessary to forge partnerships, leverage and combine individual community assets for the greater good;
- ✓ DPGF is Municipal Advisor firm registered with the Municipal Securities Rulemaking Board (MSRB);
- ✓ As evidence of the team's competency individuals of our team hold/held following licenses:
 - Municipal Advisor, Series 50; Investment Banking representative, Series 79
 - Certified Public Accountant, State of California
 - General Contractor, inactive
 - Certification and continuing education in National Pollutant Discharge Elimination System (NPDES), Department of Environmental Resources Management (DERM), Southwest Florida Water Management District (SWFWMD)
- ✓ Attributes of our individual team members include:
 - Strong verbal and personal communication skills
 - Decision making, critical thinking
 - Self-motivated, initiative, maintaining a high level of energy
 - Accuracy and attention to details
 - Tolerant and flexible, adjusts to different situations
 - Organization and prioritization skills
 - Problem analysis, use of judgment and ability to solve problems efficiently

(b) Business plan and management system

We will professionally manage the District's organization, records, financial, accounting, risk management and assessment functions utilizing best management practices and ensure employee and vendor performance standards are met. This section describes successful management approaches.

Communication

Our approach in providing services is to work very closely with you and follow your direction, while at the same time, provide you with our recommendations as to the appropriate course of action to accomplish your goals and objectives. We will fully communicate and collaborate with the Board and administer Board policies. We have the experience, expertise, intelligence, financial acumen and creativity to manage a seamless transition, work with the Board to preserve and enhance

infrastructure, refine the budget, cut costs, manage funds and implement Board policies for the long-term wellbeing and prestige of your community.

Knowledge

We have a highly trained and educated professional staff to perform the engagement. We are most proud of the fact that the personnel designated for your engagement are some of the most experienced in the field of district management, finance, accounting, risk management, assessment advisory services, and public records administration. This translates to a high-level of knowledge exchange and efficiency in operations. It allows us to deliver the highest quality level of service and professional management at reasonable rates. We possess the resources required to complete the work outlined in the Scope of Services, and are financially stable.

Cost control

In our experience effective cost control is exercised during the planning phase not when the service or process have already been engaged or committed. During the active service engagement most of the service costs have already been earmarked in the budget and the focus is on cost containment. This understanding of the pattern of costs has led to our interest in controlling costs during the planning phase, during bidding and prior to engagement. Above all, this approach is a tool that promotes and facilitates communication among the stakeholders. It is resident-oriented; it begins with price, quality and practical requirements defined by the Board, committees, and residents. We recognize that the Manager/District must meet cost, time and quality goals. There are three general elements to our approach; (i) identify true/competitive costs of each project task and activities, (ii) develop a working budget schedule, which gives a framework for time and cost control, (iii) manage the baseline to be constant in controlling factors that change or affect the budget; pinpoint the factor which changed and implement a corrective activity to be back on line and in budget.

Strategic Vision

The following points are part of our management approach:

- **Product:** Bringing a variety of services to clients that anticipate and satisfy their needs and goals.
- **Problems:** Solve problems to make a difference for our clients and their business and operational activities.
- **Partners:** Nurture a winning stakeholder relationship; building mutual loyalty as well as trust in order to be able to work together today and in the future.
- **Return:** Maximizing assessments by providing services without waste to owners and residents while being mindful of our overall responsibilities to the District and ethical standards.
- **Productivity:** Managing our people, time, and money for greatest effectiveness.

Core Capabilities

The following are core capabilities that link to our vision and District management approach:

- District management: budgeting, accounting and assessment administration
- Commercial building and infrastructure construction, land development
- Transaction: planning, organization, support and leadership
- Financial analysis: real estate and land-secured bonds, risk and return, capital budgeting
- Government accounting based on GAAP and GASB principles
- Communication: quick response, transparent, simple, practical and un-bureaucratic delivery of service

(c) Description of our methodology

We use various approaches to deliver the work described in the scope of services. We strive to find the best way to initiate, plan and execute tasks and projects. Our team attempts to eliminate uncertainty by outlining all steps in a project and defining the scope, budget and schedule upfront. The main idea is that by investing time in early stage of the task at hand to ensure that the proper requirements have been met ultimately saves significant time and effort correcting problems later. However, thru our team experience, we have the agility for faster turnaround and the dynamic ability to quickly adapt to needed changes or course corrections. The key of our management methodologies is the integration and enabling communication flow between different styles.

In connection with the tasks generally described in the Scope of Services under MEETINGS, HEARINGS, WORKSHOPS, RECORDS, and DISTRICT OPERATIONS, we use standard project, time, document management tools on a regular basis including, but not limited to, the following

- Meeting planner checklists to plan, organize and conduct all Board meetings, workshops, other CDD meetings
- ShareFile that allows users to store and manage Board packages and District records
- Meeting and task calendar
- Create to-do-lists for intake and delegation in a given time period , for example time between meetings, organized by breaking it into categories and priority

In connection with the tasks generally described in the Scope of Services under ACCOUNTING AND REPORTING, AUDITS, BUDGETING, CAPITAL PROGRAM ADMINISTRATION, ASSESSMENTS & REVENUE COLLECTION, we use various tools that include, but are not limited to, the following:

- Financial dashboard; provide an easy to understand overview of income statement, fund balance, and/or cash flow items, usually centered around three to five indicators. Heads-up information can be further utilized to reveal trends over time.
- QuickBooks Enterprise Solution accounting and reporting system converted to meet government accounting standards
- Maintain contract administration database linked to budget

- Assessment administration database based on property appraiser data and plat map records
- Standard spreadsheet software for organizing, analyzing and storing financial data connected to accounting software
- Budgeting tools, fund balances and actuals
- Require that auditors conduct early testing of District records to ensure that audits are completed on time and audit work doesn't interfere with CDD's budget cycle.

(d) Specific experience and qualifications in CDD management

All key management services will be directly performed by DPFG. The following provides specific experience and qualifications related to each of the subsections listed in the Scope of Services.

MEETINGS, HEARINGS, WORKSHOPS, ETC.

- Plan, organize, lead and conduct approximately 280 meetings, hearings and workshops annually
- Conduct regular site visits to inspect District property together with vendors
- Report field inspections, including photos, maps or other visual aids, and track progress on to-do lists

RECORDS

- Administer public records for 341 CDDs
- Collect and maintain documents that record important actions by the District, and make them available to the public

DISTRICT OPERATIONS

- Plan, organize and lead operations of 41 CDDs with operational budget in excess of \$23 million
- Oversee performance of personnel, vendors, and related contracts, including design/revamp of scope of work.
- Executive level experience in all aspects of land development and infrastructure maintenance, for example
 - Plan and organize land development activity of golf course (clearing, grading, ready for final installation)
 - Manage construction and remodel of golf club facilities (including clubhouse, maintenance buildings, restaurant, pro shop, restrooms) and transfer to HOA.
- Additional education as General contractor, in public works infrastructure improvements and inspections (for example, storm drainage systems and outfalls, lift stations, roads, etc.)

ACCOUNTING AND REPORTING, AUDITS, BUDGETING, CAPITAL PROGRAM ADMINISTRATION,
ASSESSMENTS & REVENUE COLLECTION

- Plan, organize and lead operations of 41 CDDs with operational budget in excess of \$23 million
- Recipient of Government Finance Officers Association (GFOA) Awards for Annual Budgets and Popular Annual Financial Reports
- 7 years of experience as external Governmental Auditor for Local Governments, Enterprise Funds, Community Redevelopment Agencies and Non-Profit Organizations
- Certified Public Accountant – Licensed from the State of California. Passed exam on 1st sitting
- Municipal Advisor, Series 50, and Investment Banking Representative, Series 79
- Currently enroll special assessments on County tax bill, an/or collect directly, for over 13,000 parcels in various Counties
- Construction accounting for capital improvement programs in excess of \$80 million over past 2 years
- Acted as assessment consultant on 40 CDD bond deals; issuing, refunding or restructuring in excess of \$315 million over past 5 years.

[Remainder of page intentionally left blank]

5. Staffing and Competency

This section introduces the DPFG team with a description of in-house capabilities, and devoted resources, including brief profile of the designated District manager.

(a) District Manager

The manager to the District is Paul Cusmano has had 30 years of Executive Management of Construction, Special Districts and Board activities. He will organize and conduct meetings in a highly professional manner making sure all Board Members are fully informed of the current activities. He will coordinate the efforts of the additional work team and District vendors. Over his career he has overseen the activities of numerous Districts, special projects and full Master Plan Developments

During his career, Paul has managed more than 20 Districts with operation budgets in excess of \$13 million serving approximately 15,000 parcels. While he was working for land developers, Paul was responsible for managing CDD functions from the developer's perspective, and served as Chairman of the Board of Supervisors for six developer-controlled Districts.

On-site visits

During our on-site visits our objective is resident satisfaction and quality control. We target to maintain clean and attractive District facilities. As District Manager, we hire, supervise and pay vendors to take care of jobs around the property such as cleaning, landscaping, maintenance and repair. We keep up-to-date on all the happenings involving landscape and building, including expenses and upcoming repairs. The District Manager communicates findings on a regular basis using site visit reports. For example, here are elements of a typical operations plan for on-site visits:

- Inspect site on a monthly basis (for example, incorporate use of inspections checklists for clubhouse, guard house and other District assets; review landscape and hardscape reports prepared by others)
- Report maintenance and repair items on monthly basis (list items greater than \$1,000)
- Order repairs & maintenance up to \$1,000 same day
- Schedule and follow up with vendors on repairs and maintenance issues

Based on our experience site visits should be scheduled together with supervisor of vendor actually performing the work to ensure quality control and resident satisfaction.

(b) Management consistency and training

Although it is envisioned that Paul manages the District without change in personnel, DPFG ensures consistency in the management of District operations by having multiple individuals that are knowledgeable and experienced with the operation and management of the District. We train our staff on a regular basis so they know how to apply DPFG's management approach, tools and templates. It goes a long way to ensuring that employees know how to manage Districts, projects

and how to use the project management tools we have provided for them. The District reaps the benefits of reduce turnover risk and higher project success rate that ultimately leads to increased management consistency. For any unforeseen circumstances, Patricia can rely on various team members as backup, assisting in management duties and also attending meetings as needed. Refer to the organizational chart in **Exhibit A** to review how staff is organized and departmentalized.

(c) Profiles of DPGF's key team members

Brief profiles of senior team members are provided below.



Patricia Comings-Thibault, CPA, MACC

Patricia has extensive district management experience along with managing accurate operations and debt service accounting, assessment billing/collection, preparing accurate and comprehensive financial statements, CDD budgets, managing the audit process and bond compliance. She has 15 years of experience in municipal finance, government accounting and operations and has received GFOA Awards for Distinguished Budget, the Certificate of Achievement for Excellence in Financial Reporting and the Popular Annual Financial Reporting Award for her work. Patricia has over 15 years as an external auditor for governmental entities and was a partner in a Sacramento, CA accounting firm. She provides leadership and oversight over a staff of accountants, field service operators and records administrators.

Patricia holds a Masters in Accounting from Stetson University and is a licensed CPA from the State of California.



Paul Cusmano

Paul is an accomplished senior level professional with demonstrated expertise in the areas of operations, and staff management within the commercial, industrial, residential, retail, land development and construction sectors. He is results oriented with the ability to coordinate multiple projects and teams simultaneously, coupled with the skills to effectively manage staff of all levels and diverse backgrounds. Innovative and results dedicated leader focused on achieving exceptional results for its clients.

Paul has 20 years of experience in senior level position, including Vice President of Land Development Transeastern Proprieties, Trans Florida Development Corp., and Arvida/St. Joes. His many accomplishments include the following:

- Completed design, engineering, permitting and platting of Miami-Dade County's first true Traditional Neighborhood Development (TND). Project is 160 acres, with 1,265 units encompassing 200,000 square feet of retail space.

- Oversaw and managed from conception through final sale: Weston Town Center within the master community of the City of Weston. First “old town setting” with 250,000 square feet of mixed use, and 150 unit high end town homes.
- Construction and certification of land development for 8,500 homes, including all amenities.
- Completed over 2 million square feet of tenant build outs.
- Completed 1.3 million square feet of warehouse / office / distribution centers.
- Served as chairman of the Board of Supervisors for six CDDs.

Paul holds a license or is certified in:

- 1- General Contractor - Unlimited
- 2- Management of Traffic – MOT -45 states
- 3- OSHA Certified in 30 and 60 Class

Maik Aagaard, MBA



Maik has provided consulting services for private and public sector clients relating to special district formation, implementation, financing and management. He has worked on 99 district projects with one billion dollars in financing of public infrastructure in Florida and in California. He has provided assessment administration services for districts with land holdings totaling over 115,000 parcels, including financial advisory and analysis services related to new issuances, bond splits, refunding, foreclosure, forbearance and other workout approaches.

Maik holds a university degree in economics after completing related coursework at the University of Wales, Great Britain, and Christian-Albrechts-University at Kiel, Germany, and a MBA from the Crummer Graduate School of Business at Rollins College with concentrations in both entrepreneurship and finance. He holds Series 50, Municipal Advisor, and Series 79 Investment Banking Representative licenses.

Rebecca Rivas

Rebecca’s focus is on preparing accurate and comprehensive financial statements for 17 Districts. Rebecca graduated from the University of Central Florida where she earned a Bachelor’s degree in Accounting. During the course of seeking her degree she worked as an associate in the accounting department for a public university.

Subcontractors

We envision that DPFG acts as prime District manager and is responsible for the supervision of District employees, vendors and contractors. DPFG uses independent contractors to perform regular site inspections alongside District Manager staff. Certain District functions are directly performed by District employees or vendors (for example, clubhouse operations) or by subcontractors with unique capabilities (for example, security, chemical testing of ponds).

Our firm will review the records and confer with the Supervisors and consultants including the outgoing manager, to familiarize ourselves with all material facts and outstanding issues pertaining to the District. We will thoroughly review recent minutes and perform due diligence on all critical issues. Based upon this review, we will confer with Supervisors, refine the transition, define adequate objectives and scope, evaluate staffing, and implement the desired management plan.

[Remainder of page intentionally left blank]

6. References

Anthem Park CDD

<http://anthemparkcdd.org>

Miguel Camacho, Chairman PH: 407-334-3482

Stonebrier CDD

<http://stonebriercdd.org>

Analina Medina, Chairman PH: 813-997-5276

Lakeshore Ranch CDD

<http://www.lakeshoreranch.net>

John Rose, Chairman PH: 717-344-1319

Heritage Harbor CDD

<http://www.heritageharborcdd.org/>

David Penzer, Chairman PH: 813-205-8144

Palms of Terra Ceia Bay

<http://palmsoterraceiabaycdd.org>

Judi O'Conner Chairman PH 941-721-9196

7. Proposed Scope of Services

This proposal will encompass all the duties customarily required of a District Manager of a Community Development District in Florida. In addition to any services required of a District Manager pursuant to Chapter 190, Florida Statutes, as may be amended, DPGF (MANAGER) will provide to the DISTRICT, at a minimum, the following services.

A. Management Services

MANAGER will perform all required management functions of the Renaissance Community Development District, which will include but not be limited to the following:

1. Prepare agenda, provide required notice, and attend all meetings of the Board of Supervisors and provide the Board with meaningful dialogue and recommendations on the issues before the Board for action.
2. Preparation of District's budget as more fully outlined in this proposal.
3. Implementation of budget directives.
4. Review specifications and make recommendations for the meeting of insurance requirements of the District.
5. Provide all required annual disclosure information to the local government in the County in which the District resides.
6. Tabulate and report voter roll in compliance with Florida Statutes.
7. Insure compliance with the Florida Statutes as it relates to financial reporting requirements for the District and State and Federal tax and financial forms.
8. Record all meetings of the Board of Supervisors.
9. Provide Oath of Office and Notary Public for all newly elected members of the Board of Supervisors.
10. Provide coordination and information for Board of Supervisors Election Process.
11. Coordinate and provide contract administration and oversight for any services provided to the District by outside vendors including, but not limited to, district engineer, legal, landscaping, and facilities management services.
12. Coordinate with the Board to determine the services and levels of service to be provided as part of the District's budget preparation.
13. Manage projects and oversee contract procurement for third-party services.
14. Respond to resident requests and inquiries.
15. Generate and distribute custom reports as may be requested in addition to monthly status reports.
16. Monitor and maintain entry access database, equipment and gate cards.
17. Monitor and maintain security equipment.
18. Coordinate and respond to public records requests.
19. Maintain the District's documents in compliance with Florida's public records laws and retention requirements.

B. Recording Services.

MANAGER will perform all required Recording Secretary Functions, which will include but not be limited to the following:

1. Prepare Board Agendas and coordinate receipt of sufficient material for Board of Supervisors to make informed policy decisions.
2. Prepare and advertise all notices of meetings in an authorized newspaper of circulation in the County in which the District is located.
3. Record and transcribe meeting minutes for all meetings of the Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s).
4. Acquire and Maintain District Seal.

C. Financial Accounting Services.

MANAGER will perform all required financial accounting functions for the District, which will include but not be limited to the following:

1. Maintenance of checking accounts with qualified public depositories.
2. The preparation of year-end adjusting journal entries for the annual audit by Independent CPA firm.
3. Prepare a budget that achieves the District's objectives in coordination with the District Board of Supervisors, Engineer and Attorney.
4. Submit a preliminary budget to Board of Supervisors in accordance with Chapter 190, Florida Statutes.
5. Modify Preliminary Budget for consideration by Board of Supervisors at the District's advertised Public Hearing.
6. Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
7. Establish budget public hearing(s) and dates.
8. Establish Board of Supervisors workshop dates (if required).
9. Prepare budget resolution approving the District Manager's budget and authorization to set public hearing.
10. Attend workshop(s) and public hearing(s) and be available to answer questions by the Board and the public.
11. Apply for or keep current the following:
 - Federal I.D. Number.
 - Tax Exemption Certificate.
 - Other permits, licenses, certificates, which are required under Local and State Law.
12. Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).

13. Prepare required Investment Policies and Procedures pursuant to Chapter 218, Florida Statutes.
14. Preparation of Annual Financial Report for Units of Local Government and distribution to the State Comptroller.
15. Preparation of Public Depositor's Report and distribution to State Treasurer.
16. Coordination and distribution of Annual Public Facilities Report to appropriate agencies.
17. Administer purchase order system, and timely payment of invoices.
18. Coordination of tax collection and miscellaneous receivables.
19. Preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.
20. Preparation of all required schedules for year-end audit.
21. Provide accounts payable and accounts receivable services for all District's holdings on a timely basis.
22. Prepare monthly financial statements.
23. Compile, consolidate and maintain adopted rules, procedures, contracts and other documents of the District.

D. Field Services.

MANAGER shall manage the works of the DISTRICT as required by the DISTRICT'S charter in Section 190.007(1), Florida Statutes. This work includes but is not limited to ensuring that the following field services are properly performed, some of which will be in coordination and in conjunction with an outside facilities management vendor:

1. Complaint response to concerns with the conditions of ponds and other common areas.
2. Assistance in the preparation of bid packages for required work in the DISTRICT.
3. Responding to resident complaints regarding DISTRICT areas of responsibilities and provide monthly field reports to the Board of the DISTRICT.
4. Assistance with all Capital Projects of the District.
5. Maintenance of the District's Website
6. Onsite project and maintenance management to include but not limited to the following:
 - General inspection of District property.
 - Natural disaster inspections.
 - Follow-up on Board identified concerns such as wildlife issues and exotic plant intrusion.
 - Checking preserves for invasive plants and inspect ponds on a monthly basis.
 - Inspecting storm water drainage structures.
 - Perform contract management services for contractors conducting work in the District.
 - Inspection and maintenance of the Activity Center campus assets.
 - Inspection and maintenance of the District's alleyways, sidewalks, gates, security camera system and amenities.
 - Soliciting vendor proposals for maintenance work. Oversight of vendor maintenance projects.

E. Special Assessment Services.

Manager will perform all required special assessment billing functions of the District, which will include but are not limited to the following:

1. Prepare Assessment Resolution levying the assessments on the property in the District and prepare assessment rolls.
2. Prepare and maintain a property database by using information obtained by local Property Appraisers secured roll.
3. Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the CECDD rolls are in compliance with the law and that the Manager has obtained all the pertinent information to prepare accurate assessments.
4. Coordinate and communicate with bondholder's trustee as needed.
5. Periodically update the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
6. Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. Provide payoff information upon request to property owner.
7. Upon adoption of the Budget and Assessments, coordinate with the office of the Property Appraiser and Tax collector to ensure correct application of assessments and receipt of District funds.
8. Act as primary contact to answer property owners' questions regarding the Capital and O&M Assessments.
9. Act as District's Dissemination Agent to facilitate the District's compliance with the Securities and Exchange Commission's Rule 15c2-12(b)(5) relating to the District's Continuing Disclosure obligations.

8. Transition Plan

Our team has experience working with the current partners that have been hired by the District to perform tasks within the community, and our firm can provide a seamless transition within two weeks after authorized to commence. The CDD Board should give notice of termination to the current management company and instruct them to:

- a) Complete the financial accounting and budget process through the final days of service
- b) Prepare year-end financial statements, if needed
- c) Prepare audit ready financial statements, including a reconciled trial balance
- d) Have all financial statements in order and ready for turnover
- e) Complete all records retention and regulatory filings
- f) Pay all outstanding bills
- g) Bring all accounting, regulatory and operational matters current
- h) Cooperate fully with the incoming managing company
- i) Deliver timely all records, both hard copies and electronic records, in an organized, labeled and indexed manner, to the incoming management company.

Our firm will review the records and confer with the Supervisors and consultants including the outgoing manager, to familiarize ourselves with all material facts and outstanding issues pertaining to the District. We will thoroughly review recent minutes and perform due diligence on all critical issues. Based upon this review, we will confer with Supervisors, refine the transition, define adequate objectives, and implement the desired management plan.

At the commencement of our contract date, we will step in and professionally manage the District's organization, records, accounting and assessment functions utilizing best management practices. We will fully communicate and collaborate with the Board and administer Board policies.

9. Biography of Designated District Managers



Paul Cusmano
District Manager
paul.cusmano@dpfg.com

EDUCATION

Broward Community College
Fort Lauderdale, FL
Business/Construction management

Contractors School of Business
Fort Lauderdale, FL
Building Construction Technology
General Contractor License

Florida Department of Environmental Protection
Continuing Education Classes

- NPDES - Storm Water system
- Land Development Theories and Practice

PROFESSIONAL PROFILE

Professional in Commercial/ Residential land development with Commercial and Amenity construction.

Specific expertise includes:

- District management
- Full site Design and Development
- Operations and Staff Management
- Environmental Compliance
- Due Diligence/Entitlement
- Asset Management
- Short and Long ranch project forecast
- Coordination of multiple projects
- Full Owner Rep responsibilities
- Project management



PROFESSIONAL EXPERIENCE

2016 - Present
Development Planning and Financing Group, Inc.
(DPFG), Inc. - Maitland, FL
District Manager, Owner Rep., Construction Manger

2012-2016
Governmental Management Services (GMS) - Tampa, FL
District Manger

2002-2012
Transeastern Properties - Boca Raton, FL
Director of Commercial Construction, Special Projects and Land Development
Developer CDD manager

SELECTED ACHEIEVMENTS AND HIGHLIGHTS

- Completed platting, approval and permitting of Miami-Dade County first true TND. Project is 160 acres with 1,265 units and 200,000 sq.ft. of retail space
- Conception thru sale of Weston Town Center master commercial/multi-use center, called "Old Town". Retail space of 250,000 sq.ft. with 150 units townhome

HONORS

- Best Development Landscape – Miromar Lakes CDD, Fort Meyers. 2013 -2016

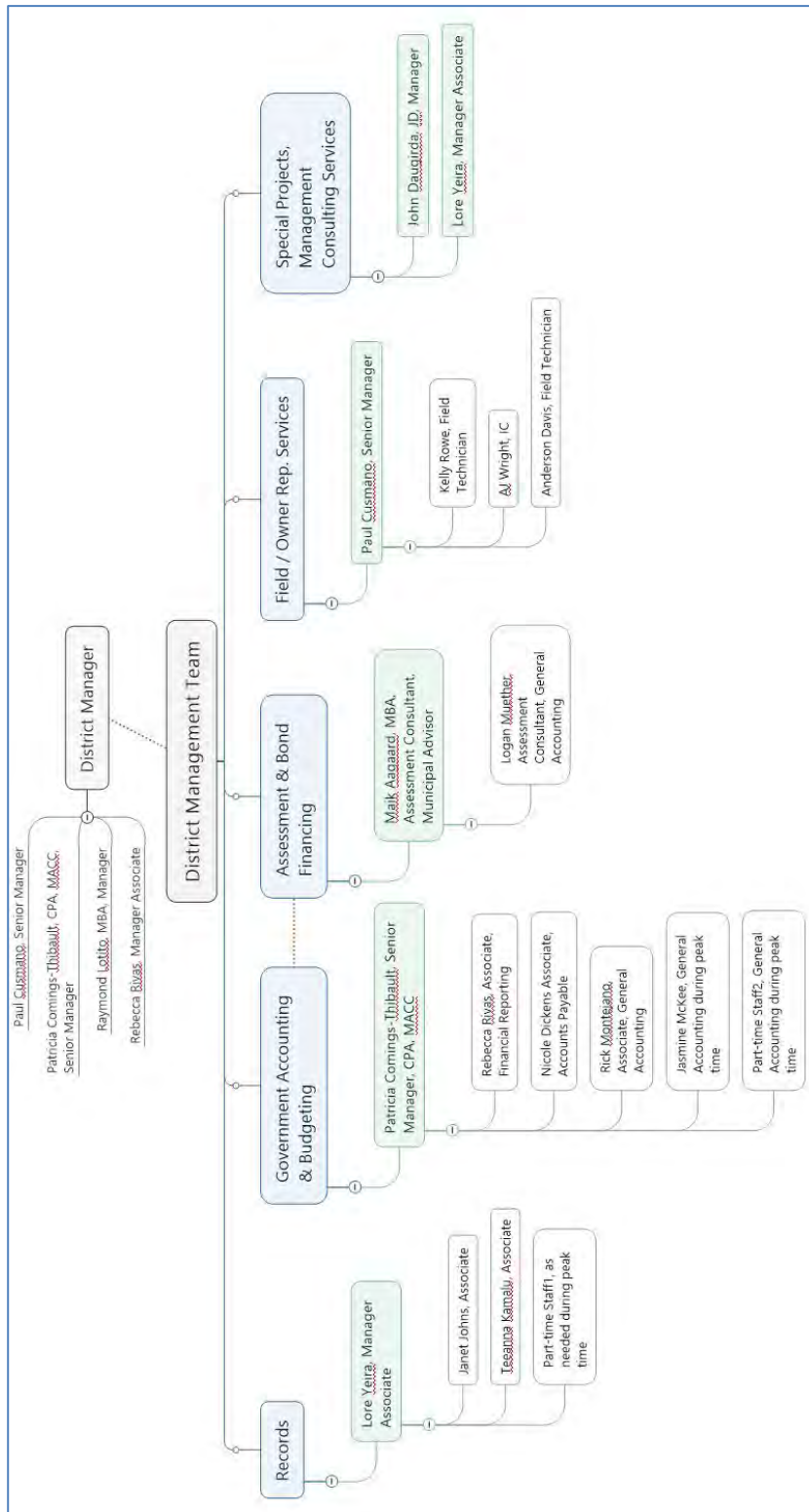
CERTIFICATES / LICENSES

- General Contractors License (inactive)
- MOT- Licensed in 38 states
- NPDES monitoring

ORANGE COUNTY, CA SACRAMENTO, CA LAS VEGAS, NV BOISE, ID PHOENIX, AZ
AUSTIN, TX TAMPA, FL ORANGE COUNTY, FL RESEARCH TRIANGLE, NC CHARLESTON, SC



10.Exhibit A: Organizational chart of the Florida operations



11.Exhibit B: Field Service Report

In addition, we typically present operation reports along with financial statements for the largest expenditure items in the general fund (or enterprise funds). For example, the effect of purchase orders, repairs, one-time outlays, payroll, and other expenditures reported as fund balance and budgetary fund balance arising during the fiscal year should be clarified, understood and documented. By considering the operation report and financial statements at the same time, the Board is able to provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed, and assess the perceived exposure to significant one-time capital outlays.

As a sample, we included a field operation report prepared for one of our CDD clients. For this particular client, the field expenditures (landscape, hardscape, irrigation, ponds, etc.) represent the largest portion of operating expenditures.

EXHIBIT 10.

Florida Fountains & Equipment, LLC.

18781 Nalle Rd.
North Fort Myers, FL 33917
(239) 567-3030 sdoane@flfountains.com

Proposal

Date	Proposal #
4/5/2019	2019-10424

Prepared For:

The Renaissance CDD
C/O DPFG Management & Consulting LLC
250 International Parkway, Suite 280
Lake Mary, FL 32746

239-671-0121

jgnagey@theclubatrenaissance...



Project

Hole #7 Aeration

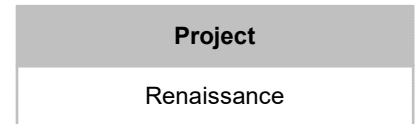
Description	Qty	Rate	Total
This is a proposal to Renaissance for a new 3/4hp air compressor with a deluxe compressor cabinet from Florida Fountains and Equipment			
Our new Deluxe 22" Compressor Cabinet includes the following: ***3/4hp 115v compressor, dual cooling fans, sound suppression, single outlet, and rubber anti-vibration legs ***4-valve manifold with pressure relief and pressure gauge Labor @ \$129.00/hr	1	1,886.06	1,886.06T
***Location: Hole #7	2	129.00	258.00
Warranty: 2 years on new aeration equipment			
We require a signed copy of this proposal and a 50% deposit prior to ordering materials and scheduling installation			
Sign & Date			
Thank you for your business.	Subtotal		\$2,144.06
	Sales Tax (0.0%)		\$0.00
	Total		\$2,144.06

18781 Nalle Rd.
North Fort Myers, FL 33917
(239) 567-3030 sdoane@ffountains.com

Date	Proposal #
4/3/2019	2019-10420

The Renaissance CDD
C/O DPGF Management & Consulting LLC
250 International Parkway, Suite 280
Lake Mary, FL 32746

239-671-0121 jgnagey@theclubatrenaissanc...

[illegible]



solve your water issues

murky water ◦ algae growth ◦ foul odor ◦ fish kills

A REVOLUTIONARY WAY TO CLEAN WATER



Increased Oxygenation

BioBoost forces the rising column of bubbles through patented media that slows and spreads them out. By making the bubbles travel through the cross-fluted channels, they are in contact with the water longer, increasing the oxygen transfer.

Increased Beneficial Bacteria Growth

BioBoost's proprietary media provides a nest for the proliferation of essential algae-fighting microbes. This vigorous population of biofilm consumes organic waste, starving algae of its food supply.

The ONLY subsurface water aeration system that combines these two powerful synergies



oxygen is our element

“BioBoost is taking age old science and bringing it up many levels.”

— Golf Course Superintendent,
Rancho Santa Fe, CA



Standard Diffuser
tightly packed column of bubbles that rush to the surface of the water



BioBoost
wide dispersion of bubbles that stay in the water longer, increasing oxygenation;
ALSO nurtures beneficial bacteria

WHETHER RETROFIT OR NEW INSTALLS...DROP IN THE BEST!

BEFORE BIOBOOST



WITH BIOBOOST



“ BioBoost is responsible for preventing outbreaks of microcystic algae, as well as fish kills and foul odors, which we have experienced in the past, especially during the hot summer months. The added bonus was the savings in chemical application costs. ”

— Golf Course Superintendent, La Quinta, CA

BREAK THE CYCLE OF CHEMICAL DEPENDENCY!

www.bioboost.ca

Twitter: @Bio_Boost Instagram: @Bio_Boost_Aeration

Facebook: @BioBoostBluePlanetEnvironmental



BioBoost Sizes:

- Small 2'L x 1'H x 1'W
- Medium 3'L x 2'H x 1.5'W
- Large 4'L x 2'H x 2'W

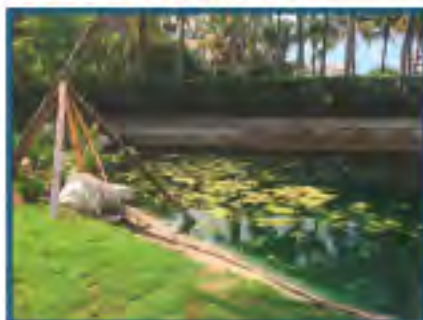
BioBoost system includes:

- BioBoost media
- Diffusers
- Manifold
- Weighted legs
- Parts bag (clamps, adapters)
- Float
- Float cord

**Watch our 90 second
video at bioboost.ca**

Blue Planet Environmental Inc.
jody@bioboost.ca
212-805-0318; 212-805-0383

BEFORE BIOBOOST



WITH BIOBOOST



Key Biscayne, FL

BioBoost Small: for pond depths 5' and under

BioBoost Medium and Large: depths 5' and greater

A variety of different sizes can be used if necessitated
by a pond's varying depths

The size, depth and shape of the water bodies
will determine the size and number of BioBoosts to be used

Sponsor of
**Audubon
International**



EXHIBIT 11.

SERVICE AGREEMENT

PROPERTY NAME: Renaissance CDD

CONTRACT DATE: April 19, 2019

SUBMITTED TO: Paul Cusmano

SUBMITTED BY: Andy Nott

SPECIFICATIONS: Aeration repairs lake 12

Supply and install the following

2-1/2hp dual piston compressors

4- bottom air stations

2400 ft ½ bottom air tubing

275 ft 1-inch poly airline (go from cabinet to lake)

275 ft 1.25 inch PCV pipe (conduit for poly airline)

275 ft trenching by hand

One new 4-way valve assembly with box

Replace existing cabinet with used cabinet with

new cooling fan, power cord and outlets and sound reducing insulation

All labor and parts necessary for proper installation

General:

1. Contractor is a Aeration/Fountain Certified Sales, Service, and Repair Company.
2. All electrical work performed as part of the above installation will be done in accordance with all state and local codes.
3. Contractor will continue to maintain all appropriate licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
4. Contractor will furnish personnel, equipment, boats, materials, and other items required to provide the foregoing at his expense.
5. Contractor will maintain general liability and workman's compensation insurance.
6. While SÖLitude Lake Management® makes every effort to thoroughly inspect the site before providing this contract proposal or beginning any work, it is possible, without fault or negligence, that unforeseen circumstances may arise, or that hidden conditions on the site might be found in the course of the performance of the contract work, which would result in additional time or material costs that exceed this contract pricing. Should this occur, the customer will be notified of these unforeseen circumstances or conditions and be responsible for the costs associated with remedying. By signing this agreement, the customer acknowledges that they have informed SÖLitude Lake Management® of all known and relevant current site

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SÖLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SÖLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



conditions that would be reasonable to expect could affect our ability to successfully complete the contract work.

7. The customer agrees to pay penalties and interest in the amount of 2% per month for all past due invoices and related account balances in excess of 30 days past due from the due date as specified by the contract and as stated on the relevant invoice presented to the customer.
8. The customer covenants and agrees to pay reasonable attorney's fees and all other related costs and expenses of SŌLitude Lake Management® for collection of past due invoices and account balances and for any other actions required to remedy a material breach of this contract.

Warranty:

1. Contractor warrants that all installation work will be done in a safe and professional manner.
2. Manufacturer warrants compressors for one (1) year from the date of installation against any defects in materials and workmanship.
3. Manufacturer warrants Air Station Membrane Diffusers for five (5) years from the date of installation against any defects in materials and workmanship.
4. Contractor warrants all labor and parts necessary for installation of the fountain aeration system for a period of one (1) year from the date of installation.
5. The manufacturer's warranty and the SŌLitude Lake Management® warranty will be voided if:
 - a. Any person not specifically authorized by the manufacturer and by SŌLitude Lake Management® performs any service, repair, or other work to the aeration system during the warranty period.
 - b. The aeration system is used in any manner inconsistent with its intended use or in any manner that is not in accordance with the manufacturer's instructions.

CONTRACT PRICE: \$7,431.96

**Price includes all applicable sales taxes and freight charges. Contract is valid until December 31 of the calendar year in which it was written.*

PAYMENT TERMS:

1. A deposit of 50% of the contract price will be due upon approval of the contract.
2. The remaining 50% balance will be payable upon completion of the contract work.

APPROVED:

SŌLitude Lake Management®

(Authorized Signature)

Renaissance CDD

(Print Name and Title)

(Date)

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SRC SERIES

Rocking Piston Compressor



Models:

**SRC25, SRC252,
SRC50, SRC502,
SRC75, SRC752**



The EasyPro Stratus SRC Series rocking piston compressors are specifically designed for the demanding job of 24 hour operation. The oil-less design makes them ideal for pond aeration systems. Available in 1/4, 1/2 and 3/4 hp, 115v and 230v.

Units include:

- Air inlet filter
- Rubber feet
- 5' power cord

Features:

- Quieter operation than similar compressors
- Universal dual voltage motor
- Oil-less operation
- Includes Stratus Smart-Start technology to start under load
- Superior quality, flexible cup material for increased reliability
- Permanently lubricated bearings
- Diecast body components for overall strength
- Single or double cylinder design
- 2 year warranty
- Maximum psi 30

Specifications:

Model	SRC25 — SRC252	SRC50 — SRC502	SRC75 — SRC752
HP	1/4	1/2	3/4
Volt/Hz	115v/60Hz — 230v/60Hz	115v/60Hz — 230v/60Hz	115v/60Hz — 230v/60Hz
Motor Type	4 Pole	4 Pole	4 Pole
Air Flow @ PSI	CFM	CFM	CFM
0	2.30	4.50	6.50
5	2.17	4.35	6.00
10	2.00	4.10	5.40
15	1.89	3.90	5.20
20	1.80	3.69	5.00
25	1.75	3.50	4.80
30	1.70	3.30	4.50
Inlet/Outlet Size	1/4" fpt	1/4" fpt	1/4" fpt
RPM	1725 60Hz	1725 60Hz	1725 60Hz
Amps* (115—230)	3.0 — 1.5	6.2 — 3.1	7.9 — 4.0
Watts* (output)	190w - 290w	340w - 586w	398w - 620w
Noise Level	<60 dB	<65 dB	<70 dB
Weight	15 lbs.	19 lbs.	26 lbs.

*Varies based on operating conditions

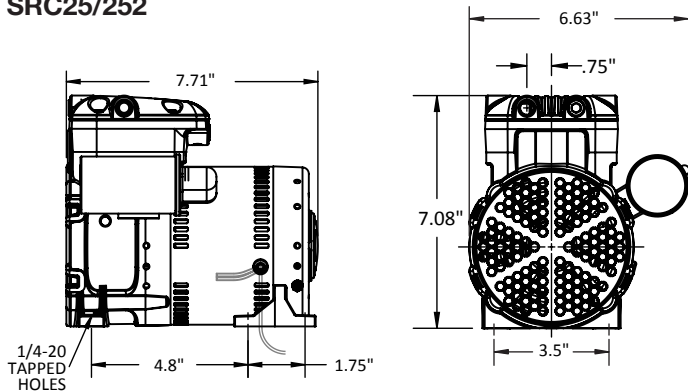
SRC SERIES

Rocking Piston Compressor



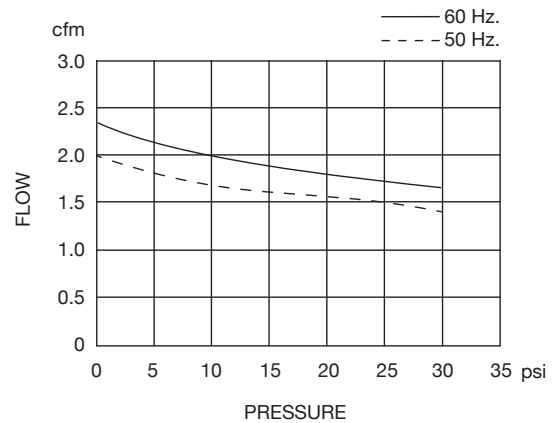
Dimensions:

SRC25/252

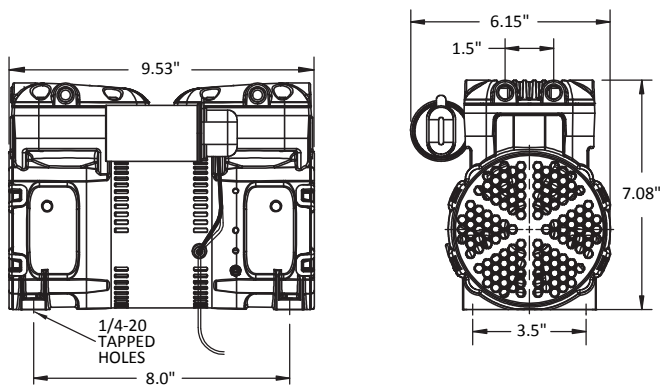


Performance Curves:

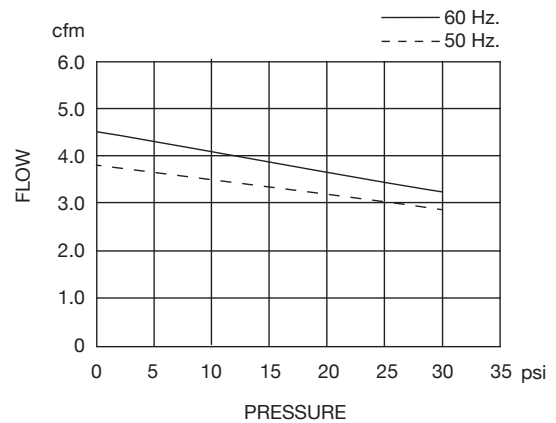
SRC25/252



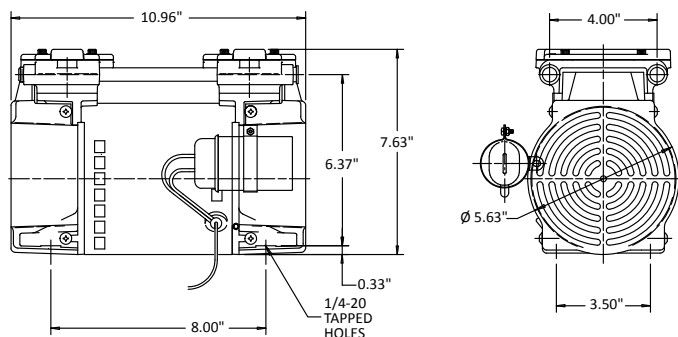
SRC50/502



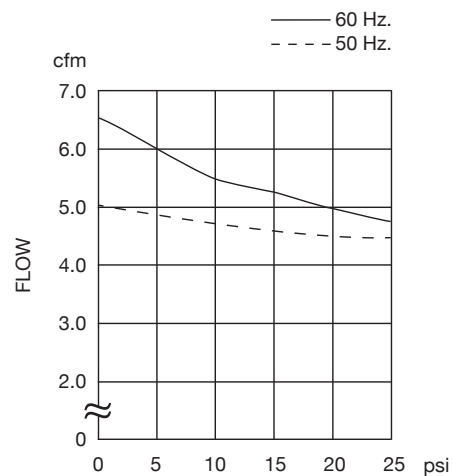
SRC50/502



SRC75/752



SRC75/752



Quick Sink Self Weighted Diffusers



EasyPro Quick Sink Self Weighted Diffuser Assemblies are designed to be placed at the bottom of a pond or lake. The self weighted design eliminates need for gravel and reduces installation time.

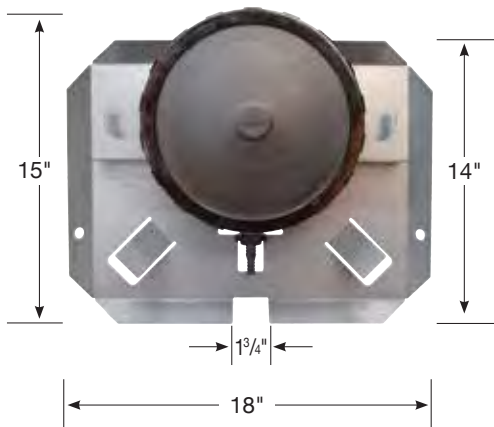
The Quick Sink diffuser assembly features round rubber (EPDM) membrane diffusers with thousands of holes which produce small air bubbles when supplied with air from an on shore compressor. These bubbles rise to the surface and create circulation that helps destratify and aerate the water body.

Features:

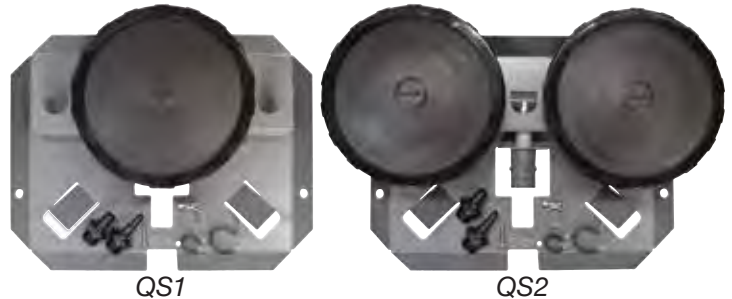
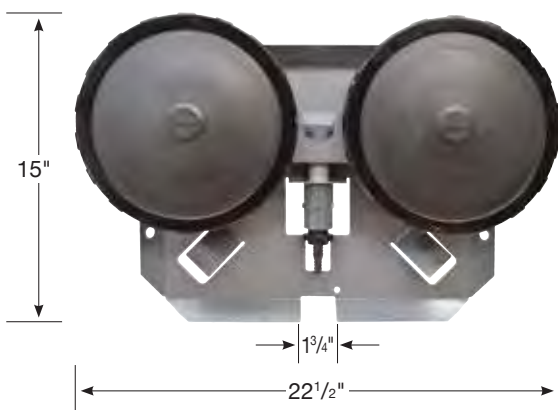
- Low maintenance 10" rubber membrane diffusers in single or double configuration
- Self weighted, powder coated steel base
- Strain relief hardware for fast and secure installation
- Fine bubble diffusers for maximum lift and oxygen transfer efficiency
- Low, head pressure loss
- Includes inlet air fittings for $\frac{3}{8}$ ", $\frac{1}{2}$ " or $\frac{5}{8}$ " ID tubing
- Unique barbed fittings with built in check valves to keep water out of tubing
- Designed for fresh water applications
- Five year warranty

Dimensions:

QS1



QS2



Units include:

- Self-weighted base with installed Schedule 80 plumbing
- 10" rubber membrane diffuser disk(s) with $\frac{3}{4}$ " mpt inlet
- Unique barbed check valve fittings
- Stainless steel hose clamps and strain relief hardware

Applications:

- Recreation and Fishing Ponds
- Lakes
- Lagoons
- Golf Course Ponds
- Irrigation Ponds

Specifications:

- **QS1** - Recommended air flow .8-3 cfm
- **QS2** - Recommended air flow 1.6 - 6 cfm

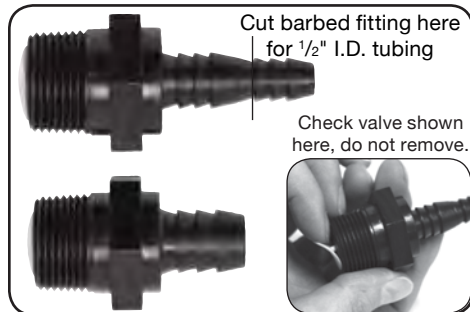
Overall Height:

QS1 & QS2





Quick Sink Self Weighted Diffuser Assembly Instructions



1. $\frac{3}{4}$ " MPT barbed check valve is designed to be used with $\frac{1}{2}$ " or $\frac{3}{8}$ " I.D. tubing. Use larger barbed fitting for $\frac{5}{8}$ " ID tubing



2. Screw in correct barbed fitting until snug. **Do not over tighten**, hand tighten only.



3. Screw diffuser(s) onto $\frac{3}{4}$ " FPT on top of unit. Snug fitting by hand. **Do not over tighten.**



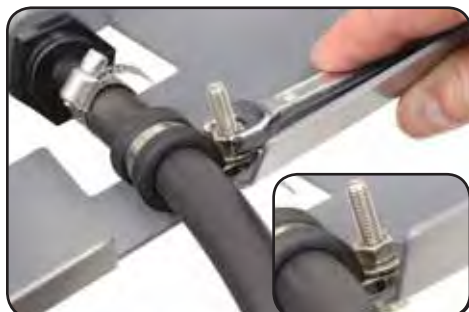
4. Use supplied hose clamp, slip loosely over end of tubing and push tubing tightly onto the fitting.



5. Slide hose clamp over fitting and fasten with regular screwdriver or nut driver.



6. Fit padded hose clamp over tubing. (Use 17.5mm clamp for $\frac{3}{8}$ " tubing or 25.5mm clamp for $\frac{1}{2}$ " and $\frac{5}{8}$ " tubing)

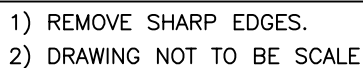


7. Use washer on both sides of base. Insert 10mm bolt from bottom side and tighten nut to clamp down tubing and provide strain relief.



8. Use rope looped through holes in base to assist lowering assembly to pond bottom. Carry only by base, do not lift by diffusers.





DESCRIPTION:-

TITLE:-CONTROL PANEL DIAGRAM 7.5 HP

21.09.18

N/A

SHAKTI PUMPS (INDIA) LTD. PITHAMPUR

R0

4 INCH ENCAPSULATED PREMIUM MOTOR



MOTOR PERFORMANCE DATA SINGLE PHASE 60HZ

SUBMERSIBLE MOTORS			
Material	Stainless Steel 304/316	Rating	0.37 kW - 7.5 kW
Type	Encapsulated	Thrust Rating	1500 - 6500 N

SINGLE PHASE MOTOR SPECIFICATION (60 HZ) 3450 RPM

RATING		FULL LOAD				MAXIMUM LOAD				WINDING (1) RES. IN OHMS		EFFICIENCY %			POWER FACTOR %		LOCKED ROTOR AMPS
		(2) AMPS	WATTS	(2) AMPS	WATTS	M= MAIN RES. S=START RES.	S.F.	F.I.	S.F.	F.I.							
[HP]	[KW]	VOLTS	HZ	S.F.	(2) AMPS	WATTS	(2) AMPS	WATTS	M= MAIN RES. S=START RES.	S.F.	F.I.	S.F.	F.I.				
0.5	0.37	230	60	1.6	Y= 3.5 B=4.0 R=2.1	720	Y=3.85 B=4.10 R=2.31	960	M4.75.7 S9.4-11.6	62	52	73	0.89			23	
0.75	0.55	230	60	1.5	Y= 6.7 B=5.8 R=2.6	1110	Y=7.37 B=6.38 R=2.86	1310	M2.7-3.3 S7.2-8.8	64	51	74	0.78			34.2	
1.0	0.75	230	60	1.4	Y=7.3 B=4.9 R=2.3	1200	Y=8.03 B=5.39 R=2.53	1600	M2.8-3.5 S5.9-7.26	65	63	74	0.77			41.8	
1.5	1.1	230	60	1.3 ¹	Y=8.7 B=8.4 R=1.8	1740	Y=9.57 B=9.24 R=1.98	2080	M1.9-2.4 S3.6-4.4	70	65	85	0.87			51.4	
2.0	1.5	230	60	1.25	Y=10.0 B=9.3 R=2.6	2025	Y=11.0 B=10.23 R=2.86	2555	M1.8-2.3 S5.5-7.2	73	68	95	0.99			53.1	
3.0	2.2	230	60	1.15	Y=16.5 B=15.3 R=5.4	3560	Y=18.15 B=16.83 R=5.94	3400	M1.1-1.4 S2.2-2.7	75	63	99	0.94			83.4	
5.0	3.7	230	60	1.15	Y=23.0 B=15.9 R=11.0	4630	Y=25.3 B=17.49 R=12.1	5500	M0.71-0.82 S1.8-2.2	78	77	100	0.98			129	

(1) Main winding - yellow to black
Start winding - yellow to red
(2) Y= Yellow lead - line amps
B= Black lead - main winding amps
R= Red lead - start or auxiliary winding amps.

4 INCH ENCAPSULATED PREMIUM MOTOR

MOTOR PERFORMANCE DATA THREE PHASE 60HZ

SUBMERSIBLE MOTORS			
Material	Stainless Steel 304/316	Rating	0.37 kW - 7.5 kW
Type	Encapsulated	Thrust Rating	1500 - 6500 N

THREE PHASE MOTOR SPECIFICATION (60 HZ) 3450 RPM

RATING				FULL LOAD				MAXIMUM LOAD		LINE TO LINE RESISTANCE IN OHMS		EFFICIENCY %		LOCKED ROTOR AMPS
[HP]	[KW]	VOLTS	HZ	S.F.	AMPS	WATTS	AMPS	WATTS		S.F.	F.L.			
0.5	0.37	230		1.6	2.4	585	2.9	860	9.5-10.9	70	64	15.2		
		380	60		1.4	685	2.1	860	23.2-28.6	70	64	9.2		
		460			1.1	644	1.5	860	38.4-44.1	70	58	7.2		
0.75	0.55	230		1.5	3.1	810	3.8	1150	6.8-7.8	73	69	21.4		
		380	60		1.9	810	2.5	1150	16.6-20.3	73	69	13.0		
		460			1.1	810	1.9	1150	27.2-30.9	73	66	10.7		
1	0.75	230		1.4	3.9	1070	4.7	1440	4.9-5.6	72	70	26.9		
		380	60		2.3	1070	2.8	1440	12.2-14.9	72	70	16.3		
		460			2	1212	2.4	1440	19.9-23.0	72	63	13.5		
1.5	1.1	230		1.3	5	1460	5.9	1890	3.2-4.0	76	76	33.2		
		380	60		3	1460	3.6	1890	8.5-10.4	76	76	20.1		
		460			3	1660	3.1	1890	13.16	76	65	16.6		
2	1.5	230		1.25	6.7	1960	8.1	2430	2.3-3	76	76	45		
		380	60		4.1	1960	4.9	2430	6.6-8.2	76	76	26.6		
		460			4.1	2304	4.1	2430	9.2-12	76	67	22.5		
3	2.2	230		1.15	9.5	2920	10.9	3360	1.8-2.2	77	77	60.3		
		380	60		5.8	2920	6.6	3360	4.7-6	77	77	37.5		
		460			5.3	3120	5.5	3360	7.2-8.8	77	71	31		
5	3.7	230		1.15	15.9	4800	17.8	5500	0.9-1.1	78	78	102		
		380	60		9.6	4800	10.8	5500	2.6-3.2	78	78	60.2		
		460			8.5	5240	8.9	5500	3.6-4.4	78	71	53.7		
7.5	5.5	230		1.15	23	7150	26.4	8200	0.60-0.70	78	78	152		
		380	60		13.9	7150	16	8200	1.6-2.0	78	78	92.7		
		460			12.2	7540	13.2	8200	2.3-2.8	78	73	83.8		
10	7.5	230		1.15	31.2	10500	34.6	11400	0.50-0.60	75	75	234		
		380	60		19.3	10000	21	11400	1.2-1.6	75	75	140		
		460			17	10120	17.3	11400	1.8-2.3	75	74	116		

EXHIBIT 12.



Client

4/2/2019

The Club at Renaissance CDD
Attn: John Gnagey
12801 Renaissance Way
Fort Myers, FL 33912-0946

Proposal #: 20042985-00000091
Account #: 7493243
Mobile: (239) 671-0121
Email: jgnagey@theclubatrenaissance.com

<u>Tree Care</u>	<u>Service Period</u>	<u>Price</u>	<u>Tax</u>	<u>Total</u>
<input type="checkbox"/> Tree Pruning		\$26,000.00		\$26,000.00

Approximately 400 Harwood Trees along the outside berm along Rt.75 and Daniels Parkway

-Crown Raise by selective removal and/or pruning of branches to elevate and shorten for vertical clearance to a height of 10 feet.

Remove all understory plants, shrubs, and small palms (with the exception of the native shrubs: ie. cocoplum, yellow tabebuia, bougainvillea) to make room for the association to landscape.

☐ Yes, please schedule the services marked above.

No Deposit may be required upon acceptance:

\$.00 Deposit Required / \$ _____ Deposit Received

Upon completion of work, please charge balance to credit card ☐ Yes ☐ No

Deposit payment options we accept are check or credit card

To pay by check mail to

To pay by credit card call

The Davey Tree Expert
Company
5515 Yahl St., Suite A
Naples, FL 34109-1951

(239) 403-9665



ACCEPTANCE OF PROPOSAL: The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

Todd Loukides

Todd Loukides ISA Certified Arborist FL-9325A

Authorizing Signature

Date

Client Care Guarantee

We use quality products that are administered by trained personnel. We guarantee to deliver what we have contracted to deliver. If we do not, we will work with you until you are satisfied, or you will not be charged for the disputed item. Our Client Care Guarantee demonstrates our commitment to creating lifelong client relationships.

Tree Care

PRUNING: Performed by trained arborists using industry and Tree Care Industry Association (TCIA) approved methods.

TREE REMOVAL: Removal to within 6" of ground level and cleanup of debris.

STUMP REMOVAL: Mechanical grinding of the visible tree stump to at or just below ground level. Stump area will be backfilled with stump chips and a mound of remaining chips will be left on site unless otherwise stated in the contract. Chip removal, grading and soil backfill are available.

CLEAN-UP: Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

CABLING/BRACING: Cabling and bracing of trees is intended to reduce damage potential. It does not permanently remedy structural weaknesses, is not a guarantee against failure and requires periodic inspection.

Tree and Shrub Fertilization/SoilCare

Your arborist will assess your property's overall soil conditions either through physical assessment or through soil testing and will recommend a soil management program to help the soil become a better medium to enable healthy plants to thrive or unhealthy plants to regain their vitality. SoilCare programs will include fertilizers, organic humates, fish emulsions and other organic soil conditioners.

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is hydraulically injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insects and diseases, greater tolerance to drought stress, increased vitality, and healthier foliage.

Tree and Shrub Fertilization

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insect and disease, greater tolerance to drought stress, increased vigor, and healthier foliage.

Tree and Shrub Plant Health Care

PRESCRIPTION PEST MANAGEMENT: Customized treatments to manage disease and insect problems specific to plant variety and area conditions. Due to the short term residual of available pesticides, repeat applications may be required.

INSECT MANAGEMENT: Inspection and treatment visits are scheduled at the proper time to achieve management of destructive pests. Pesticides are applied to label specifications.

DISEASE MANAGEMENT: Specific treatments designed to manage particular disease problems. Whether preventative or curative, the material used, the plant variety being treated, and the environmental conditions all dictate what treatment is needed.

EPA approved materials will be applied in accordance with State and Federal regulations.

Lawn Care

FERTILIZER AND MECHANICAL SERVICES: Balanced fertilizer treatments applied throughout the growing season help provide greener turf color and denser root development. To help bring about a better response to these applications, we also provide aeration, lime, overseeding, and lawn renovation.

WEED CONTROL AND PEST MANAGEMENT: Broadleaf weed control is applied either as a broadcast or a spot treatment. Granular weed management may be broadcast. We also offer pre-emergent crabgrass management in the spring and, if needed, a postemergent application later in the year. Our surface insect management is timed to reduce chinch bugs, sod webworms, and billbugs. We also offer a grub management application. Disease management materials and treatments are matched to particular disease problems. This usually requires repeat applications.

Other Terms and Contract Conditions

INSURANCE: Our employees are covered by Worker's Compensation. The company is insured for personal injury and property damage liability. Proof of insurance can be verified by requesting a copy of our Certificate of Insurance.

WORKING WITH LIVING THINGS: As trees and other plant life are living, changing organisms affected by factors beyond our control, no guarantee on tree, plant or general landscape safety, health or condition is expressed or implied and is disclaimed in this contract unless that guarantee is specifically stated in writing by the company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under all circumstances. Trees can be managed but not controlled. When elevated risk conditions in trees are observed and identified by our representatives and a contract has been signed to proceed with the remedial work we have recommended, we will make a reasonable effort to proceed with the job promptly. However, we will not assume liability for any accident, damage or injury that may occur on the ground or to any other object or structure prior to us beginning the work. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, tree assessment will not include investigations to determine a tree's structural integrity or stability. We may recommend a Risk Assessment be conducted for an additional charge.

TREE CARE STANDARDS: All work is to be performed in accordance with current American National Standards Institute (ANSI) Standard Practices for Tree Care Operations.

OWNERSHIP OF TREES/PROPERTY: Acceptance constitutes a representation and warranty that the trees and property referenced in this quote are either owned by the signee or that written permission has been received to work on trees which are not on the signee's property.

TIME & MATERIAL (T&M): Jobs performed on a T&M basis will be billed for the time on the job (not including lunch break), travel to and from the job, and materials used.

BILLING & SALES TAX: All amounts deposited with us will either be credited to your account or applied against any amounts currently due. Our invoices are due net 30 days from invoice date. Services may be delayed or cancelled due to outstanding account balances. Sales tax will be added as per local jurisdiction. Clients claiming any tax exempt status must submit a copy of their official exempt status form including their exemption number in order to waive the sales or capital improvement tax.

PAYMENT: We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

UNDERGROUND PROPERTY: We are not responsible for any underground property unless we have been informed by you or the appropriate underground location agency.

SCHEDULING: Job scheduling is dependent upon weather conditions and work loads.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/22/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH USA INC.
200 PUBLIC SQUARE, SUITE 3760
CLEVELAND, OH 44114-1824
Attn: Cleveland.CertRequest@marsh.com

140078 COMM FONT

CONTACT

NAME:

PHONE

(A/C, No, Ext):

FAX

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Old Republic Insurance Company

24147

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED
The Davey Tree Expert Company
1500 N. Mantua Street
Kent, OH 44240

COVERAGES

CERTIFICATE NUMBER:

CLE-005565108-09

REVISION NUMBER: 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X	COMMERCIAL GENERAL LIABILITY			MWZY 314042	09/01/2018	09/01/2019	EACH OCCURRENCE	\$ 2,000,000
		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000
								MED EXP (Any one person)	\$ 5,000
								PERSONAL & ADV INJURY	\$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	X	POLICY		PRO-JECT				PRODUCTS - COMP/OP AGG	\$ 2,000,000
		OTHER:							\$
A		AUTOMOBILE LIABILITY			MWTB 314041	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
	X	ANY AUTO						BODILY INJURY (Per person)	\$
		OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	X	HIRED AUTOS ONLY		X				PROPERTY DAMAGE (Per accident)	\$
									\$
		UMBRELLA LIAB						EACH OCCURRENCE	\$
		EXCESS LIAB						AGGREGATE	\$
		DED		RETENTION \$					\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			MWC 31404000 (AOS)	09/01/2018	09/01/2019	X PER STATUTE	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 5,000,000
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 5,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 5,000,000
A		EXCESS WORKERS COMPENSATION			MWXS 314043 (CA,OH,PA,NC,WA)	09/01/2018	09/01/2019	WORKERS COMPENSATION	STATUTORY
					EXCESS OF \$5,000,000 SIR			EMPLOYERS LIABILITY	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

*The Davey Tree Expert Company
1500 N. Mantua St
Kent, OH 44240

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Luann M. Glavac

Luann M. Glavac

AGENCY CUSTOMER ID: CN101565730

LOC #: Cleveland



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA INC.		NAMED INSURED The Davey Tree Expert Company 1500 N. Mantua Street Kent, OH 44240
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Workers Compensation does not apply in MN. Coverage is obtained from Workers Compensation reinsurance association (W.C.R.A.) as required by the state. Minnesota Employers Liability is covered by policy number MWC 31404000. The Excess Workers Compensation policy does not include The Care of Trees, Inc.; Wolf Tree, Inc.; S&S Tree & Horticultural Specialists; Wetland Studies and Solutions, Inc.; and Arborguard Tree Specialists

EXHIBIT 13.

RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT
GENERAL AND PROCEDURAL BY-LAWS

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RENAISSANCE COMMUNITY DEVELOPMENT DISTRICT

1.0 General.

(1) The Renaissance Community Development District (the "District") was established by Lee County Ordinance No. 01-10 pursuant to the provisions of Chapter 190, Florida Statutes. The District conducts business under a council-manager form of government to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within the District's jurisdiction. A Board of Supervisors is elected by the qualified electors of the district and employees a District Manager to manage district operations.

(2) The board sets policy and adopts local administrative By-Laws (rules) and resolutions necessary for the conduct of district business. The District Manager carries out the policies set by the Board. Any action taken by the district shall be upon a vote of a majority of the members unless general law or a by-law of the district requires a greater number.

(3) The purpose of these by-laws ("rules") is to describe the general operations of the District.

Specific Authority: §§ 190.011 Fla. Stat.

Law Implemented: §§ 190.005, 190.006 Fla. Stat.

1.1 Board of Supervisors; Officers; Voting

(1) Board of Supervisors. The Board of Supervisors of the District (the "Board") shall exercise the powers granted to the district pursuant to Section 190.006, Florida Statutes. The Board shall consist of five (5) members. **The members of the board must be residents of the state, qualified electors the district and citizens of the United States.**

(a) Supervisors shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.

(b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.

(c) Action taken by the Board shall be upon a majority vote of the members present and voting, unless otherwise provided in the By-Laws or required by law. A Board member participating in the Board Meeting by phone shall be entitled to vote and take all other action as though physically present.

(d) The compensation and other conditions of employment of the officers and employees of the district shall be as provided by the board.

(e) District Manager: The board shall employ, and fix the compensation of, a district manager. The district manager shall have charge and supervision of the works of the district. The District Manager's responsibilities include:

1. Preserve and maintain any improvements or facility constructed or erected pursuant to the provisions of Chapter 190 Florida Statutes.
2. Maintain and operate the equipment owned by the district.
3. Prepare and submit a proposed operations and maintenance budgets for Board review and action.
4. Prepare contract specifications for District operations, including community appearance, waterway management, and facilities maintenance.
5. File all required forms and documents with state and local agencies
6. Attend all Board of Supervisor meetings.
7. Implement the policies of the Board.
8. Additional duties as directed by the Board.

(f) District Engineer: The board shall employ, and fix the compensation of, a district engineer. The District Engineer's responsibilities include:

1. Consult on preparation and supervision of construction projects within the CDD when requested by the Board.
2. Inspect and report on the District facilities.
3. Assist in the preparation of the annual maintenance budget.
4. Attend all Board of Supervisor meetings.
5. Implement the policies of the Board.
6. Additional duties as directed by the Board

(g) District Counsel: The board shall employ, and fix the compensation of, a district counsel. The District Counsel's responsibilities include:

1. Prepare and review agreements and other CDD documents as required.
2. Ensure all provisions of the Florida Statutes are followed.
3. Attend all Board of Supervisor meetings.
4. Implement the policies of the Board.
5. Additional duties as directed by the Board.

(2) Officers. At the first Board meeting held at the start of each fiscal year, the Board shall elect a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer for the current fiscal year.

(a) Chairperson: The Chairperson performs an administrative role. The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson or Vice Chairperson may delegate the responsibility of conducting the meeting to the District Manager or District Counsel, in whole or in part.

1. The Chairperson shall convene and conduct all meetings of the Board.
2. The Chairperson does not have implied authority. The Chairperson shares equal authority with other Board members.
3. The Chairperson shall only implement actions authorized by majority vote of the Board.
4. The Chairperson, on behalf of the District, shall be authorized to sign checks, resolutions, contracts and other documents that have been previously authorized by the Board and countersigned by the Treasurer, Secretary or other persons authorized by the Board.

(b) Vice-Chairperson: The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. In the event the Chairperson is unable to attend a meeting, the Vice- Chairperson shall convene and conduct the meeting. The Vice-Chairperson shall assume the responsibilities outlined in paragraph 1.1 (2) (a) in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall elect a new Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.

(c) Secretary: The Secretary need not be a member of the Board but must be a resident of Florida. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The district's manager ("District Manager") may serve as Secretary. If the Secretary leaves or resigns from office, the Board shall elect a new Secretary. The Secretary shall serve at the pleasure of the Board.

(d) Treasurer: The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. If the Treasurer leaves or resigns from office,

the Board shall elect a new Treasurer. The Treasurer shall serve at the pleasure of the Board.

(e) Succession: In the event that both the Chairperson and Vice Chairperson are absent from a board meeting and a quorum is present, the Board may designate one of its members or a member of district staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions and other documents approved by the Board at such meeting. In the event that the Chairman and Vice Chairman are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such documents when approved by the Board.

(f) Additional Duties: The Board of Supervisors may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

(3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals and qualifications, contract negotiations, personnel matters, and budget preparation.

(4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.

(5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings and may also meet upon: 1) call of the chairperson or the District Manager in coordination with the chairperson; or 2) the call of three (3) or more board members; or 3) pursuant to the emergency meeting process outlined herein or in Florida Statutes. Except as otherwise may be provided by law, all meetings of the Board and its committees shall be open to the public in accordance with the provisions of Chapter 286, Florida Statutes.

(6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote. For the purposes of this section, voting conflict of interest shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.

Specific Authority: §§ 190.007(1), 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.006, 190.007, 112.3143, Fla. Stat.

1.2 District Offices; Public Information and Inspection of Records; Policies.

(1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within the District that shall at a minimum contain the Record of Proceedings. The District Manager shall ensure that each district records office contains the documents required by Florida law.

(2) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Records of Proceedings", may be copied or inspected at the District's office during regular business hours.

(3) Fees; Copies. The District may at their sole discretion charge for the actual reproduction cost of copies of public records requested from the District.

(4) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.

(5) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.006, 119.07 Fla. Stat.

1.3 Public Meetings, Hearings, and Workshops.

(1) Notice. Except in emergencies, or as otherwise required by statute or these By-Laws, at least seven (7) days, but no more than thirty (30) days, public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located.

(2) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice Chairperson, shall prepare a notice and an agenda of the meeting/hearing/workshop. For good cause, the agenda may be changed after it is first made available for distribution. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

(3) Agenda Format: The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

(a) Roll Call

(b) Audience comments

(c) Consent Agenda

(d) Business Matters

(e) Reports

1. District Manager

2. District Counsel

3. District Engineer

(f) Public Comment

(g) Supervisor Requests

(h) Adjournment

(4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.

(5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

(6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1) and (2), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment.

(8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with section 190.008 of the Florida Statutes. Once adopted in accord with section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the

funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

(9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these By-Laws applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these By-Laws and are mailed and published as required by Florida law. Public hearings may be held during board meetings when the agenda includes such public hearing.

(10) Participation by Teleconference. District staff and Board members may participate in board meetings by teleconference; provided however, at least three Board members must be physically present at the meeting location to establish a quorum.

(11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members voting. Any Board member, including the Chairperson, can make or second a motion.

(12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:

(a) The Board identifies on the record at the original meeting a reasonable need for a continuance; and

(b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and

(c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

(13) Resident Committee Meetings. The Board may establish resident committees as needed. Such committee meetings shall be noticed to the public at least seven (7) days in advance. Notice shall be posted at the community clubhouse (or such other community location designated by the Board) and the District's website.

Specific Authority: §§190.005, 190.011(5), 190.011(15) Fla. Stat.

Law Implemented: §§ 190.006, 190.007, 190.008, 120.525, 286.0105, 286.0114,

Fla. Stat.

2.0 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these By-Laws. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.

(2) Notice of Rule Development.

(a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rule by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available.

(b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.

(3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on

which and to the place where the notice of rule development that is required by subsection (2) appeared.

(b) The notice shall be published in a newspaper of general circulation in the county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.

(c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.

(4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the District Chair must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.

(5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be sent to the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.

(6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

(a) The text of the proposed rule, or any amendment or repeal of any existing rules;

(b) A detailed written statement of the facts and circumstances justifying the proposed rule;

(c) A copy of the statement of estimated regulatory costs if required by

Section 120.541, Florida Statutes; and

(d) The published notice.

(7) Rulemaking Proceedings – No Hearing. When no hearing is requested or required under Florida Statutes and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. The Board may give such direction either before initiating the rule adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.

(8) Rulemaking Proceedings – Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide, upon request, a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule. When a public hearing is held, the District must ensure that the Board members are available to explain the District's proposal and to respond to questions or comments regarding the rule. If one or more requested public hearings is scheduled, the Board shall conduct at least one of the public hearings itself and may not delegate this responsibility without the consent of those persons requesting the public hearing.

(9) Request for Public Hearing.

(a) A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within twenty-one (21) days after notice of intent to adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend or repeal the rule.

(b) If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.

(c) Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted

written statements shall be considered by the District and made part of the rulemaking record.

(10) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety or welfare exists, which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.

(11) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.

(12) Variances and Waivers. Variances and waivers from District rules may be granted pursuant to the provisions and limitations contained in Section 120.542, Florida Statutes.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, 120.54 Fla. Stat.

Law Implemented: §§ 120.54, 190.035(2) Fla. Stat.

3.0 Purchasing, Contracts, Construction and Maintenance.

(1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.

(2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these rules shall only be undertaken after authorization by the Board.

(3) Definitions.

(a) "Continuing contract" is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.

(b) "Contractual services," means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section

287.055(2)(a), Florida Statutes and these By-Laws) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.

(c) "Emergency purchases" means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District.

(d) "Goods, supplies and materials" do not include printing, insurance, advertising, or legal notices.

(e) "Invitation to Bid" is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.

(f) "Lowest Responsible bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. The Board may waive minor variations in the bid. The Board may correct mistakes in arithmetic extension of pricing. Bids may not be modified after opening.

(g) "Most Advantageous bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. The Board may waive minor variations in the bid.

The Board may correct mistakes in arithmetic extension of pricing. Bids may not be modified after opening.

(h) "Professional services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm's

or individual's professional employment or practice.

(i) "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.

(j) "Purchase" means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.

(k) "Request for Proposal" is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.

(l) "Responsive bid/proposal" means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), Fla. Stat.

Law Implemented: §§ 190.033, 287.055 Fla. Stat.

3.1 Purchase of Goods, Supplies, and Materials.

(1) **Purpose and Scope.** All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these rules. Contracts for purchases of "goods, supplies, and materials" do not include printing, insurance, advertising or legal notices.

(2) **Procedure.** When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:

(a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.

(b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.

(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these By-Laws.

(e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.

(f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.

(g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.

(h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.

(i) The District may make an emergency purchase without complying with these By-Laws. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

Specific Authority: §§ 190.011(5), Fla. Stat.

Law Implemented: §§ 190.033, Fla. Stat.

3.2 Contracts for Construction of Authorized Project.

(1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these rules and Section 255.20, Florida Statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date of submittal for bids.

(b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.

(c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid proposal:

1. Hold all required applicable state professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if applicable.
3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.

Evidence of compliance with these rules may be submitted with the bid or proposal, if required by the District.

(d) Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal

and these rules.

(e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current, and project workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Most Advantageous Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re- advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders or proposers by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: §§ 190.011(5), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, Fla. Stat.

3.3 Contracts for Maintenance Service.

(1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure.

(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.

(c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:

1. Hold the required applicable state and professional licenses in good standing.
2. Hold all required applicable federal licenses in good standing, if any.
3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.

Evidence of compliance with these rules may be submitted with the bid, if required by the District.

(d) Bids or Proposals shall be opened at the time, date and place noted on

the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these rules.

(e) To assist in the determination of the Most Advantageous Bid or Proposal, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.

(f) In determining the Most Advantageous Bid or Proposal, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:

1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
2. The past performance of each bidder or proposer for the District and in other professional employment settings.
3. The willingness of each bidder or proposer to meet time and budget requirements.
4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
5. The recent, current, and project workloads of the bidder or proposer.
6. The volume of work previously awarded to each bidder or proposer.
7. Whether the cost components of each bid or proposal are appropriately balanced.
8. Whether the bidder or proposer is a certified minority business enterprise.

(g) The Most Advantageous Bid or Proposal may be accepted; however, the Board shall have the right to reject all bids or proposals, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.

(h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand deliver, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: §§ 190.011(5), Fla. Stat.

Law Implemented: §§ 190.033, Fla. Stat.

3.4 Purchase of Insurance.

(1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these rules. Nothing in this Rule shall require the District to purchase insurance.

(2) Procedure. For a purchase of insurance within the scope of these By-Laws, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

(b) Notice of Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.

(d) Bids shall be opened at the time and place noted in the Invitation to Bid.

(e) If only one (1) response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies, which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to

guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.

(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery service, and by posting the same in the District Office for seven (7) days.

Specific Authority: §§ 190.011(5), Fla. Stat.

Law Implemented: §§ 112.08, Fla. Stat.

3.5 Procedure for Purchasing Contractual Services.

(1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by Competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these By-Laws shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.

(2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:

(a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.

(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these By-Laws and shall not be the basis for a protest of any contract award.

(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these By-Laws.

- (e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.
- (f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.
- (g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.
- (3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, overnight delivery, or by hand delivery, and by posting same in the District Office for seven (7) days.
- (4) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.
- (5) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.
- (6) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these By-Laws. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

Specific Authority: §§ 190.011(5), Fla. Stat.

Law Implemented: §§ 190.033(3), Fla. Stat.

3.6 Procedure Under Consultant's Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

(1) Qualifying Procedures. In order to be eligible to submit a bid or proposal, a firm must, at the time of receipt of the bid or proposal:

- (a) Hold all required applicable state professional licenses in good standing.
- (b) Hold all required applicable federal licenses in good standing, if any.
- (c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
- (d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

(2) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.

(3) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to

the notice described above regarding qualifications and performance ability, as well as any statements of qualification of file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each firm.
2. Each firm's past performance for the District in other professional employment settings.
3. The willingness of each firm to meet time and budget requirements.
4. The geographic location of each firm's headquarters or office in relation to the project.
5. The recent, current, and projected workloads of each firm.
6. The volume of work previously awarded to each firm.
7. Whether a firm is a certified minority business enterprise.

Nothing in these By-Laws shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

(b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(4) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.

(b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."

(c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

(d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.

(5) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

(6) Emergency Purchase. The District may make an emergency purchase without complying with these By-Laws. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), Fla. Stat.

Law Implemented: §§ 190.011(3), 190.033, 287.055 Fla. Stat.

4.0 Bid Protests Under Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these By-Laws, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office for seven (7) days. The notice shall include the following

statement: "Failure to file a protest within the time prescribed in Section 5.2 of the By-Laws of Bonita Landing Community Development District shall constitute a waiver of proceedings under those By-Laws."

(2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.

(3) Award Process. Upon a receipt of a notice of protest, which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.

(5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: §§ 120.57(3), 190.011(5) Fla. Stat.

Law Implemented: §§ 120.57(3), 190.033, Fla. Stat.

4.1 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 4.1.

(1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, or by hand delivery. The notice shall include the following statement: "Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District's decision to award a contract shall constitute a waiver of any objection to the award of such contract."

(2) Filing.

(a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District's decision, and shall file a formal written protest with the District within seven (7) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District's decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

(b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.

(3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.

(4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall

be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copy being mailed to the protestant and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.

(5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: §§ 120.57, 190 011(5), Fla. Stat.

Law Implemented: §§ 190.033, 120.057 Fla. Stat.

4.2 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these By-Laws, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 3.1, 3.2, or 3.5 shall be in accordance with Section 4.2.

(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), by certified/registered mail return receipt requested, by hand delivery, or by overnight delivery service (which shall be deemed delivered on the next business day), and by posting same in the District Office for seven (7) calendar days.

(2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.

(3) Award Process. Upon receipt of a notice of protest, which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process

may continue.

(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.

(5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

Specific Authority: §§ 190.011(5) Fla. Stat.

Law Implemented: §§ 190.033, 120.057 Fla. Stat.

5.0 Design-Build Contract Competitive Proposal Selection Process.

(1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design/build contract, the District shall use the following procedure:

(a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055(2)(k) when developing a design criteria package, evaluating the responses or bids submitted by design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.

(b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance –oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.

(c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals based on price, technical, and design aspects of the project, weighted for the project.

(d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from

qualified firms shall be solicited, pursuant to the design criteria by the following procedure:

- i. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate.
- ii. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.
- iii. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:
 1. Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;
 2. Hold all required applicable federal licenses in good standing, if any;
 3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
 4. Meet any special prequalification requirements set forth in the design criteria package.

Evidence of compliance with these By-Laws may be submitted with the bid, if required by the District.

(e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.

(f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must

terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

(g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

(h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.

(2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best-qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5) Fla. Stat.

Law Implemented: §§ 190.033, 255.20 Fla. Stat.

6.0 District Auditor Selection Procedures.

Prior to selecting an auditor to conduct the annual financial audit as required in section 218.39, Florida Statutes, the District shall use the auditor selection procedures as required under section 218.391, Florida Statutes.

Specific Authority: §§ 190.011(5) Fla. Stat.

Law Implemented: §§ 218.39, 218.391 Fla. Stat.

7.0 Effective Date.

These By-Laws shall be effective _____, 2019.