

*Towne Park
Community Development District*

Agenda

October 12, 2021

AGENDA

Towne Park

Community Development District

219 East Livingston Street, Orlando, Florida 32801

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

October 5, 2021

**Board of Supervisors
Towne Park
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Towne Park Community Development District** will be held **Tuesday, October 12, 2021 at 1:30 PM** at the **Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

Those members of the public wishing to attend the meeting can do so using the information below:

Zoom Video Link: <https://us06web.zoom.us/j/88595966026>

Zoom Call-In Information: 1-646-876-9923

Meeting ID: 885 9596 6026

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (Public comments can be submitted via email to the District Manager at jburns@gmscfl.com prior to the beginning of the meeting)
3. Approval of Minutes of the September 21, 2021 Board of Supervisors Meeting
4. Consideration of Notice of RFP for Landscaping Services
5. Consideration of Audit Engagement Letter for Fiscal Year 2021 Audit Services
6. Review and Ranking of Proposals Received for District Engineering Services and Selection of District Engineer
7. Staff Reports
 - A. Attorney
 - B. Engineer

- C. Field Manager's Report (*to be provided under separate cover*)
- D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
- 8. Other Business
- 9. Supervisors Requests and Audience Comments
- 10. Adjournment

MINUTES

**MINUTES OF MEETING
TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Towne Park Community Development District was held Tuesday, **September 21, 2021** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Brad Fritz	Assistant Secretary
Justin Frye	Assistant Secretary
Jennifer Tidwell	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Clayton Smith	GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were three Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted that no members of the public were present. Hearing none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 20, 2021
Board of Supervisors Meeting**

Ms. Burns presented the minutes of the July 20, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Minutes of the July 20, 2021 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

**Ratification of Fee Agreement with KE
Law**

Ms. Burns stated that the transfer letter and the fee agreement had been approved at the last meeting, so she was just looking for the Board to ratify.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor Fee Agreement with KE Law, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Licensing Agreement for Resident Dock Installation on Pond

Ms. Burns stated that the HOA had received requests for a dock. She noted that the form of the agreement was included in the agenda package.

Mr. Van Wyk added that the agreement was standard and had been used previously for another resident.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Licensing Agreement for Resident Dock Installation on Pond, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Request for Qualification for Engineering Services

Ms. Burns stated that Ms. Wertz, who had been supplying the engineering services decided to step aside adding that the RFQ was so that the District could hire a new District engineer. She added that they would have to publish the ad, and then receive proposals and consider them at a later meeting. She asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Request for Qualification for Engineering Services, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Riverstone Phase 3 and 4 Special Warranty Deed and Consideration of Warranty Bill of Sale for Tract H in Riverstone Phases 3 and 4

Ms. Burns stated that this had already been signed off outside of the meeting to convey the Tracts A, B, C, D, E, F, and H. She asked for a motion to ratify.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, Riverstone Phase 3 and 4 Special Warranty Deed and Consideration of Warranty Bill of Sale for Tract H in Riverstone Phases 3 and 4, was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Conveyance Document for Riverstone Phase 5 and 6

Ms. Burns stated that these were similar to the documents that had been approved above, but instead it was for Tracts A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T, and U.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor Conveyance Document for Riverstone Phase 5 and 6, was ratified.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2021-14 Re-Designating a Registered Agent for the District

Ms. Burns stated that the resolution would make herself the registered agent at her office location in Orlando. She asked for a motion to approve.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2021-14 Re-Designating a Registered Agent for the District, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2021-15 Revising Fiscal Year 2022 Meeting Schedule

Ms. Burns asked if it would be okay to the Board to line up the meeting schedule with another district and do the second Tuesday of each month. The Board approved.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, Resolution 2021-15 Revising Fiscal Year 2022 Meeting Schedule, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-16 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings

Mr. Van Wyk stated that in the past, the district was required to do an independent notice of meeting paper in addition to the one that is already posted, but that with all of new requirements with posting the notice online, they decided to modify the ruling procedure so that they didn't have to do that requirement anymore.

Ms. Burns asked for a motion to approve.

On MOTION by Ms. Tidwell, seconded by Mr. Frye, with all in favor, Resolution 2021-16 Waiving a Portion of the Rules of Procedure Regarding Notice of Meetings, was approved.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk noted that as far as the stormwater system, there was a memorandum in the agenda package that noted a report had to be completed by June of 2022.

B. Engineer

There being none, the next item followed.

C. Field Manager's Report

i. Consideration of Proposal for Phase 5 and 6 Landscape Maintenance

Mr. Smith went over the Field Manager's report. Completed items included:

- Mailbox solar lights were installed
- Amenity 1 Planting was completed
- The requested trashcans were installed in Amenity II
- The toilet paper dispensers were replaced in Amenity II
- Dog park grates were installed
- Sidewalk erosion was getting to the point where they would need to close the trail, on top of concern of structural integrity, so they went ahead and fixed the issue, totaling approximately \$1,000

In progress items include:

- A quote for landscaping in Phase 5 was obtained

- Sod area on main boulevard was in need of repair, so Mr. Smith obtained a quote to add on Phases 5 and 6, totaling \$3,000 a month.
- Internet will be installed in Amenity II at the end of next month.

On MOTION by Mr. Frye, seconded by Mr. Fritz, with all in favor, the Quote for Phase 5 & 6 Landscaping, was approved.

D. District Manager's Report

i. Approval of the Check Register

Ms. Burns reported the check register totaling \$389,371.81. She asked if anyone had any questions and hearing none, asked for a motion to approve.

On MOTION by Mr. Fritz, seconded by Ms. Tidwell, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated that the financial statements were included in the agenda packets for review, adding that there was no action required.

iii. Ratification of Requisitions

a. Series 2019 Phase 3B Requisition #103

Ms. Burns stated these had been approved and just needed to be ratified.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2019 Phase 3B Requisition #103, was ratified.

b. Series 2019 Phase 3C Requisitions #61 and #62

Ms. Burns stated these had been approved and just needed to be ratified.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2019 Phase 3C Requisitions #61 and #62, were ratified.

c. Summary of Series 2020 Phase 3D Requisitions #92 to #101

Ms. Burns stated these had been approved and just needed to be ratified

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Summary of Series 2020 Phase 3D Requisitions #92 to #101, were ratified.

iv. Ratification of Funding Requests

a. Ratification of Series 2018-3A Funding Requests #1 and #2

Ms. Burns stated these had been approved and just needed to be ratified.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2018-3A Funding Requests #1 and #2, was ratified.

b. Ratification of Series 2019-3C Funding Requests #1 to #5

Ms. Burns stated these had been approved and just needed to be ratified.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2019-3C Funding Requests #1 to #5, was ratified.

c. Ratification of Series 2020-3D Funding Request #1 to #3

Ms. Burns stated these had been approved and just needed to be ratified

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Series 2020-3D Funding Request #1 to #3, was ratified.

THIRTEENTH ORDER OF BUSINESS

There being none, the next item followed.

Other Business

FOURTEENTH ORDER OF BUSINESS

There being none, the next item followed.

**Supervisors Requests and
Audience comments**

FIFTEENTH ORDER OF BUSINESS

Ms. Burns adjourned the meeting.

Adjournment

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

**TOWNE PARK
COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF REQUEST FOR PROPOSALS**

**LANDSCAPE MAINTENANCE SERVICES
POLK COUNTY, FLORIDA**

Notice is hereby given that the Towne Park Community Development District (referred to herein as the “District” or the “Owner”) requests proposals to provide landscape maintenance services including, but not limited to, maintenance of turf, trees, shrubs, ground cover, and irrigation, as more specifically set forth in the bid documents.

The bid documents will be available for public inspection and may be obtained beginning _____, _____, 2021 at _____ : _____ AM from the District Manager’s office, located at 219 East Livingston Street, Orlando, FL 32801, or by contacting Jill Burns at 407-841-5524.

Firms desiring to provide services for this project must submit two (2) hard copies and one (1) electronic copy of the required proposal no later than _____, _____, 2021 at _____ : _____ PM at the Office of the District Manager, located at 219 East Livingston Street, Orlando, FL 32801 ATTN: Jill Burns, at which time proposals will be publically opened. Proposals must be submitted in a sealed envelope pursuant to the bid documents. Proposals received after the time and date stipulated above will be returned unopened to the Proposer.

**A non-mandatory pre-proposal conference will be held on _____, 2021
at _____ AM/PM at**

_____.

Evaluation of proposals will be conducted in accordance with the process described in the bid documents. The District reserves the right to reject any and all proposals with or without cause, to waive minor technical errors and informalities, or to accept the proposal which, in its judgment, is in the best interest of the District.

Jill Burns
Governmental Management Services – Central Florida, LLC
District Manager

TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES

EVALUATION CRITERIA

1. Personnel (25 points)

(E.g., geographic locations of the firm's headquarters or office in relation to the project; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; proposed staffing levels, etc.)

2. Experience (25 points)

(E.g., past record and experience of the respondent in similar projects; volume of work previously awarded to the firm; past performance for the District in other contracts; character, integrity, reputation, of respondent, etc.)

3. Understanding of Scope of Work (25 points)

Does the proposal demonstrate an understanding of the Districts' needs for the services requested?

4. Financial Capability (10 points)

Demonstration of financial resources and stability as a business entity, necessary to complete the services required.

5. Price (15 points)

Points available for price will be allocated as follows:

10 points will be awarded to the Proposer submitting the lowest total bid for completing the work for the initial two year term of the contract. All other proposals will receive a percentage of this amount based upon the difference between that Proposer's bid and the low bid.

5 points are allocated for the reasonableness of unit prices.

TOWNE PARK CDD LANDSCAPE SCOPE OF WORK

THE RIGHT PLANT, THE RIGHT PLACE. THE RIGHT FERTILIZER, THE RIGHT WATER.

The work for the landscape maintenance is to include the furnishing of all labor, materials, equipment, accessories and services necessary or incidental to sustain all turf and plant materials in a healthy, vigorous growing condition, free from weeds, diseases, insects, and nutritional deficiencies as well as a completely operational irrigation system. All associated planted areas are to be kept in a continuous healthy, neat, clean and debris free condition for the entire life of the contract.

GENERAL SERVICES

A. Turf Maintenance

Turf maintenance is defined as all mowing, edging, trimming and cleanup of lawn areas. High traffic and high profile areas such as the entrances and Amenity/clubhouse areas will be completely mowed, edged, trimmed and cleaned up prior to normal business hours of operation. In the event it becomes necessary to make a change in the mowing schedule for any reason, the CDD Management must be notified prior to adjustment of schedule. Mowing during inclement weather will not alleviate the contractor of responsibility for damage caused by the mowing of wet areas.

1. Mowing

- a. Prior to mowing, remove and dispose of normal litter and debris from all landscape areas. Contractor will not run over litter with mowers.
- b. St. Augustine, Bahia turf shall be mowed weekly during the growing season from April 1st through September 30th and bi-weekly during the winter season. It is understood that the contractor may be required to periodically add or delete mowing cycles based on weather or other factors with the consent of the CDD.
- c. St. Augustine and Bahia turf shall be cut with rotary mowers to maintain a uniform height. Bahia will be cut between 3.5" and 4.5". St Augustine will be cut between 4.5" and 5.5". At no time will mowing height be reduced so that more than 1/3 of the grass blade is removed at any cutting. Mowing blades shall be kept sufficiently sharp and properly adjusted to provide a cleanly cut grass blade. Mowing pattern shall be varied where feasible to prevent rutting and minimize compaction.
- d. Contractor shall complete a minimum of two passes along all waterways/wetlands with a 50" mower or larger discharging clippings away from the water. Any waterway edges that cannot be reached with the full size mower will be string trimmed every other mow cycle at minimum.
- e. Visible clippings that may be left following mowing operations shall be removed from the site each visit. Discharging grass clippings into beds, tree rings or maintenance strips is unacceptable and if it occurs they shall be removed prior to the end of each service day.
- f. Contractor will take special care to prevent damage to plant material as a result of the mowing operations. Any damage caused by contractor's mowing equipment may result in the replacement of damaged material at the contractor's cost. Determination as to replacement will be at the sole discretion of the CDD representative. Replacement material will be of similar size to the material being replaced.

2. Edging

Sidewalks, curbs, and concrete slabs, and other paved surfaces will be edged in conjunction with mowing operations each time. Beds, tree rings, and other landscape edges will be edged once during each detail rotation, every three weeks. Edging is defined as removal of unwanted turf and vegetation along the above borders by use of a mechanical edger. Edges are to be perpendicular to the ground. String trimmers will not be used for this function. Care will be taken to maintain bed edges as designed in either straight or curvilinear lines.

3. String Trimming

- a. String Trimming shall be performed around road signs, guard posts, trees, shrubs, utility poles, and other obstacles where mowers cannot reach. Grass shall be trimmed to the same desired height as determined by the mowing operation. Trimming shall be completed with each mowing operation.
- b. Under no circumstance will it be an acceptable practice to string trim bed edges or small areas that may be cut utilizing a walk behind mower.
- c. Maintaining grass-free areas by use of chemicals may be the preferred method in certain applications. Such use will only be done with prior approval of the CDD.
- d. Turf around the edge of all waterways shall be mowed or string trimmed to the natural water's edge during every other mowing cycle at minimum.

4. Blowing

When using forced air machinery to clean curbs, sidewalks and other paved surfaces, care must be taken to prevent blowing grass clippings into beds, onto vehicles or onto other hardscape surfaces. In addition, care also must be taken to disrupt mulch from beds and any mulch blown out of beds must be placed back and raked smooth.

5. Damage Prevention/Repair

Special care shall be taken to protect building foundations, light poles, sign posts and other hardscape elements from mowing, edging or string trimming equipment damage. Contractor will agree to have repairs made by specialized contractors or reimburse the CDD or homeowners within 30 days for any damage to property caused by their crew members or equipment.

B. Detailing

Detailing of planted areas will be performed weekly in a sectional method, each section representing one-third of the entire property. Based on three sections, the contractor will completely detail the entire property once every three weeks. The exception will be the entrances and clubhouse areas. These are high traffic, focal areas and as such will be included to provide weekly attention minimally. The detailing process will include trimming, pruning and shaping of all shrubbery, ornamental trees and groundcover, removal of tree suckers, structural pruning or cutbacks of select varieties of plant material and ornamental grasses as directed, as well as the defining of bed lines, tree saucers and the removal of all unwanted vegetation.

1. Pruning

- a. Prune trees, shrubs and groundcovers to encourage healthy growth and create a natural appearance. Prune to control the new plant growth, maintain the desired plant shape and remove dead, damaged, or diseased portions of the plant. Provide remedial attention and repair to plant material as appropriate to season or in response to incidental damage.
- b. Only Contractor's staff that have been trained and demonstrate competency in proper pruning techniques shall perform pruning. Use only hand pruners or loppers on trees and shrubs, particularly groundcover Juniper varieties. Hand shears or Topiary shears will be the preferred method of trimming most formal shrubs. Only use power shears on formal hedges where previous practice was to shear, or as directed by the CDD representative.

- c. Pruning of trees up to a height of 8 feet is included in the scope of the work. If pruning is required above the height of 8 feet, contractor shall propose an extra service to the CDD representative and acquire approval prior to performing the work. The branching height of trees shall be raised only for the following reasons:
 - Provide clearance for pedestrians, vehicles, mowers and buildings.
 - Maintain clearance from shrubs in bed areas.
 - Improve visibility in parking lots and around entries.
- d. Prune trees to remove weak branching patterns and provide corrective pruning for proper development. Cut back to branch collar without leaving stubs. Provide clean and flush cut with no tearing of the tree bark.
- e. Prune all shrubbery in accordance with the architectural intent as it relates to adjacent plantings and intended function.
- f. Prune to contain perimeter growth within intended bed areas. Established groundcover shall be maintained 4" to 6" away from adjacent hardscape and turf. Bevel or roll leading edges to avoid creating a harsh boxed look. Mature groundcover shall be maintained at a consistent, level height to provide a smooth and even appearance and separation from adjacent plant material.
- g. Structural pruning will be required for several varieties of plants bi-annually, annually or semi-annually to maintain their scale and performance within the landscape. The methodology employed is to structurally prune one plant group throughout the entire property during the sectional detail rotation. Following this schedule, all structural pruning should be completed within a six week cycle each time it is performed. Ornamental Grasses are to be haystack cut one time per year.
- h. Crape Myrtles are to be trimmed once per year in the winter months. Trimming should include removal of old blooms, sucker growth and any cross branching. Trimming should be done in such a way that cuts are no less than 12" away from previous year's cuts. "Hat Racking" will not be permitted unless directed otherwise by the CDD representative.
- i. Pruning of all palms less than 15' in height will be included in the sectional rotation. Pruning consists of removal of all dead fronds, seedpods and any loose boots.

2. Weed Control

- a. Bed areas are to be left in a weed free condition after each detail service. While pre and post-emergent chemicals are acceptable means of control, weeds in bed areas larger than 3" shall be pulled by hand.
- b. Hardscape cracks and expansion joints are to be sprayed in conjunction with the detail cycle to control weeds. Chemical practices shall not be a substitute for hand weeding where the latter is required for complete removal.

3. Trash Removal

- a. Removing trash from all landscape areas will be the responsibility of the contractor. The contractor will remove trash from all focal areas, including medians, around amenity areas, and monuments every visit. Other trash will be removed during normal detail rotations.

C. General

1. Policing

- a. Contractor will police the grounds during each service visit to remove trash, debris and fallen tree litter as needed prior to mowing and edging. Contractor is not responsible for removal of excessive storm debris which would be performed with prior approval with supplemental proposal.
- b. As needed contractor will dedicate supplemental personnel and specialized equipment to the removal of seasonal leaf drop from all landscape and hardscape areas during the months of November through April.
- c. All litter shall be removed from the property and disposed of off-site.

2. Communication

- a. Daily, the contractor will communicate with the CDD representative for any landscape issues requiring immediate attention.
- b. Communication is of the utmost importance. Contractor will provide a monthly written report in a form approved by the CDD representative which details all aspects of the previous month's maintenance activities.
- c. When requested by CDD management contractor will provide a Monthly Service Calendar for the upcoming period. A copy of the preceding month's Irrigation Maintenance report and Lawn and Ornamental report will be provided monthly. A copy of these documents should be submitted to the CDD representative by the 5th of each month electronically, or in person.
- d. Contractor agrees to take part in regular weekly, bi-weekly or monthly inspections, as decided by CDD management, of the property to ensure their performance of this agreement meets the standards required herein and protects the overall well being of the property's landscape. Contractor also agrees to complete any work that appears on punch lists resulting from inspections or reviews within three weeks of receiving them. Contractor will have their Account Manager participate on its behalf and have their Lawn and Ornamental and Irrigation Managers or Technicians available for inspection meeting as needed or requested by CDD management.

3. Staffing

- a. The Contractor shall have a well-experienced Foreman/Supervisor on site at all times with the crew. This person should have extensive knowledge of horticultural practices and be capable of properly supervising others. He/she and other supervisors should be in a certain type of uniform that distinguishes them from the crew. The Foreman/Supervisor should communicate regularly, daily when needed, with the property's manager. Further, In order to maintain continuity, the same Foreman/Supervisor shall direct the scheduled maintenance operations throughout the year. Any anticipated changes in supervisory personnel shall be brought to the attention of the CDD representative prior to any such change. This will assure the BOD and Management that maintenance personnel remain familiar with the maintenance specifications, the site and any changing conditions.
- b. The crew members should be properly trained to carry out their assigned task, and should work in a safe professional manner. Each crew member should be in full uniform at all times.
- c. Contractor is expected to staff the property with trained personnel experienced in commercial landscape maintenance. All personnel applying fertilizers, insecticides, herbicides and fungicides must be certified by the FL Department of Agriculture and Consumer Services. These individuals should be Best Management Practices Certified and hold a Limited Certification for Urban Landscape Commercial Fertilizer or a Certified Pest Control Operator or an employee with an ID card working under the supervision of a CPCO.
- d. Contractor agrees to screen all crew members for criminal background, advise Management and not employ persons for this Contract that have been convicted of or pled guilty to a felony crime or misdemeanor to which Management objects. Also, contractor agrees to follow all INS guidelines for hiring and to maintain an I-9 and other required documents on each employee.

- e. Contractor is expected to staff the property with adequately trained personnel a minimum 3 days per week between Monday & Friday. Holidays observed that do not require staffing include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, and any other day agreed to by CDD Management. Normal working hours are from 7:00 AM until 7:00 PM. No power equipment will be operated near homes before 9:00 AM. Efforts will be made such that ALL work performed around the Amenity Areas and pool area is to be completed prior to normal member attendance hours. Saturdays will be made available for makeup work due to inclement weather from 8:00 AM until 5 PM.

SCHEDULE "A" – TURF CARE PROGRAM - ST. AUGUSTINE

A. Application Schedule

<u>Month</u>	<u>Application</u>
January:	Winter fertilization, broadleaf weed control and disease control
March:	Spring granular fertilization, broadleaf weed control, insect and disease control
May:	Late spring heavy, 100% slow release Nitrogen fertilization with Arena and weed Control
October:	Heavy fall granular fertilization and broadleaf weed/disease control

B. Application Requirements

1. Fertilization

- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a maximum of 4 lbs. of N/1000 square feet with a minimum of 50% slow release and a high Potassium blend in the fall fertilization to promote root development unless soil samples indicate the presence of sufficient Potassium. The winter liquid fertilization should contain a maximum of .5lbs of N/1000 square feet.
- b. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to insure that all the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.
- c. All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining.
- d. The irrigation system will be fully operational prior to any fertilizer application.
- e. Soils shall be tested at a reliable testing facility once per year to monitor for pH, Nematodes, Take All Root Rot and chemical make-up. The results will be provided to management along with the contractor's recommendation as to any changes in the turf care program based on these results.
- f. Any changes to the fertilization schedule, products used, or techniques will be discussed with CDD management and agreed to by CDD management.

2. Insect/Disease Control

- a. The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.
- b. Supplemental insecticide applications will be provided in addition to the normal preventive program as needed to provide control.

3. Weed Control

- a. Weed control will be limited to the broadleaf variety and sedge type grasses under this program.
- b. Contractor shall alert management of outbreaks of Crabgrass, Bermuda, Alexander and Dove grasses. Failure to do so will make the contractor liable for resulting turf loss.

4. Warranty

If the grass covered under this turf care program dies due to insect infestation, disease or improper fertilizer application, the affected grass will be replaced at no charge. Contractor will not be held responsible for turf loss due to conditions beyond their control. This includes nematodes, diseases such as Take-All Root Rot and weeds such as Crabgrass which are untreatable with currently available chemicals, high traffic areas, drainage problems, or acts of God. In the event these conditions exist, the contractor is responsible to employ whatever cultural practices can be reasonably performed to extend the life of the affected material.

SCHEDULE "B" – TURF CARE PROGRAM – BAHIA – Where Applicable

A. Application Schedule

<u>Month</u>	<u>Application</u>
March:	Complete liquid 18-0-8 N-P-K fertilizer and broadleaf weed control to include blanket pre-emergent herbicide application.
June:	Chelated Iron application and Mole Cricket control.
October:	Complete liquid 18-0-8 N-P-K fertilizer and broadleaf weed control to include blanket pre-emergent herbicide application.

B. Application Requirements

1. Fertilization

- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 2 lbs. of N/1000 square feet with a minimum of 30% slow release and a high Potassium blend in the late summer fertilization to promote root development unless soil samples indicate the presence of sufficient potassium.
- b. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to insure that all the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.
- c. All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining.
- d. The irrigation system will be fully operational prior to any fertilizer application.

- e. Soils shall be tested at a reliable testing facility twice per year to monitor for PH and chemical makeup. The results will be provided to management along with the contractor's recommendation as to any changes in the turf care program based on these results.
2. Insect/Disease Control
 - a. The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.
 - b. Supplemental insecticide applications will be provided in addition to the normal preventive program as needed to provide control.
 3. Weed Control
 - a. Weed control will be limited to the broadleaf variety under this program.
 - b. Contractor shall alert management of outbreaks of Sedge, invasive Bermuda, or Crabgrass. Failure to do so will make the contractor liable for resulting turf loss.
 4. Warranty

Only turf loss due to dramatic negligence or mismanagement by the contractor will be considered for replacement by contractor.

SCHEDULE "C" – TREE/SHRUB CARE PROGRAM

A. Application Schedule

<u>Month</u>	<u>Application</u>
March/April:	Insect/disease control/fertilization.
May/June:	Insect/disease control as needed.
July/August:	Minor nutrient blend with insect/disease control.
October:	disease control as needed
December:	Insect/disease control/fertilization as needed

B. Application Requirements

1. Fertilization
 - a. Contractor will submit a schedule of materials to be used under this program along with application rates. Fertilizers selected must be appropriate for the plant material to be fertilized such as an acid forming fertilizer for Azaleas which require a lower soil pH.
 - b. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 50% slow release Nitrogen and a high Potassium blend in the fall fertilization to promote root development unless soil sample results indicate the presence of sufficient Potassium.
 - c. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to insure that all the requirements of plant material are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.

- d. This program covers all fertility requirements on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.
- e. There will be a deep root feeding on an as needed basis to establish newly planted trees.
- f. Fertilizer will be distributed evenly under the drip zone of each plant. Special care will be taken not to "clump" fertilizer neither at the base nor in the crown of plants.
- g. The irrigation system will be fully operational prior to any fertilizer application.
- h. Soils shall be tested at a reliable testing facility once per year to monitor for pH, Nematodes, Take All Root Rot and chemical make-up. The results will be provided to management along with the contractor's recommendation as to any changes in the Tree/Shrub care program based on these results.

2. Insect/Disease Control

- a. Insect and disease control is intended to mean a thorough inspection of all plantings for the presence of insect or disease activity and the appropriate treatment applied. All insect and disease infestations require follow-up applications for control and are included in this program.
- b. Contractor is responsible for the continuous monitoring for the presence of damaging insects or disease. Any problems noted between regularly scheduled visits will be treated as a service call and responded to within 48 hours. Service calls due to active infestations are included in this program.
- c. This program covers all disease and Insect activity on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.
- d. Contractor will be required to apply all pesticides in accordance with labeled directions including the use of any Personal Protective Equipment.
- e. Contractor will provide a copy of the license for the Certified Operator in charge of chemical applications for this property.

3. Specialty Palms

- a. Considering the investment in Specialty Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date etc.), contractor will include in their proposed Tree/Shrub program, a comprehensive quarterly fertilization and root/bud drench for potential disease and infestation.
- b. When applicable, the contractor will monitor site tubes that have been installed to monitor ground water build up around the root ball of specimen palms to de-water them as necessary.

4. Warranty

If a plant or tree dies from insect or disease damage while under this Tree/Shrub Care Program, it will be replaced with one that is reasonably available by contractor if it is reasonably decided to be from negligence by CDD management. Exclusions to this warranty would be Acts of God, along with pre-existing conditions, i.e. soil contamination or poor drainage, nematodes, borers, locusts and insects such as Asian Cycad Scale. Also excluded are diseases such as Verticillium and Fusarium Wilt, TPDD, Lethal Bronzing, Entomosporium Leaf Spot Fungus and Downey Mildew that are untreatable with currently available chemicals. In the event these conditions exist, the contractor is responsible to promptly report any detection to the CDD representative.

SCHEDULE “E” – IRRIGATION MAINTENANCE

A. Frequency of Service

- a. Contractor will perform the following itemized services under “Specifications” on a monthly basis completing 25% of the inspection each week.
- b. The irrigation inspection will be performed during the same week(s) each month.

B. Specifications

- a. Activate each zone of the system.
- b. Visually check for any damaged heads or heads needing repair.
- c. Visually check all landscape areas irrigated with Netafim drip lines to ensure proper water flow and pressure.
- d. Clean filters located at each zone valve monthly if applicable.
- e. Clean, straighten or adjust any heads not functioning properly.
- f. Straighten, re-attach to bracing and touch up paint on riser heads as needed.
- g. Report any valve or valve box that may be damaged in any way.
- h. Leave areas in which repairs or adjustments are made free of debris.
- i. Adjust controller to the watering needs as dictated by weather conditions, seasonal requirements, and water management district restrictions including adjusting of rain sensors.
- j. Contractor will provide a written report of the findings by zone.

C. Qualifying Statements

1. Repairs

- a. Repairs that become necessary and that are over and above the routine monthly inspections will be done on a time and material basis. Hourly irrigation repair rates will be defined in overall landscape maintenance contract.
- b. Request for authorization must be submitted to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work. It is up to CDD management’s discretion to allow contractor to proceed with repairs at an agreed threshold without prior approval.

2. Service Calls

- a. Service Calls required between scheduled visits will be billed on a time and material basis at the rates extra pricing rates.
- b. When not an emergency, request for authorization must be submitted in written form to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work.

3. Contractor will pay special attention during irrigation (IMC) maintenance inspections to ensure that sprinkler heads are positioned so that water does not spray directly onto buildings, windows or parking areas.

- a. Contractor will be held responsible for any accident that arises from the over spray of water on hard surfaces if it is determined that the contractor was negligent in performing monthly irrigation maintenance.

4. Damage resulting from contractor’s crews working on the property (i.e., mower and edger cuts) will be repaired at no charge to the CDD within 24 hours of being detected.

5. Contractor shall not be held responsible for any system failure caused by lightning, construction work, pre-existing conditions, freeze or other acts of God.
6. Contractor shall not be held responsible for damage to the landscape caused by mandatory water restrictions placed on the property by the governing water management district.
7. Contractor will visually inspect irrigation system weekly while performing routine maintenance.
8. Contractor will provide a 24 hour "Emergency" number for irrigation repairs.
9. Contractor shall take all required readings from meters or at pump stations as required and work with the CDD representative to file all quarterly and/or semi-annual reports to the Water Management District.

SCHEDULE "D" – ADDITIONAL SERVICES – Not Part of Landscape Maintenance contract

Note: Additional services work is not to be considered as part of the overall Landscape Maintenance contract. All Special Services work is to be performed by supplemental crews. CDD management will request proposals, and work is to be completed according to this scope, or as CDD Management agrees. In addition, contractor should and is expected to recommend when they believe these services should be carried out.

A. Bedding Plants - Annuals

The nature and purpose of "Flower Beds" is to draw attention to the display. The highest level of attention should be placed on their on-going care.

1. Schedule
 - a. Annual changes, if any, will be completed as an additional service at the request of management. A standard yearly rotation includes but is not limited to: All flower beds on the property will be changed out four (4) times per year during the months of January, April, July and October.
 - b. Contractor recognizes that flower beds are intended to highlight and beautify high profile areas and should be selected for color, profusion and display.
 - c. All newly planted beds will have a minimum of 50% of the plants in bloom at the time of installation and they shall be 4 ½" individual pots.
 - d. Contractor will obtain prior approval of plant selection from the CDD representative before installation.
2. Installation
 - a. Plants are to be installed utilizing a triangular spacing of 9" O.C. between plants.
 - b. Annually, prior to the Spring change out, existing soil will be removed to a depth of 6" in all annual beds and replaced with clean growing medium composed of 60% peat and 40% fine aged Pine Bark.
 - c. All beds will be cleaned and hand or machine cultivated to a depth of 6" prior to the installation of new plants.
 - d. Create a 2" trench where the edge of the bed is adjacent to turf or hardscape.
 - e. A granular time-release fertilizer and a granular systemic fungicide will be incorporated into the bedding soil at the time of installation.

- f. All beds should be covered with 1" layer of Pine bark Fines after planting.
- g. Follow-up applications of fertilizer, fungicide and insecticide are provided as needed.
- h. Annuals that require replacement due to over-irrigation or under-irrigation will be replaced immediately by contractor without charge to the CDD.

3. Maintenance

- a. Flower beds unique to Towne Park CDD will be reviewed daily or at each service visit for the following:
 - Removal of all litter and debris.
 - Beds are to remain weed – free at all times.
 - All declining blooms are to be removed immediately.
 - Inspect for the presence of insect or disease activity and treat immediately.
- b. Seed heads are to be removed from plants as soon as they appear. "Pinching" of certain varieties weekly is to be a part of the on-going maintenance as well. Frequent "pinching" will result in healthier, more compact plants.
- c. Prolific bloomers such as Salvia require that 10% to 20% of healthy blooms are to be removed weekly.
- d. Pre-emergent herbicides are not to be used in annual beds.
- e. Contractor guarantees the survivability and performance of all annual plantings for a period of 90 days. Any plant that fails to perform during this period will be immediately replaced at the contractor's expense.

4. Warranty

Any bedding plant that dies due to insect damage or disease will be replaced under warranty. Exclusions to this warranty would be freeze, theft, or vandalism.

B. Bed Dressing

1. Schedule

- a. Bed dressing will be carried out when CDD management dictates. Proposals will be requested based on need and/or budget. Mulch will be priced "per yard".
- b. Application will be completed within a three week time period.

2. Installation

- a. Prior to application, areas will be prepared by removing all foreign debris and accumulated mulch material and establishing a defined, uniform edge to all bed and tree rings as well as a 1" to 2" deep trench along all hardscape surfaces to include equipment pads, in order to hold the mulch in place.
- b. Bed dressing should be installed in weed free beds that have been properly edged and prepared.
- c. Bed Dressing should be installed to maintain a 2" thickness in all bed areas, including tree rings in lawn areas and maintenance strips unless otherwise directed by the CDD representative.

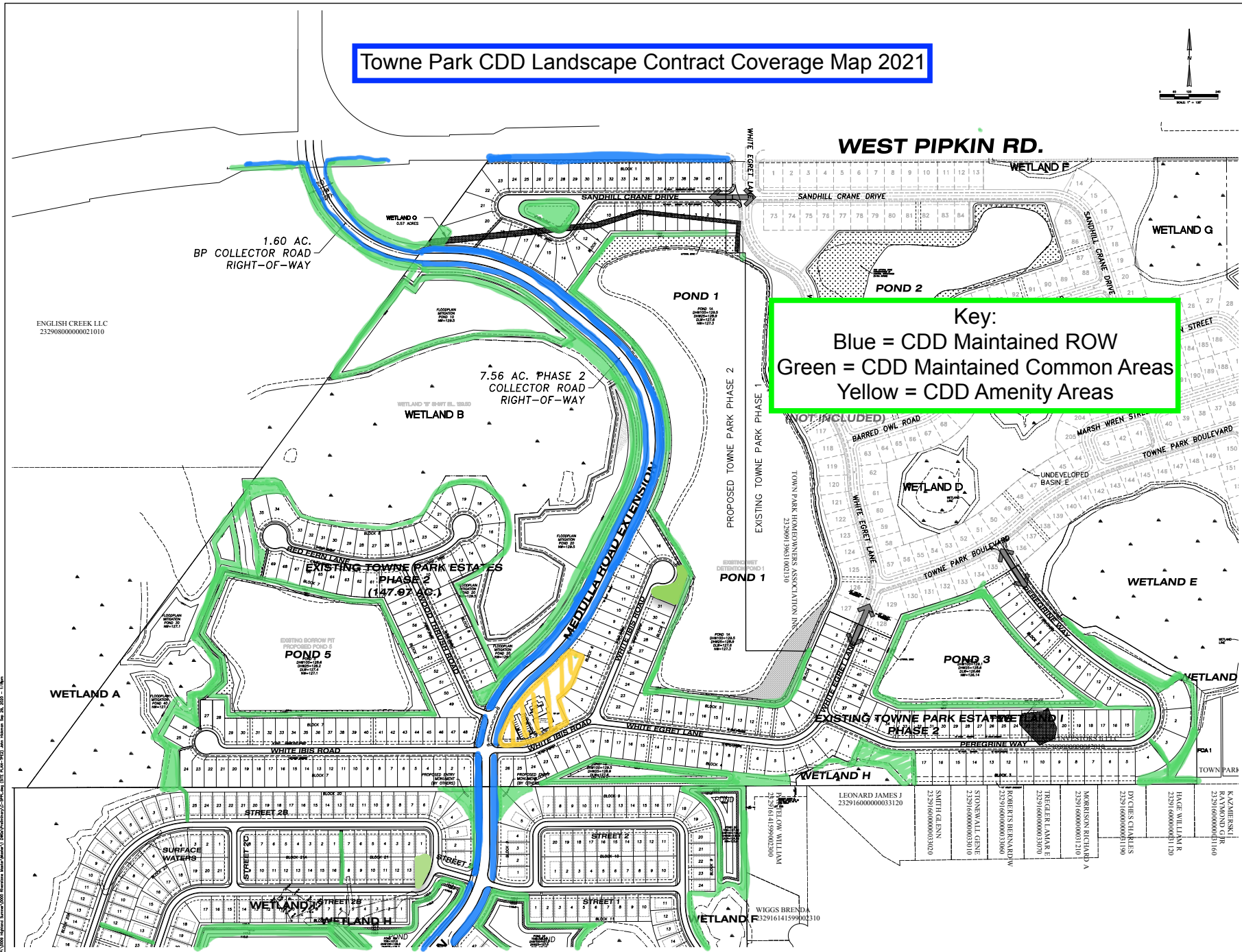
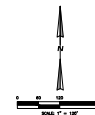
- d. A summary of shipping tickets or invoices for products or subcontract services will be submitted prior to requesting payment for this work.

C. Palm Trimming

1. Schedule

- a. Palm trimming of palms exceeding 15' will be an extra service. Contractor will provide a proposal on request by CDD management or upon recommendation of contractor for palms exceeding 15'. Palm trimming can be done according to the following guidelines or as decided by CDD Management.
 - 2. Specimen Date Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date, etc.) in excess of 15' CT will be trimmed up to two times per year in June and December as needed. All vegetation will be removed from their trunk and nut and loose or excessive boots will be removed and/or cross cut during this process.
 - 3. All palms less than 15' CT will be trimmed as needed by the detail crew during the regular detail rotation as outlined in General Services.
 - 4. Washingtonia palms in excess of 15' CT will be trimmed up to two times per year in the months of February and August as needed.
 - 5. All palms other than Washingtonia, in excess 15' CT will be trimmed up to once per year in the month of August.
 - 6. Trimming shall include removal of all dead fronds, loose boots and seed stalks.
 - 7. Trim palms so that the lowest remaining fronds are left at a ten and two o'clock profile. "Hurricane" cuts are only to be done at the direction of the CDD representative.
 - 8. When trimming, cut the frond close to the trunk without leaving "stubs"

Towne Park CDD Landscape Contract Coverage Map 2021



Key:
 Blue = CDD Maintained ROW
 Green = CDD Maintained Common Areas
 Yellow = CDD Amenity Areas

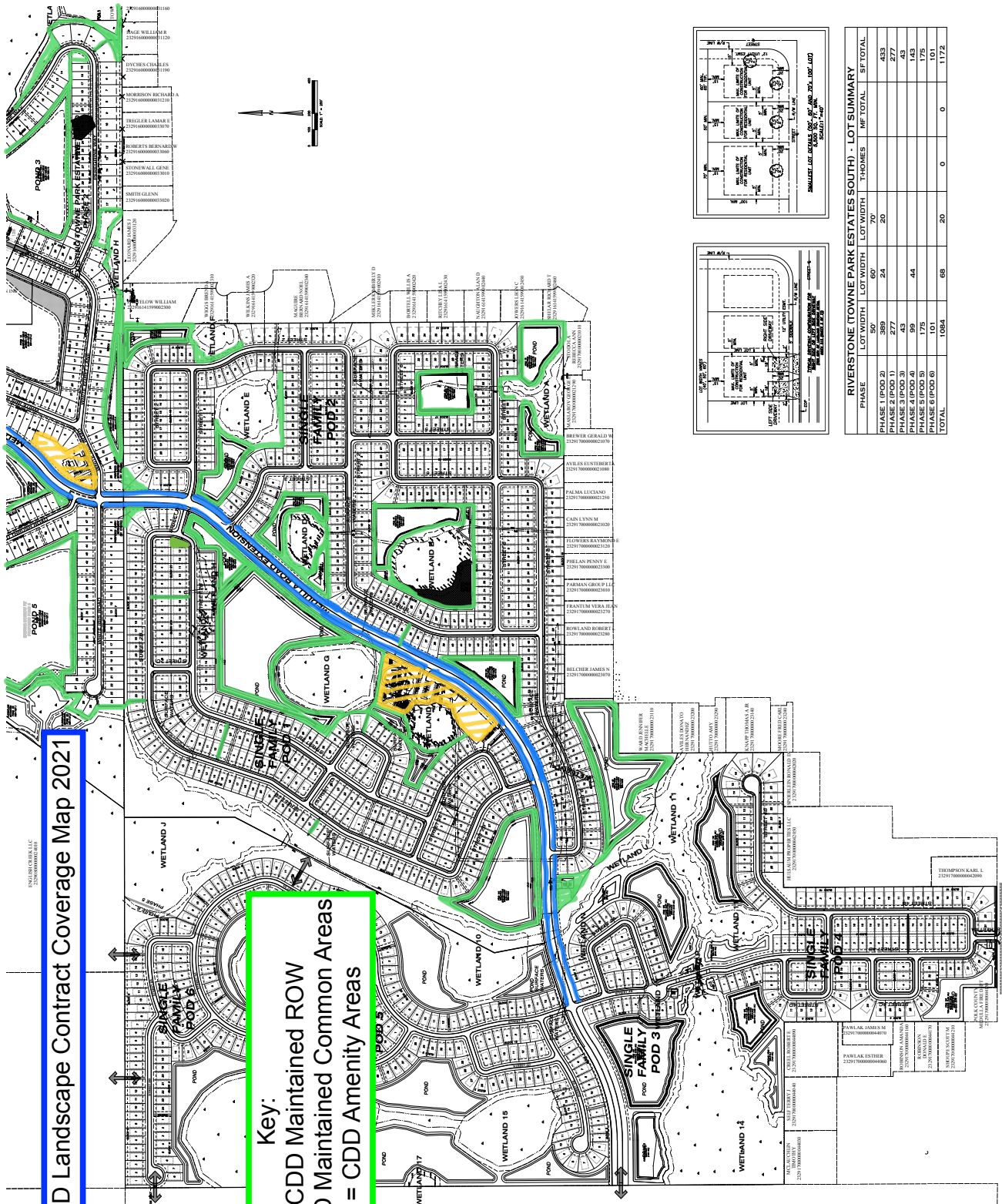
ABSOLUTE ENGINEERING, INC.
 1100 S. W. 10th Ave., Suite 100
 Ft. Lauderdale, FL 33304
 Phone: (954) 578-1100
 Fax: (954) 578-1101
 Email: info@absolute-engineering.com

SITE PLAN

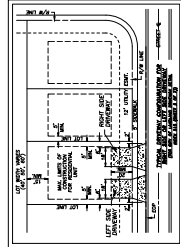
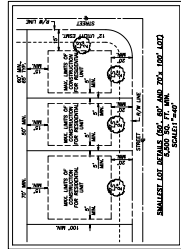
TOWNE PARK ESTATES PHASE 2
 MEDULLA ROAD, CITY OF LAKELAND
 POLK COUNTY, FLORIDA

NO.	NAME	DATE	REVISION
1	ISSUED FOR PERMIT	11-17-2017	
2	REVISED	08/17/2018	
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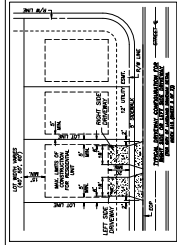
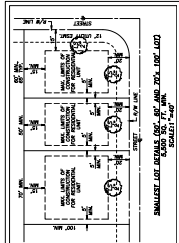
Key:
 Blue = CDD Maintained ROW
 Green = CDD Maintained Common Areas
 Yellow = CDD Amenity Areas



RIVERSTONE (TOWNE PARK ESTATES SOUTH) - LOT SUMMARY						
PHASE	LOT WIDTH		LOT WIDTH		14'ONES	SF TOTAL
	50'	60'	70'	20'		
PHASE 1 (POD 2)	389					433
PHASE 2 (POD 1)	47	24	20			27
PHASE 3 (POD 3)	47					43
PHASE 4 (POD 4)	99		44			143
PHASE 5 (POD 5)	175					175
PHASE 6 (POD 6)	104					112
TOTAL	1064	69	20	0	0	1172



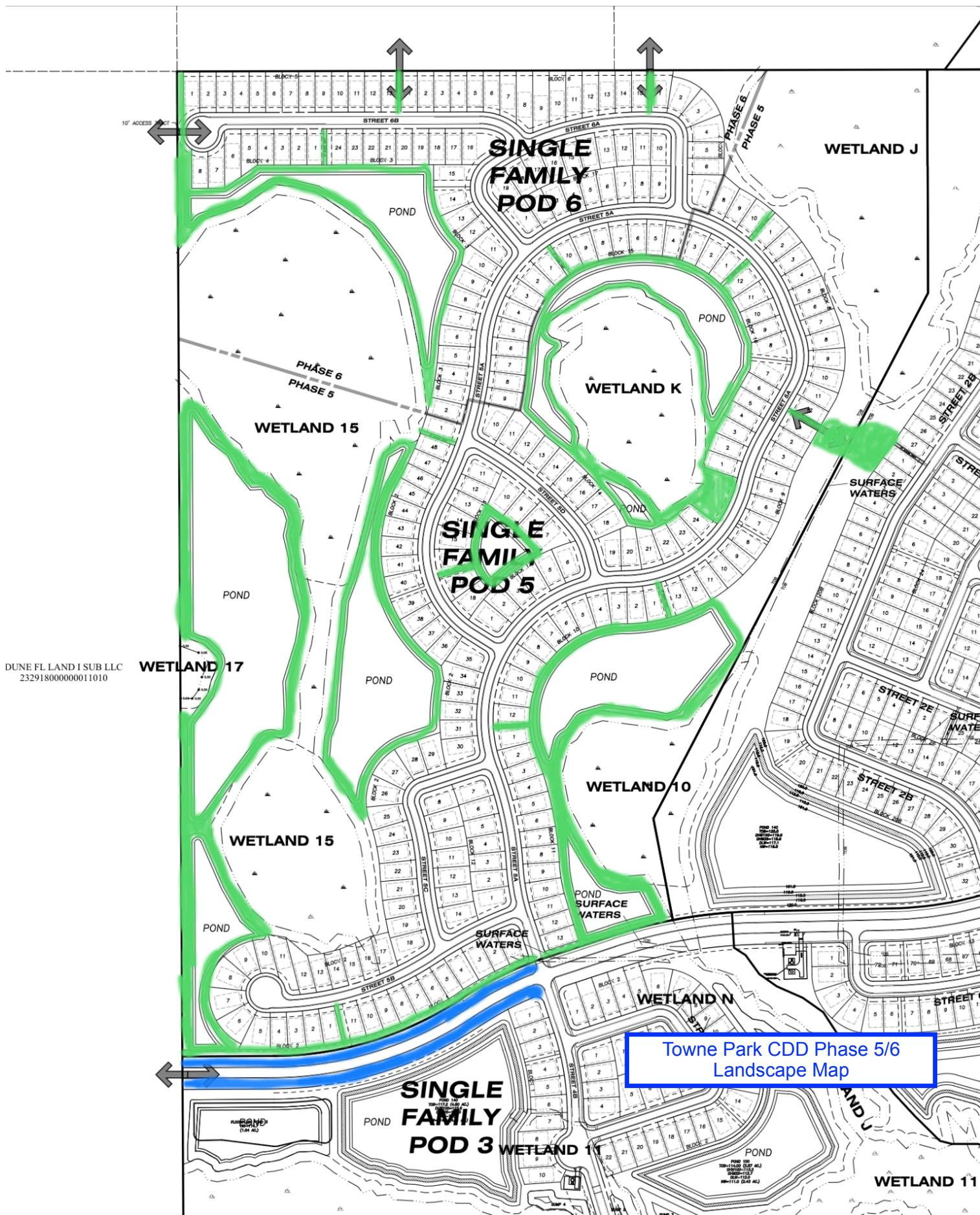
RIVERSTONE (TOWNE PARK ESTATES SOUTH) - LOT SUMMARY				
PHASE	LOT WIDTH	LOT WIDTH	LOT WIDTH	THOMES
	50'	60'	70'	
PHASE 1 (POD 2)				433
PHASE 2 (POD 1)		24	20	27
PHASE 3 (POD 3)		47		143
PHASE 4 (POD 4)		99	44	175
PHASE 5 (POD 5)		175		175
PHASE 6 (POD 6)				112
TOTAL	1084	69	20	0



Phase 3/4 Addendum

Key:

- Blue = CDD Maintained ROW
- Green = CDD Maintained Common Areas
- Yellow = CDD Amenity Areas



DUNE FL LAND I SUB LLC
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SECTION V

October 4, 2021

Board of Supervisors
Towne Park Community Development District
219 East Livingston Street
Orlando, FL 32801

The following represents our understanding of the services we will provide *Towne Park Community Development District*.

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of *Towne Park Community Development District*, as of September 30, 2021, and for the year then ended and the related notes to the financial statements, which collectively comprise *Towne Park Community Development District's* basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of *Towne Park Community Development District's* compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of the audit, we will assist preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have accepted responsibility for them.

With respect to any nonattest services we perform, such as drafting the financial statements, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including Government Auditing Standards
- The engagement is limited to the drafting of financial statements as previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of the preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of *Towne Park Community Development District's* basic financial statements. Our report will be addressed to the governing body of *Towne Park Community Development District*. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in January 2022 and the audit reports and all corresponding reports will be issued no later than June 1, 2022.

Tamara Campbell is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising McDirmit Davis, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services described in this letter will be \$4,000 for the year ended September 30, 2021 (\$4,000 for September 30, 2022, \$4,100 for September 30, 2023 and \$4,100 for September 30, 2024), inclusive of all costs and out-of-pocket expenses, unless the scope of the engagement is changed; the assistance that *Towne Park Community Development District* has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding.

Our invoices for fees shall be rendered upon completion of the work, shall provide sufficient detail to demonstrate that fees charged are solely for the specified services as actually rendered and shall demonstrate compliance with the terms of this agreement.

This Agreement provides for the agreement period of one (1) year, unless terminated earlier in accordance with this Agreement. This agreement may be renewed for three additional years subject to the mutual agreement by both parties to the terms and fees for such renewal. The District agrees that Auditor may terminate this Agreement with or without cause by providing sixty (60) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Auditor agrees that the District may terminate this Agreement immediately with cause. Auditor further agrees that the District may terminate this Agreement by providing thirty (30) days' written notice of termination to Auditor. Upon any termination of this Agreement, Auditor shall be entitled to payment for all work and/or services rendered up until the effective termination date, subject to whatever claims or off-sets the District may have against Auditor.

Whenever possible, we will attempt to use *Towne Park Community Development District's* personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

This audit engagement letter with any addendum, if any, constitute the complete and exclusive statement of the agreement between the parties.

Public Records

Auditor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and. Accordingly, Auditor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Auditor acknowledges that the designated public records custodian for the District is Jill Burns ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Auditor shall 1) Keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Auditor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Auditor, Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District, in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT 407-841-5524, JBURNS@GMSFCFL.COM, OR AT 219 EAST LIVINGSTON ST., ORLANDO, FL 32801.

At the conclusion of our audit engagement, we will communicate to the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of McDirmit Davis, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities, pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of McDirmit Davis, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

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

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

McDirmit Davis

McDirmit Davis, LLC
Orlando, FL

RESPONSE:

This letter correctly sets forth our understanding.

Towne Park Community Development District

Acknowledged and agreed on behalf of Towne Park Community Development District by:

Title:_____



PRIDA, GUIDA & PEREZ, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
1106 N. FRANKLIN STREET
TAMPA, FLORIDA 33602
TELEPHONE: (813) 226-6091
FAX: (813) 229-7754

Report on the Firm's System of Quality Control

August 21, 2020

To the Owners of McDirmit Davis, LLC
And the Peer Review Committee of the
Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of McDirmit Davis, LLC (the firm), in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of McDirmit Davis, LLC in effect for the year ended June 30, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McDirmit Davis, LLC has received a peer review rating of *pass*.

Prida Guida & Perez, P.A.

SECTION VI

STATEMENT OF QUALIFICATIONS

RFQ FOR ENGINEERING SERVICES FOR THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT



DISTRICT ENGINEER REQUEST FOR QUALIFICATIONS
Submitted on October 7, 2021

Central Florida, LLC c/o Jill Burns
219 E. Livingston Street
Orlando, Florida 32801
Ph: (407) 841-5524

Submitted by:



810 East Main Street

Bartow, FL 33830

863-537-7901

admin@rayleng.com

www.raylengineering.com



October 4, 2021

Governmental Management Services of Central Florida, LLC
c/o Jill Burns
219 E. Livingston Street
Orlando, Florida 32801
Ph: (407) 841-5524

RE: RFQ FOR ENGINEERING SERVICES FOR THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT

Mrs. Jill Burns,

Rayl Engineering & Surveying, LLC and our respective team members are pleased to present to the Selection Committee this response to the above referenced Request for Qualifications. We are confident that no other team can bring the project understanding, expertise, and experience to this RFQ that we do.

Rayl Engineering & Surveying, LLC appreciates the opportunity to submit a response to this RFQ for Professional Engineering Services for the Towne Park Community Development District and looks forward to your favorable evaluation.

Sincerely,

A handwritten signature in black ink, appearing to read "AR", written over a horizontal line.

Alan L. Rayl, PE, PSM
Rayl Engineering & Surveying, LLC

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

Rayl Engineering & Surveying, LLC is an S Corp business and has been since being founded in August of 2009. Alan L. Rayl, PE, PSM is the Owner and solely in charge of all management decisions. Alan L. Rayl opened the firm after being with other firms in the Tampa Bay and Central Florida markets since 1987. During the economic downturn, Alan also held the position of Polk County Engineer in the Land Development Division of the Office of Planning and Development. Alan L. Rayl is involved in all aspects of all Engineering & Surveying projects as well as Client and customer service. Alan L. Rayl will be personally involved in all District meetings, construction services, and other engineering tasks.

We provide private sector land development engineering design and permitting across Central Florida, as well as public sector consulting to many of Polk County municipalities. Our clientele includes local developers and businesses, Community Development Districts and Property Owner's Associations/Homeowner's Associations, National Home Builders, the cities of Mulberry and Fort Meade, and the Town of Dundee. Our services include general civil engineering and land surveying services. When needed, specialty sub-consultants are utilized on a per-project basis.

Please see Appendix A and B for Rayl Engineering & Surveying, LLC's corporate resume, as well as all employee resumes.

SECTION 2 *Consultant's Past Performance* (Weight 25 Points)

Rayl Engineering and Surveying, LLC is the current District Engineer for the Lake Ashton I and Lake Ashton II Community Development Districts. We have provided a variety of services to the CDD including a pavement and curblane assessment and inventory, Pickleball court design and permitting, pond repair recommendations, and more.

Pavement and Curblane Assessment and Inventory — Rayl Engineering and Surveying, LLC reviewed all of the pavement and curblane conditions within Lake Ashton II CDD. The assessment noted any broken, sunken, and/or curb and pavement areas with impaired function. Once assessed, Rayl Engineering and Surveying, LLC compiled a recommended repair list. A Pavement Condition Index assessment was completed to score the condition of the roadway network. Each roadway was given a score based off of condition factors. Once scored, the roads were assigned a recommended action. This assessment resulted in a 200+ page report for the Lake Ashton II CDD.



SECTION 2 *Consultant's Past Performance* (Weight 25 Points)

Lake Ashton II Pickleball Courts and Parking Lot – Serving as District Engineer for the Lake Ashton II Community Development District we have worked on numerous projects including the design, permitting, and development of two new Pickleball courts and ancillary parking lot at their existing Health and Fitness Center.



Lake Ashton II Pond Repair – Recommend and supervise maintenance and repairs to over 30 stormwater ponds as part of the Lake Ashton II CDD Master Surface Water Management System. Once repairs were completed, the project received a permit compliant certification from SWFWMD.

Lake Ashton II SWFWMD Permit Certifications – Ongoing monitoring of Surface Water Management System as part of continued required SWFWMD certifications.

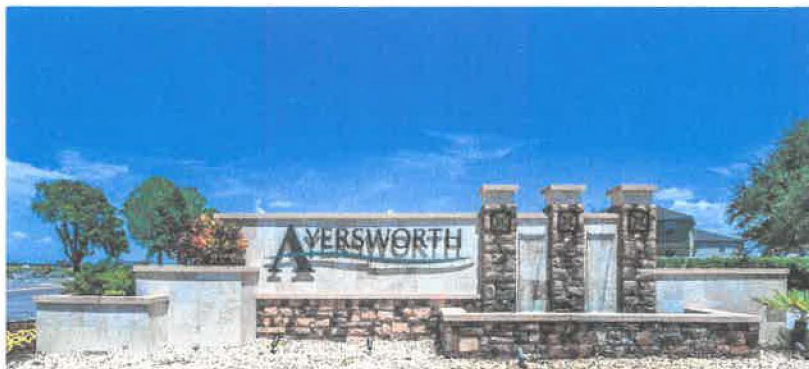


Traditions Subdivision, Winter Haven – Served both the developer (Lennar) and the HOA with miscellaneous services including flooding remediation and shoreline enhancement projects.



Ayersworth Glen (Highland Estates CDD) District Engineer – District Engineer for the 1660 lot Highland Estates CDD in Hillsborough County, from inception to 2009. (*Services were performed in assistance to Kimley-Horn and Associates, Inc.)

Polk County BOCC (2012 – 2015) – Served as Polk County Engineer in charge of review and approval of all development projects within Polk County, including the Highland Meadows subdivision. Consultant's designs were reviewed by staff for compliance with the Polk County Comprehensive Plan, the Land Development Code, and the Utilities Code.



SECTION 3 ***Geographic Location (Weight 20 Points)***

Since being founded in 2009, Rayl Engineering & Surveying, LLC has been headquartered in Bartow, FL. The owner of Rayl Engineering & Surveying, LLC, Alan L. Rayl, is available at all times via phone, email, or text. When sub-consultants are needed to provide specialized expertise (Geotechnical, Environmental, etc.) local professionals are used to the greatest degree practicable.

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

Our success is a byproduct of our Client's success. This comes from our ability to provide responsive, timely service with the greatest amount of Professional expertise and care for fees that meet our Client's budget expectations.

By not keeping a large in-house staff or high overhead, we can pass on these efficiencies to our Clients to bring their projects to fruition.

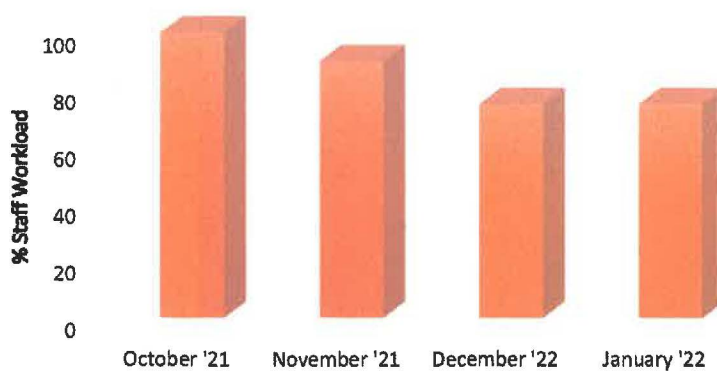
SECTION 5 ***Certified Minority Business Enterprise (Weight 5 Points)***

Rayl Engineering and Surveying, LLC is not a certified Minority Business Enterprise.

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

Rayl Engineering and Surveying, LLC is currently at 100% of workload capacity for October, 90% of workload capacity for November, and has a projected workload capacity of 75% for December 2021 and January 2022. Rayl Engineering and Surveying, LLC is adequately staffed for current and future expected workload. We also have the ability to partner with other consultants if special circumstances warrant.

Recent, Current, and Projected Workloads





SECTION 7 *Volume of Work Previously Awarded to Consultant by CDD (Weight 5 Points)*

Rayl Engineering and Surveying, LLC has not been awarded any work by the Highland Meadows II Community Development District Development District to date.

Appendix A

Corporate Resume

CORPORATE RESUME



EXPERTISE

Rayl Engineering & Surveying, LLC was formed in August 2009 by Alan L. Rayl, PE, PSM. Since that time, our firm has provided professional services to numerous public and private sector clients across Central Florida and the Midwest.

Our firm believes heavily in community involvement. We volunteer. We participate. We get to know our Clients and their priorities. This provides a personal investment for us and makes us part of the communities we serve.

SERVICES

Rayl Engineering & Surveying, LLC offers a comprehensive set of Civil Engineering and Land Surveying services that include:

- Residential Civil Engineering Design and Permitting
- Commercial Civil Engineering Design and Permitting
- Construction Administration
- Land Surveying
- Feasibility Studies and Conceptual Plans
- Due Diligence Investigation
- Site Forensic Evaluations and Remediation Designs
- Expert Witness Research and Testimony
- CDD District Engineer Services
 - RFQ/RFP Preparation
- Site Plan Review Services
 - SWFWMD Compliance Solutions

EXPERIENCE

The following are projects performed by Rayl Engineering and Surveying, LLC and/or by its principal, Alan Rayl, PE, PSM.

Patterson Park, Fort Meade, FL – Restoration of utility service to the park bathroom facility through new water and wastewater lines, including a new onsite lift station. The project also includes re-establishment of the Park Concession facilities (including new utility service) and the upsizing of a local water line to improve service and pressure.

CFRPC Office - Bartow, FL

Engineer of Record for the Award-Winning redevelopment of the existing CFRPC office site. Services provided were design of demolition of existing asphalt parking lot and replacement with a pervious paving system made from recycled rubber tires. The approximately 10,000 sf parking lot contains over 4,000 used tires. The project also included a site-wide comprehensive design and installation of new landscaping consisting of Florida-native plants, including a micro-irrigation system.

Citywide Stormwater Utility Fee - Mulberry, FL

Rayl Engineering & Surveying, LLC coordinated with City administration to correct the assessments being made for the Stormwater Utility Fee. The City was not initially aware of the need for this correction. The Ordinance provided for a flat rate (\$4) for residences and an impervious surface coverage-based rate for non-residential properties. At the initial implementation, all properties were being assessed the \$4 fee. This was costing the City over \$44,000/year in uncollected fees.

Lake Ashton I CDD (Lake Wales, FL) and Lake Ashton II CDD (Winter Haven, FL)

Rayl Engineering and Surveying, LLC is the current District Engineer for the Lake Ashton I and II Community Development Districts. We have provided a variety of services to the CDDs including a pavement and curbline assessment and inventory, Pickleball court design and permitting, pond repair recommendations, and more. Alan L. Rayl has been serving the Lake Ashton I CDD since 2019 and the Lake Ashton II CDD since 2015.

COMMUNITY INVOLVEMENT

Rayl Engineering & Surveying, LLC is currently a member of the Fort Meade, Bartow, Mulberry, Lake Wales and Winter Haven Chambers of Commerce, as well as the Main Street Bartow Organization.

Appendix B

Rayl Engineering & Surveying, LLC Employee Resumes



Alan L. Rayl, PE, PSM
President/Owner

Alan Rayl has been a Registered Professional Engineer in the State of Florida since 1991 and has also been a Registered Professional Surveyor and Mapper in Florida since 1997. Alan founded Rayl Engineering and Surveying, LLC on August 24, 2009.



Professional Registrations

Florida Registered Professional Engineer #44116
Georgia Registered Professional Engineer #28580
Indiana Registered Professional Engineer #920107
Florida Registered Professional Surveyor and Mapper #5736
FDEP Certified Stormwater Inspector #5386

Education

Bachelor of Science, Civil Engineering - Purdue University 1987

Special Qualifications

- Former County Engineer for Polk County Land Development Division
- More than 35 years of experience, encompassing commercial, residential, municipal, and transportation facilities in the Midwest, South and Central Florida, and the Caribbean.
- Experience managing and performing all types of public and private land development projects, from initial appraisals and master planning through preparation and design of construction documents, construction observation, and certifications.
- Direct experience with regulatory programs of local municipalities and Counties and the State of Florida Water Management District, as well as the Florida Department of Environmental Protection, FEMA, and the U.S. Army Corps of Engineers affecting stormwater, water and sewer utilities, and wetlands.

Professional Organizations and Memberships

Commissioner, City of Bartow CRA, 2009-2017; Chairman, 2011-2012, 2012-2013, 2016-2017
Florida Stormwater Association, Conference Committee Member (2016-present)
Florida Redevelopment Association, Committee Member (2019)
Past Member, International Council of Shopping Centers
Polk County Builders Association, Member (2009-present), Board Member, (2019-2021), 1st Vice President 2021, Governmental Affairs Committee Co-Chair (2010-2011), Chair (2019-present)
Member, Polk County Utility Code Update Stakeholders Committee (2010-2011)
Member, City of Lakeland Subdivision Code Update Committee, 2011
Member, City of Bartow Gateways Project Committee, 2011
Member, City of Bartow Focus Group, 2020 - present
Graduate, Leadership Bartow, Class XIII, 2008-2010
Graduate, Leadership Polk, Class IV, 2010-2011
Leadership Polk Alumni Association, Steering Committee, 2011-2020; Membership Committee Chair, 2016-2020
Bone Valley SAS Focus Group
ACE Mentor Volunteer (2018)
Polk County School Board Volunteer
Florida Surveying and Mapping Society, Ridge Chapter
Lake Wales Area Chamber of Commerce, Member
Greater Mulberry Chamber of Commerce, Board Member, 2008-2016; President, 2012
Dundee Area Chamber of Commerce, Board Member, 2019
Fort Meade Chamber of Commerce, Member
Winter Haven Chamber of Commerce, Member
Bartow Chamber of Commerce, Member; Board Member, 2016-2020
Mainstreet Bartow, Member
Florida Engineering Society, Ridge Chapter, State Director (2010), **Engineer of the Year (2010)**, President, (2009-2010 & 2015-2016), Vice President (2008-2009)



Garrett Posten, EI
Project Engineer



Garrett Posten has been employed as a Project Engineer with Rayl Engineering and Surveying, LLC since September of 2020.

Professional Registrations

Engineer Intern

Education

Master of Science, Engineering Management - Missouri University of Science and Technology
2020 - Present

Bachelor of Science, Civil Engineering - Missouri University of Science and Technology 2019

Special Qualifications

- Experienced in floodplain structures, municipal water and sewer, and stormwater systems.
- Experience in drainage modeling and flood studies
- Experienced in designing and creating drawings in AutoCAD.
- Experienced in designing apartment complexes, car washes, subdivisions, and multi family projects.
- Experienced with Community Development Districts including meetings, handling bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling.

Professional Organizations and Memberships

Member of the American Concrete Institute

Member of the American Society of Civil Engineers,

Member of the Missouri Society of Professional Surveyors

Project Experience

Lake Ashton I CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Lake Ashton II CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Bubble Down Car Wash – Assists in design and permitting of numerous Bubble Down Car Washes in Florida.



Glenn Clover
Sr. Project Manager

Glenn Clover has been a registered Professional Civil Engineer since 1978. He is conversant with the many fields of civil engineering, and land planning from design, construction, and management perspectives.



Professional Registrations

California Civil Professional Engineer #C29061

Washington Civil Professional Engineer #17983

Education

California State University

Special Qualifications

- A history of successful project management of municipal, commercial, and residential projects
- Field Engineering Manager on \$100 million government construction project.
- Lead Civil Engineer on \$400 million Naval Hospital project.
- Successful grant writer and grants manager.
- Florida State grants from SWFWMD, FDEP, and Florida Energy and Climate Commission.
- Federal US Department of Agriculture Rural Development energy efficiency (REAP) and business development (RBEG) grants.
- Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant program.
- Funding investigation and analysis study for City of Bartow CRA co-location of Fire, Police, IT, and Fleet Maintenance operations.
- Feasibility study for \$85 million Fort Meade Outpost Equestrian park and resort



Viviana Rosado
CAD Technician

Viviana Rosado has been employed as a CAD Technician with Rayl Engineering and Surveying, LLC since June of 2019.



Education

Drafting and CAD, Course Study Diploma - Manati, Puerto Rico, US

Special Qualifications

- Over 10 years experience preparing construction plans, both residential and commercial, in Auto CAD.
- Experienced in construction inspection and estimate preparation.

Project Experience

Tampa Telecom Park – Preparation of Master Site Plan, Preliminary Plat, Master Grading, Master Drainage Plan, and more for the 6 out parcel commercial development in Temple Terrace.

Winnie Lane - Preparation of Master Site Plan, Preliminary Plat, and construction plans for the future three duplex site in Lakeland, Florida.

Schools for the 21st Century, Puerto Rico – Inspected a remodeling project for a program of the Government of Puerto Rico called 'Schools for the 21st Century'. This was Puerto Rico's largest public-school modernization program in decades. The Government of Puerto Rico working jointly with PRPPPA developed a Design-Build-Maintain (DBM) program to modernize 100 public schools throughout Puerto Rico.

Coliseo de Arecibo Manuel G. Iguina Reyes, Puerto Rico – Worked on the final plans for the Manuel Iguina Coliseum located in Arecibo, Puerto Rico. The Manuel Iguina Coliseum is an indoor sporting arena with a capacity of 12,500 people.

KRC Gun Range – Prepared preliminary plans for a 55-acre private gun range and tactical training center. This project is made up of 15+ shooting ranges, RV sites, cabins, meeting center, and more.

Crosstown Properties – Worked on the preliminary plans for a multi-parcel commercial development in Brandon, Florida.

USF Federal Credit Union – Designed construction plans for a new Credit Union branch in Telecom Park that is located in Temple Terrace, Florida.

Nutrien AG - Prepared site construction plans for an 80,000 square foot dry fertilizer storage and handling facility in Mulberry, Florida.



Kayla Derrick
Office Manager/Executive Assistant

Kayla Derrick has been employed as an Office Manager/Executive Assistant with Rayl Engineering and Surveying, LLC since 2018.



Education

Master of Business Administration, Human Resource Management – Lynn University, 2017
Bachelor of Science, Business Management and Supervision - South Florida State College, 2016
Associate in Arts, Business Management - South Florida State College, 2013

Professional Organizations and Memberships

- Alumni of Leadership Lake Wales, Class 21
- Member of the International Society of Baccalaureate Scholars

Responsibilities

- Responsible for day-to-day business operations
- Manage AP and AR accounts
- Drafting correspondence and presentations
- Assist company President with preparation of detailed technical reports, studies, and presentations
- Perform processing of payroll and employee benefits
- Complete project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties



D'Lise Rayl
Executive Assistant



D'Lise Rayl has been employed as an Executive Assistant with Rayl Engineering and Surveying, LLC since 2020.

Responsibilities

- Responsible for day-to-day business operations
- Drafting correspondence and presentations
- Assist in project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties

Appendix C

Form 330

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

RFQ FOR ENGINEERING SERVICES FOR THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT

2. PUBLIC NOTICE DATE

09/27/2021

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Alan L. Rayl, Owner / President

5. NAME OF FIRM

Rayl Engineering and Surveying, LLC

6. TELEPHONE NUMBER

863-537-7901

7. FAX NUMBER

N/A

8. E-MAIL ADDRESS

alan@rayleng.com

C. PROPOSED TEAM

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

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	SUBCON-TRACTOR			
a.	✓			Rayl Engineering and Surveying, LLC <input type="checkbox"/> CHECK IF BRANCH OFFICE	810 East Main Street, Bartow, FL 33830	Civil Engineering Consultant
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

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

12. NAME Alan L. Rayl	13. ROLE IN THIS CONTRACT Principal in Charge / Project Manager	14. YEARS EXPERIENCE a. TOTAL 36 b. WITH CURRENT FIRM 12years	
15. FIRM NAME AND LOCATION <i>(City and State)</i> Rayl Engineering and Surveying, LLC, Bartow, Florida			
16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science, Civil Engineering - Purdue University 1987	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Florida Registered Professional Engineer #44116 Georgia Registered Professional Engineer #28580 Indiana Registered Professional Engineer #920107 Florida Registered Professional Surveyor and Mapper #5736		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Florida Engineering Society; Florida Surveying and Mapping Society; Florida Stormwater Association; Florida Redevelopment Association; Polk County Builders Association; Mulberry, Winter Haven, Fort Meade & Bartow Chamber; More on resume.			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i> Lake Ashton II Pavement and Curblin Assessment and Inventory Lake Ashton II CDD, Winter Haven, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> 2019 2019	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. <i>Surveyed all of the pavement and curblin within Lake Ashton II CDD. The assessment noted any broken, sunken, and/or areas with impaired function and a list of recommended repairs was made. A pavement condition assessment was completed to rate the condition of the surface of the road network. Roads were scored and assigned a recommend action.</i>		
(1) TITLE AND LOCATION <i>(City and State)</i> Lake Ashton II Pickleball Lake Ashton II CDD, Winter Haven, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> 2018 2019	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. <i>Design, permitting, and development of two new Pickleball courts and ancillary parking lot at their existing Health and Fitness Center.</i>		
(1) TITLE AND LOCATION <i>(City and State)</i> Lake Ashton I Pavement and Curblin Assessment and Inventory Lake Ashton I CDD, Lake Wales, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> 2020 Current	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. <i>Designed and permitting of the master infrastructure (road, drives, sewer, water, stormwater, and flood plan) for the Aldi anchored shopping center. Permit coordination with Polk County, SWFWMD, and FDOT.</i>		
(1) TITLE AND LOCATION <i>(City and State)</i> Traditions Subdivision Winter Haven, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> 2017 2017	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm d. <i>Served both the developer (Lennar) and the HOA with miscellaneous services including flooding remediation and shoreline enhancement.</i>		
(1) TITLE AND LOCATION <i>(City and State)</i> Lime Avenue Drainage Issues Lime Avenue, Dundee, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> 2019 2019	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm e. <i>Surveyed the existing conditions in the affected areas including roadway edge of pavement, driveways, driveway culverts, swales, storm structures and other related features. Created a construction plan and design for remediating the conditions causing the flooding. Provided construction phase services.</i>		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1		
21. TITLE AND LOCATION (City and State) Pavement and Curblane Assessment and Inventory Lake Ashton II CDD, Winter Haven, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2019</td> <td>CONSTRUCTION (If applicable) 2019</td> </tr> </table>	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2019
PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2019			

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Lake Ashton II CDD	b. POINT OF CONTACT NAME G. Douglas Robertson, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 954-629-8757

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

Rayl Engineering and Surveying, LLC reviewed all of the pavement and curblane conditions within Lake Ashton II CDD. The assessment noted any broken, sunken, and/or areas with impaired function. Once assessed, Rayl Engineering and Surveying, LLC compiled a recommend repair list. A Pavement Condition Index assessment was completed to score the condition of the road network. Each roadway was given a score based off of condition factors. Once scored, the roads were assigned a recommended action. This assessment resulted in a 200+ page report for the Lake Ashton II CDD.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2		
21. TITLE AND LOCATION <i>(City and State)</i> Lake Ashton II Pickleball Courts and Parking Lot, Winter Haven, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2017-2018</td> <td>CONSTRUCTION <i>(If applicable)</i> 2018</td> </tr> </table>	PROFESSIONAL SERVICES 2017-2018	CONSTRUCTION <i>(If applicable)</i> 2018
PROFESSIONAL SERVICES 2017-2018	CONSTRUCTION <i>(If applicable)</i> 2018			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lake Ashton II CDD	b. POINT OF CONTACT NAME G. Douglas Robertson, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 954-629-8757
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Serving as District Engineer for the Lake Ashton II Community Development District we have worked on numerous projects including the design, permitting, and development of two new Pickleball courts and ancillary parking lot at their existing Health and Fitness Center.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3
21. TITLE AND LOCATION (City and State) Lake Ashton II Pond Repair, Winter Haven, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2015-2017 CONSTRUCTION <i>(If applicable)</i> Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lake Ashton II CDD	b. POINT OF CONTACT NAME Jim Mecsics, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 703-282-9714
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Recommend and supervise maintenance and repairs to over 30 stormwater ponds as part of the Lake Ashton II CDD Master Surface Water Management System. Once repairs were completed, the project received a permit compliant certification from SWFWMD. Repairs included slope restoration and stabilization, vegetation removal, and repairs/ construction of multiple sidedrain filtration systems including filter fabric, filter media, perforated pipe repair and replacement, cleanout reconstruction and new installations of ballast to complete the system(s).

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Lake Ashton II SWFWMD Certifications, Winter Haven, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2019 CONSTRUCTION <i>(If applicable)</i> Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lake Ashton II CDD	b. POINT OF CONTACT NAME Jim Mecsics, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 703-282-9714
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Ongoing monitoring of Surface Water Management System as part of continued required SWFWMD certifications.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 5		
21. TITLE AND LOCATION (City and State) Lake Marie Water Line, Dundee, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2018</td> <td>CONSTRUCTION (If applicable) Pending</td> </tr> </table>		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) Pending
PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) Pending			

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Town of Dundee	b. POINT OF CONTACT NAME Tandra Davis, Town Manager	c. POINT OF CONTACT TELEPHONE NUMBER 863-438-8330

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

Coordinated miscellaneous paving and drainage projects throughout Town. Coordinated with Town staff to discuss and permit the construction of 1,228 linear feet of 10" water line to replace an existing transite asbestos water line currently serving the Lake Marie Park, the Town Community Center, and adjacent residential neighborhoods.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION (City and State) Bartow, Florida	(3) ROLE Prime Consultant
b. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i> Lime Avenue Drainage Investigation, Dundee, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2018 - Present CONSTRUCTION <i>(If applicable)</i> 2019 - Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Town of Dundee	b. POINT OF CONTACT NAME Deena Ware, Town Manager	c. POINT OF CONTACT TELEPHONE NUMBER 863-438-8330
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Surveyed the existing conditions in the affected areas including roadway, driveways, driveway culverts, swales, storm structures and other related features. Created a construction plan and design for remediating the conditions causing the flooding. This included driveway culvert maintenance, establishment of roadside swales with positive outfall, installation of new driveway culverts in areas where they do not currently exist, and other related improvements. Construction Phase services included staking, inspection, observation, as-built and record drawing preparation, and certifications of construction.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7		
21. TITLE AND LOCATION <i>(City and State)</i> Pavement and Curblin Assessment and Inventory Lake Ashton II CDD, Winter Haven, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2019</td> <td>CONSTRUCTION <i>(If applicable)</i> 2020-Present</td> </tr> </table>	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2020-Present
PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2020-Present			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lake Ashton I CDD	b. POINT OF CONTACT NAME Bob Plummer, Chair	c. POINT OF CONTACT TELEPHONE NUMBER 260-820-0389
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Rayl Engineering and Surveying, LLC reviewed all of the pavement and curblin conditions within Lake Ashton I CDD. The assessment noted any broken, sunken, and/or areas with impaired function. Once assessed, Rayl Engineering and Surveying, LLC compiled a recommend repair list. A Pavement Condition Index assessment was completed to score the condition of the road network. Each roadway was given a score based off of condition factors. Once scored, the roads were assigned a recommended action. This assessment resulted in a 500+ page report for the Lake Ashton I CDD.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 8		
21. TITLE AND LOCATION <i>(City and State)</i> Dundee Paving RFP, Dundee, Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2019</td> <td>CONSTRUCTION <i>(If applicable)</i> 2019</td> </tr> </table>	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019
PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Town of Dundee	b. POINT OF CONTACT NAME Tanda Davis, Town Manager	c. POINT OF CONTACT TELEPHONE NUMBER 863-438-8330
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Assisted the Town with the writing of the RFP for milling and resurfacing approximately 3/4 miles of local and collector roadways inside the Town limits. Reviews and evaluated contractors bids and made recommendations for bid award. Worked with contractor during construction for scheduling coordination, reviewed pay requests, and provided post construction review of completed project.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 9
21. TITLE AND LOCATION (City and State) Telecom, Temple Terrace, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017 to Present	CONSTRUCTION (If applicable) 2018 to 2019

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER JT Enterprises II	b. POINT OF CONTACT NAME Joe Taggart, Sr.	c. POINT OF CONTACT TELEPHONE NUMBER 813-230-6555
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Rayl Engineering and Surveying, LLC provided master infrastructure plan, permitting, and construction services to the 6 out parcel commercial development in Temple Terrace, Florida. Coordination with US Army Corps of Engineers, Department of Transportation, Hillsborough County, Department of Environmental Protection, City of Temple Terrace, and SWFWMD.

Rayl Engineering & Surveying also provided the following services:

1. Coordinate with the Client's Geotechnical consultant for the Master Plan/Mass Grading design.
2. Review extent of muck removal/unsuitable soils to be addressed during Master Plan/Mass Grading design.
3. Coordinate with the Client's Traffic consultant for the Fletcher Avenue and internal cross access connections.
4. Prepare Erosion Control and SWPP Plan as part of Construction plan set.
5. Prepare Drainage Calculations demonstrating compliance with previously established impervious surface thresholds in the existing master drainage system.
6. Prepare Master Site Plan/Preliminary Plat.
7. Prepare Master Grading and Master Drainage Plan.
8. Prepare cut/fill calculations, including any muck removal per recommendations of the Geotechnical consultant.
9. Prepare Master Utility Plans for extension of onsite sanitary sewer and potable water systems.
10. Submit for Construction Plan approval from the City of Temple Terrace
11. Submit for ERP approval (permit modification) from the Southwest Florida Water Management District.
12. Submit for a driveway connection permit from Hillsborough County for the Fletcher Avenue connection.
13. Submit for an FDEP potable water system permit through the Hillsborough County Health Department.
14. Submit for an FDEP wastewater system permit through the Hillsborough County EPC.
15. Provide responses to review comments in support of permit issuance.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION (City and State) Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION (City and State) Traditions, Dundee, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017 to 2018	CONSTRUCTION <i>(If applicable)</i> 2017 to 2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lennar and Traditions HOA	b. POINT OF CONTACT NAME Keith Malcuit	c. POINT OF CONTACT TELEPHONE NUMBER 813-414-3749
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Provided Due Diligence survey, assessment, and evaluation of infrastructure prior to the HOA taking ownership of those assets. Additionally, in cooperation with Traditions Environmental Consultant, provided engineering plans and permitting for the 1.28 acre Lake Ruby shoreline enhancement project.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Rayl Engineering and Surveying, LLC	(2) FIRM LOCATION <i>(City and State)</i> Bartow, Florida	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	LA II Pavement & Curblin Assessment	6	Lime Avenue Drainage
2	LA II Pickleball Courts and Parking Lot	7	Winnie Lane Town Homes
3	LA II Pond Repair	8	Dundee Paving
4	LA II SWFWMD Certifications	9	Telecom
5	Lake Marie Water Line	10	Traditions Dundee

H. ADDITIONAL INFORMATION

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

See RFQ Response.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

Alan L. Rayl, Owner / President

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (or Branch Office) NAME Rayl Engineering and Surveying, LLC			3. YEAR ESTABLISHED 2009	4. UNIQUE ENTITY IDENTIFIER 27-0914050
2b. STREET 810 East Main Street			5. OWNERSHIP	
2c. CITY Bartow	2d. STATE FL	2e. ZIP CODE 33830	a. TYPE S Corporation	
6a. POINT OF CONTACT NAME AND TITLE Alan L. Rayl, Owner / President			b. SMALL BUSINESS STATUS N/A	
6b. TELEPHONE NUMBER 863-537-7901		6c. E-MAIL ADDRESS alan@rayleng.com		
7. NAME OF FIRM (If Block 2a is a Branch Office)				

8a. FORMER FIRM NAME(S) (If any)

8b. YEAR ESTABLISHED

8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
12/38	Civil Engineer/Land Surveyor	1		C05	Multiple Examples	1
08	CADD Technician	1		C06	Multiple Examples	1
02	Administrative	2		C08	Multiple Examples	1
48	Project Manager	1		C16	Multiple Examples	1
12	Civil Engineer	1		H06	Multiple Examples	1
				H07	Multiple Examples	1
				H09	Multiple Examples	1
				H10	Multiple Examples	1
				H11	Multiple Examples	1
				I06	Multiple Examples	1
				L02	Multiple Examples	1
				O01	Multiple Examples	1
				P05	Multiple Examples	1
				P06	Multiple Examples	1
				S04	Multiple Examples	1
				S10	Multiple Examples	1
				S13	Multiple Examples	1
				T04	Multiple Examples	1
				W03	Multiple Examples	1
				W04	Multiple Examples	1
	Other Employees					
Total		6				

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

(Insert revenue index number shown at right)

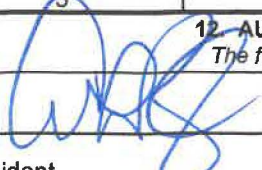
a. Federal Work	1
b. Non-Federal Work	3
c. Total Work	3

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

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

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 10/8/21
c. NAME AND TITLE Alan L. Rayl, Owner / President	

Appendix D

Organizational Chart of Rayl Engineering & Surveying, LLC

Organizational Chart Of Rayl Engineering & Surveying, LLC



Alan L. Rayl, PE, PSM
Owner/Principal



Garrett Posten, EI
Project Engineer



Glenn Clover
Sr. Project Manager



Viviana Rosado
CAD Technician



Kavla Derrick
Office Mgr./Exec. Assistant



D'Lise Rayl
Executive Assistant

Engineer RFQ Ranking Sheet

Rayl Engineering & Surveying, LLC

SECTION VII

SECTION C

*Item will be
provided under
separate cover.*

SECTION D

SECTION 1

Towne Park

Community Development District

Summary of Operating Checks

September 15, 2021 to October 6, 2021

Bank	Date	Check No.'s	Amount
General Fund	9/16/21	221-222	\$ 8,525.92
	9/24/21	223-234	\$ 22,543.10
	9/29/21	235-238	\$ 95,684.38
			<hr/>
			\$ 126,753.40
			<hr/>
			\$ 126,753.40

TOWNE PARK CDD GENERAL FUND
BANK A GENERAL FUND

CHECK DATE	VEND#INVOICE..... DATE	...EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
9/16/21	00040	9/01/21	52	202109	310-51300-34000					*	2,916.67		
			MANAGEMENT FEES SEPT 21										
		9/01/21	52	202109	310-51300-35100					*	100.00		
			INFORMATION TECH SEPT 21										
		9/01/21	52	202109	310-51300-31300					*	458.33		
			DISSEMINATION SVC SEPT 21										
		9/01/21	52	202109	310-51300-51000					*	4.18		
			OFFICE SUPPLIES SEPT 21										
		9/01/21	52	202109	310-51300-42000					*	68.58		
			POSTAGE SEPT 21										
		9/01/21	52	202109	310-51300-42500					*	4.35		
			COPIES SEPT 21										
		9/01/21	53	202109	320-53800-12000					*	1,250.00		
			FIELD MANAGEMENT SEPT 21										
		9/01/21	53	202109	310-51300-51000					*	7.35		
			STAPLES										
									GOVERNMENTAL MANAGEMENT SERVICES-CF			4,809.46	000221
9/16/21	00068	9/08/21	280	202108	310-51300-31500					*	3,716.46		
			GENERAL COUNSEL AUG 21										
									KE LAW GROUP, PLLC			3,716.46	000222
9/24/21	00073	9/15/21	09152021	202109	300-36900-10000					*	150.00		
			REIMBURSE RESERVATION FEE										
									BRITHI YATES			150.00	000223
9/24/21	00054	9/21/21	BF092120	202109	310-51300-11000					*	200.00		
			BOS MTG 9/21/21										
									BRADLEY JAMES FRITZ			200.00	000224
9/24/21	00067	8/31/21	4039930	202108	310-51300-48000					*	368.83		
			NOT BOS MTG 8/10/21										
									CA FLORIDA HOLDINGS, LLC			368.83	000225
9/24/21	00040	9/17/21	54	202109	300-15500-10000					*	5,000.00		
			ASSESSMENT ROLL FY22										
									GOVERNMENTAL MANAGEMENT SERVICES-CF			5,000.00	000226
9/24/21	00016	8/01/21	2249	202108	330-53800-48000					*	725.00		
			POOL MAINT #2 HALF AUG 21										
		8/01/21	2250	202108	330-53800-48000					*	675.00		
			POOL MAINT #1 HALF AUG 21										
									GRUNIT POOL CONTRACTORS			1,400.00	000227
9/24/21	00055	9/21/21	JT092120	202109	310-51300-11000					*	200.00		
			BOS MEETING 9/21/21										
									JENNIFER TIDWELL			200.00	000228
									TWPK TOWNE PARK CDD KCOSTA				

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						126,753.40	

TWPK TOWNE PARK CDD KCOSTA

SECTION 2

Towne Park
Community Development District

Unaudited Financial Reporting
September 30, 2021



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Towne Park
Community Development District
Combined Balance Sheet
September 30, 2021

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
<u>Cash</u>				
Suntrust	\$ 76,964	\$ -	\$ 1,000	\$ 77,964
<u>Investments</u>				
Series 2016 - 2A				
Reserve	\$ -	\$ 111,788	\$ -	\$ 111,788
Revenue	\$ -	\$ 83,108	\$ -	\$ 83,108
Prepayment	\$ -	\$ 1,988	\$ -	\$ 1,988
Construction	\$ -	\$ -	\$ 0	\$ 0
Series 2018 - 2B				
Reserve	\$ -	\$ 60,675	\$ -	\$ 60,675
Revenue	\$ -	\$ 61,441	\$ -	\$ 61,441
Prepayment	\$ -	\$ 2,015	\$ -	\$ 2,015
Construction	\$ -	\$ -	\$ 69	\$ 69
Series 2018 - 3A				
Reserve	\$ -	\$ 256,953	\$ -	\$ 256,953
Revenue	\$ -	\$ 226,850	\$ -	\$ 226,850
Prepayment	\$ -	\$ 0	\$ -	\$ 0
Series 2019 - 3B				
Reserve	\$ -	\$ 167,922	\$ -	\$ 167,922
Revenue	\$ -	\$ 142,439	\$ -	\$ 142,439
Construction	\$ -	\$ -	\$ 153,595	\$ 153,595
Series 2019 - 3C				
Reserve	\$ -	\$ 114,659	\$ -	\$ 114,659
Revenue	\$ -	\$ 80,617	\$ -	\$ 80,617
Prepayment	\$ -	\$ 46,299	\$ -	\$ 46,299
Series 2020 - 3D				
Reserve	\$ -	\$ 200,003	\$ -	\$ 200,003
Revenue	\$ -	\$ 130,173	\$ -	\$ 130,173
Capital Interest	\$ -	\$ 2	\$ -	\$ 2
Deposits	\$ 4,500	\$ -	\$ -	\$ 4,500
Prepaid Expenses	\$ 42,934	\$ -	\$ -	\$ 42,934
Total Assets	\$ 124,398	\$ 1,686,932.32	\$ 154,664	\$ 1,965,994
Liabilities:				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -	\$ -
Fund Balances:				
Nonspendable	\$ 47,434	\$ -	\$ -	\$ 47,434
Assigned	\$ 36,108	\$ -	\$ -	\$ 36,108
Unassigned	\$ 40,856	\$ -	\$ -	\$ 40,856
Assigned for Debt Service 2016 - 2A	\$ -	\$ 196,883	\$ -	\$ 196,883
Assigned for Debt Service 2018 - 2B	\$ -	\$ 124,131	\$ -	\$ 124,131
Assigned for Debt Service 2018 - 3A	\$ -	\$ 483,804	\$ -	\$ 483,804
Assigned for Debt Service 2019 - 3B	\$ -	\$ 310,361	\$ -	\$ 310,361
Assigned for Debt Service 2019 - 3C	\$ -	\$ 241,576	\$ -	\$ 241,576
Assigned for Debt Service 2020 - 3D	\$ -	\$ 330,178	\$ -	\$ 330,178
Assigned for Capital Projects	\$ -	\$ -	\$ 154,664	\$ 154,664
Total Fund Balances	\$ 124,398	\$ 1,686,932	\$ 154,664	\$ 1,965,994
Total Liabilities & Fund Balance	\$ 124,398	\$ 1,686,932	\$ 154,664	\$ 1,965,994

Towne Park
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
<u>Revenues</u>				
Assessments - Tax Roll	\$ 385,816	\$ 385,816	\$ 393,689	\$ 7,873
Assessments - Direct	\$ 75,084	\$ 75,084	\$ 13,944	\$ (61,140)
Assessments - Lot Closings	\$ -	\$ -	\$ 62,981	\$ 62,981
Other Funding Sources	\$ 71,190	\$ 71,190	\$ -	\$ (71,190)
Interest Income	\$ 300	\$ 300	\$ -	\$ (300)
Miscellaneous Revenue	\$ -	\$ -	\$ 2,257	\$ 2,257
Total Revenues	\$ 532,390	\$ 532,390	\$ 472,871	\$ (59,519)
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 12,000	\$ 7,800	\$ 4,200
Engineering Fees	\$ 10,000	\$ 10,000	\$ 1,619	\$ 8,381
Legal Services	\$ 40,000	\$ 40,000	\$ 33,055	\$ 6,945
Arbitrage	\$ 3,600	\$ 3,600	\$ -	\$ 3,600
Management Fees	\$ 35,000	\$ 35,000	\$ 35,000	\$ (0)
Information Technology	\$ 2,700	\$ 2,700	\$ 2,656	\$ 44
Dissemination	\$ 5,500	\$ 5,500	\$ 4,725	\$ 775
Trustee Fee	\$ 20,000	\$ 20,000	\$ 18,213	\$ 1,787
Assessment Roll Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Reamortization Schedules	\$ 625	\$ 625	\$ 100	\$ 525
Auditing Services	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000
Telephone	\$ 200	\$ 200	\$ -	\$ 200
Postage	\$ 500	\$ 500	\$ 445	\$ 55
Insurance	\$ 5,707	\$ 5,707	\$ 5,707	\$ -
Printing and Binding	\$ 1,000	\$ 1,000	\$ 81	\$ 919
Legal Advertising	\$ 7,000	\$ 7,000	\$ 8,130	\$ (1,130)
Miscellaneous Contingency	\$ 5,000	\$ 5,000	\$ 2,503	\$ 2,497
Office Supplies	\$ 200	\$ 200	\$ 49	\$ 151
Property Appraiser	\$ 16,166	\$ 16,166	\$ 16,166	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative:	\$ 193,373	\$ 193,373	\$ 160,423	\$ 32,950

Towne Park
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted Budget	Prorated Budget Thru 09/30/21	Actual Thru 09/30/21	Variance
<u>Operations and Maintenance Expenses</u>				
<u>Maintenance:</u>				
Field Management	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
Property Insurance	\$ 20,000	\$ 20,000	\$ 15,389	\$ 4,611
Landscape Maintenance	\$ 180,000	\$ 180,000	\$ 177,724	\$ 2,276
Landscape Replacement	\$ 5,000	\$ 5,000	\$ 7,645	\$ (2,645)
Irrigation Repairs	\$ 5,000	\$ 5,000	\$ 7,304	\$ (2,304)
Electric	\$ 5,400	\$ 5,400	\$ 5,420	\$ (20)
Water	\$ 8,000	\$ 8,000	\$ 665	\$ 7,335
Pond Maintenance	\$ 25,000	\$ 25,000	\$ 28,850	\$ (3,850)
Hurricane Cleanup	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Miscellaneous Contingency	\$ 1,000	\$ 1,000	\$ 491	\$ 509
Total Maintenance	\$ 269,400	\$ 269,400	\$ 258,488	\$ 10,912
<u>Amenities</u>				
Electric	\$ 15,000	\$ 15,000	\$ 11,585	\$ 3,415
Water	\$ 7,500	\$ 7,500	\$ 3,717	\$ 3,783
Pool Maintenance & Repairs	\$ 27,300	\$ 27,300	\$ 29,110	\$ (1,810)
Janitorial Expenses	\$ 41,025	\$ 41,025	\$ 16,380	\$ 24,645
Pest Control	\$ 4,950	\$ 4,950	\$ -	\$ 4,950
Internet/Phone	\$ 1,950	\$ 1,950	\$ 1,406	\$ 544
Playground Lease	\$ -	\$ -	\$ 21,281	\$ (21,281)
Facility Repair & Maintenance	\$ 7,500	\$ 7,500	\$ 9,498	\$ (1,998)
Total Amenities	\$ 105,225	\$ 105,225	\$ 92,979	\$ 12,246
Total Operations and Maintenance Expenses	\$ 374,625	\$ 374,625	\$ 351,467	\$ 23,158
Total Expenditures	\$ 567,998	\$ 567,998	\$ 511,890	\$ 56,108
<u>Other Financing Sources/(Uses)</u>				
Transfer Out - Capital Reserve	\$ (500)	\$ (500)	\$ -	\$ (500)
Total Other Financing Sources (Uses)	\$ (500)	\$ (500)	\$ -	\$ (500)
Excess Revenues (Expenditures)	\$ (36,108)		\$ (39,019)	
Fund Balance - Beginning	\$ 36,108		\$ 163,416	
Fund Balance - Ending	\$ -		\$ 124,398	

Towne Park
Community Development District
Debt Service Fund - Series 2016 - 2A
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
Revenues				
Special Assessments	\$ 173,625	\$ 173,625	\$ 113,989	\$ (59,636)
Interest	\$ -	\$ -	\$ 9	\$ 9
Total Revenues	\$ 173,625	\$ 173,625	\$ 113,998	\$ (59,627)
Expenditures:				
Interest - 11/1	\$ 41,625	\$ 41,625	\$ 41,769	\$ (144)
Principal - 11/1	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Interest - 5/1	\$ 41,000	\$ 41,000	\$ 41,144	\$ (144)
Total Expenditures	\$ 107,625	\$ 107,625	\$ 107,913	\$ (288)
Excess Revenues (Expenditures)	\$ 66,000		\$ 6,085	
Fund Balance - Beginning	\$ -		\$ 190,798	
Fund Balance - Ending	\$ 66,000		\$ 196,883	

Towne Park
Community Development District
Debt Service Fund - Series 2018 - 2B
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
Revenues				
Special Assessments	\$ 247,156	\$ 247,156	\$ 132,956	\$ (114,200)
Interest	\$ -	\$ -	\$ 7	\$ 7
Total Revenues	\$ 247,156	\$ 247,156	\$ 132,963	\$ (114,193)
Expenditures:				
Interest - 11/1	\$ 69,319	\$ 69,319	\$ 47,281	\$ 22,037
Special Call - 11/1	\$ -	\$ -	\$ 30,000	\$ (30,000)
Interest - 5/1	\$ 69,319	\$ 69,319	\$ 46,522	\$ 22,797
Principal - 5/1	\$ 40,000	\$ 40,000	\$ 25,000	\$ 15,000
Total Expenditures	\$ 178,638	\$ 178,638	\$ 148,803	\$ 29,834
Excess Revenues (Expenditures)	\$ 68,519		\$ (15,840)	
Fund Balance - Beginning	\$ -		\$ 139,971	
Fund Balance - Ending	\$ 68,519		\$ 124,131	

Towne Park
Community Development District
Debt Service Fund - Series 2018 - 3A
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
Revenues				
Special Assessments	\$ 797,778	\$ 797,778	\$ 541,345	\$ (256,433)
Interest	\$ -	\$ -	\$ 28	\$ 28
Total Revenues	\$ 797,778	\$ 797,778	\$ 541,373	\$ (256,405)
Expenditures:				
Interest - 11/1	\$ 223,459	\$ 223,459	\$ 202,281	\$ 21,178
Special Call -11/1	\$ -	\$ -	\$ 105,000	\$ (105,000)
Interest - 5/1	\$ 223,459	\$ 223,459	\$ 199,438	\$ 24,022
Principal 5/1	\$ 130,000	\$ 130,000	\$ 115,000	\$ 15,000
Special Call - 5/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Total Expenditures	\$ 576,919	\$ 576,919	\$ 626,719	\$ (49,800)
Excess Revenues (Expenditures)	\$ 220,859		\$ (85,345)	
Fund Balance - Beginning	\$ -		\$ 569,149	
Fund Balance - Ending	\$ 220,859		\$ 483,804	

Towne Park
Community Development District
Debt Service Fund - Series 2019 - 3B
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
Revenues				
Special Assessments	\$ 454,791	\$ 454,791	\$ 342,680	\$ (112,110)
Assessments - Lot Closings	\$ -	\$ -	\$ 15,224	\$ 15,224
Interest	\$ -	\$ -	\$ 20	\$ 20
Total Revenues	\$ 454,791	\$ 454,791	\$ 357,924	\$ (96,867)
Expenditures:				
Interest - 11/1	\$ 120,484	\$ 120,484	\$ 120,484	\$ -
Interest - 5/1	\$ 120,484	\$ 120,484	\$ 120,484	\$ -
Principal - 5/1	\$ 95,000	\$ 95,000	\$ 95,000	\$ -
Miscellaneous Expense	\$ -	\$ -	\$ 43,496	\$ (43,496)
Total Expenditures	\$ 335,969	\$ 335,969	\$ 379,465	\$ (43,496)
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ (167,922)	\$ (167,922)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ (167,922)	\$ (167,922)
Excess Revenues (Expenditures)	\$ 118,822		\$ (189,463)	
Fund Balance - Beginning	\$ -		\$ 499,824	
Fund Balance - Ending	\$ 118,822		\$ 310,361	

Towne Park

Community Development District

Debt Service Fund - Series 2019 - 3C

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
Revenues				
Special Assessments	\$ 435,197	\$ 435,197	\$ 16,448	\$ (418,749)
Assessments - Prepayments	\$ -	\$ -	\$ 1,524,036	\$ 1,524,036
Assessments - Lot Closing	\$ -	\$ -	\$ 242,181	\$ 242,181
Interest	\$ -	\$ -	\$ 33	\$ 33
Total Revenues	\$ 435,197	\$ 435,197	\$ 1,782,698	\$ 1,347,501
Expenditures:				
<u>General & Administrative:</u>				
Interest - 11/1	\$ 115,609	\$ 115,609	\$ 115,609	\$ -
Interest - 2/1	\$ -	\$ -	\$ 13,541	\$ (13,541)
Special Call - 2/1	\$ -	\$ -	\$ 1,230,000	\$ (1,230,000)
Interest - 5/1	\$ 115,609	\$ 115,609	\$ 88,528	\$ 27,082
Principal - 5/1	\$ 90,000	\$ 90,000	\$ 70,000	\$ 20,000
Special Call - 5/1	\$ -	\$ -	\$ 290,000	\$ (290,000)
Interest - 8/1	\$ -	\$ -	\$ 113	\$ (113)
Special Call - 8/1	\$ -	\$ -	\$ 10,000	\$ (10,000)
Total Expenditures	\$ 321,219	\$ 321,219	\$ 1,817,791	\$ (1,496,573)
<u>Other Sources/(Uses)</u>				
Transfer in/Out	\$ -	\$ -	\$ (161,060)	\$ (161,060)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ (161,060)	\$ (161,060)
Excess Revenues (Expenditures)	\$ 113,978		\$ (196,154)	
Fund Balance - Beginning	\$ -		\$ 437,729	
Fund Balance - Ending	\$ 113,978		\$ 241,576	

Towne Park

Community Development District

Debt Service Fund - Series 2020 - 3D

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 09/30/21	Thru 09/30/21	Variance
Revenues				
Assessments - Lot Closings	\$ -	\$ -	\$ 130,172	\$ 130,172
Interest	\$ -	\$ -	\$ 19	\$ 19
Total Revenues	\$ -	\$ -	\$ 130,191	\$ 130,191
Expenditures:				
Interest - 5/1	\$ -	\$ -	\$ 94,013	\$ (94,013)
Total Expenditures	\$ -	\$ -	\$ 94,013	\$ (94,013)
Other Sources/(Uses)				
Bonds Proceeds	\$ -	\$ -	\$ 494,019	\$ 494,019
Transfer In/(Out)	\$ -	\$ -	\$ (200,020)	\$ (200,020)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 294,000	\$ 294,000
Excess Revenues (Expenditures)	\$ -		\$ 330,178	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ 330,178	

Towne Park
Community Development District
Capital Projects Funds
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending September 30, 2021

	Series		Series		Series		Series		Series		Series		Total
	2016 - 2A		2018 - 2B		2018 - 3A		2019 - 3B		2019 - 3C		2020 - 3D		
<u>Revenues</u>													
Developer Contributions	\$	-	\$	-	\$	789,516	\$	-	\$	10,344	\$	389,433	\$ 1,189,293
Interest	\$	-	\$	0	\$	1	\$	11	\$	7	\$	93	\$ 112
Total Revenues	\$	-	\$	0	\$	789,517	\$	11	\$	10,351	\$	389,526	\$ 1,189,405
<u>Expenditures:</u>													
Capital Outlay	\$	-	\$	-	\$	564,708	\$	112,670	\$	(1,169,271)	\$	6,921,612	\$ 6,429,719
Capital Outlay - COI	\$	-	\$	-	\$	-	\$	-	\$	-	\$	319,025	\$ 319,025
Developer Contribution Repayment	\$	-	\$	-	\$	-	\$	-	\$	594,136	\$	-	\$ 594,136
Total Expenditures	\$	-	\$	-	\$	564,708	\$	112,670	\$	(575,136)	\$	7,240,637	\$ 7,342,880
<u>Other Financing Sources/(Uses)</u>													
Transfer In/(Out)	\$	-	\$	-	\$	-	\$	167,922	\$	161,060	\$	200,020	\$ 529,001
Bond Proceeds	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,595,981	\$ 6,595,981
Premium on Sale of Bonds	\$	-	\$	-	\$	-	\$	-	\$	-	\$	55,111	\$ 55,111
Total Other Financing Sources (Uses)	\$	-	\$	-	\$	-	\$	167,922	\$	161,060	\$	6,851,111	\$ 7,180,093
Excess Revenues (Expenditures)	\$	-	\$	0	\$	224,809	\$	55,263	\$	746,547	\$	-	\$ 1,026,618
Fund Balance - Beginning	\$	0	\$	69	\$	(224,809)	\$	98,333	\$	(745,547)	\$	-	\$ (871,954)
Fund Balance - Ending	\$	0	\$	69	\$	-	\$	153,595	\$	1,000	\$	-	\$ 154,664

Towne Park
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Assessments - Tax Roll	\$ -	\$ 6,988	\$ 273,168	\$ 20,441	\$ 27,320	\$ 10,790	\$ 52,593	\$ 449	\$ 1,940	\$ -	\$ -	\$ -	\$ 393,689
Assessments - Direct	\$ 37,542	\$ -	\$ -	\$ -	\$ (23,589)	\$ (9)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,944
Assessments - Lot Closings	\$ -	\$ 5,077	\$ 55,451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 916	\$ 1,253	\$ 284	\$ 62,981
Other Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 280	\$ 200	\$ 360	\$ 250	\$ 2,257
Total Revenues	\$ 38,409	\$ 12,065	\$ 328,619	\$ 20,441	\$ 3,731	\$ 10,781	\$ 52,593	\$ 749	\$ 2,220	\$ 1,116	\$ 1,613	\$ 534	\$ 472,871
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ 600	\$ 1,000	\$ 1,000	\$ 1,200	\$ 800	\$ -	\$ 800	\$ 600	\$ 600	\$ 600	\$ -	\$ 600	\$ 7,800
Engineering Fees	\$ 668	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235	\$ -	\$ 716	\$ -	\$ -	\$ -	\$ 1,619
Legal Services	\$ 2,046	\$ 4,205	\$ 5,697	\$ 2,419	\$ 3,286	\$ 1,812	\$ 2,622	\$ 2,544	\$ 3,578	\$ 1,131	\$ 3,716	\$ -	\$ 33,055
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 35,000
Information Technology	\$ 100	\$ 100	\$ 1,256	\$ 100	\$ 100	\$ 400	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 2,656
Dissemination	\$ 5,500	\$ -	\$ -	\$ 458	\$ (5,042)	\$ 458	\$ 1,058	\$ 458	\$ 458	\$ 458	\$ 458	\$ 458	\$ 4,725
Trustee Fee	\$ 12,246	\$ -	\$ -	\$ 3,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,936	\$ -	\$ -	\$ 18,213
Assessment Roll Services	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Reamortization Schedules	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100
Auditing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 6	\$ 62	\$ 58	\$ 18	\$ -	\$ 100	\$ -	\$ 5	\$ 32	\$ 41	\$ 53	\$ 69	\$ 445
Insurance	\$ 5,707	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,707
Printing and Binding	\$ 3	\$ -	\$ 19	\$ 6	\$ 11	\$ 20	\$ 1	\$ 2	\$ 4	\$ 6	\$ 5	\$ 4	\$ 81
Legal Advertising	\$ 1,567	\$ -	\$ 1,395	\$ 375	\$ 461	\$ -	\$ 440	\$ 440	\$ 2,710	\$ 374	\$ 369	\$ -	\$ 8,130
Miscellaneous Contingency	\$ 180	\$ 65	\$ 163	\$ 321	\$ 121	\$ 127	\$ 121	\$ 36	\$ 1,234	\$ 64	\$ 39	\$ 32	\$ 2,503
Office Supplies	\$ 3	\$ 3	\$ 5	\$ 3	\$ 3	\$ 4	\$ -	\$ 3	\$ 4	\$ 5	\$ 5	\$ 12	\$ 49
Property Appraiser	\$ 16,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,166
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative:	\$ 67,883	\$ 8,352	\$ 12,510	\$ 10,847	\$ 2,656	\$ 5,838	\$ 8,294	\$ 7,103	\$ 12,455	\$ 12,632	\$ 7,662	\$ 4,192	\$ 160,423

Towne Park
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<u>Operations and Maintenance Expenses</u>													
<u>Maintenance:</u>													
Field Management	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 15,000
Property Insurance	\$ 13,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,044	\$ -	\$ -	\$ -	\$ -	\$ 15,389
Landscape Maintenance	\$ 12,704	\$ 12,704	\$ 12,704	\$ 12,704	\$ 12,704	\$ 12,704	\$ 12,704	\$ 17,759	\$ 17,759	\$ 17,759	\$ 17,759	\$ 17,759	\$ 177,724
Landscape Replacement	\$ -	\$ 750	\$ 1,965	\$ -	\$ -	\$ -	\$ 2,305	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ 7,645
Irrigation Repairs	\$ 892	\$ 1,387	\$ -	\$ 542	\$ -	\$ 354	\$ 415	\$ -	\$ 1,715	\$ 2,000	\$ -	\$ -	\$ 7,304
Electric	\$ 424	\$ 631	\$ 160	\$ 159	\$ 107	\$ 888	\$ 348	\$ 382	\$ 553	\$ 544	\$ 643	\$ 580	\$ 5,420
Water	\$ 54	\$ 53	\$ (0)	\$ 60	\$ 63	\$ 60	\$ 62	\$ 62	\$ 62	\$ 62	\$ 62	\$ 65	\$ 665
Pond Maintenance	\$ 4,439	\$ 2,046	\$ 2,046	\$ 2,046	\$ 2,046	\$ 2,046	\$ 2,046	\$ 2,046	\$ 2,046	\$ 2,681	\$ 2,681	\$ 2,681	\$ 28,850
Hurricane Cleanup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Contingency	\$ -	\$ -	\$ -	\$ 16	\$ 270	\$ -	\$ -	\$ 205	\$ -	\$ -	\$ -	\$ -	\$ 491
Total Maintenance	\$ 33,107	\$ 18,822	\$ 18,125	\$ 16,777	\$ 16,440	\$ 17,301	\$ 19,130	\$ 26,373	\$ 23,386	\$ 24,297	\$ 22,395	\$ 22,336	\$ 258,488
<u>Amenities</u>													
Electric	\$ 601	\$ 460	\$ 540	\$ 579	\$ 504	\$ 449	\$ 1,514	\$ 1,158	\$ 1,377	\$ 1,406	\$ 1,475	\$ 1,521	\$ 11,585
Water	\$ 284	\$ 160	\$ 175	\$ 138	\$ 169	\$ 176	\$ 556	\$ 382	\$ 460	\$ 365	\$ 382	\$ 472	\$ 3,717
Pool Maintenance & Repairs	\$ 3,200	\$ 3,150	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 4,250	\$ 2,800	\$ 3,080	\$ 3,080	\$ 1,400	\$ 2,750	\$ 29,110
Janitorial Expenses	\$ 2,170	\$ 2,100	\$ 2,170	\$ 1,395	\$ 1,020	\$ 1,190	\$ 715	\$ 955	\$ 1,715	\$ 1,475	\$ 1,475	\$ -	\$ 16,380
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet/Phone	\$ 210	\$ 107	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 115	\$ 115	\$ 115	\$ 115	\$ 1,406
Playground Lease	\$ -	\$ 3,570	\$ 1,688	\$ 1,688	\$ 1,688	\$ 1,688	\$ 1,688	\$ 1,688	\$ 1,688	\$ 1,966	\$ 1,966	\$ 1,966	\$ 21,281
Facility Repair & Maintenance	\$ 940	\$ 95	\$ 1,069	\$ 1,918	\$ 143	\$ 526	\$ 340	\$ 1,903	\$ 1,693	\$ 401	\$ -	\$ 470	\$ 9,498
Total Amenities	\$ 7,404	\$ 9,642	\$ 7,097	\$ 7,172	\$ 4,979	\$ 5,484	\$ 9,168	\$ 8,991	\$ 10,128	\$ 8,808	\$ 6,813	\$ 7,294	\$ 92,979
Total Operations and Maintenance Expenses	\$ 40,511	\$ 28,464	\$ 25,222	\$ 23,949	\$ 21,419	\$ 22,785	\$ 28,297	\$ 35,364	\$ 33,514	\$ 33,105	\$ 29,208	\$ 29,630	\$ 351,467
Total Expenditures	\$ 108,394	\$ 36,816	\$ 37,732	\$ 34,796	\$ 24,074	\$ 28,623	\$ 36,592	\$ 42,467	\$ 45,968	\$ 45,737	\$ 36,870	\$ 33,821	\$ 511,890
<u>Other Financing Sources/(Uses)</u>													
Transfer Out - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ (69,985)	\$ (24,751)	\$ 290,887	\$ (14,355)	\$ (20,343)	\$ (17,842)	\$ 16,001	\$ (41,718)	\$ (43,749)	\$ (44,621)	\$ (35,256)	\$ (33,287)	\$ (39,019)

Towne Park
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2021

Gross Assessments	\$	414,851.32	\$	120,123.21	\$	140,111.40	\$	570,478.85	\$	361,122.32	\$	1,606,687.10
Net Assessments	\$	385,811.73	\$	111,714.59	\$	130,303.60	\$	530,545.33	\$	335,843.76	\$	1,494,219.00

ON ROLL ASSESSMENTS

25.82%	7.48%	8.72%	35.51%	22.48%	100.00%
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Date	Distribution	Gross Amount	Commissions	Discount/Penalty	Interest	Net Receipts	O&M Portion	2016 2-A Debt Service	Series 2018 2-B Service	Series 2018 3-A Service	Series 2019 3-B Service	Total
11/23/20	ACH	\$30,081.56	(\$577.57)	(\$1,203.28)	\$0.00	\$28,300.71	\$7,307.33	\$2,115.88	\$2,467.97	\$10,048.60	\$6,360.93	\$28,300.71
12/01/20	ACH	\$17,409.80	(\$334.27)	(\$696.39)	\$0.00	\$16,379.14	\$4,229.14	\$1,224.58	\$1,428.35	\$5,815.66	\$3,681.41	\$16,379.14
12/11/20	ACH	\$36,479.87	(\$700.41)	(\$1,459.28)	\$0.00	\$34,320.18	\$8,861.57	\$2,565.93	\$2,992.90	\$12,185.91	\$7,713.87	\$34,320.18
12/18/20	ACH	\$1,069,328.03	(\$20,531.08)	(\$42,774.18)	\$0.00	\$1,006,022.77	\$259,758.03	\$75,214.83	\$87,730.37	\$357,203.78	\$226,115.76	\$1,006,022.77
01/15/21	ACH	\$83,352.30	(\$1,615.65)	(\$2,569.62)	\$0.00	\$79,167.03	\$20,441.15	\$5,918.89	\$6,903.77	\$28,109.47	\$17,793.75	\$79,167.03
02/01/21	ACH	\$0.00	\$0.00	\$0.00	\$84.01	\$84.01	\$21.69	\$6.28	\$7.33	\$29.83	\$18.88	\$84.01
02/16/21	ACH	\$110,083.56	(\$2,157.64)	(\$2,201.61)	\$0.00	\$105,724.31	\$27,298.33	\$7,904.43	\$9,219.71	\$37,539.03	\$23,762.81	\$105,724.31
03/15/21	ACH	\$43,089.64	(\$852.83)	(\$448.21)	\$0.00	\$41,788.60	\$10,789.93	\$3,124.31	\$3,644.19	\$14,837.68	\$9,392.49	\$41,788.60
04/15/21	ACH	\$207,752.16	(\$4,155.04)	\$0.00	\$0.00	\$203,597.12	\$52,569.37	\$15,221.85	\$17,754.72	\$72,290.27	\$45,760.91	\$203,597.12
04/30/21	ACH	\$0.00	\$0.00	\$0.00	\$23.46	\$23.46	\$23.46	\$0.00	\$0.00	\$0.00	\$0.00	\$23.46
05/14/21	ACH	\$1,723.65	(\$35.51)	\$51.71	\$0.00	\$1,739.85	\$449.23	\$130.08	\$151.73	\$617.76	\$391.05	\$1,739.85
06/15/01	ACH	\$3,447.23	(\$71.01)	\$103.42	\$0.00	\$3,479.64	\$898.45	\$260.15	\$303.45	\$1,235.50	\$782.09	\$3,479.64
06/23/21	ACH	\$3,937.68	(\$82.30)	\$177.19	\$0.00	\$4,032.57	\$1,041.22	\$301.49	\$351.66	\$1,431.83	\$906.37	\$4,032.57
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$ 1,606,685.48	\$ (31,113.31)	\$ (51,020.25)	\$ 107.47	\$ 1,524,659.39	\$ 393,688.90	\$ 113,988.70	\$ 132,956.15	\$ 541,345.32	\$ 342,680.32	\$ 1,524,659.39

102%	Net Percent Collected
\$ -	Balance Remaining to Collect