

ARBOR PARK

PHASE 1

**COMMUNITY DEVELOPMENT
DISTRICT**

October 9, 2025

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Arbor Park Phase 1 Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

October 2, 2025

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors

Arbor Park Phase 1 Community Development District

Dear Board Members:

The Board of Supervisors of the Arbor Park Phase 1 Community Development District will hold a Regular Meeting on October 9, 2025 at 10:00 a.m., at the Fruitland Park Library, Palm Villa Room, 604 W. Berckman Street, Fruitland Park, Florida 34731. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Proposals/Agreements for Field Operation Services
 - A. Atmos Living Management Group
 - B. Access Residential Management
 - C. FirstService Residential
4. Authorization of Request for Qualifications (RFQ) for Engineering Services
5. Acceptance of Unaudited Financial Statement as of August 31, 2025
6. Approval of August 20, 2025 Public Hearing, Regular Meeting and Audit Committee Meeting Minutes
7. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer (Interim): *Halff and Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - Property Insurance on Vertical Assets
 - Form 1 Submission and Ethics Training
 - NEXT MEETING DATE: November 13, 2025 at 10:00 AM

○ QUORUM CHECK

SEAT 1	GARY FARCUS	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	STEVE SUTTER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	ELIZABETH PORTER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	KEITH SWAN	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	CARLOS SILVA	☐ IN PERSON	☐ PHONE	☐ NO

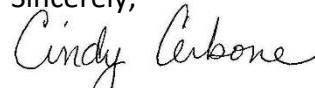
8. Board Members' Comments/Requests

9. Public Comments

10. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Chris Conti at (724) 971-8827.

Sincerely,



Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 354 2519

ARBOR PARK PHASE 1

COMMUNITY DEVELOPMENT DISTRICT

3

ARBOR PARK PHASE 1

COMMUNITY DEVELOPMENT DISTRICT

3A



**ARBOR PARK HOA & CDD
FIELD OPS
SEPTEMBER 2025**

PROPOSAL

PREPARED FOR:

Arbor Park HOA and CDD
Field Ops

PREPARED BY:

Atmos Living MG

THE TEAM



Anthony "Todd" Moseley
Founder and President

Patricia Ferris
Senior Director of Operations

Jennifer Hurdle
Client Services Coordinator

Wanda DeJesus
Director of Accounting

Managed Accounting Services
Accounting Team

Katalyst Driven HR
HR Management Team

Our association management team is a dedicated and diverse group of professionals who work tirelessly to ensure the success and growth of our organization. Although we are a young company, the experience and quality of our team is unparalleled. With a wide range of skills and expertise, we bring a wealth of experience to the table allowing us to navigate the complexities of our industry with confidence.

From homeowner and condominium association management and financial and compliance management, to facility and field operations management, our teams collective effort form the backbone of our company, and the commitment to our mission is unwavering.

In an industry plagued by old thinking, slow processes, and a general lack of true customer service, our team's collaboration and innovative thinking have been instrumental in driving forward our organization and formation as the premier Association and Facility management company, and I am proud to be a part of such a dynamic and effective team.

ASSOCIATION MANAGEMENT

OUR SERVICES

- ◆ Communication
- ◆ Financial Management
- ◆ Maintenance Control
- ◆ Administration Support
- ◆ Compliance & Standards
- ◆ Records & Documentation

"Association management is essential for efficiently coordinating the diverse needs and goals of a collective, optimizing operations, and fostering a strong sense of community and engagement among members."

WHY CHOOSE US

Our association management exemplifies superior quality through a commitment to seamless communication, efficient resource allocation, and tailored strategies to meet the unique needs of each association. By fostering collaboration, fostering member engagement, and implementing strategic initiatives, we strive to elevate the performance and impact of associations, delivering exceptional value and satisfaction.





AMMENITY & LIFESTYLE MANAGEMENT

Our commitment to excellence is reflected in the seamless operation and maintenance of facilities, ensuring optimal functionality and client satisfaction.

OUR SERVICES

- ◆ Event & Club Management
- ◆ Staffing Management
- ◆ Facility Maintenance
- ◆ Property Inspection Reports

Facility maintenance is crucial as it ensures the longevity and functionality of physical assets, preventing costly downtime and disruptions in operations. Timely and proper maintenance safeguards the safety, comfort, and productivity of occupants while enhancing the overall asset value and minimizing long-term repair expenses.

WHY CHOOSE US

Our facility management team exemplifies exceptional quality through a staff distinguished by their expertise and dedication. Our professionals possess a wealth of knowledge and experience, enabling us to deliver top-tier lifestyle and facility management services with precision and efficiency.

HOMEOWNER COMMUNICATION

Lifestyle Flyers & Newsletters



ASSOCIATION WEBSITE & COMMUNICATION

Homeowner Portal

The screenshot shows the Atmos Living Homeowner Portal. On the left is a sidebar menu with options: Dashboard, Payments, Requests, Calendar & Events, Directory, Documents, FAQs, Help, and My Profile. The main content area is titled "Welcome, Harkins Family Limited Partnership". It features a "Payments" section with a balance of \$0.00, an "Echeck / Credit Card" button, and a "Recent Requests" section. Below this is a "Recent Messages" section with three entries dated 12/9/2024 and 8/30/2024, all marked as read. The bottom of the page has a footer with "Contact Information", "Association Documents", and "Make a Payment" links.

Atmos Living
MANAGEMENT GROUP

Welcome, Harkins Family Limited Partnership

Payments 1 **Echeck / Credit Card**

Ledger 1 of 1

Account Balance: **\$0.00** Account #: 22618 Viajes Campanas at Cibola Canyons...

Upcoming Charges: \$0.00 1

Auto-Draft: [Enroll](#) [Account Details](#) →

Recent Requests 1

You have no open requests.

Recent Messages 1

- 12/9/2024 Read **Homeowner Statement (Paper)**
A new Statement has been created and is ready for you to view.
- 12/9/2024 Read **Homeowner Statement (Paper)**
A new Statement has been created and is ready for you to view.
- 8/30/2024 Read **Welcome Letter-New Association-Owners**
A new Welcome Letter-New Association item has been created.

Community Website

The screenshot shows the Venetian Bay Community Website. The header includes a navigation bar with "NEWS", "EVENTS", and "RESIDENT DIRECTORY". Below this is a secondary navigation bar with "HOME", "COMMUNITY INFO", "DOCUMENTS", "ESTOPPELS", and "MAKE A PAYMENT", along with a "Login / Register" button. The main content area features a large banner image of the Venetian Bay resort at night, with the text "Welcome to Venetian Bay!" and "This is the official website for the Venetian Bay Homeowners Association located in New Smyrna Beach, Florida." Below the banner are two buttons: "Login / Register" and "More Info". The footer contains three columns: "Contact Information", "Association Documents", and "Make a Payment", each with a brief description of the link's purpose.

NEWS EVENTS RESIDENT DIRECTORY

Venetian Bay HOME COMMUNITY INFO DOCUMENTS ESTOPPELS MAKE A PAYMENT [Login / Register](#)

Welcome to Venetian Bay!

This is the official website for the Venetian Bay Homeowners Association located in New Smyrna Beach, Florida.

[Login / Register](#) [More Info](#)

Contact Information
Get community information, contact numbers, and more.

Association Documents
View your association's documents, forms, and general information.

Make a Payment
View payment information and pay your balance using a secure portal.

PROPOSAL & PRICING

Our proposal is for full management of the HOA and a separate agreement for the CDD filed Operations. The following scope will include, but is not limited to:

- Portfolio Manager to perform full management services in the following departments: Financial, vendor services, compliance and violations, architectural, collections, AR/AP with monthly reporting to the Board and owners.
- Portfolio manager to perform common area management of all District owned common areas and maintenance responsibilities to include vendor management, compliance, contract bidding, and any other directives given by the District Board related to the common area maintenance.

SCOPE	PRICE	ADDITIONAL SERVICES
Full portfolio management of the HOA and CDD common areas as outlined by contract and scope	HOA Monthly management fee of \$800 and monthly District Management Field Ops fee of \$800	Any additional services desired shall be determined by management and the Board of Directors (declarant) with Board approval

Our scope expectation as presented will allow for complete amenity management and operations from our team. The monthly fee will be billed to the association on the first day of each month. All services shall be outlined in the management agreement and based on the scope/information provided to Atmos Living. Pricing is based on both agreements awarded to Atmos Living. If either of the two are not awarded, the above listed pricing is no longer valid.

ASSOCIATION FEE STRUCTURE

ASSOCIATION-RELATED COSTS:

- General Mailings (made at Atmos Living Corporate Office) - \$3.00 standard mailing; additional size and pages extra (Price includes envelope, pages and postage of standard. letter)
- General Mailings (compliance, arc, meeting notices, etc.) billed at cost from vendor.
- Coupon Books (if applicable)- \$6.00 per unit (Price includes envelopes and postage)
- Office Supplies for onsite staff at Cost if applicable.
- Storage of Association archives - \$35 minimum first 4 banker boxes monthly, +\$2/additional box.
- Statutory Agent Annual Fee - \$100.00
- Special Assessment Collections - \$3.00 per owner
- Compliance View 360 monthly compliance monitoring – Billed back at the current CV360 vendor rate of \$129.00/month per inspection (pricing subject to change from vendor)
- Monthly Electronic Financial Fee - \$10.00
- Form 1099 - \$20.00 per applicable vendor
- Special Projects - \$100.00 per hour (Projects outside of the scope of the contract, approved by the Board of Directors)
- Special Meetings as approved by the Board of Directors - \$100.00 per hour.
- New Homeowner Set up Fee - \$5.00 per unit New Build & Resale (price includes cost for portal set up and notification)
- Minute Taking can be negotiated separately minimum \$100 (included in agent services unless otherwise notated)
- Website Fee - \$150.00 monthly (when applicable)
- Onboarding Transition Fee - \$1,000.00 or one-month's management fee, whichever is less.
- Offboarding Transition Fee - \$1,000.00 or one-month's management fee, whichever is less.

OWNER – MISCELLANEOUS COSTS

- New Homeowner Administrative Fee, (new build CO) - \$150.00
- Re-Sale Fee - \$299.00 (includes Estoppel Certificate) - DBPR, pursuant to (use FL§720.3085(9) for HOA or FL§718.116(8)(i) for COA)
- Refinancing Fee - \$100.00
- Foreclosure Processing Fee - \$90.00
- Return Check Processing Fee \$25.00
- Rebill Fee - \$30.00
- Demand Letter Fee - \$50.00
- Payment Plan Set up Fee - \$50.00
- Disclosure/Lien Estoppel Update Fee - \$50.00
- Document Rush Fee - \$100.00
- Lender PUD Statement Fee – Standard \$75.00, Custom \$125.00
- Package Account for Attorney – New Accounts - \$75.00 (one time transaction)
- Collection Agency Package Fee - \$50.00 (one time transaction)



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

COMMUNITY ASSOCIATION MANAGERS

THE CAM Firm HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES

ATMOS LIVING MANAGEMENT GROUP, LLC

4327 S HWY 27
SUITE 408
CLERMONT FL 34711

LICENSE NUMBER: CAB6255

EXPIRATION DATE: SEPTEMBER 30, 2025

Always verify licenses online at MyFloridaLicense.com

ISSUED: 02/27/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/06/2024

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	Pontell Insurance and Financial Group, Inc. 1484 Tuskawilla Road Oviedo, FL 32765 License #: D051255	CONTACT NAME JIM Tague PHONE 407-496-1333 FAX 407-496-1380 E-MAIL JIT@pontellinsurance.com ADDRESS JIT@pontellinsurance.com
INSURED	ATMOS LIVING MANAGEMENT GROUP, LLC 310 Almond Street Ste 128 Clermont, FL 34711	INSURER(S) AFFORDING COVERAGE
		INSURER A: United States Liability Insurance Company INSURER B: United States Liability Insurance Company INSURER C: Employers Preferred Insurance Company INSURER D: Travelers Casualty and Surety Company of America INSURER E: Great American Insurance Group
		RAC # 25895 25402 31194 41858

COVERAGES CERTIFICATE NUMBER: 00040588-320588 REVISION NUMBER: 6
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.

TYPE OF INSURANCE	ADD. SUBC.	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS																	
A X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☐ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER	Y	PM 1556873A	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA INSURED) \$ 100,000 MED EXP (A/E) AND BODILY \$ 5,000 PERSONAL & ADY INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMOD AGG \$ Excluded																	
A AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ X HIRE ONLY ☐ X NON-OWNED AUTOS ONLY ☐ B X UMBRELLA LIAB ☐ X OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ RETENTION \$		PM 1556873A	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (EA INSURED) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per household) \$ PROPERTY DAMAGE (Per household) \$ C X WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER ENCLOSED? (Mandatory in Fla) If no, attach the label "EXCLUSIONS OF OPERATIONS BELOW"		PM 1556873A	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (EA INSURED) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per household) \$ PROPERTY DAMAGE (Per household) \$ D X CRIME E EPLI		XL 1651006	02/12/2024	02/12/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 EIG539652101	11/01/2024	11/01/2025	X PER STATUTE ☐ OTHER ☐ E.S. EACH ACCIDENT \$ 1,000,000 E.S. DISEASE - EA EMPLOYEE \$ 1,000,000 E.S. DISEASE - POLICY LIMIT \$ 1,000,000 108098028	07/25/2024	07/25/2025	Blanket	2,000,000
		EPLF138659	07/26/2024	07/26/2025	Blanket	2,000,000																

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

United States Liability Insurance Company Coverage-Errors and Omissions Liability
Policy Number: PM 1556873
Limits: \$1,000,000/\$2,000,000

CERTIFICATE HOLDER

CANCELLATION

FOR INFORMATION
PURPOSES ONLYSHOULD 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

(ACT)

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD. Printed by JCT on 11/06/2024 at 12:29PM.



Elevating Communities **Together.**

We look forward to
working with the
community and are
open to further
discussions and
negotiations as
needed.



CONTACT US

 www.atmoslivingmg.com

 todd.moseley@atmoslivingmg.com

 1-855-57ATMOS

 310 Almond St., Suite 126, Clermont, FL 34711

ARBOR PARK PHASE 1

COMMUNITY DEVELOPMENT DISTRICT

3B

PROFESSIONAL COMMUNITY MANAGEMENT SERVICES

CREDIBILITY. LONGEVITY. EXPERTISE.

Proposal for Field Operations Arbor Park CDD

PRESENTED BY:



access
MANAGEMENT | MAINTENANCE | REALTY | LIFESTYLE

Contact us to learn how we can enhance your community.



Proposal for Field Operations Management Services

Prepared for: Arbor Park Community Development District

Prepared by: Access Residential Management LLC

Date: November 1, 2025

Scope of Services

Access Management proposes to provide comprehensive field operations management for Arbor Park CDD, including:

- Oversight of amenity center facilities, including daily operations and maintenance.
 - Supervision of service contractors and maintenance staff.
 - Coordination of repairs and maintenance work.
 - Regular inspections of District property and reporting of irregularities.
 - Management and oversight of District vendors in accordance with bond covenants.
 - Attendance at monthly Board meetings upon request.
 - Reporting and documentation of accidents or claims.
 - Compliance with governmental regulations and District policies.
 - Protection and care of District property
-

Site Visit Schedule

- **Weekly:** Licensed Community Association Manager (LCAM)
 - **Monthly:** Regional Director of Operations
-

Compensation

- **Annual Fee:** \$36,000
- **Monthly Fee:** \$3,000
- Invoicing will be on a monthly basis for services rendered.

Term

- Initial term through **September 30, 2026**
- Automatically renews annually unless terminated with 30 days' notice by either party.

Insurance & Compliance

Access Management will maintain all required insurance coverage, including:

- General Liability
- Automobile Liability
- Umbrella/Excess Liability
- Workers' Compensation
- Crime/Fidelity

All policies will name Arbor Park CDD as an additional insured where applicable.

Public Records Compliance

Access Management will comply with Florida public records laws and ensure proper handling, storage, and transfer of all documents related to services provided.

Next Steps

We welcome the opportunity to discuss this proposal further and tailor our services to meet the specific needs of Arbor Park CDD. Please contact us to schedule a meeting or request additional details.



Mission



To deliver exceptional, tailored management solutions that create memorable experiences and meaningful value for all stakeholders.

Vision



To transform ordinary operations into extraordinary experiences, enriching both your organization and our professional family through genuine hospitality excellence.

Strategic Commitment

We strategically enhance your assets through comprehensive market analysis, intelligent capital planning, and precise positioning that optimizes your market presence while controlling costs to maximize your return on investment.

Company Profile

Company Profile: Strategic Growth & Financial Strength

- Ownership Structure: Privately held firm with three equity partners
- Financial Position: Maintains robust stability and strong fiscal health
- Strategic Growth: Recently established regional offices across target markets
- Expansion Plans: Additional locations scheduled within the next fiscal year

Growth Trajectory

- Projected Growth: 20% increase in client portfolio over next 12 months
- Performance Pattern: Consistent record of sustained business development
- Growth Strategy: Predominantly organic expansion driven by client satisfaction
- Business Development: Primarily fueled by professional referrals rather than acquisitions

Employee Type Breakdown

- | | |
|---------------------------|------------------------|
| • Executive Leadership: 4 | • Maintenance: 30+ |
| • Senior Management: 15 | • Transition: 6 |
| • LCAMs: 60+ | • Website: 3 |
| • Administrative: 100 | • Food & Beverage: 80+ |
| • Accounting: 30+ | |

Headquarters: Central Florida

1170 Celebration Blvd, Set. 202
Celebration, FL 34747

Regional Offices:

Tampa • Sarasota • Naples • Georgia
• North Carolina • South Carolina



Barry Caplan
CEO & President



Cathy Brand
Managing Partner



Michael Laster
Sr. VP of Operations
Partner

Partners In Excellence

Trusted by industry Leaders

Access Management has secured the confidence of premier builders and developers:

- Trusted by leading national homebuilders and construction firms to manage signature developments
- Partnership built on shared commitment to operational excellence and quality standards
- Unwavering dedication to preserving community aesthetics and property values
- Distinguished by relentless pursuit of first-class maintenance standards across all managed properties



FORESTAR



KHovnanian[®]
Homes



BEAZER
HOMES



LENNAR[®]



Primeland
Development



VANGUARD LAND
DEVELOPMENT & INVESTMENT

Del Webb[®]
Active Adult Communities



 **PulteGroup[®]**

D·R·HORTON[®]
America's Builder



F&J DEVELOPERS



Investing in Our People:

The Foundation of Excellence

- Talent Philosophy: Recognize team members as our most valuable resource
- Development Focus: Prioritize professional growth through continuous education
- Support Systems: Provide comprehensive programs that enhance capabilities
- Career Investment: Advance individual professional trajectories through strategic development
- Service Impact: Cultivate talent that directly delivers superior client outcomes
- Quality Assurance: Ensure exceptional community management through team excellence



EXCEPTIONAL EMPLOYEE BENEFITS

- Competitive Pay
- Health & Dental Insurance
- Ongoing Training
- 401k Match
- \$15,000 Life Insurance
- Industry Leading Paid Time Off
- Paid Parental Leave
- Licensing & Education Reimbursement
- New Business Incentives
- Short Term and Long Term Disability
- Corporate Outings & Company Events
- Extensive Coaching & Personal Development
- Elective Vision Insurance
- Paid Caregiver Leave

Accolades

- Industry Recognition: Earned distinction in four of five Top Work Places categories
- Award Categories: Leadership, Innovation, Purpose & Values, and Compensation & Benefits
- Validation: Honors confirm commitment to exceptional workplace environment
- Leadership Approach: Provide clear direction while cultivating organizational innovation
- Organizational Values: Maintain unwavering commitment to meaningful work aligned with core principles
- Talent Strategy: Offer competitive compensation packages that attract and retain premier talent
- Workplace Philosophy: Value employee contributions while fostering professional growth



Community Management

EXCELLENCE THROUGH PROACTIVE LEADERSHIP

Operational Philosophy



Hospitality-First Approach: Every interaction reflects our commitment to exceptional resident experiences through personalized, anticipatory service that exceeds expectations.

Proactive Leadership: We identify and address potential issues before they impact residents, maintaining community standards through continuous monitoring and strategic planning.

Strategic Partnership: Your dedicated Community Manager serves as the primary liaison between residents, Board, and service providers, ensuring seamless communication and rapid issue resolution.

Comprehensive Oversight: Daily property inspections, vendor coordination, financial monitoring, and resident relations management with full accountability for community success.

Professional Development: Ongoing training in hospitality standards, industry best practices, and regulatory compliance ensures consistent service excellence.

Community Manager Excellence



Engagement & Communication



Resident-Centric Focus: Regular community events, transparent communication channels, and accessible leadership fostering strong neighborhood connections.

Multi-Channel Communication: Immediate response protocols through phone, email, text, and in-person interactions with guaranteed response timeframes.
Preventive Problem Solving: Early identification of maintenance needs, compliance issues, and resident concerns through systematic monitoring and proactive outreach.

Property Value Protection: Rigorous enforcement of community guidelines, architectural standards, and governing documents while maintaining positive resident relationships.

Regulatory Expertise: Full compliance with state regulations, HOA laws, and industry standards supported by continuous legal and procedural updates.

Quality Assurance: Regular audits, performance metrics tracking, and continuous improvement processes ensuring operational excellence and resident satisfaction.

Standards & Compliance



Lifestyle

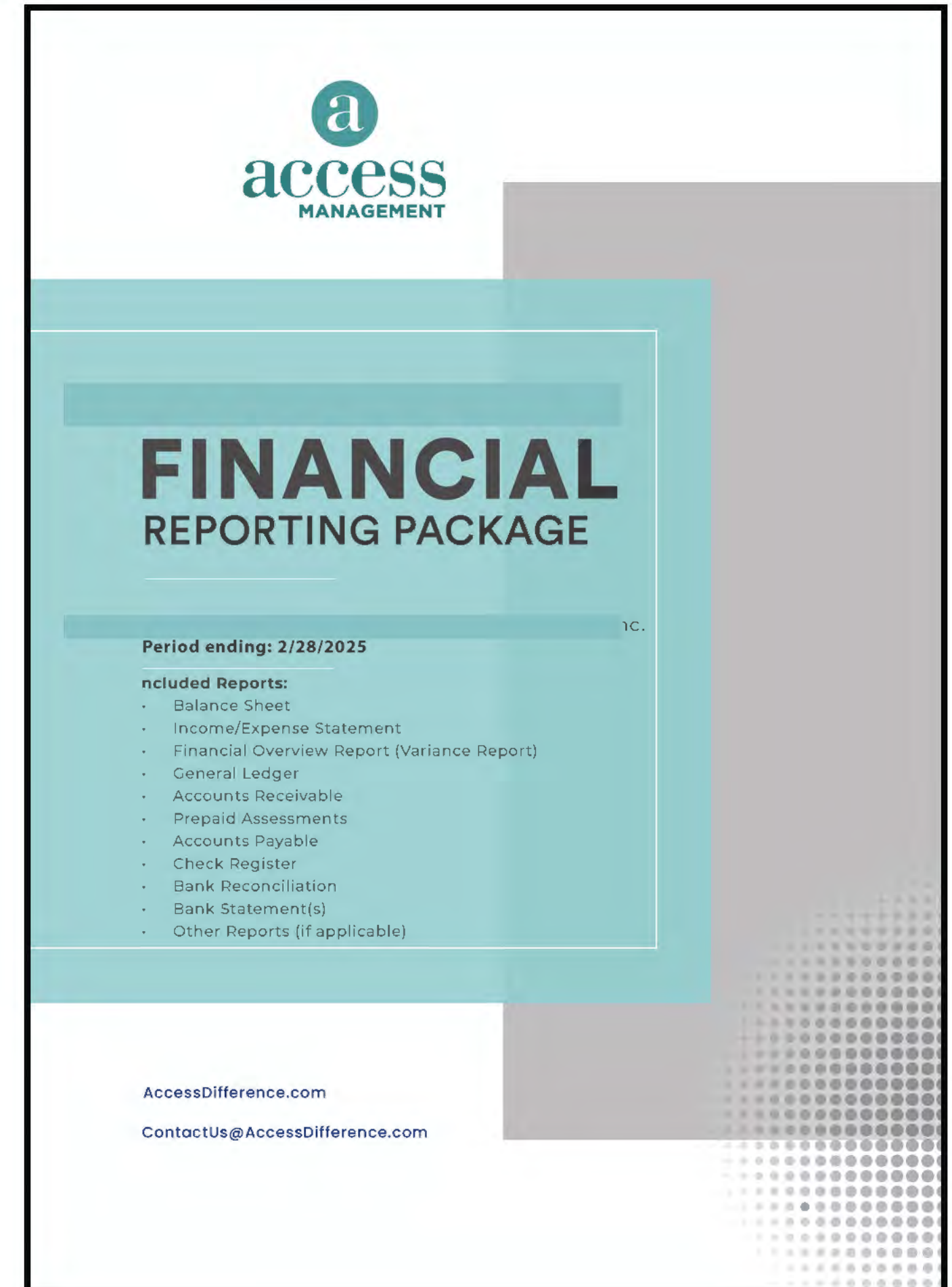
- Event Diversity: Offer wide range of activities tailored to resident preferences
- Wellness Focus: Dedicate resources to enhancing overall resident well-being
- Experience Design: Create memorable moments that strengthen community bonds
- Community Engagement: Foster vibrant social connections through thoughtful programming
- Personalization: Develop activities reflecting specific resident interests and behaviors
- Philosophy: Deliver lifestyle as a personalized experience rather than generic concept



FINANCIAL REPORTING EXCELLENCE

Financial Packet

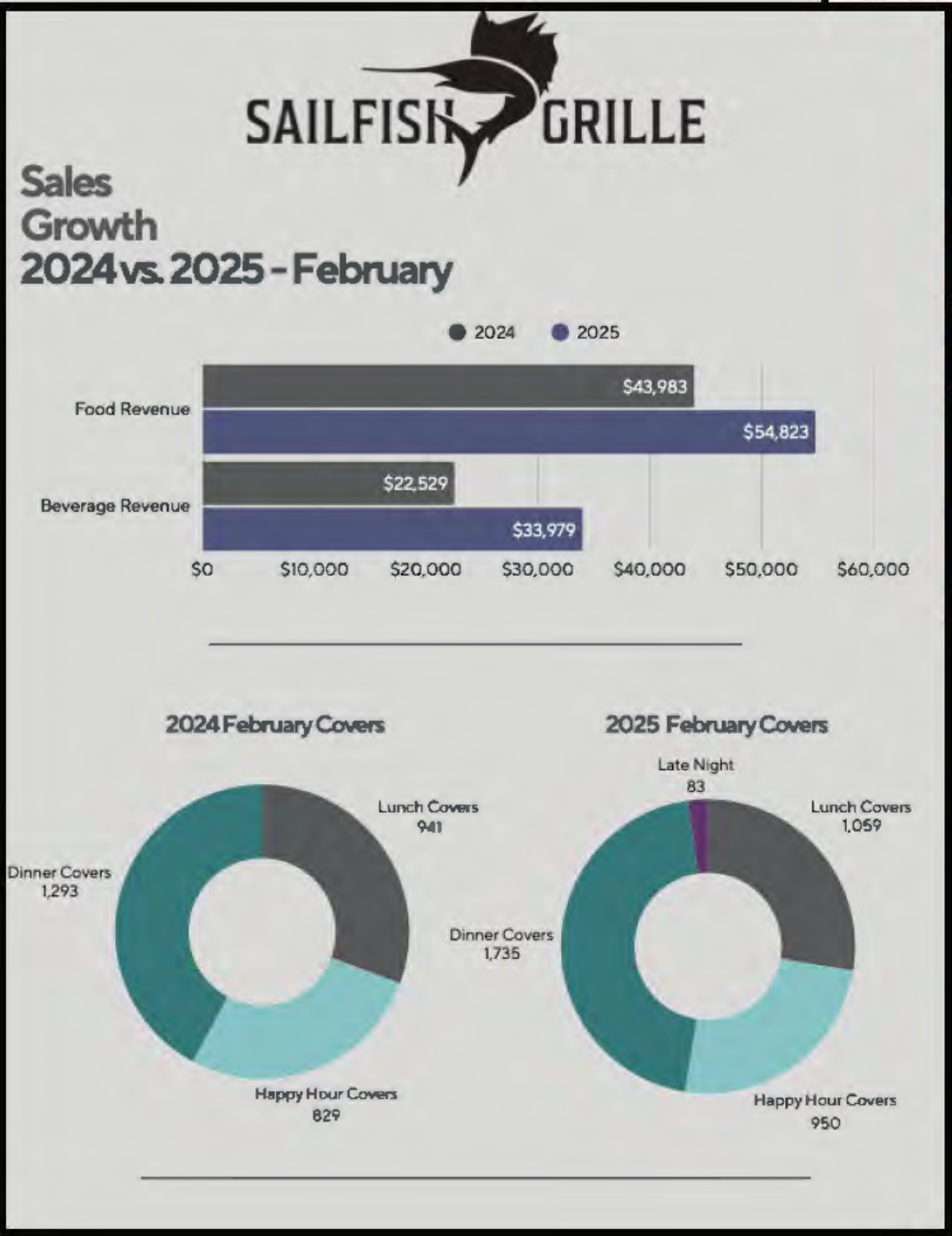
- Documentation Cycle: Deliver comprehensive monthly financial reports supporting informed governance
- Content Components: Include balance sheets, income statements, budget analyses, and key metrics
- Board Support: Enable effective financial monitoring and strategic decision-making
- Resident Access: Provide accessible financial summaries through community web portal
- Transparency Goal: Ensure financial visibility while promoting community literacy
- Dual Approach: Provide detailed leadership analysis alongside clear resident summaries
- Community Impact: Build trust through transparent financial information sharing



FINANCIALS

Cost Efficiencies

- Control Structure: Comprehensive system with dedicated oversight of all expenses
- Vendor Strategy: Leverage partnerships to secure significant discounts across categories
- Industry Advantage: Utilize hospitality background for specialized staffing solutions
- Analysis Approach: Conduct continuous market evaluation to identify savings opportunities
- Financial Impact: Directly lower assessment requirements and deficit funding obligations



SAILFISH GRILLE

GIFT CERTIFICATE

TO: _____

FROM: _____

AMOUNT: _____ EXPIRES: _____

SAILFISH GRILLE

Top Selling Menu Items November 2024

Item	Sales
SFG Burger	404
Shoreline Sandwich	182
Brunch Buffet	164
Fish & Chips	139
Sailfish Club	137
Buffalo Bites	132
Buffalo Chicken Sandwich	128
Wings	122
Coconut Shrimp	127
BLT Wrap	99
Cobb Salad	96
Cheesesteak	81

TRAINING & DEVELOPMENT

Annual Budget Prep Summit

- Annual Event: Conduct Budget Prep Summit for community management and financial teams
- Excellence Focus: Reflect organizational commitment to operational best practices
- Preparation Process: Precede summit with comprehensive professional training sessions
- Knowledge Transfer: Equip teams with specialized tools for efficient budget development
- Planning Benefit: Ensure seamless financial planning season for all managed communities
- Structured Approach: Implement systematic methodology for consistent quality



access
MANAGEMENT

Welcome to the 2023 Budget Prep Summit



access
MANAGEMENT

Summit Agenda

Welcome Breakfast
Introductions
Importance of a Budget
Preparing a Budget
Financials Review
Meetings
Lunch & Tech Break
Budget Prep Throughout the Year
Notices & Mailers
Recap & Closing Remarks



access
MANAGEMENT

Importance of Budget

AM Session 1

Importance & Functions of HOA Budgets

What is an Association Budget?

- A financial plan consisting of the HOA/COA's estimated revenue and expenses, as well as reserve fund contributions, for a specific period of time (usually a year).

What is the Purpose of a Budget for Associations?

- The annual budget acts as a guide of sorts, steering the Board to make the right financial decisions. A budget helps an Association plan for the coming year's expenses, allowing you to manage the expenditures carefully.
- The budget helps an Association maintain a reserve fund for major replacements and repairs.
- It is a critical aid in determining homeowner dues, which is the Association's primary source of income.

access
MANAGEMENT

COMMUNICATIONS

Response Times

Frequent Homeowner Requests & Average Response Times

30 MIN MAINTENANCE EMERGENCY

We guarantee a prompt response to all maintenance emergencies within 30 minutes through our dedicated after-hours emergency hotline.

4 HRS PHONE CALLS & TEXT MESSAGES

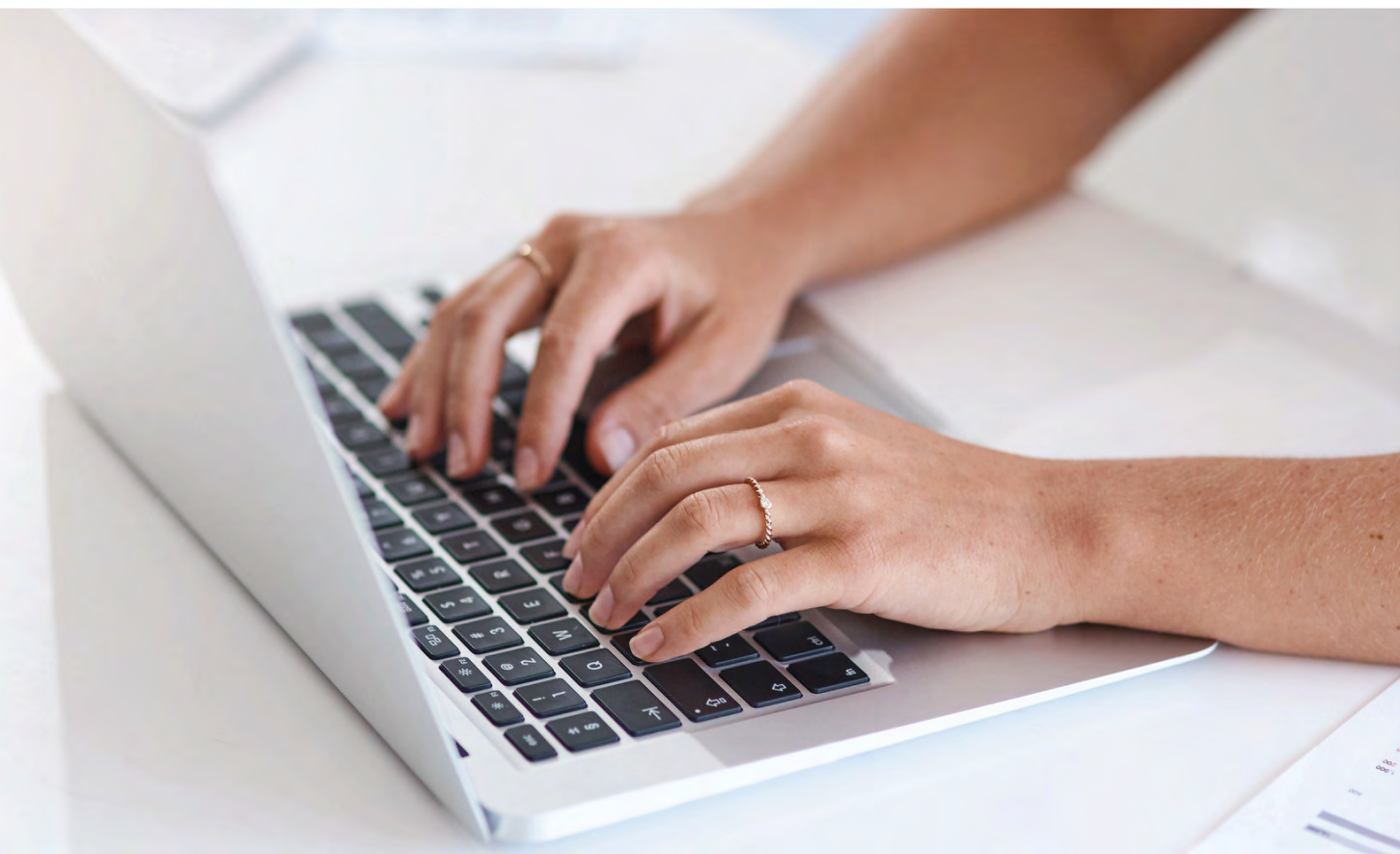
We strive to respond to phone calls and text messages by the end of the business day as a standard practice.

24 HRS WORK ORDERS & LANDSCAPING

Upon submission through the community website, all work orders and landscaping requests will receive a response within 24 business hours.

24 HRS EMAILS & GENERAL REQUESTS

We aim to provide a response to emails and general non-emergency requests within 24 business hours.



Empowering Your Community Through Technology



Homeowner Engagement Tools

Our comprehensive resident portal and mobile application deliver continuous account accessibility, enabling homeowners to:

- Execute secure electronic payments and account management
- Access digital statements and payment documentation
- Monitor community communications and submit service requirements
- Track covenant compliance and architectural review status
- Utilize essential community resources including documents, calendars, and resident directories

Board Member Management Suite

Our integrated board member interface provides governance tools that facilitate:

- Real-time financial monitoring and operational analytics
- Customized reporting capabilities with immediate generation
- Live-data tracking for compliance, maintenance, architectural reviews, and collections
- Centralized access to critical governance documentation including financial statements, meeting records, contracts, and other essential resources

Access A.I.

INTRODUCING YOUR DIGITAL COMMUNITY ASSISTANT

- Instant Support: AI-powered text messaging system providing immediate responses
- Easy Access: Simple text interface for community inquiries and assistance
- Dual Function: Delivers important updates and enables personalized interactions
- User Control: Option to text "STOP" to discontinue automated communications
- Contact Management: Save information for quick access to community support



Text Access A.I.:
855-540-2224



Strategic Transitions

- Process Priority: Smooth, comprehensive onboarding for successful community transitions
- Implementation Tools: Established checklists and standardized procedures ensuring efficiency
- Data Preservation: Meticulous migration protocols safeguarding official community records
- Information Management: Careful retention of essential membership and historical data
- System Integration: Seamless incorporation of community information into management platforms

ACCESS RESIDENTIAL MANAGEMENT
Stoneybrook at Venice Transition Checklist

Property Name: Stoneybrook at Venice

Property Code:

Manager:

Supervisor:

Date List Started:

Estimated Takeover Date:

Region: LWR

Developer: Homeowner

PRE-TAKEOVER - 15-30 DAYS PRIOR			
Status	Person Responsible	Items Needed	Notes
		Signed Management Agreement	
		Establish a Takeover Team	
		Establish Takeover Team Meeting Schedule	
		Request following items via email (see sample)	
		Member Roster (excel if possible)	
		Bank Contact Information	
		Assessment Amount and Frequency	
		Capital Contribution Amount	
		Lease Date & Fee	
		Copy of Proposed or Approved Budget	
		Copy of Vendor List	
		Copy of Utilities List & Account Numbers	
		Copy of Governing Docs	
		Obtain Tax ID Number	
		TOPS Setup	
		TOPS Setup - New Homeowners In Tops	
PRE-TAKEOVER - ACCOUNTING - 15-30 DAYS PRIOR			
Status	Person Responsible	Items Needed	Notes
		Open Bank Accounts	
		Estimate 90 Deficit Funding Plan	
		Prepare a Preliminary Budget (if applicable)	
		Finalize Budget (if applicable)	
		Request and Review Financial Statements	
TAKEOVER - ACCOUNTING			
Status	Person Responsible	Items Needed	Notes
		Reconcile Bank Account (if applicable)	
		Audit all Files	
		Order Coupons (if applicable)	
		PAYABLES	
		Contact Utility Company	
		Establish a List of Vendors	
		Contact Vendors	
		Contractors Liability Insurance	
		Prepare Vendor Letter	
		RECEIVABLES	
		Copy of the Delinquent Report	
		Review Current Billing Procedures	
		Review Current Delinquency Procedures	
		Attorney Contact Information	
		Collection Policy	
PRE-TAKEOVER - OPERATIONS - 15-30 DAYS PRIOR			
Status	Person Responsible	Items Needed	Notes
		Setup Condoverts (Estoppel)	
		Property Insurance & Liability Insurance	
		Prepare & Send Resident Letter	
		Setup Community Website	
		Prepare Closing Packets	
		Set Up Files and Forms	
TAKEOVER - OPERATIONS			
Status	Person Responsible	Items Needed	Notes
		Update Tops Fact Sheet	
		Start Community Budget	
		Clubhouse Rental & Policy Schedule	
		Review Contracts	
		Change all Security Codes (if applicable)	
		Implement a Schedule of Reporting	
		Any Outstanding Legal Issues	
		Establish Meet & Greet	
TAKEOVER - MAINTENANCE			
Status	Person Responsible	Items Needed	Notes
		Establish a Weekly, Monthly, Yearly PM Calendar	
		Pending Maintenance Requests	
		Perform Property / Clubhouse Inspection	
		Water Shut-Off Locations	
		Irrigation Locations	
		Hydrant Locations	
		Fire Prevention System	
		Pool / Spa System	
		Lighting System	
		Compressor System (if applicable)	
		Laundry Station	
		Potential Liabilities	
PRE-TAKEOVER - STAFFING NEEDS (if applicable)			
Status	Person Responsible	Items Needed	Notes
		Contact Current Management Regarding Staff	
		Interview Current Staff	
		Establish Staff	
		Complete New Hire Paper Work	
TAKEOVER - STAFFING NEEDS (if applicable)			
Status	Person Responsible	Items Needed	Notes
		Staff Meeting	
		Employee Orientation	
		Schedule Staff For Training	
		Set Schedule for Staff	

An aerial photograph of a residential community. In the foreground, there's a large, well-maintained green lawn. To the left, a body of water (a lake or pond) reflects the sky. Several houses with orange-tiled roofs are visible, some with swimming pools. In the background, a golf course with green fairways and sand traps stretches towards a distant city skyline under a blue sky with scattered white clouds.

Why Access?

- **TECHNOLOGY:** Continuous innovation creating operational efficiencies that deliver direct client benefits
- **TRAINING:** Strategic talent development ensuring excellence for both team members and managed communities
- **PEOPLE:** Exceptional professionals who "Make the Access Difference" through superior service delivery
- **VALUE:** Commitment to exceeding resident service expectations and enhancing community worth
- **TRANSPARENCY:** Fundamental operational principle providing complete visibility into all management activities
- **HANDS-ON:** Active management approach through both on-site engagement and responsive remote support
- **ACCESSIBILITY:** Consistent availability ensuring prompt response to client needs
- **HOSPITALITY:** Core foundation drawing from extensive experience in personalized community experiences
- **HAPPINESS:** Primary organizational focus driven by a culture that creates meaningful resident experiences

*Hospitality is our Foundation,
Your Happiness is our Focus!*



access
MANAGEMENT

accessdifference.com

ARBOR PARK PHASE 1

COMMUNITY DEVELOPMENT DISTRICT

3C

Life, simplified.®



Our Mission

Deliver exceptional
service and solutions
that enhance the
value of every
property and the life
of every resident.

A vision for a partnership between

**FirstService Residential and
Arbor Park Homeowners
Association & Arbor Park
CDD**

September 9, 2025

Dear Gary Farcus,

Thank you for considering FirstService Residential in your selection process. Arbor Park HOA should align with a management company able to provide the services and guidance that can help mitigate risks and maximize returns on investment for your development.

Our consulting experts are ready to partner with you from the earliest planning stages and leverage our experience and market knowledge to maximize your project's value and marketability. In us, you will find a reliable and consistent partner from start to finish. We know the issues that can arise during all the critical periods and have dealt with them to their successful conclusion.

Arbor Park HOA has a clear vision and objectives, and needs an experienced management partner to provide services in the following areas:

- Pre-development consulting
- Budgeting and financial advice
- Pre-opening & building or community start-up
- Transfer/transition from developer to resident board
- Board, homeowner, and resident education
- Staffing & training
- Preventive maintenance, SOPs & warranty/punch-list process
- Deliver exceptional lifestyle programming

We are confident that FirstService Residential is uniquely qualified to achieve your objectives through a combination of our resources and expertise, state-of-the-art technology, and long-range financial and operational planning.

Our proposal outlines the scope of services intended to support your project from start to finish. I will follow up with you on to further discuss the management of your planned development.

We look forward to welcoming you to life, simplified.

Sincerely,



Travis Brant

Director, Development Relations
FirstService Residential
Direct: 561.309.4299
Travis.Brant@fsresidential.com

2300 Maitland Center Parkway Ste. 101
Maitland, FL, 32751
407.644.0010
fsresidential.com

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As a developer, your vision is the cornerstone of your success

Turning a concept into reality can be complicated. We get it. Building a great community requires a lot of attention to detail. It needs clear communication between all involved in the process. We can simplify the process. By beginning our relationship at the earliest stage of development, we get to know your vision for the community and the lifestyle of its residents. With over 30 years of experience in Florida, we leverage our local and national industry expertise to provide you with the support, guidance, and services needed at every stage so you can do what you do best.

Your Vision

Arbor Park is a vibrant 509-home community in Lake County, Florida, designed for active living with spacious lots, walking trails, playgrounds, a pool, dog park, and a resort-style clubhouse, all minutes from Fruitland Park's local amenities.





Our commitment to our board members:

Elevate resident lifestyle

Optimize the financial health of
the association

Mitigate risk to support
the community



Project description and objectives

Arbor Park needs a reliable partner to take this project from start to finish

Arbor Park HOA seeks a management company with expertise in providing pre-development consulting and full-service property management services upon completion of the project.

Our understanding of your project

Based on our previous discussions and our expertise in managing comparable development projects, we understand the specific areas where you need support for this project – as described below. Our approach in each area will involve utilizing the most efficient and effective strategies to simplify the complex.

Pre-development consulting

Developers need an experienced and knowledgeable management partner to offer direction and review the project plan, which may include design plans, security protocols, 24/7 property operations (including operating systems and pricing), layout, amenities, demographics and more, to help make informed, competitive decisions.

Budget and financial advice

Accurate budgets, cost estimates, forecast timeline of the expected and unique expenses as well as income projections and cash management are essential to your project's success. We've found that every aspect of our community operations and budget management builds a solid foundation for your developmental and funding interests essential to your success.



Pre-opening and building or community start-up

You want to meet the objectives while reducing costs and preventing problems during and after buyers/residents move in.

Developer transfer/transition

Turning over control from a developer board of directors to a homeowner board is a critical phase in the development process that requires comprehensive analysis and a formulated plan. When it's time for your development to transition to a homeowner board, you need an expert team to manage all the details for smooth transition.

Board, homeowner and resident education

You want owners and residents to be educated about the specific benefits of the community, the duties of the developer, property management and association board.

Staffing and training

Ensuring that service levels exceed your expectations and every resident's needs begins with hiring the right staff and providing training programs. Our developer clients expect reduced exposure to legal issues, the ability to attract and hire the top professionals in the industry and empowered associates backed by local in-house training experts.

Preventive maintenance, SOPs and warranty/punch-list process

As a premier developer, you have a reputation to uphold. You want to partner with a management company that understands the importance of implementing standard operating procedures and maintaining warranties of mechanical assets.



What's required to execute?

At FirstService Residential, we work hand-in-hand with top builders and developers nationwide. We understand that developers seek value from their management partners, which is why we offer comprehensive support from the initial planning and design stages. Our extensive experience in managing properties and collaborating with developers has been fundamental to the success of many signature properties.

With our local knowledge, national resources, financial solutions, tools, and services, we are committed to ensuring the success of your project. We take a personalized approach and tackle every challenge with the most effective solutions, simplifying complex processes for you.

Depth of Resources and Expertise

It starts with understanding your vision, and then walking with you every step of the way to make it a reality. Developers need a team of experts who can leverage their experience and resources to simplify processes and meet deadlines.

Budget and Financial Advice

Your success relies on accurate and reliable budgeting so that good business decisions can be made. Every aspect of financial advice and budget management should help to build a solid foundation for your developmental and funding interests essential to your success.

Advanced technology

Open and consistent communication between the developer team, management, and sales teams will reduce misinterpretations and ensure project success. A user-friendly and intelligent communication system is necessary for you to stay connected and informed.

Seamless Transition

Regular and effective communication is paramount during your project's lifecycle to mitigate issues that may arise during the final stage. To ensure a seamless transition, you should expect a specialized team that can advise and assist the developer board and incoming homeowner board.

Marketability

You should collaborate with experts who understand how your development will best operate, identify resident pain points that may arise, and minimize risks that may reduce marketability.





Scope of Services

FirstService Residential will identify the essential elements and establish the steps necessary to execute a successful property operation throughout pre-development and transition. Our ability to create and manage effective properties has proven vital to the long-term success and legacy of many signature properties. The scope of services below details the services that we recommend for building a successful, long-term, and profitable community.



Consulting Services

Architectural Plans

- o Review the actual structure for functionality
- o Low-voltage systems
- o Maintenance requirements and service facilities
- o Maintenance shop
- o Janitorial rooms
- o Management office

Budget/Financial Review

- o Establish with owner the level of service and demographic of client
- o Based on site plan and architectural review, analyze costs for maintenance and improvements to physical plant consistent with level of service envisioned

Other Financial Services

- o Engage outside consultant (subject to approval by owner and at owner's expense) for analysis of reserves if applicable
- o Provide benchmarking of operating expenses to other projects
- o Establish projected level of working capital
- o Front desk
- o Trash rooms
- o Parking facilities
- o Communication equipment

Periodic review during construction

- o Construction changes impact facilities, equipment, logistics (i.e. hurricane shutters)
- o Adjust budget accordingly

Pre-TCO staffing/preparation for building opening

- o Competitive bidding for service contracts
- o Establish detailed purchasing budget for start-up
- o Prepare new resident orientation manual
- o Establish project proforma for owner tracking of deficit funding
- o Establish procedures for resident welcome
- o Closely coordinate with customer service department
- o Provide recommendations for operation and staffing for "Customer Service" department of service unit renters; prepare job descriptions
- o Provide support for procedures and systems for management of all punch list and warranty items
- o Providing guidance concerning move-ins with a goal to maximize resident satisfaction during this phase
- o Detailed monitoring of budget with owner's perspective for funding working capital and start-up costs

Site Plan Review

- o Determine functionality
- o Traffic flow
- o Maintenance of facilities
- o Amenities
- o Service access points for trash and retail facilities



Management Services

Supervise Personnel Management

- Prepare and monitor payroll, including payment of withholding and social security taxes, compliance with workers' compensation, and unemployment laws.
- Supervise all employees, including hiring and terminating, if deemed necessary.
- Attend periodic meetings with ownership and provide up-to-date summaries of all actions.
- Evaluate employee job performance and take corrective actions as appropriate.

Comprehensive Maintenance

- Take necessary measures to protect the safety and welfare of all residents and the property.
- Supervise, monitor, and negotiate all service contracts for the operation, repair and maintenance of the property, as directed by the owner.
- Review and recommend maintenance and repairs to both the interior and exterior of the property.
- Take such actions as necessary to comply with any and all orders or violations affecting the premises issued by any governmental agencies having jurisdiction over the property.
- Ensure repairs are performed in a timely and cost-effective manner.
- Recommend and implement operating efficiencies.
- Manage capital improvement projects.
- Supervise the purchase and maintenance of all supplies and equipment.
- Prepare maintenance schedules for the maintenance staff and other employees.
- Regularly inspect the community to monitor physical conditions and compliance, as well as compliance with local laws.

Customized Financial Management

- Maintain detailed records of utility consumption and chart comparisons
- Manage and perform financial and reporting functions for annual audits.
- Prepare and file 1099 forms.
- Provide monthly reports on operations and finances that include cash basis monthly statements supported by disbursement vouchers and bills.



Budget Preparation and Implementation

We partner with our clients to create an integral roadmap for each asset's continued growth and success. With an eye for detail and a commitment to deadlines, our experienced team of financial managers works with you to:

- Develop and monitor operating and long-term capital budgets, setting forth the anticipated income and expenses of the community.
- Provide comprehensive monthly reports with forecasts of future cash flow.
- Prepare monthly Budget Variance Report.
- Prepare required documentation, including audit preparation.
- Plan capital improvement financial models.
- Continuously anticipate changing market and financial conditions.

Financial Reporting

Financial reports are provided on a cash or accrual basis. Ownership receives financial reports on or before a predetermined date each month for the previous month's financial activity



Your needs and our solutions

The following information
describes our recommendations
to address your needs.



We recommend implementing proactive management

To ensure the delivery of exceptional service, we will proactively manage your community by providing the right manager to handle the day-to-day operations. With a large network of offices and staffing resources to pull from, we will ensure that you have the best manager to serve your community long into the future.

The managerial candidates we present for your evaluation will possess strong communication, customer service, and leadership skills. They will also have a deep understanding of financials, bid procurement, accounting best practices, and overall ability to communicate with the community. Once selected, your manager will be responsible for the following functions:

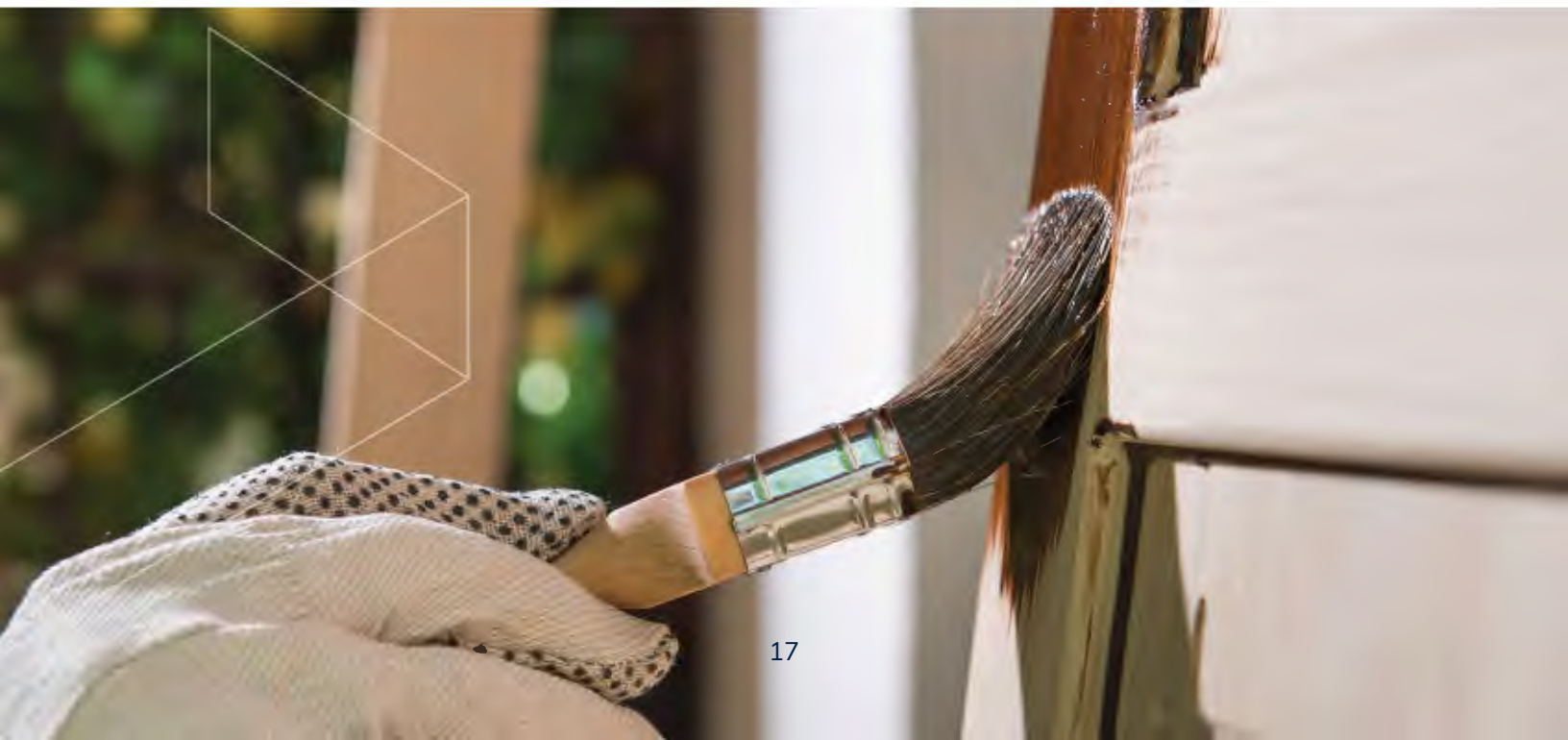
- Inspecting the property daily/weekly and following up consistently on work orders and violation notices
- Providing weekly/monthly manager's reports to the board
- Overseeing and providing monthly financial reports
- Paying association bills and working directly with the dedicated GL, A/R & A/P teams
- Working closely with the board to generate cost savings and revenue where possible
- Drafting an annual operating budget for the board and finance committee to review and approve
- Working with the board to implement an annual planning chart for upcoming preventive maintenance initiatives and projects
- Continuously improving the delivery of the community's lifestyle offerings through proper facilities management and coordination with the board



We recommend standardized enforcement of covenants

We understand the appearance of your community is both important to the board and can impact property values. Implementing a process that includes regular property reviews, regular follow-up and the tools to effectively manage this process is critical to ensuring the overall aesthetics, safety hazards and maintenance needs of your community are addressed in a consistent and timely manner. We will accomplish this by:

- Performing thorough property reviews along with regular follow-up to address items noted
- Reviewing the existing rules, regulations and covenants to ensure they are current and aligned with the board's expectations and goals
- Utilizing the FirstService Residential Connect™ smartphone application to capture photos of violations and maintenance needs and streamline the notice generation process
- Providing timely notices to residents with photos and online viewing capabilities
- Reporting findings to the board through the Connect web portal or generated reports
- Utilizing Connect's violation systems to track letters and follow-up



We recommend Resources and Support

We believe that FirstService Residential is the only property management company that possesses the talent, experience, depth of resources and processes necessary to ensure that [clientshort] receives the highest-quality property management services available. We will ensure that your manager and staff have the tools and support needed to effectively manage your association.

Your manager will have direct access to a support team of subject-matter experts in key areas. Our executive-level management team members provide resources, support and guidance to the manager and board. In addition, our resources include a team of industry specialists with expertise in areas that include human resources, training and development, accounting, quality assurance, and more. We also have standard operating procedures and systems to ensure continuous and seamless coverage is provided when the manager and/or staff member is unavailable due to vacation or other reasons.

We provide this unique support structure to ensure that you receive timely and professional management and benefit from best practices. The 360-degree organizational chart illustrates the FirstService Residential depth of support, which is unlike any other in the industry (see page 21).



We recommend implementing our preventive maintenance program

An in-house preventive maintenance program can have a major impact on both cost control and loss prevention for your association. It will allow you to identify and anticipate repairs and/or replacement costs throughout the year. It will also forecast when major costs need to be included in your yearly budget so that your community runs smoothly without any inconvenient surprises that disrupt the living experience of your residents.

Our preventive maintenance program begins with a Quality Assurance Inspection conducted by our Quality Assurance Manager, who will evaluate maintenance procedures and the status of association equipment to find out what is working well and where we can make improvements. The FirstService Residential Quality Assurance program performs a 200+ point inspection in which each point is scored on a “good, fair, or poor” basis. In addition to the score, notes, and recommendations; pictures are provided to substantiate the score, identify areas of need, and highlight areas in pristine condition.

We will also provide [clientShort] with a tailored Preventive Maintenance Binder that outlines standard SOPs, emergency procedures, maintenance checklists, schedules, and more to continue to provide stability and longevity to the association’s valuable assets. **Additionally, your maintenance personnel will be responsible for numerous day-to-day tasks, such as:**

- Regular site inspections of HVAC units, pools, pool equipment, furniture, fountains, pumps, motors, pavement reseal and striping, deck coating systems, fences, painting needs, etc.
- Maintain a list of all product warranties and contractor warranties to promote the continued life cycle of each product or installation
- Properly kept maintenance logs on the following:
 - Documentation of vendors that have provided services of repairs
 - Dates of required maintenance to maintain warranty
 - Items noted that require maintenance and setting an action item
 - Follow-up to ensure the corrections or repairs are completed

Our Regional Director will walk the property with the general manager on a routine basis to ensure the value of your property is maintained and your residents are enjoying a pleasant environment.

About us

What sets us apart?

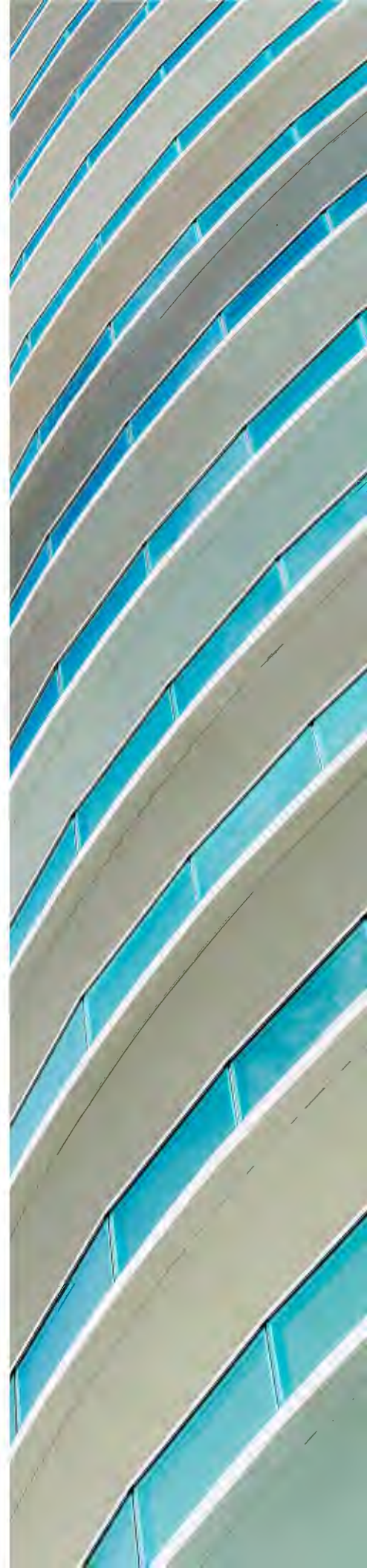
FirstService Residential is simplifying property management. We partner with boards of directors, owners and developers to enhance the value of every property and the life of every resident. Our local experts have the expertise to anticipate needs and respond with our unique solutions. We work with many property types including:

- Low-, mid- and high-rise condominiums and cooperatives
- Single-family and townhomes
- Highly-amenities large-scale master-planned communities
- Lifestyle and active adult communities
- Developer-controlled communities
- Multi-family, investor-owned rental, and REO properties

We believe property management goes beyond properties. It is about peace of mind. Our proactive approach, responsiveness, and dedication to simplifying life as a board member are why thousands of communities across the US and Canada choose FirstService Residential to manage their properties. Our scale enables us to provide unique resources and solutions for challenges of any size or level of complexity.

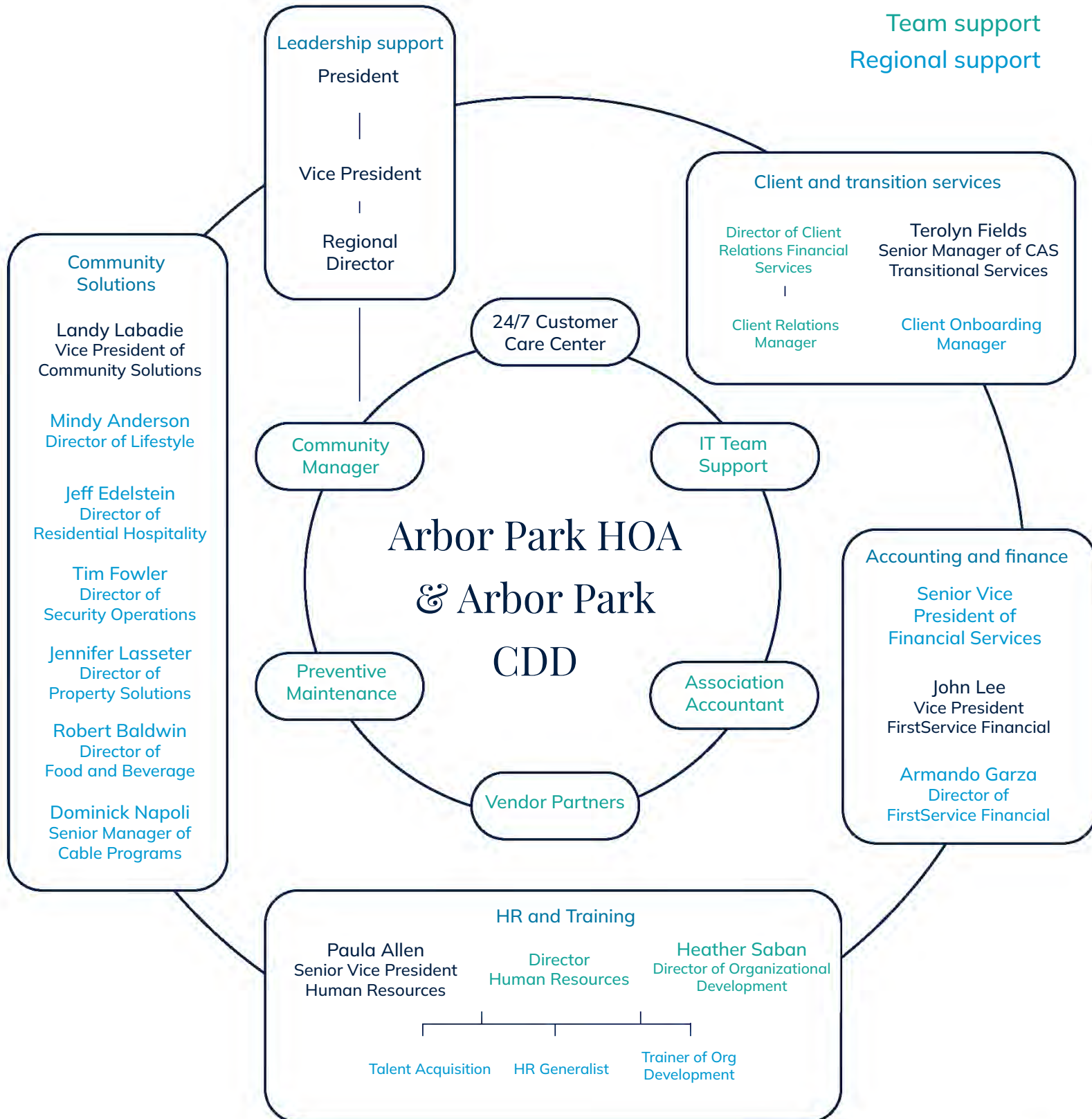
Diversity and inclusion are at the core of who we are. Our commitment to these values is unwavering across the communities we manage and within our organization. Our associates form the heart of FirstService Residential. We owe our success to these talented property management professionals who share their diverse knowledge and experience daily with our communities. We value their commitment to the board members, homeowners, and residents.

Together we make life, simplified.



FirstService Residential's 360° of Support

Leadership
Team support
Regional support



Local leadership

Amy Sanchez

President, Central Florida



Amy Sanchez serves as President of Central Florida bringing over 15 years of experience managing residential communities to FirstService Residential. She ensures smooth operations, exceptional customer service, and overall growth in Jacksonville, Orlando, Tampa/St. Petersburg areas. Amy joined FirstService Residential in 2019 as Vice President of the company's South Florida Condo-HOA Division. Elevating the levels of success and customer experience in her markets, she contributes to many initiatives across FirstService Residential. Amy is a member of our People Council and a founding member of her division's Safety Committee.

Brent Reynolds

Vice President



Brent Reynolds serves as Vice President, overseeing FirstService Residential's Orlando area portfolio. Brent's hospitality background is an asset to the communities he serves. He launched his 33-year hospitality career in hotel operations, serving in various leadership roles before joining InterContinental Hotels Group (IHG) to develop innovative people tools and service initiatives that support more than 2,500 hotels and resorts. Brent served on the brand incubation team for IHG and later joined the Holiday Inn Club Vacations team, where he guided the development of brand operating standards and resort operational excellence initiatives as the VP of Resort Operations and Brand Delivery.





Kristina Inkrott Regional Director

Kristina Inkrott serves as the Regional Director and acts as a liaison between FirstService Residential, community association managers, and the board of directors. She ensures that field management teams have access to, and are utilizing, company-wide resources to provide exceptional service. Before joining FirstService Residential in 2012, Kristina spent 14 years building her property management background in roles such as Director of Property Management for the Club at Seabrook Island Resort and as Community Association Manager of HOA and Condos in Charleston South Carolina, overseeing communities under developer control as well as post developer transition.



Travis Brant Director, Developer Relations, HOA & Land Development

Travis Brant brings over a decade of experience working with large scale developments to the clients he serves. In his role, Travis is tasked with assisting land and community developers with bringing their vision to life, through conception, build out, and opening. With a focus on leveraging FirstService Residential's depth of support and Subject Matter Experts, Travis ensures that our clients have access to industry trends, consulting services, and access to best practices throughout the Southeast US.



Lisa Higuera Regional Director



Lisa Higuera, Regional Director, and acts as a liaison between FirstService Residential, community association managers, and the board of directors. She ensures that field management teams have access to, and are utilizing, company-wide resources to provide exceptional service. Since Lisa joined FirstService Residential in 2007, she has worked as a Licensed Community Association Manager, managing condominium associations, and working with short-term vacation rental communities and long-term investment rental communities. In her current role as Regional Director, her portfolio of communities consists of condominium associations as well as one of the largest Homeowner Associations in the country, Association of Poinciana Villages.



Proposed fees - Arbor Park HOA

Management Fee:

1 – 260 closed homes: Minimum Mgt Fee of \$1,800

At 260 homes - \$7 per door per month

Full Build - \$3,640 per month

Labor:

1-163 homes (phase 1) – 10 hr CAM - \$22,750 per year

163 – 300 – 20 hr CAM - \$45,500 per year

300 – 520 – 40 hr CAM - \$96,200 per year

The above investment quotation is valid for 60 days from the date of this proposal.



Proposed fees - Arbor Park CDD

Arbor Park CDD Field Services Investment:

Management Fee:

Upon commencement: \$750 per month

At Amenity Opening: \$1,000 per month

Labor:

Upon commencement: 10 hr Facilities Manager – \$22,750 per year

At Amenity Opening: 20 hr Facilities Manager - \$45,500 per year

The above investment quotation is valid for 60 days from the date of this proposal.





For more information, [please call 561.309.4299](tel:561.309.4299)
or email travis.brant@fsresidential.com
You can also visit our website, LifeSimplified.com

ARBOR PARK PHASE 1

COMMUNITY DEVELOPMENT DISTRICT

4

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE ARBOR PARK PHASE 1 COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Arbor Park Phase 1 Community Development District (“**District**”), located in the City of Fruitland Park, Lake County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s capital improvement plan, including stormwater management system, landscaping improvements, utilities, roadway improvements, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with the City of Fruitland Park, Lake County, Florida; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, Florida Statutes (“CCNA”). All applicants interested must submit one (1) unbound and (1) electronic copy of Standard Form No. 330 and Qualification Statement by [REDACTED] a/p.m. on [REDACTED] to the attention of Cindy Cerbone, Wrathell Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (“District Manager’s Office”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations for a continuing contract. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. 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 (including Saturdays, Sundays, and state holidays) 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 or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

Publish on: _____ (must be published at least 14 days prior to submittal deadline in a newspaper of general circulation. Please set submittal deadline based on when able to publish notice.)

ARBOR PARK PHASE 1 COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

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

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

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

ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2025**

**ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2025**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 7,415	\$ -	\$ -	\$ 7,415
Investments				
Reserve	-	543,609	-	543,609
Capitalized interest	-	238,352	-	238,352
Cost of issuance	-	21,210	-	21,210
Construction	-	-	7,720	7,720
Undeposited funds	46,049	-	-	46,049
Due from Landowner	-	-	6,381	6,381
Total assets	<u>\$ 53,464</u>	<u>\$803,171</u>	<u>\$ 14,101</u>	<u>\$ 870,736</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 41,034	\$ -	\$ -	\$ 41,034
Contracts payable	-	-	6,381	6,381
Landowner advance	12,273	-	-	12,273
Total liabilities	<u>53,307</u>	<u>-</u>	<u>6,381</u>	<u>59,688</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	-	-	6,381	6,381
Total deferred inflows of resources	<u>-</u>	<u>-</u>	<u>6,381</u>	<u>6,381</u>
Fund balances:				
Restricted for:				
Debt service	-	803,171	-	803,171
Capital projects	-	-	1,339	1,339
Unassigned	157	-	-	157
Total fund balances	<u>157</u>	<u>803,171</u>	<u>1,339</u>	<u>804,667</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 53,464</u>	<u>\$803,171</u>	<u>\$ 14,101</u>	<u>\$ 870,736</u>

**ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 32,549	\$ 41,201	\$ 74,507	55%
Total revenues	<u>32,549</u>	<u>41,201</u>	<u>74,507</u>	55%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	24,000	26,000	92%
Legal	2,006	8,751	25,000	35%
Engineering	-	-	5,000	0%
Dissemination agent*	167	667	667	100%
Telephone	16	133	150	89%
Postage	-	-	500	0%
Printing & binding	42	333	375	89%
Legal advertising	-	6,594	7,500	88%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	5	566	1,750	32%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>6,236</u>	<u>41,044</u>	<u>74,507</u>	55%
Excess/(deficiency) of revenues over/(under) expenditures	26,313	157	-	
Fund balances - beginning	(26,156)	-	-	
Fund balances - ending	<u>\$ 157</u>	<u>\$ 157</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

**ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2025
FOR THE PERIOD ENDED AUGUST 31, 2025**

	Current Month	Year To Date
REVENUES		
Interest	\$ 3,047	\$ 8,249
Total revenues	<u>3,047</u>	<u>8,249</u>
EXPENDITURES		
Cost of issuance	43,515	189,515
Underwriter's discount	-	170,300
Trustee fee	6,750	6,750
Total expenditures	<u>50,265</u>	<u>366,565</u>
Excess/(deficiency) of revenues over/(under) expenditures	(47,218)	(358,316)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	-	1,161,487
Total other financing sources	<u>-</u>	<u>1,161,487</u>
Net change in fund balances	(47,218)	803,171
Fund balances - beginning	850,389	-
Fund balances - ending	<u>\$ 803,171</u>	<u>\$ 803,171</u>

**ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2025
FOR THE PERIOD ENDED AUGUST 31, 2025**

	Current Month	Year To Date
REVENUES		
Interest	\$ 7,720	\$ 52,797
Total revenues	<u>7,720</u>	<u>52,797</u>
EXPENDITURES		
Construction costs	-	7,404,971
Total expenditures	<u>-</u>	<u>7,404,971</u>
Excess/(deficiency) of revenues over/(under) expenditures	7,720	(7,352,174)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	-	7,353,513
Total other financing sources/(uses)	<u>-</u>	<u>7,353,513</u>
Net change in fund balances	7,720	1,339
Fund balances - beginning	(6,381)	-
Fund balances - ending	<u>\$ 1,339</u>	<u>\$ 1,339</u>

ARBOR PARK PHASE 1

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Arbor Park Phase 1 Community Development District held a Public Hearing, Regular Meeting and Audit Committee Meeting on August 20, 2025 at 1:15 p.m., at the Fruitland Park Library, Palm Villa Room, 604 W. Berckman Street, Fruitland Park, Florida 34731.

Present:

Gary Farcus	Chair
Steven "Steve" Sutter	Vice Chair
Keith Swan	Assistant Secretary
Carlos Silva	Assistant Secretary
Elizabeth Porter (via telephone)	Assistant Secretary

Also present:

Cindy Cerbone (via telephone)	District Manager
Chris Conti	Wrathell, Hunt & Associates, LLC
Kyle Magee (via telephone)	District Counsel
Chuck Hiott	District Engineer
Lauren Pride (via telephone)	Garden Street Communities, SE, LLC
Amanda Snow (via telephone)	Garden Street Communities, SE, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Conti called the meeting to order at 1:15 p.m.

Supervisors Sutter, Farcus, Silva and Swan were present. Supervisor Porter attended via telephone.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year
2025/2026 Budget****A. Affidavit of Publication****B. Consideration of Resolution 2025-42, Relating to the Annual Appropriations and
Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending
September 30, 2026; Authorizing Budget Amendments; and Providing an Effective
Date**

Mr. Conti presented Resolution 2025-42. He reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. Since the last meeting, the Field Operations section was added to the proposed Fiscal Year 2026 budget, along with the Debt Service portion related to the bond issuance. This is a Landowner-contribution budget, with expenses being funded as they are incurred.

On MOTION by Mr. Farcus and seconded by Mr. Swan, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Sutter and seconded by Mr. Farcus, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, Resolution 2025-42, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS**Consideration of Budget Funding
Agreement Fiscal Year 2026**

On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, the Fiscal Year 2026 Budget Funding Agreement, was approved.

FIFTH ORDER OF BUSINESS**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

SIXTH ORDER OF BUSINESS**Review of Responses to Request for
Proposals (RFP) for Annual Audit Services****A. Affidavit of Publication****B. RFP Package**

These items were included for informational purposes.

C. Respondent(s)

Mr. Conti discussed the qualifications and pricing for each of the following respondents.

I. DiBartolomeo, McBee, Hartley & Barnes, P.A.

Bid: \$3,100 for Fiscal Year 2025, \$3,200 for Fiscal Year 2026, \$3,300 for Fiscal Year 2027, \$3,400 for Fiscal Year 2028 and \$3,500 for Fiscal Year 2029, plus and an additional \$1,250 with bond issuance.

II. Grau & Associates

Bid: \$2,800 for Fiscal Year 2025, \$2,900 for Fiscal Year 2026 and \$3,000 for Fiscal Year 2027, plus an additional \$1,500 with bond issuance.

D. Auditor Evaluation Matrix/Ranking

Mr. Conti presented his Auditor Evaluation Matrix scores for each respondent in each category and his ranking of the respondents. The Audit Selection Committee agreed with Mr. Conti's scores and ranking, as follows:

#1	Grau & Associates	100 Points
#2	DiBartolomeo, McBee, Hartley & Barnes, P.A.	98 Points

On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, accepting Mr. Conti's scores, ranking and recommendation as the Audit Selection Committee's own, to rank Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, was approved.

SEVENTH ORDER OF BUSINESS**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

On MOTION by Mr. Farcus and seconded by Mr. Swan, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

EIGHTH ORDER OF BUSINESS**Consider Recommendation of Audit Selection Committee**

- Award of Contract**

On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation ranking Grau & Associates, as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board's own and awarding the Annual Audit Services Contract to Grau & Associates, was approved.

NINTH ORDER OF BUSINESS**Discussion: RFQ for Engineering Services**

Mr. Conti presented the Request for Qualifications (RFQ) for Engineering Services.

On MOTION by Mr. Sutter and seconded by Mr. Farcus, with all in favor, the RFQ for Engineering Services, in substantial form, was approved.

TENTH ORDER OF BUSINESS**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Mr. Conti presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. He noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

- Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and

Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.

ELEVENTH ORDER OF BUSINESS

**Consideration of Boundary and Name
Change Amendment Items**

A. Authorization of Agent

B. Resolution 2025-43, Directing District Staff to File a Request With the City of Fruitland Park to Change the Name of the District, and Authorizing Such Other Actions as are Necessary in Furtherance Thereof; and Providing an Effective Date

Mr. Magee stated that Resolution 2025-43 and Resolution 2025-44 are related to adding the Expansion Parcels into the CDD and changing the name of the CDD from “Arbor Park Phase 1” to “Arbor Park” which will encompass all phases of the CDD.

Mr. Magee stated that Resolution 2025-43 authorizes District Counsel and Staff to prepare and file the necessary documents to effectuate the name change.

On MOTION by Mr. Swan and seconded by Mr. Farcus, with all in favor, Resolution 2025-43, Directing District Staff to File a Request With the City of Fruitland Park to Change the Name of the District, and Authorizing Such Other Actions as are Necessary in Furtherance Thereof; and Providing an Effective Date, was adopted.

C. Resolution 2025-44, Directing the Chairman and District Staff to Request The Passage of an Ordinance By The City Commission of the City of Fruitland Park, Florida, Amending the District’s Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of that Process; and Providing an Effective Date

Mr. Magee stated that Resolution 2025-44 authorizes District Counsel and Staff to file prepare and file the necessary documents to amend the CDD boundaries.

On MOTION by Mr. Sutter and seconded by Mr. Silva, with all in favor, 2025-44, Directing the Chairman and District Staff to Request The Passage of an Ordinance By The City Commission of the City of Fruitland Park, Florida, Amending the District’s Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of that Process; and Providing an Effective Date, was adopted.

183
184 **TWELFTH ORDER OF BUSINESS**

185 Consideration of Agreement between the
186 Arbor Park Phase 1 Community
187 Development District and Lawn Medic
188 Landscaping and Irrigation LLC for
189 Landscape and Irrigation Maintenance
190 Services

191 On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, the
192 Agreement between the Arbor Park Phase 1 Community Development District
193 and Lawn Medic Landscaping and Irrigation LLC for Landscape and Irrigation
194 Maintenance Services, was approved.

195
196
197 **THIRTEENTH ORDER OF BUSINESS**

198 Acceptance of Unaudited Financial
199 Statement as of June 30, 2025

200 On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, the
201 Unaudited Financial Statement as of June 30, 2025, were accepted.

202
203
204 **FOURTEENTH ORDER OF BUSINESS**

205 Approval of April 29, 2025 Special Meeting
206 Minutes

207 On MOTION by Mr. Farcus and seconded by Mr. Silva, with all in favor, the
208 April 29, 2025 Special Meeting Minutes, as presented, were approved.

209
210
211 **FIFTEENTH ORDER OF BUSINESS**

212 Staff Reports

213 **A. District Counsel: Kutak Rock LLP**214 **B. District Engineer (Interim): Halff and Associates, Inc.**

215 There were no District Counsel or District Engineer reports.

216 **C. District Manager: Wrathell, Hunt and Associates, LLC**

- 217 • **0 Registered Voters in District as of April 15, 2025**
218 • **Property Insurance on Vertical Assets**

219 This is a reminder to secure property insurance once the CDD has vertical assets.

220 Mr. Sutter thinks some improvements might be finished in November/December 2025.

- 221 • **Form 1 Submission and Ethics Training**

222 The Board Members were reminded to complete the required four hours of ethics
223 training by December 31, 2025.

224 • **Hard Copy Agendas vs Tablets**

225 The Board wishes to receive hard copy agendas.

226 • **NEXT MEETING DATE: September 17, 2025 at 1:15 PM**

227 Mr. Conti stated that the next meeting would actually be on September 11, 2025,
228 instead of on September 17, 2025; however, the September meeting will likely be canceled.

229

230 **SIXTEENTH ORDER OF BUSINESS**

Board Members' Comments/Requests

231

232 There were no Board Members' comments or requests.

233

234 **SEVENTEENTH ORDER OF BUSINESS**

Public Comments

235

236 No members of the public spoke.

237

238 **EIGHTEENTH ORDER OF BUSINESS**

Adjournment

239

240 **On MOTION by Mr. Sutter and seconded by Mr. Farcus, with all in favor, the**
241 **meeting adjourned at 1:40 p.m.**

242

243

244

245

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

246
247
248
249

Secretary/Assistant Secretary

Chair/Vice Chair

ARBOR PARK PHASE 1
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

ARBOR PARK PHASE 1 COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION		
Fruitland Park Library, Palm Villa Room, 604 W. Berckman Street, Fruitland Park, Florida 34731		
¹ Location to be determined		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 9, 2025	Regular Meeting	10:00 AM
November 13, 2025	Regular Meeting	10:00 AM
December 11, 2025	Regular Meeting	10:00 AM
January 8, 2026	Regular Meeting	10:00 AM
February 12, 2026 ¹	Regular Meeting	10:00 AM
March 12, 2026 ¹	Regular Meeting	10:00 AM
April 9, 2026 ¹	Regular Meeting	10:00 AM
May 14, 2026	Regular Meeting	10:00 AM
June 11, 2026	Regular Meeting	10:00 AM
July 9, 2026	Regular Meeting	10:00 AM
August 13, 2026	Regular Meeting	10:00 AM
September 10, 2026	Regular Meeting	10:00 AM