

**MONTERRA
COMMUNITY DEVELOPMENT DISTRICT**

MARCH 19, 2018

AGENDA PACKAGE

Monterra
Community Development District

Inframark, Infrastructure Management Services
210 North University Drive • Suite 702 • Coral Springs, Florida 33071
Tel: (954) 603-0033 • Fax: (954) 345-1292

March 12, 2018

Board of Supervisors
Monterra
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Monterra Community Development District will be held on Monday, March 19, 2018 at 6:00 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida. Following is the advance agenda for the meeting:

1. Roll Call
 2. Rules of Procedure
 3. Approval of Agenda
 4. Approval of the Minutes of the February 19, 2018 Meeting
 5. Approval of February 28, 2018 Financial Statements
 6. Audience Comments
 7. Organizational Matters
 - A. Consideration of Resolution 2018-07 Designating Officers of the District
 8. Discussion of RFPs for Landscaping Services
 9. Staff Reports
 - A. Attorney
 - B. Engineer
 - i. Engineer's Survey of Estada Lakes
 - C. Clubhouse
 - D. District Manager
 - i. Action Items
 - a. Request for Approval
 - i. Pine Island Entrance, Interior and Exterior Painting
 - ii. Dead Palm Trees Removal
 - iii. Capital Keystone
 - iv. Sandblast Pavers by Pool Deck Sitting Area
 - v. Extra Walls and Columns Painting
 - vi. Pavers in Corta Bella
 - vii. Barrier in Corta Bella
 - b. Request for Ratification
 - ii. Discussion Items
 - a. FEMA Update
 - b. Website and Monthly Newsletter
 - c. General Election Qualifying Information
10. Supervisors' Requests
11. Adjournment

The balance of the agenda is routine in nature and staff will present and discuss their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

George Miller
George Miller
District Manager

Third Order of Business

Monterra Community Development District

Board of Supervisors

- ☐ Ricardo Lowe, Chairman
- ☐ Greg Popowitz, Vice Chairman
- ☐ Susan Kooiman, Assistant Secretary
- ☐ Massimo Pulcini, Assistant Secretary
- ☐ Avi Ciechanowiecki, Assistant Secretary
- ☐ George Miller, District Manager
 - ☐ Kenneth Cassel, Secretary
 - ☐ Ginger Wald, District Counsel

Agenda for Regular Meeting

Monday, March 19, 2018 – 6:00 p.m.

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 - a. FEMA Update
 - b. Website and Monthly Newsletter
 - c. General Election Qualifying Information
- 10. Supervisors' Requests**
- 11. Adjournment**

The next Meeting is scheduled for Monday, April 16, 2018 at 6:00 p.m.

District Office

Inframark
210 North University Drive, Suite 702
Coral Springs, Florida 33071
(954) 603-0033

Meeting Location

Club at Monterra
8451 Monterra Boulevard
Cooper City, Florida 33024
(954) 374-9936

Fourth Order of Business

**MINUTES OF MEETING
MONTERRA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Monterra Community Development District was held Monday, February 19, 2018 at 6:00 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida.

Present and constituting a quorum were:

Ricardo Lowe	Chairman
Greg Popowitz	Vice Chairman
Massimo Pulcini	Assistant Secretary
Susan Kooiman	Assistant Secretary
Avi Ciechanowiecki	Supervisor

Also present were:

George Miller	District Manager
Ginger Wald	District Counsel
Alan Baldwin	Inframark
Maria Mihailovschi	Castle Group
Residents and Members of the Public	

The following is a summary of the discussions and actions taken at the February 19, 2018 Monterra Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Miller called the meeting to order. Supervisors introduced themselves and a quorum was established.

SECOND ORDER OF BUSINESS

Approval of Agenda

Mr. Lowe presented the agenda for this meeting and the following amendments were requested:

- Move discussion of the *Audit Restatement and Financial Reports as of January 31, 2018* to the *Sixth Order of Business*, moving all other items starting with *Discussion of District Engineering Services* down the agenda.

There being no further amendments,

On MOTION by Mr. Pulcini seconded by Ms. Kooiman with all in favor, the agenda for the meeting was approved as amended.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the January 15, 2018 Meeting

Mr. Lowe stated each Board member received a copy of the Minutes of the January 15, 2018 Meeting and requested any additions, corrections or deletions.

- On Page 3 in the Second Order of Business, *ORDER* should replace *ORDR*.
- On Page 3 in the first bullet under the Second Order of Business, *Equator Landscaping* should be changed to *Creative Shades*.
- On Page 6 in the third motion box, *terminate the contract with Equator*, should be deleted.
- On Page 6 in the last motion box, *per month* should be added after \$8,333.34.

There being no further additions, corrections or deletions,

On MOTION by Mr. Popowitz, seconded by Ms. Kooiman with all in favor, the Minutes of the January 15, 2018 Meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of the Resignation of Mr. Chuck Kuehnle, Effective Immediately (General Election Seat 5)

There being no comments or questions,

On MOTION by Mr. Lowe, seconded by Mr. Pulcini with all in favor, the resignation of Mr. Chuck Kuehnle from General Election Seat 5, effective immediately, was accepted.

Mr. Pulcini MOVED to approve the appointment of Mr. Avi Ciechanowiecki to the CDD Board replacing Mr. Chuck Kuehnle in General Election Seat 5.

- Ms. Kooiman indicated a precedent was previously set to have candidates apply for the position in writing before appointing someone. However, the last time this was done, the entire process took too long and did not work out well.
- Mr. Pulcini responded: However, the last time this was done, the entire process took too long and did not work out well.
- Mr. Ciechanowiecki, one of the candidates, spoke briefly. He is well-known in the community. He has been the HOA President for the past two years.
- Ms. Wald confirmed an HOA President may also be a CDD Board member.
- The Board considered advertising the position, and Ms. Wald discussed the legal requirements.

Mr. Popowitz SECONDED the prior motion.

Upon further discussion,

Mr. Pulcini MOVED to restate the prior motion to appoint Mr. Avi Ciechanowiecki to the unexpired term of General Election Seat 5, replacing Mr. Chuck Kuehnle; and Mr. Popowitz seconded the motion.

- Ms. Kooiman believes this position should be open to the community.

On VOICE vote with Mr. Pulcini and Mr. Popowitz voting aye, and Mr. Lowe and Ms. Kooiman voting nay, the prior motion failed.

Ms. Kooiman MOVED to approve opening General Election Seat 5 to the community by advertising the position and making a decision at the next meeting. There being no second, the motion failed.

- Mr. Pulcini indicated a Board member should be knowledgeable regarding community and CDD issues.

Mr. Popowitz MOVED to appoint Mr. Avi Ciechanowiecki to General Election Seat 5; and Mr. Pulcini seconded the motion.

- Audience members commented on this motion.

On VOICE vote with Mr. Lowe, Mr. Popowitz and Mr. Pulcini voting aye, and Ms. Kooiman voting nay, the prior motion was approved.

- The Board agreed there needs to be a process in place for long-term appointments.
Mr. Miller, being a Notary Public of the State of Florida, administered the Oath of Office to Mr. Ciechanowiecki, a copy of the signed Oath is attached hereto and made part of the public record.

- Ms. Wald will discuss the Sunshine Law with Mr. Ciechanowiecki after the meeting adjourns.

B. Acceptance of the Resignation of Mr. Massimo Pulcini, Effective November 1, 2018 (Landowner Seat 4)

There being no comments or questions,

On MOTION by Mr. Ciechanowiecki seconded by Ms. Kooiman with all in favor, the resignation of Mr. Massimo Pulcini, effective November 1, 2018 from Landowner Seat 4, was accepted.

SIXTH ORDER OF BUSINESS

Financial Items

A. Audit Restatement

- Mr. Baldwin explained the new audit statement. The journal entries basically record the FP&L streetlights as a depreciable asset.

Mr. Pulcini MOVED to accept the restatement journal entries for the Fiscal Year 2016 Audit.

- Mr. Pulcini wanted to go back to the previous couple of years.
- Once the asset becomes active, depreciation commences. The journal entry affecting this is in the Fiscal Year 2016 Audit, as opposed to the Fiscal Year 2014 Audit.

- It was listed as construction in progress until it was placed in service, which was 2016.

Ms. Kooiman SECONDED the prior motion.

There being no further discussion,

On VOICE vote with all in favor, the restatement journal entries for the Fiscal Year 2016 Audit were accepted.

B. Financial Report as of January 31, 2018

- Mr. Pulcini clarified with Mr. Baldwin regarding the projected amount for the ending fund balance, they prefer not to open the books on a monthly basis unless it is the year-end.
- Mr. Baldwin explained the amount changed slightly due to invoices which had to be booked to the audit.
- The Board would like to see monthly actuals in future financial reports.
- Mr. Pulcini indicated both in encumbrances and payables not all expenditures were included for the hurricane. The accruals tend to be low and should be higher.
- Mr. Pulcini indicated the hurricane expenses were already incurred. Therefore, they all should be showing even if they have not been approved yet.

There being no further discussion,

On MOTION by Mr. Popowitz seconded by Ms. Kooiman with all in favor, the Financial Report as of January 31, 2018 was approved.

SEVENTH ORDER OF BUSINESS

Discussion of District Engineering Services

- Mr. Miller asked the Board at the last meeting to engage the current District Engineer to look at erosion problems with some lakes. They previously did a survey of the lakes, and they want to charge \$1,600 to update it. Mr. Miller has spoken with other engineers, but has not received any bids.

- They indicated that previous erosion was caused by run-off from the sewers, water on the roads flowing into the lakes, irrigation flow and invasive animals.
- Ms. Wald explained the RFQ process for a new District Engineer. The process takes two to three months.

Mr. Pulcini MOVED to authorize Inframark to solicit RFQs for District Engineering Services; and Mr. Ciechanowiecki seconded the motion.

There being no further discussion,

On VOICE vote with Mr. Pulcini and Mr. Ciechanowiecki voting aye, and Mr. Lowe, Mr. Popowitz and Ms. Kooiman voting nay, the prior motion failed.

- The Board went back to discussing the survey of the lakes.

Ms. Kooiman MOVED to authorize Inframark to engage the services of the District Engineer to perform a survey of the three lakes in Estada with possible erosion issues, in an amount not to exceed \$1,600.

- Mr. Lowe would like to adjust the price to include all lakes at Monterra.
- Ms. Mihailovschi commented that a previous lake erosion company indicated the worst lakes are at Estada.
- Mr. Miller is of the opinion that all 18 lakes do not have to be surveyed.
- Ms. Kooiman suggested the lakes at Estada be surveyed first and if the Board is satisfied with the report, they can be authorized to survey all Monterra lakes.
- The annual engineering report should show the condition of the lakes, but Mr. Miller will clarify. Ms. Wald indicated the annual engineering report does not go into that much detail. It is a general report of the CDD.

Mr. Popowitz SECONDED the prior motion.

On VOICE vote with all in favor, the District Manager was authorized to engage the services of the District Engineer to perform a survey of the three lakes with erosion issues at Escada in an amount not to exceed \$1,600.

- The Board would like a response by the next meeting.
- The Annual Engineer's Report should be discussed at the next meeting.

NINTH ORDER OF BUSINESS

Miscellaneous Landscaping Issues

A. Pending Equator Invoice

- The hedges which were purchased were extremely small. It will take approximately one year for the hedge to grow to the fence. These were approved at the December 5, 2017 Meeting.
- Mr. Lowe restated Equator's hours of work. There is a \$3,000 difference in the District's favor.
- Mr. Lowe discussed the invoice for waste disposal.
- The CDD may dispute the invoice. Anything legitimate should be paid.
- Mr. Popowitz believes Equator's schedule should be modified to 10 hours per day, pay that invoice and nothing else.

Mr. Ciechanowiecki MOVED to pay Equator Landscaping a final payment of \$18,555.94 for debris disposal based on the Chair's calculation of the work schedule and based on back-up information provided by the vendor; and Mr. Pulcini seconded the motion.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

- The Board addressed the next three invoices from Equator.
- Equator is going to credit the District for 40% of the month in which they were unable to mow, due to hurricane clean-up.

On MOTION by Ms. Kooiman seconded by Mr. Popowitz with all in favor, payment of Equator Landscaping invoice #32715-2 for staking of 70 trees at \$95 each for a total of \$6,650 was approved.

On MOTION by Ms. Kooiman seconded by Mr. Popowitz with all in favor, payment of Equator Landscaping invoice #32714 for staking of 248 trees at \$125 each for a total of \$31,000 and removal and disposal of 12 trees in the amount of \$225 each for a total of \$2,700, with invoice total at \$33,700 was approved.

On MOTION by Ms. Kooiman seconded by Mr. Popowitz with all in favor, payment of Equator Landscaping invoice #32738 for removal of several dead trees in the total amount of \$6,845 was approved.

- Mr. Miller will ensure the \$12,000 credit is applied to the payments, and he will update the emergency price list.

EIGHTH ORDER OF BUSINESS

Discussion of RFPs for Landscaping Services and a Long-Term Landscape Plan

Mr. Pulcini MOVED to terminate the landscaping services contract with Equator Landscaping; and Mr. Ciechanowiecki seconded the motion.

- Ms. Kooiman indicated the Board cannot terminate a contract without having a new landscaper.
- Ms. Wald indicated this has to be formally advertised, which is approximately a two-month period.
- The current contract may terminate at 30 days. Ms. Wald recommended extending the contract for an additional 30 days, to ensure the CDD is covered for scheduled landscaping.
- Ms. Wald discussed the RFP, which should be advertised in its entirety.
- A draft agreement will be needed.
- Mr. Miller indicated the CDD may solicit bids for the emergency work. Ms. Kooiman commented she did not want to proceed in that manner.

- Mr. Lowe commented a detailed package needs to be prepared.
- The Board would like to review the RFP at the next meeting.
- The Board suggested Mr. Miller may prepare and review the RFP with each Board member individually.

On VOICE vote with all in favor, the prior motion was approved as amended to state the contract for landscaping services with Equator Landscaping shall be terminated effective April 30, 2018.

- The agreement may be terminated without cause.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no report, the next item followed.

B. Engineer

There being no engineer present or any issues for discussion, the next item followed.

C. HOA Representative

- The grounding has not been done, but the area has been marked for approximately one week. Ms. Mihailovschi will check on this.
- Ms. Mihailovschi is having difficulty getting the HOA to send out her requested notices. The representative believes notices which are not HOA-related should not be sent out by the HOA. The CDD should be able to use the HOA to communicate anything important. Telephone numbers and email addresses for residents needs to be updated. Staff will speak to the HOA and straighten out this issue without any sense of conflict.
- Clubhouse hours were addressed. Ten percent of the HOA members would like the hours to change to 6:00 a.m. to 9:00 p.m. on weekends. The Board expressed this may represent a cost to residents.

D. Clubhouse

There being no report, the next item followed.

E. District Manager

i. Request for Approval

a. Pine Island Guardhouse Tile Replacement

- Tile should be placed wall-to-wall as matching of new tile to old tile is problematic.

On MOTION by Mr. Pulcini seconded by Mr. Popowitz with all in favor, the proposal from Ajami Floorings & Granite in the amount of \$3,150 to replace tile at the Pine Island Guardhouse from wall to wall, was approved.

b. Pine Island Guardhouse Cabinet Removal and Replacement

On MOTION by Mr. Popowitz seconded by Mr. Pulcini with all in favor, the proposal from J.V. Woodwork Services in the amount of \$3,280 to remove and replace cabinet in Pine Island Guardhouse, was approved.

c. Pine Island Entrance Interior and Exterior Painting

- This can possibly be done in-house, but only one person is available. Both inside and outside areas need to be painted. This company is used throughout the community. Mr. Pulcini would like to see more proposals.

Ms. Kooiman MOVED to approve having the Pine Island entrance and exterior of the Pine Island tower, monument sign and guardhouse painted in an amount not to exceed \$9,870, with a paint quality approved by the Clubhouse Manager; and Mr. Popowitz seconded the motion.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

d. Pine Island Exit Arms Gearbox Replacement

- Replacement is recommended over welding in the old one.

Mr. Pulcini MOVED to approve the proposal from Total Entry Control in the amount of \$2,017.44 to replace Pine Island exit arms gearbox; and Mr. Popowitz seconded the motion.

- AT&I Systems wanted to re-weld.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

e. Office Copy Machine Renewal

- Ms. Mihailovschi indicated the copies will be cheaper than what is being paid currently.

On MOTION by Mr. Popowitz seconded by Ms. Kooiman with all in favor, the proposal from Xerox in the amount of \$204 for renewal of the contract for the office copy machine, was approved.

- The contract is for 60 months.

f. Stump Removal

- Ms. Mihailovschi indicated that Affordable Tree Service is not including the sod and five pallets are needed. When appropriate trees are found, the sod will be removed.

On MOTION by Mr. Pulcini seconded by Mr. Ciechanowiecki with all in favor, the proposal from JBK Trees, LLC in the amount of \$8,600 to remove stumps and place sod, was approved.

g. Dead Palm Trees Removal

On MOTION by Mr. Pulcini seconded by Mr. Ciechanowiecki with all in favor, the proposal from Affordable Tree Service in the amount of \$9,800 to remove dead Palm Trees, subject to an appropriate person being there to oversee and ensure the trees are being ground down properly, was approved.

h. Extra Wall and Columns Paint

- The walls became visible when the hedges were trimmed and they appeared to be in poor condition.
- The Board would like two additional estimates since it is costly. They will be presented at the next meeting.

i. Capital Keystone

- The keystone covers the top part of the columns, some of which were destroyed by the hurricane. At least 30 are needed, but it could be more. Fifty more will need to be stored for the time being. A final quantity will be presented at the next meeting.

j. Sandblast Pavers by Pool Deck and Sitting Area

- All methods to clean the pavers in this area have been exhausted. Sandblasting is a last resort before having to replace them. Sandblasting may cause damage to the tile. Mr. Pulcini discussed the possibility of acid washing them. Ms. Mihailovschi will investigate.

THIRD ORDER OF BUSINESS**Supervisors' Requests and Audience Comments**

- Jay, a resident, commented that his home is next to the emergency easement. He is seeking approval to install a pool and heavy equipment will be needed. He may be given a temporary construction easement with the restoration. Ms. Wald recommends that a bond be posted, so if the repairs are not made by the contractor doing the work, the CDD would be able to use that bond money to make any necessary repairs. He may enter into an easement agreement with the CDD which is going to require certain documentation including insurance from the contractor. Ms. Kooiman is concerned this may set a precedent for other owners. Jay will talk to the pool contractor before proceeding further.

TENTH ORDER OF BUSINESS**Staff Reports (Continued)****E. District Manager (Continued)****ii. Action Items****a. Consideration of Resolution 2018-04, Acknowledging Name Change to Inframark**

There being no comments or questions,

On MOTION by Ms. Kooiman seconded by Mr. Popowitz with all in favor, Resolution 2018-04, Acknowledging the Name Change of Severn Trent Environmental Services, LLC to Inframark, LLC, was adopted.

b. Consideration of Resolution 2018-05, Confirming the General Election

- In November, Seat 4 will transition from a Landowner to a General Election Seat.

On MOTION by Mr. Popowitz seconded by Mr. Pulcini with all in favor, Resolution 2018-05, Confirming the District's Use of the Broward County Supervisor of Elections to Conduct the District's Election of Supervisors in Conjunction with the General Election, was adopted.

c. Consideration of Resolution 2018-06, Authorizing Spending Privileges to the District Manager

- The \$2,500 amount is per expense.
- Mr. Miller will ensure the District is protected from matching smaller invoices to the same vendor to add up to that amount.

Mr. Pulcini MOVED to adopt Resolution 2018-06 Authorizing the Disbursement of Funds for Payment of Certain Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date.

- Mr. Ciechanowiecki believes there should be a cap on the amount and the Board agreed to \$10,000 per month.
- All invoices will be ratified at the following meeting.
- Emergency situations will be handled separately.

Mr. Pulcini MOVED to amend the prior motion as stated above; and Mr. Ciechanowiecki seconded the motion.

There being no further discussion,

On VOICE vote with all in favor, Resolution 2018-06, Authorizing the Disbursement of Funds for Payment of Certain Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold in the Amount of \$2,500; and Providing for an Effective Date, as amended with a cap of \$10,000 per month and ratification of said invoices at the following CDD Meeting, was adopted.

d. Consideration of Agreement with Tropical Plant and Pest Services

- Mr. Miller indicated although the Board agreed to issue an agreement, there was a snafu with the State, but everything was cleared. However, Mr. Miller has not yet

received the latest documents. The company may operate with their existing agreement.

- Ms. Wald has drafted an agreement. However, she indicated this vendor is not authorized to do business in the State. This vendor has three different companies and staff needs to determine which one to use, as well as to ensure the company is registered with the State to do business.

iii. Discussion Items

a. FEMA Update

- The last stage of the process is ongoing. Any bills for reimbursement were paid. All guidelines have been met to date. Mr. Miller will ensure all invoices approved today will be included.

b. Monthly Newsletter

- Mr. Miller distributed a sample of a newsletter which Ms. Mihailovschi prepared and discussed it. The newsletter will be posted on the website.
- The website will be improved. Mr. Miller presented some websites from other Districts.
- The Board will need new CDD website addresses.

On MOTION by Ms. Kooiman seconded by Mr. Pulcini with all in favor, design of a new website for the District by Inframark in the amount of \$750, with a monthly maintenance fee of \$100, was approved.

c. Flood Lights for the Vista del Sol Tot Lot

- There currently is no power.
- There is no power at the tennis and basketball courts. FP&L has an easement there, which makes it difficult to provide power in this area.
- Mr. Pulcini commented easements are needed for residents who live adjacent to CDD property and have connected their fences to the wall. An Easement Agreement will be needed. The CDD may determine these fences are an obstacle for the CDD to do any work on these areas and may have them removed without seeking permission from the owner. The CDD should contact these homeowners. There will need to be a walk-through on these properties in order for an inventory to be taken.

FOURTH ORDER OF BUSINESS Organizational Matters

- The Board must elect a slate of officers, since there is a new Board member.

On MOTION by Ms. Kooiman seconded by Mr. Popowitz with all in favor, the slate of officers of the Board shall remain the same, with the addition of Mr. Avi Ciechanowiecki as an Assistant Secretary.

THIRD ORDER OF BUSINESS Supervisors' Requests and Audience Comments (Continued)

- Mr. Lowe requested the situation with the static columns on the fence be discussed at the next meeting.
- Mr. Miller spoke to the resident regarding removal of a tree and told him that if he pays for removal, the CDD would replace it. He was not in favor of doing this and no one has heard from him since that time.
- A resident commented there were a lot of leaves in the pool. Mr. Miller and staff is looking into the feasibility of replacing the tree.

ELEVENTH ORDER OF BUSINESS Adjournment

There being no further business,

On MOTION by Mr. Lowe seconded by Mr. Popowitz with all in favor, the meeting was adjourned at approximately 8:55 p.m.
--

George Miller
Secretary

Ricardo Lowe
Chairman

Fifth Order of Business

**THIS DOCUMENT
WILL BE
PROVIDED
UNDER
SEPARATE
COVER**

Seventh Order of Business

7A

RESOLUTION 2018-07

**A RESOLUTION DESIGNATING OFFICERS OF THE
MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Monterra Community Development District at a regular business meeting held on March 19, 2018 desires to designate the below recited persons to the offices specified.

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

1. The following persons were designated to the offices shown, to wit:

<u>Ricardo Lowe</u>	Chairman
<u>Greg Popowitz</u>	Vice Chairman
<u>Kenneth Cassel</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Robert Koncar</u>	Assistant Treasurer
<u>George Miller</u>	Assistant Secretary
<u>Susan Kooiman</u>	Assistant Secretary
<u>Massimo Pulcini</u>	Assistant Secretary
<u>Avi Ciechanowiecki</u>	Assistant Secretary

PASSED AND ADOPTED THIS, 19TH DAY OF MARCH, 2018.

Ricardo Lowe
Chairman

George Miller
Assistant Secretary

Ninth Order of Business

Monterra Community Development District

Items for Approval

Item	Location	Budget Line	Estimate 1	Estimate 2	Estimate 3	Estimate 4	Budget
Pine Island Entrance, interior and exterior painting	Pine Island Tower, monument sign and Guardhouse exterior and interior	R&M General (Secured Area Op. & Maintenance)	People's Choice \$15,620				546001.53970.5055
Dead palm trees removal	Throughout Monterra	R&M Trees & Trimming	Total Tropic Landscaping Inc. \$14,875 Includes stump grind (35 palms)	Equator Landscaping \$9,380 Includes stump grind (35 palms)	Affordable Tree Service \$13,900 Includes stump grind (35 palms)	JBK Trees \$14,000 Includes stump grind (35 palm)	OP 546099.53960.5040 LP 546099.53960.5045 SA 546099.53960.5055
Capital Keystone	Various Locations (Columns Around Monterra)	R&M General	Foam Factory \$69 each (plus freight)	Miami Foam Design \$75.40 each	Foam Supply \$126.78 ea		OP 546001.53970-5040 LP 546001.53970.5045 SA 546001.53970.5055
Sandblast Pavers by pool deck sitting area	Clubhouse	R&M General	Master Brick \$1,500				546001.53970.5065

Pine Island Entrance, interior and exterior painting

The item presented at last meeting the bid didn't include the tower.

Background: Most likely the gate, tower and monument sign have the original paint, in many areas you can see the need of a fresh coat of paint.

Recommendation: To do this job at the same time the tiles are being replaced.

Budget: R & M General.

Dead Palm Tree Removal

Affordable Tree the company selected to do the job at the last meeting underbid the job and new vendor needs to be selected.

Background: After the Hurricane some of the old palm trees were damaged

Recommendation: Select one of the companies to do the stump removal

Budget: It will be coded under R&M Trees & Trimming (divided between Overall Project, Linear park and secured area)

Capital Keystone

Background: Some of the columns around Monterra have missing, cracked or moldy tops.

Recommendation: All the columns around Monterra were inspected and we need 70 of them.

Budget: R&M General.

Sandblast Pavers by pool deck sitting area

Background: It seems like the pavers by the tables area in the pool deck have been sealed while the pavers were dirty, leaving the area looking dirty all the time

Recommendation: Try sandblasting the pavers in order to improve the look of the area.

Budget: R & M General

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Budget: It will be coded under R&M Trees & Trimming (divided between Overall Project, Linear park and secured area)

Capital Keystone

Background: Some of the columns around Monterra have missing, cracked or moldy tops.

Recommendation: All the columns around Monterra were inspected and we need 70 of them.

Budget: R&M General.

Sandblast Pavers by pool deck sitting area

Background: It seems like the pavers by the tables area in the pool deck have been sealed while the pavers were dirty, leaving the area looking dirty all the time

Recommendation: Try sandblasting the pavers in order to improve the look of the area.

Budget: R & M General

9Diai

Pine Island Entrance, interior and exterior painting



PEOPLE'S CHOICE PRESSURE
CLEANING & PAINTING
4341 SW 73 TERRACE
DAVIE, FL 33314

Estimate

Phone #	Fax #
954-274-5554	954-382-9267

Date
2/23/2018

License #11-P-16356-X

Name / Address	
MONTERRA CDD 8451 MONTERRA BOULEVARD COOPER CITY, FL 33024	
Phone	954 374-9936

Project
PINE ISLAND GATE HOUSE, MONUMENT, AND TOWER

Description	Qty	Rate	Total
PAINT INTERIOR WALLS IN THE PINE ISLAND GATE HOUSE TO INCLUDE CEILING, BASEBOARD, DOORS AND DOOR FRAMES		1,695.00	1,695.00
PAINT EXTERIOR WALLS OF PINE ISLAND GATE HOUSE TO INCLUDE ENTRANCE MONUMENT SIGN THIS PRICE INCLUDES A 60 FT. LIFT		8,175.00	8,175.00
PAINT EXTERIOR WALLS OF PINE ISLAND TOWER TO INCLUDE METAL RAILINGS. THIS PRICE INCLUDES A 60 FT. LIFT		5,750.00	5,750.00
COATINGS: SHERWIN WILLIAMS PRODUCTS			
INTERIOR WALLS AND DOORS OF GATE HOUSE: 2 COATS OF PROMAR 200 INTERIOR LATEX FLAT ON WALLS AND CEILING FINISH COAT OF PROMAR 200 INTERIOR LATEX SEMI GLOSS ON WOODWORK			
GATE HOUSE, MONUMENT AND TOWER: 1 COAT OF LOXON MASONRY CONDITIONER FINISH COAT OF SUPER PAINT ACRYLIC LATEX SATIN FINISH			
METAL RAILINGS AT THE BASE OF THE TOWER: 1 COAT PRO-CRYL LATEX PRIMER FINISH COAT OF DTM ACRYLIC LATEX SEMI GLOSS FINISH			

Signing this Estimate indicates all terms and conditions have been accepted.
Please sign and email or fax back to 954-382-9267.

Total	\$15,620.00
--------------	--------------------

Steve Landis or
Al Terwilliger _____

Customer Signature _____

9Dii

Dead Palm Tree Removal

Total Tropic Landscaping, Inc.

P.O. Box 841053

Pembroke Pines, FL 33084-1053

Estimate

Date	Estimate #
1/1/2018	264

Name / Address
Monterra Community Development 8451 Monterra Blvd Cooper City, FL 33024

			Project
Description	Qty	Rate	Total
Cut down royal palm and stump grind haul away all debris all Through the property and common ground as shown on map	35	425.00	14,875.00
Please respond via e-mail to request the work to be completed .		Total	\$14,875.00

Equator Landscaping
PO Box 820716
PEMBROKE PINES, FL 33082 US
info@equatorlandscaping.com
www.equatorlandscaping.com

Estimate

**ADDRESS**

LCAM Maria Mihailovschi
Monterra CDD
8451 Monterra Blvd
Cooper City, FL 33024

SHIP TO

LCAM Maria Mihailovschi
Monterra CDD
8451 Monterra Blvd
Cooper City, FL 33024

ESTIMATE #

1044

DATE

11/02/2017

P.O. NUMBER

SALES REP

ACTIVITY	QTY	RATE	AMOUNT
T-1002 Tree Services: remove and dispose of 35 dead royal palms located throughout property, stump grinding included.	35	268.00	9,380.00

TOTAL

\$9,380.00

Accepted By

Accepted Date

JBK Trees, LLC
3880 NW 97th Avenue
Cooper City, FL 33024
Phone 954-520-0100, Fax 954-450-9881

PROPOSAL

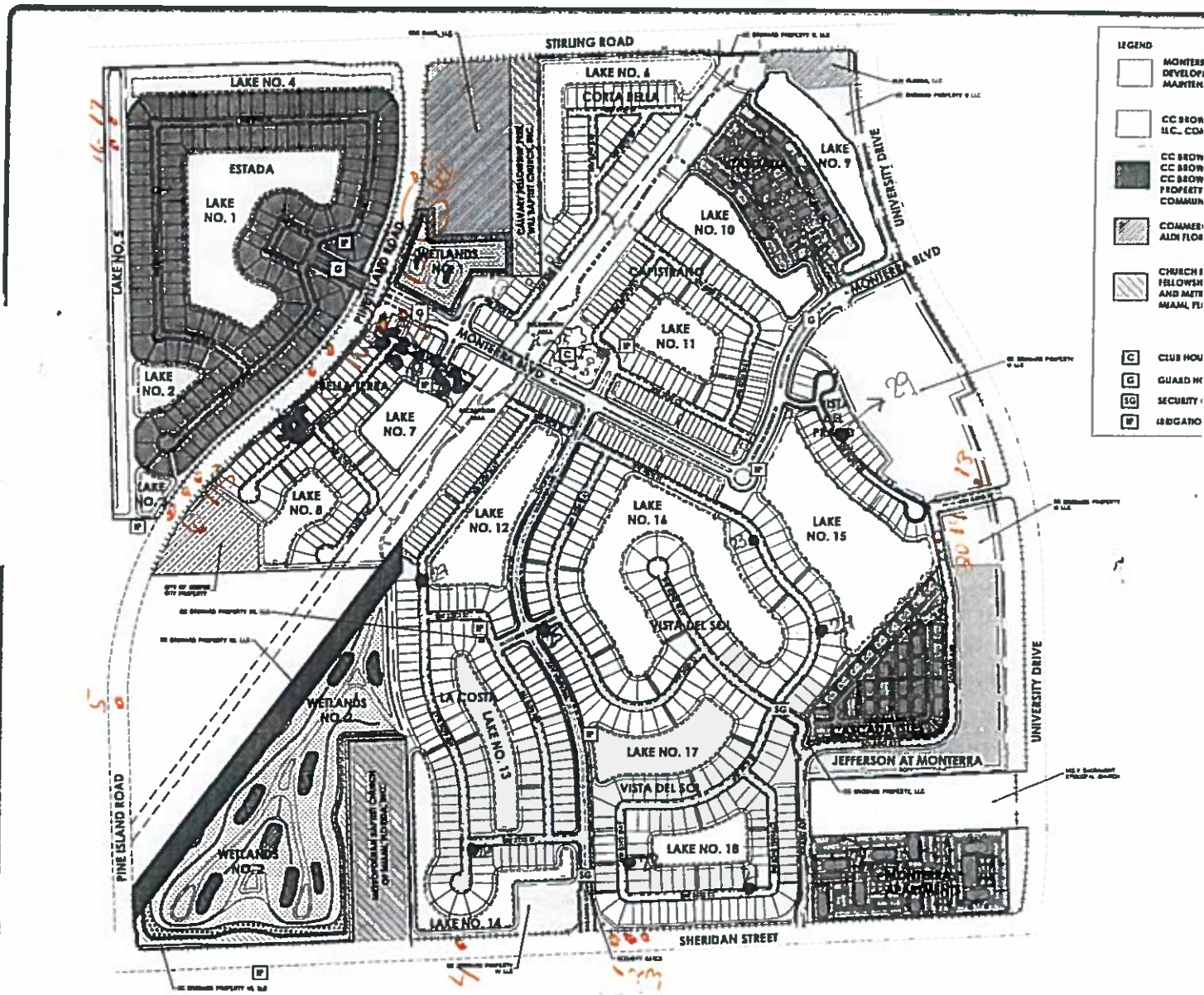
DATE: FEBRUARY 6, 2018

TO: MONTERRA HOA

ITEM	DESCRIPTION	UNIT PRICE	TOTAL
<u>35</u>	Removal of Florida Royal Palms & Stump Grind throughout the Community	\$400.00	\$14,000.00
TOTAL			\$14,000.00

Thank you for your business!

- 21 - Dend - 8327 NW 26 CT
- 22 - Dapt 2685 NW 83 way
- 23 Dend 3624 NW 38 ~~82~~ 82 Ten
- 24 Dend 3679 NW ~~82~~ 82 Ten
- 25 Dend NW 32 CT
- 26 - Dend. NW 27 ST
NW 54 WAY
- 27 Dend - NW 54 WAY
- 28 Dend modern DR
- 29 Dend 3785 NW 52 Dend
- 30 Dend 8546 NW 38 ST
- 31 Dend 8559 NW 38 ST
- 32 Dend 8573 NW 38 ST
- 33 Dend End of NW 38 ST
- 34 Dend End of NW 38 ST
- 35 Dend 3678 NW 55 ST



9Diaiii

Capital Keystone

QUOTATION TERMS: 50% DEPOSIT TO PROCEED WITH ORDER BALANCE COD ON DELIVERY PRICES DO NOT INCLUDE: INSTALLATION, TAX, FREIGHT.	DATE: 1/10/2018
	Quoted by: Larry 305-7965538



Foam Factory, Inc.

Larry Lorenzo, Sales

foamfactory.com
larry@foamfactory.com
export@foamfactory.com
954-485-8700 Office
305-796-5538 Cell
954-486-8222 Fax

3510 NW 57th Ave
FL Lauderdale FL 33309



BILL TO: CASTLE GROUP 8451 Monterra Blvd Cooper City Fl. 33024		Attn: Josh Antoine 954-374-9936 F: 954-827-0289	
QUANTITY	DESCRIPTION MONTERRA CDD	EPS/ TOUGH COAT / SAND	
100	POST CAPS 21" SQ X 7" H (TO SIT LIKE A HAT OVER CONCRETE POST)	\$69.00 ea	
FOAM FACTORY IS NOT RESPONSIBLE FOR TEMPLATES, TAKE OFFS, DIMENSIONS AND MEASUREMENTS. THEY MUST BE CHECKED AND APPROVED BY CUSTOMER.		SUB-	
		TOTAL	
		TAX:	YES
		FREIGHT:	\$150.00
		TOTAL	



Miami Foam Design, Inc.

4375 NW 128th St
Opa Locka, FL 33054
305-688-4866
www.miamifoam.com

Quotation

Date	Quotation #
12/21/2017	29914

Name / Address		Terms		Project	
[REDACTED]					
Item	Description	Pieces	Qty Lf	Cost	Total
Capital Light Sa...	Foam, Protective Coat, Light Sand Finish To Match - 32-3/4" X 32-3/4" X 7"	1	1	132.00	132.00
Capital Keystone	Foam, Protective Coat, Keystone Finish To Match - 21" X 21" X 7"	1	1	75.40	75.40
EnerFoam 24 S...	Dow - Foam Adhesive 24 OZ - Straw Sales Tax	1	1	13.50 7.00%	13.50 15.46
<ul style="list-style-type: none">• WE ARE NOT RESPONSIBLE FOR THE FINAL TAKE OFFS AND MEASUREMENTS.• THEY MUST BE CHECKED AND APPROVED BY THE CUSTOMER.• QUOTE DOES NOT INCLUDE TAX AND DELIVERY.• TERMS 50% ON ORDER 50% ON DELIVERY UNTIL CREDIT APPROVED.• THIS QUOTATION IS VALID FOR 30 DAYS THEREAFTER IT IS SUBJECT TO CHANGE.					

FOAM SUPPLY 1631 S Dixie Highway
 Building B
 www.foamsupply.com Pompano Beach, FL 33060
 954-482-4080

Estimate

Date	Estimate #
1/16/2018	3272

Name / Address
Josh Antoine Administrative Assistant Castle Group jantoine@castlegroup.com P: 954-374-9936 F: 954-827-0289

Ship To
Pick Up @ Foam Supply Inc Pompano Beach, FL

Rep	Project

Item	Description	Qty LF	Pieces	Cost	Total
Other Shapes	Other Shapes (HC) - Square Pier Cap 21" x 21" @ 7" Height - Foam # 1.5 - Keystone Finish - Seasbell	1	1	126.78	126.78T

The price on the above stated materials is good for 31 calendar days. A signed and dated estimate must be received before we can put the order into production. Be sure to confirm all dimensions and quantities before signing.

Subtotal	\$126.78
Sales Tax (6.0%)	\$7.61
Total	\$134.39

Signature: _____ Print: _____ Date: ____/____/____

9Diaiv

Sandblast Pavers by pool deck sitting area



DATE : 3/8/2018

TO Castle Group (Maria Mihailovschi)
8451 Monterra Blvd,
Hollywood FL
(954)374-9936

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
-	Sandblasting (pavers pool standing area)		\$1,500.00
SUBTOTAL			
SALES TAX			-
TOTAL			\$1,500.00

Thank you for your business!

Abilio Dasilva
Tel: (954) 650-9470
Fax: (561) 756-9842

MASTER BRICK & TILE
9341 SW 16 Rd. * Boca Raton, FL 33428

Masterbricktile@hotmail.com
"We Take Pride In What We Do"

SWIMMING POOL RENOVATION CORP.

PROPOSAL

Name/Company <i>MARIA Mihailovschi</i> <i>CASTLE GROUP</i>	Date: <i>12/18/17</i>	Ad Source:
Address: <i>8451 MONTEARRA BLVD</i>	Home: <i>954 374 9936</i>	Cell: Fax:
City: <i>Hollywood</i>		

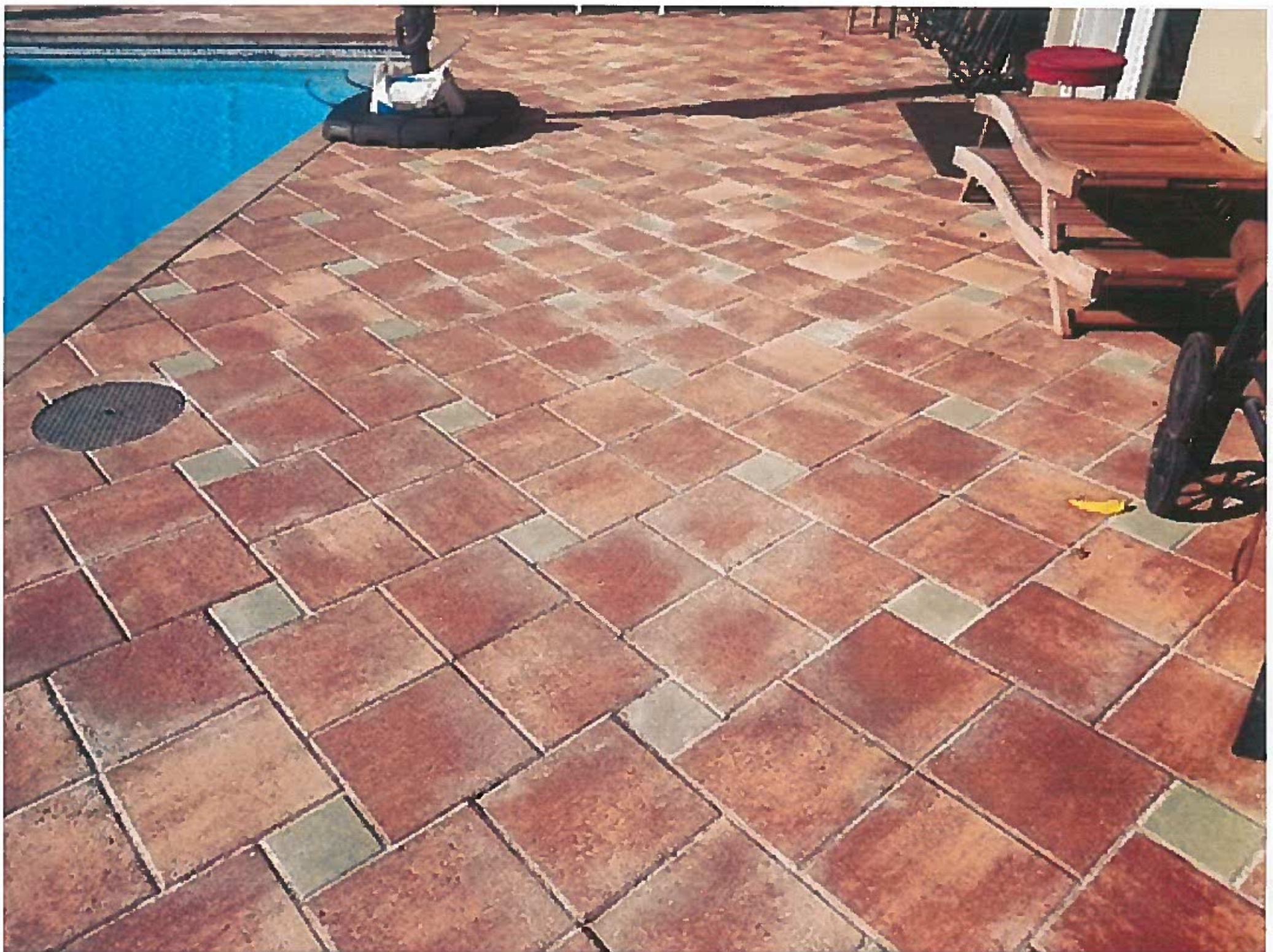
WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

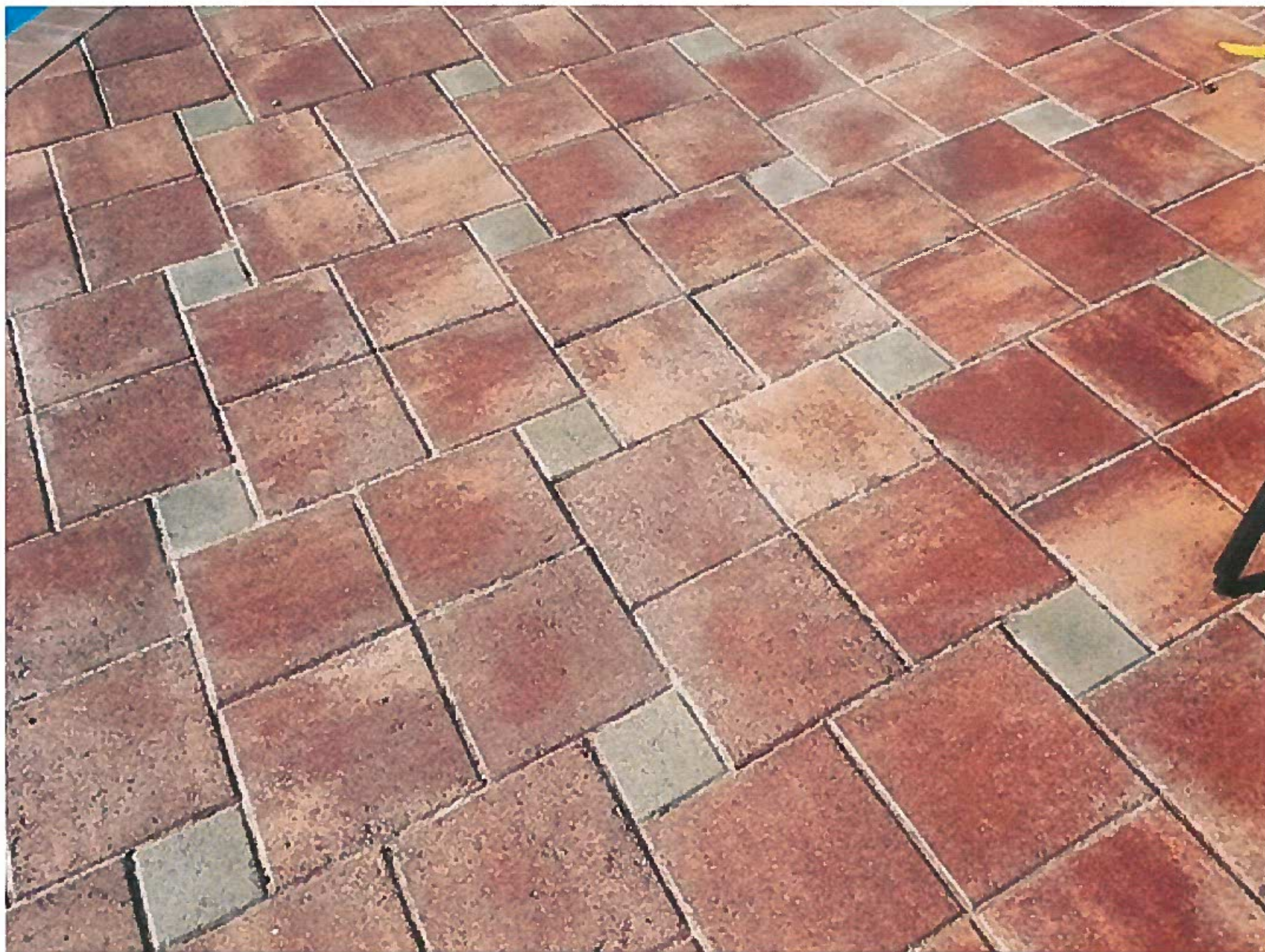
Swimming Pool Dimensions- Linear Footage:	W/L:	Depth:	<input type="checkbox"/> DIAMOND BRITE <input type="checkbox"/> SPA <input type="checkbox"/> POOL	\$
URO-TILE Deck Dimensions- Pattern:	Total Sq. Ft.		<input type="checkbox"/> URO-TILE DECK <input type="checkbox"/> PATIO <input checked="" type="checkbox"/> WALKWAY	\$ <i>7500</i>
<input type="checkbox"/> Diamond Brite Color:	<input type="checkbox"/> Super Blue Color Upgrade \$ "SGM's Bluest Diamond Brite"		<input type="checkbox"/> VAC/ RETURN LINES <i>REPAIR</i>	\$
			<input type="checkbox"/> COPING <input type="checkbox"/> Clay <input type="checkbox"/> Cement	\$
ALL DIAMOND BRITE APPLICATIONS INCLUDE THE FOLLOWING: <ul style="list-style-type: none"> • Drain Pool With Sump Pump and Remove Hydrostatic Fitting • Acid Wash Entire Pool Surface Prior To Bond Kote To Remove Impurities • Locate and Remove All Hollow and Deteriorated Areas in Pool Surface by Hand • Apply BOND KOTE To Pool Surface • Install New Anti-Vortex Main Drain Cover/Frame and Return Jets • Complete Chemical Start-up Including Stabilizer • Warranty 5 Years on Material <i>Cut and removed concrete 950.00</i> <i>Sand blasting 1500.00</i>			<input type="checkbox"/> RETURN LINE:	\$
			<input type="checkbox"/> WATERLINE TILE-UP TO \$4.50 SQ. FT.	\$
			<input type="checkbox"/> ENTRANCE STEP CAP TILES	\$
			<input type="checkbox"/> PAVERS REPAIR	\$
			<input type="checkbox"/> NEW BEAM SKIMMER	\$
			<input type="checkbox"/> PAVERDECK AND DRIVEWAY <input type="checkbox"/> MARBLE DECK AND DRIVEWAY	\$
			<input type="checkbox"/> INSTALL PUMP/ FILTER	\$
			<input type="checkbox"/> AUTO-PILOT CHLORINATOR	\$
			<input type="checkbox"/> LIGHT <input type="checkbox"/> BULB/GASKET	\$
			<input type="checkbox"/> REPAIR STRUCTURAL CRACKS	\$
			<input type="checkbox"/> PRESSURE CLEAN AND SEAL	\$
ALL WORKMANSHIP WILL MEET OR EXCEED FSPA, NPC AND INDUSTRY STANDARDS			TOTAL W/O OPTIONS	\$
Coping <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/> 12" <input type="checkbox"/> NA	Diagram 	DISCOUNT	TOTAL WITH OPTIONS	\$
Raised Wall <input type="checkbox"/> Y <input type="checkbox"/> N-LF		NOTES: 		
Light operational <input type="checkbox"/> Y <input type="checkbox"/> N				
Tile Choice:				
Coping Choice:				
Tile Pattern				

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are hereby accepted. You are authorized to the work as specified. Payment will be made as outlined above. When executed by both party, this proposal becomes a contract.

DATE OF ACCEPTANCE _____ SIGNATURE _____





9Diav

Extra wall & columns paint



PEOPLE'S CHOICE PRESSURE
CLEANING & PAINTING

4341 SW 73 TERRACE
DAVIE, FL 33314

Estimate

Phone #	Fax #
954-274-5554	954-382-9267

Date
1/30/2018

License #11-P-16356-X

Name / Address	
MONTERRA CDD 8451 MONTERRA BOULEVARD COOPER CITY, FL 33024	
Phone	954 374-9936

Project

Description	Qty	Rate	Total
PAINT PERIMETER WALLS AND COLUMNS IN DEVELOPMENT: REVISED ESTIMATE INCLUDES POST HURRICANE DAMAGE PREP, PRIME AND PAINT ALL AREAS BELOW PER SHERWIN WILLIAMS SPECS			
1 SOLANO AVE PERIMETER WALL		8,975.00	8,975.00
2 VISTA DEL SOL PERIMETER WALL		3,960.00	3,960.00
3 COLUMNS ON SHERIDAN ST WEST OF ENTRANCE	30	35.00	1,050.00
4 VISTA DEL PRADO PERIMETER WALL		17,850.00	17,850.00
5 BELLA TERRA SOUTH PERIMETER WALL		3,375.00	3,375.00
6 BELLA TERRA COLUMNS	13	35.00	455.00
7 PINE ISLAND RD. COLUMNS	60	35.00	2,100.00
8 STERLING RD. COLUMNS 46 COLUMNS	46	35.00	1,610.00
9 ESTADA COLUMNS ON STERLING RD. AND UNIVERSITY DR.	210	35.00	7,350.00
10 MONTERRA BLVD COLUMNS BY VESTA DEL SOL, LA COSTA AND BELLA TERRA	81	35.00	2,835.00
11 COLUMNS BY VISTA DEL PRADO	40	35.00	1,400.00
THIS PRICE INCLUDES ALL LABOR AND MATERIALS			

Signing this Estimate indicates all terms and conditions have been accepted.
Please sign and email or fax back to 954-382-9267.

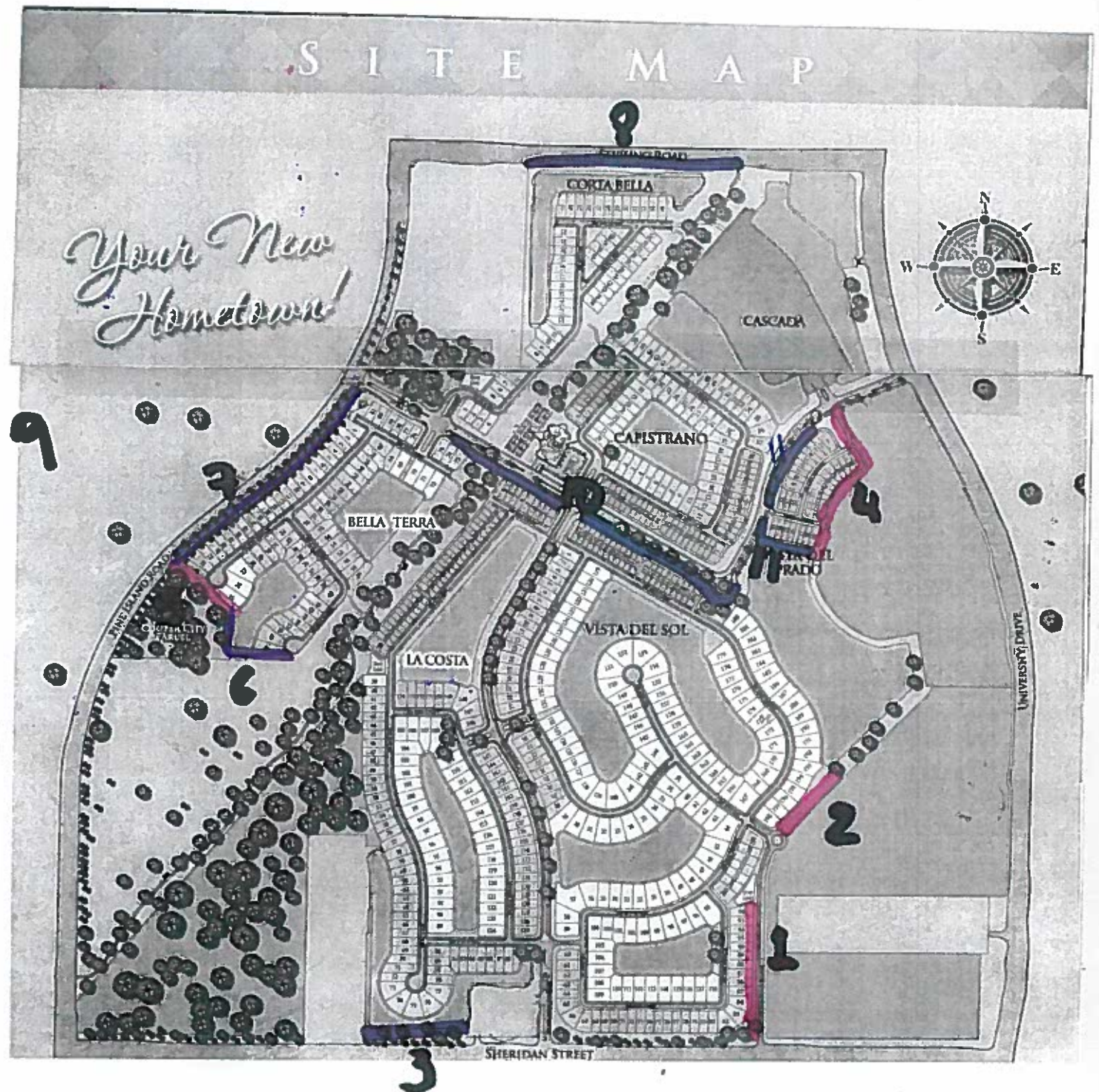
Total	\$50,960.00
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Steve Landis or
Al Terwilliger

Customer Signature

Need pricing

— Wall
— Columns



9Diavi

Company	Pavers Repair	Root barrier	Pavers Repair + Root Barrier
Sousa Construction			19500 (pavers \$12,000+ barrier \$7850)
Hartzell	\$18,281.25		
HIQ Services			16630 (pavers \$11,250 + barrier \$5,380)
Master Brick & Tile	\$7,500		
Equator		\$7,800	

The board approved \$10,000 for the pavers on 8/21 and \$7,850 for the root barrier.
Please let me know how to proceed.

Alberto Sousa
Cel: (954) 325-6669
814 NW 7th Ave,
Dania, FL 33004
usapavers@hotmail.com



Driveways
Pool Decks
Sidewalks
Pavlos
Parking Lots
Pressure Cleaning
Sealing
Bobcat Services
Cleaning Services

Revised Nov 27 2017

PROPOSAL / ACCEPTANCE

Date: 11/27/2017
 Proposal Submitted To: Castle Group - Monterra CDD
 Address: 8451 Monterra Boulevard
 City, State, Zip: Cooper City, FL 33024
 Contact Person: Mrs Maria
 Contact Phone: (954) 374-9936
 Phone: _____
 Email: mmihailovschi@castlegroup.com
 Email: _____
 Job Name: _____
 Job Location: 8451 Monterra Boulevard
 Job City: Cooper City, FL 33024
 Sales Agent: Alberto Sousa
 Contact Mobile: (954) 325-6669
 usapavers@hotmail.com

We hereby submit specification and estimates for:
Scope of work Walkway Repair

Manufacturer	Material	Color
unknown	4"x 8"x 2 3/8"	Existing
1) Remove existing paver and cement edge on 5 1/2' wide x 809' long walkway		Included
2) Remove roots as needed		Included
3) Supply and install fill (up to 21 yds of paver's sand) as needed		Included
4) Compact sub floor		Included
5) Install and level sand accordingly		Included
6) Rinstall existing pavers		Included
7) Install new cement edge on both sides of paver walkway		Included
8) Apply fine sand to surface; compact pavers in place to ensure proper level adjustment; broom the sand into the joints; if water hosebib is within 150' of working area, and if we are allowed to tap into it, hose off the excess sand from paver surface.		Included
9) Remove any related debris from job site		Included
10) Supply and install up to 800 L.F. 24" depth root barrier along one side of the walkway		Included
Sousa Construction Inc. does charge \$300.00 for each permit processing, not included in this proposal.		Subtotal 19,500.00
Note: All permitting fees incurred are the homeowner/client's responsibility.		Tax

Sousa Construction Inc. propose hereby to furnish material and labor complete in accordance with above specification for the sum of:
Nineteen Thousand Five Hundred Dollars

\$19,500.00 (US Dollars)

Payment to be made as follows: 40% deposit required at signing; 30% at root removal, and 30% balance due immediately upon completion.

Important note: Past due payments will be charged a 5% monthly fee

If this is a credit transaction the agreement for credit is contained in a separate document, which is incorporated herein by reference and is made a part thereof. We undersigned are hereby authorizing Sousa Construction Inc. to verify and review my/our credit record with an independent credit reporting agency and release from all liability incurred from inadvertent admissions or errors.

Authorized Signature: _____

Alberto Sousa

Sousa Construction Inc. - Authorized Agent

Date: _____

NO WORK IS TO BE DONE WITHOUT ADDITIONAL CHARGES, OTHER THAN THAT SPECIFIED IN THIS CONTRACT.

We accept cash, checks, and credit cards.
 A 3% processing fee will apply to all credit card charges.

Accepted By: _____

Authorized Signature (Homeowner/Agent)

Date: _____

WARRANTY

All material and workmanship is warranted for one year. However, SOUSA CONSTRUCTION INC. is not responsible for any repairs due to natural hazards, such as floods, hurricanes, tornadoes, sink holes, water damages, fire, paint spills, discoloration or any damages due to settlement.

Note: This proposal may be withdrawn if not accepted within 30 days.

Quality Service Integrity



CONSTRUCTION, INC.

April 26, 2017

CORTA BELLA at MONTERRA HOA.

C/O Castle Group

8451 Monterra Boulevard

Cooper City, FL 33024

Attn: Maria Milhailovsci

Phone: 954-374-9936

Email: mmihailovschi@castlegroup.com

Job Site Reference Address

8451 Monterra Boulevard

Cooper City, FL 33024

Corta Bella Common area Paver Walkway Repairs

In accordance with your request and our visit to the Corta Bella @ Monterra community we have prepared this proposal for the repair of paver walkway at the common area that is being lifted by roots.

After our onsite inspection we have generated a detailed scope of work. If you choose our company to complete your job, we guarantee the highest quality construction and outstanding customer service. Your satisfaction is our top priority.

Scope of Work:

Paver repairs

- 1- Remove existing paver walkway and cement edge 5-1/2' wide x 809' long.
- 2- Remove roots as needed.
- 3- Install fill as needed.
- 4- Compact sub floor.
- 5- Install and level sand accordingly.
- 6- Reinstall existing pavers.
- 7- Install Cement edge on both sides of paver walkway.
- 8- Apply fine sand to surface of pavers and broom into joints.
- 9- Remove any related debris from site.

PHONE: 954-957-9762 ■ FAX: 954-957-9766 ■ TOLL FREE: 866-957-9762
2301 N.W. 33rd Court, Suite 113 ■ Pompano Beach, FL. 33069



Corta Bella

Common area Paver Walkway Repairs

04-26-17

Hartzell Construction - Office (954)-957-9762 – Fax (954) 957-9766 – CGC1520258

Note: Any extra work that has not been mentioned in this proposal will be charged accordingly.

Note: We will not be responsible for any landscaping damage this may cause.

Note: We will not be responsible for any irrigation or sprinkler damage this may cause.

GENERAL TERMS AND CONDITIONS

- 1) Permit and procurement fees, if required, billed as actual.
 - This proposal does not include the cost of permit fees, inspection fees or impact fees that may be required from the various agencies or municipalities having jurisdiction.
 - If a permit is required additional costs may be incurred, therefore Hartzell Construction reserves the right to revise this proposal.
 - Hartzell is responsible for completion of work in compliance with contract documents and for quality of material and workmanship in accordance with standard specifications.
- 2) The price used in this proposal are based on the condition that all work quoted herein will be accepted in total.
- 3) This proposal, including all terms and conditions, shall become a legally binding attachment to any contract entered into between
- 4) Hartzell the financially responsible company for which the work will be preformed.
- 5) Change orders, contractor may accept a "change order" to the plans, specifications or equipment. In addition, the total price increased or decreased to reflect the change, and the same shall be in writing and signed by the Owner and Contractor. Any increase to the contract price shall be paid by the Owner upon ordering the work called for in such "change order" or upon execution of the change order as required by the contractor.
- 6) Labor and material guaranteed for a period of one year from the date of completion.
- 7) The management company to supply electric and water.
- 8) Hartzell Construction reserves the right to amend this proposal based on reviewing the architectural and engineering plans, once the applicable governing authority approves them.
- 9) The management company to designate a staging area for onsite storage containers and dumpsters.
- 10) Hartzell Construction will schedule work so that the management company can notify the residents before construction, these areas will need to be cordoned off during construction.
- 11) If the owner or his/her agent requires to be named as an additional insured, the cost to do so shall be \$ 250.00.
- 12) The management company will be responsible for trimming and/or removing all foliage obstructing the work areas therefore permitting access.

Not included (if Applicable):

1. Engineering fees
2. Architectural fees
3. Permit fees
4. Permit Runner Charges.
5. Permitting and association approval by others

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are



Corta Bella
Common area Paver Walkway Repairs
04-26-17
Hartzell Construction - Office (954)-957-9762 – Fax (954) 957-9766 – CGC1520258

contingent upon strikes, accidents or delays beyond our control. This proposal is subject to acceptance within 10 days and void thereafter at the option of the undersigned.

SCHEDULE OF VALUES:

The total to complete the work described includes all materials, labor and disposal fees is;

	Approved	Denied
Common area Paver Walkway Repairs.....	\$18,281.25	_____

TERMS

A 50% deposit is required for all items chosen along with the signed contract.

The term "Final Completion" as used in this Agreement shall mean where the Association is satisfied that the work has been completed, any applicable municipality has given its final approval, and Hartzell's other obligations have been fulfilled.

The undersigned, jointly and severally, absolutely guarantees the full and prompt payment of any and every indebtedness, liability or obligation, which arises out of this Contract/Invoice. All payments for goods and services rendered are due upon receipt of invoice(s). Any invoice not paid within thirty (30) days shall be subject to interest at 1.25% per month. In the event of default in payment (those not paid in forty-five (45) days) of any amount due hereunder, the undersigned promises to pay the full amount of such indebtedness. The liability of the undersigned shall not be affected by the discharge or release of the indebtedness, liability or obligation of anyone else, which arises out of this Contract/Invoice.

This Contract/Invoice shall be governed by and construed and interpreted according to Florida law and all actions or claims arising out of this Contract/Invoice shall be brought only in Broward County, Florida. Furthermore, and I hereby consent to the jurisdiction of the Florida courts.

In the event of the filing of litigation in connection with a dispute under this agreement, the prevailing party shall be entitled to recover from the losing party, reasonable costs associated with legal collections including attorneys' fees and paralegal fees incurred in connection with the proceedings, including on appeals, in bankruptcy and administrative proceedings, including those attorneys' fees incurred in connection with the entitlement issue of and amount of attorneys' fees. The prevailing party shall also be entitled to recover its mediation costs including attorneys' fees and paralegal fees as prevailing party in the litigation. This paragraph shall survive the termination of the agreement.

This Agreement between Monterra HOA and Hartzell Construction, Inc. is accepted and agreed upon this _____ day of _____, 2017.

Monterra HOA

By:

(Signature)

(Title)

Hartzell Construction, Inc.

Bill Butzbach
Project Manager



H.I.Q SERVICES CORP

9213 AFFIRMED LN
BOCA RATON, FL 33496
(754)245-8422

12/29/2017

Maria Mihailovschi
Castle Group
Monterra CDD

Thank you for the opportunity of being able to participate and to make a proposal for the job that you are soliciting.

DESCRIPTION

- Remove existing pavers and cement edge on walkway
- Remove roots where necessary
- Install, compact, and level sand as needed
- Reinstall and relevel pavers
- Install new cement edge on both ends of walkway
- Re-sand paver joints as needed
- Install 800' root barrier 24" depth along one side of walkway (*labor and equipment rental*)

Note: These prices do not include cost of root barrier

Thank you,

H.I.Q. SERVICES CORP.

Price: \$12,500

— 1,250 10' / €
\$ 11,250 if we do BSB

Maria Mihailovschi

From: Hugo Izquierdo <hiqservices@hotmail.com>
Sent: Friday, December 29, 2017 1:48 PM
To: Maria Mihailovschi
Subject: Proposal for Monterra CDD Paver Repair
Attachments: Monterra CDD Paver Repair.docx; biorootbarrier.pdf; rootbarrierroll.jpg; rootbarrierpanel.jpg

Hello Maria,

I apologize for not having this ready for you last Friday, we've been very busy with the New Year coming up. I've attached the proposal for the Monterra CDD paver repair job. The labor cost to install the root barrier is included in the proposal. However the cost of the root barrier itself is not. Here are the options:

BioBarrier roll: \$5,380 for 800 ft. *24 inch*

Root barrier panels: \$4,075 for 800 ft.

Root barrier rolls: \$2,320 for 800 ft.

The root barrier panels and root barrier rolls are both made out of plastic, with the panel being a bit thicker and offering a bit more protection thus explaining the higher cost. I've attached a product info sheet for the BioBarrier that should answer any questions you have on the product.

An advanced payment will be necessary to purchase the root barrier and start the project. If you have any questions please feel free to email or call me. Have a happy and healthy New Year.

Thank you,
Hugo
H.I.Q. Services

Introduction

Biobarrier® utilizes an award-winning, state-of-the-art technology. Developed as a long-term solution for vegetative root intrusion and possible structure damage, Biobarrier combines a proven geotextile fabric with a proven preemergence herbicide. The only active ingredient in Biobarrier, trifluralin, has been used extensively in commercial applications for more than 40 years and continues to be widely recognized as a leading preemergence herbicide.

The patented controlled-release process, unique to Biobarrier, delivers only the amount of trifluralin biologically necessary to inhibit root growth. Biobarrier's innovative technology ensures that precise amounts of herbicide will be dispersed at the correct location for an extended time. This provides a distinct advantage over repeated applications of herbicides required by conventional methods. **The U.S. EPA does not require a pesticide applicator license to install Biobarrier, however, local regulations may apply, so please check for your area.**

On the following pages, standard installation procedures for a broad variety of Biobarrier applications are summarized.

Should you require additional drawings or instructions, please call 1-800-284-2780, Ext. 7137 or 7054 and we will be happy to assist you.

Biobarrier® is manufactured and marketed by:



REEMAY, INC.

70 Old Hickory Boulevard

Old Hickory, TN 37138

(800) 284-2780

(615) 847-7000

Fax: (615) 847-7068

Email: jdunaway@bbafiberweb.com

Mechanism

How Biobarrier® Works...

Biobarrier® consists of composite nodules injection-molded through **Typar®**, a spunbonded polypropylene geotextile fabric. The through injection molding technique ensures permanent nodule attachment. Impregnated with trifluralin, the nodules function as a protective reservoir. The nodule composition is designed to slowly release trifluralin vapors, which adsorb in the soil.

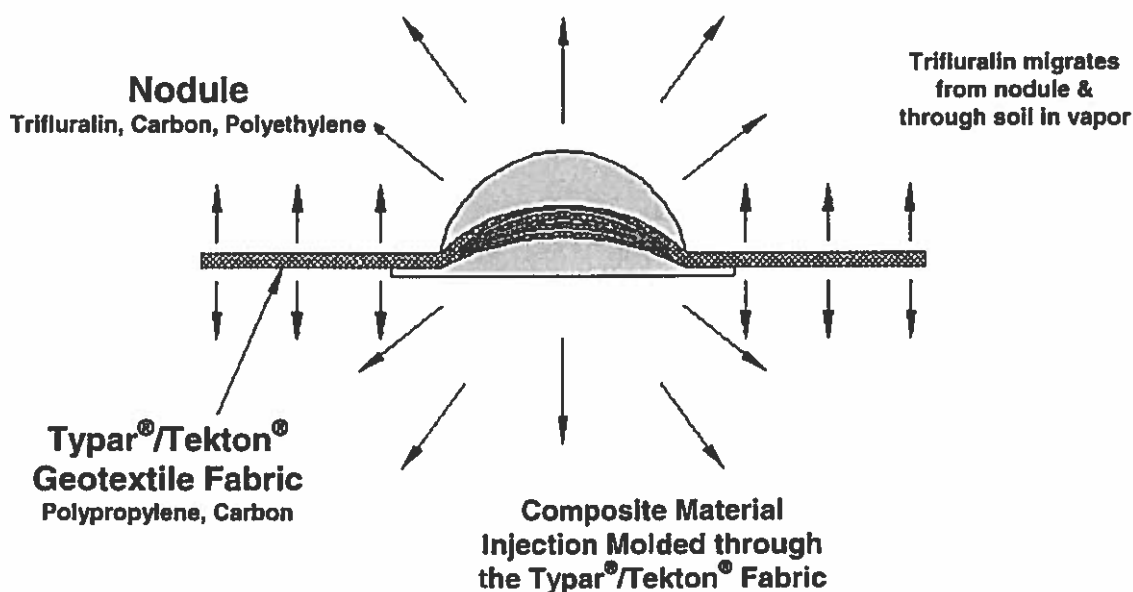
Outside the nodule, the trifluralin degrades but is continuously replaced by new material, building and maintaining a root inhibition zone. Accurate nodule spacing ensures the individual nodule zones overlap and reinforce each other. At equilibrium, the inhibition zone becomes contiguous, enveloping the Biobarrier fabric.

When roots enter the inhibition zone, root tip cells cannot divide, preventing growth in that direction. Trifluralin is not systemic; therefore, it is not taken into the plant. As a result, the root system is diverted away from the Biobarrier-protected structure without adversely affecting the desirable plants or trees. Root branches outside of the zone are not affected.

By utilizing a technology that combines a proven geotextile drainage fabric with an effective preemergence herbicide, Biobarrier II, marketed as a preemergence weed control fabric for landscaping, prevents grass and weed growth without affecting desirable plants. When covered with 2" (50 mm) of mulch, stone, or other medium, the trifluralin inhibition zone both above and below the plane of the fabric blocks grass and weeds from establishing a viable root system needed to support growth. Additional protection is provided by the 4 oz./sq. yd. (136 g/sq. m) geotextile fabric, which blocks existing grass, and weeds from coming up through the fabric. New plants or desirable existing plants that have roots below the 2" (50 mm) inhibition zone are not adversely affected.

*Tekton is the trademark used for polypropylene products outside of North, Central and South America, Israel and South Africa.

Nodule Cross-Section



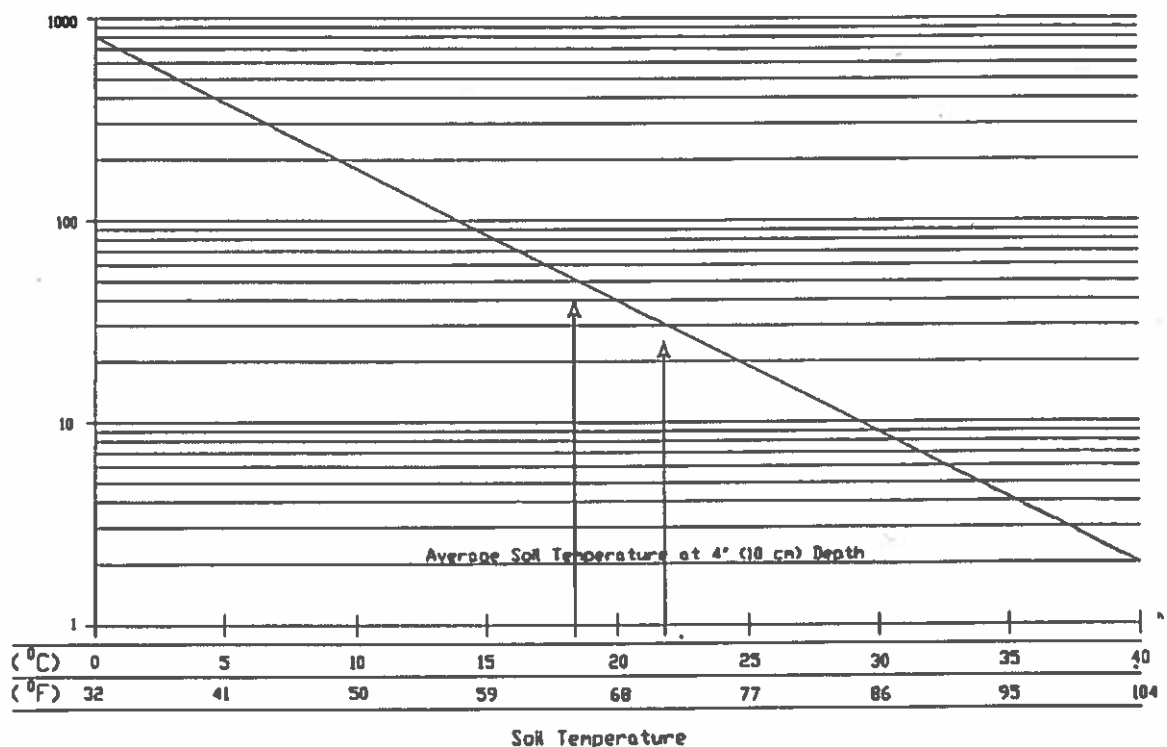
How Trifluralin Works...

The root inhibition zone is created and maintained by the trifluralin released from the nodules. Consequently, the highest trifluralin concentration in the soil is at the plane of the barrier, with concentration levels diminishing as distance from the barrier increases. The concentration level effective for all roots measured is less than 7.6 ppm. Plant species vary in resistance to trifluralin. This concentration level at zone equilibrium, based on field and laboratory measurements, occurs approximately 1" (25 mm) from the barrier. Some root branch elongation may occur after the root tip meets the effective concentration level, pushing the tip within the 1" (25 mm) zone.

With a water solubility of 0.3 ppm, trifluralin does not present a significant leaching problem. Additionally, trifluralin has a high soil adsorption and short half-life.

With a U.S. EPA Class IV rating and an Oral LD50 of 10,000, technical grade trifluralin is considered practically non-toxic, ranking it between sugar (29,700) and salt (3,000). Since only a minute amount of trifluralin is emitted from the Biobarrier nodules at any point in time, the hazard is minimized. . NOTE: The United States EPA does not require a pesticide applicator license to install Biobarrier®. Check agency in your area for local regulations

Biobarrier Effective Life



Technical Data - Biobarrier®

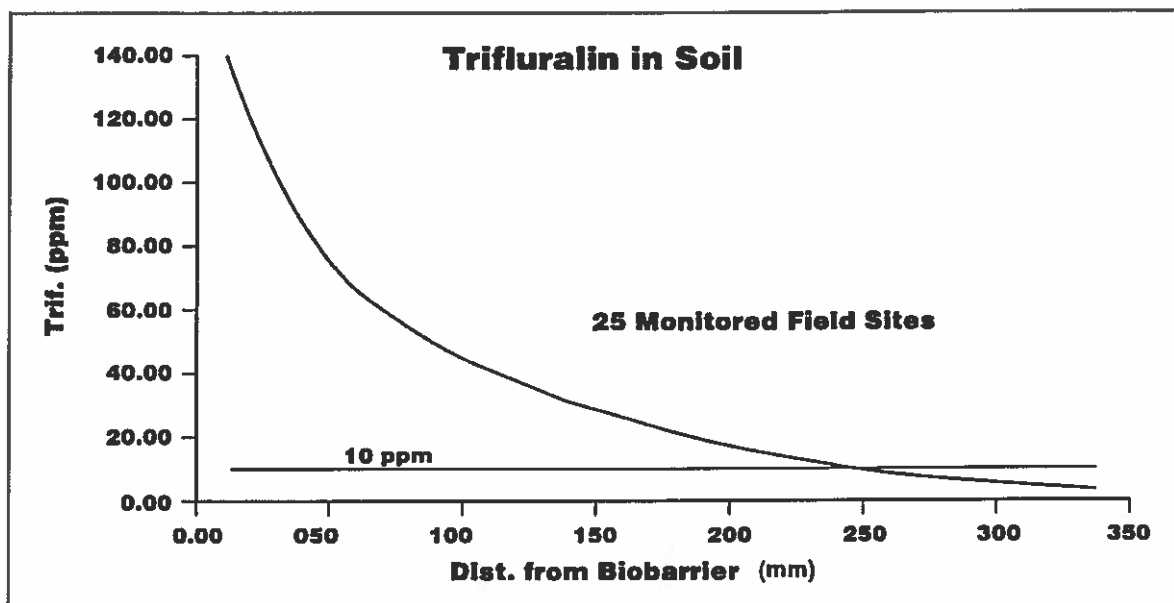
The hemispherical shaped nodules on Biobarrier contain one active ingredient (trifluralin) and two inactive ingredients (polyethylene and carbon black). Biobarrier is engineered to release the trifluralin very slowly in vapor form and establish a narrow (see chart below) protective chemical zone in soil adjacent to the fabric. This unique delivery method, combined with the chemical characteristics of trifluralin detailed below, ensure that the chemical zone remains very near the fabric and does not present a significant leaching problem. Trifluralin has been used extensively in commercial applications for over 40 years and widely recognized as a leading preemergence herbicide. See EPA Toxicity Rating for trifluralin below. NOTE: The United States EPA does not require a pesticide applicator license to install Biobarrier®. Check agency in your area for local regulations

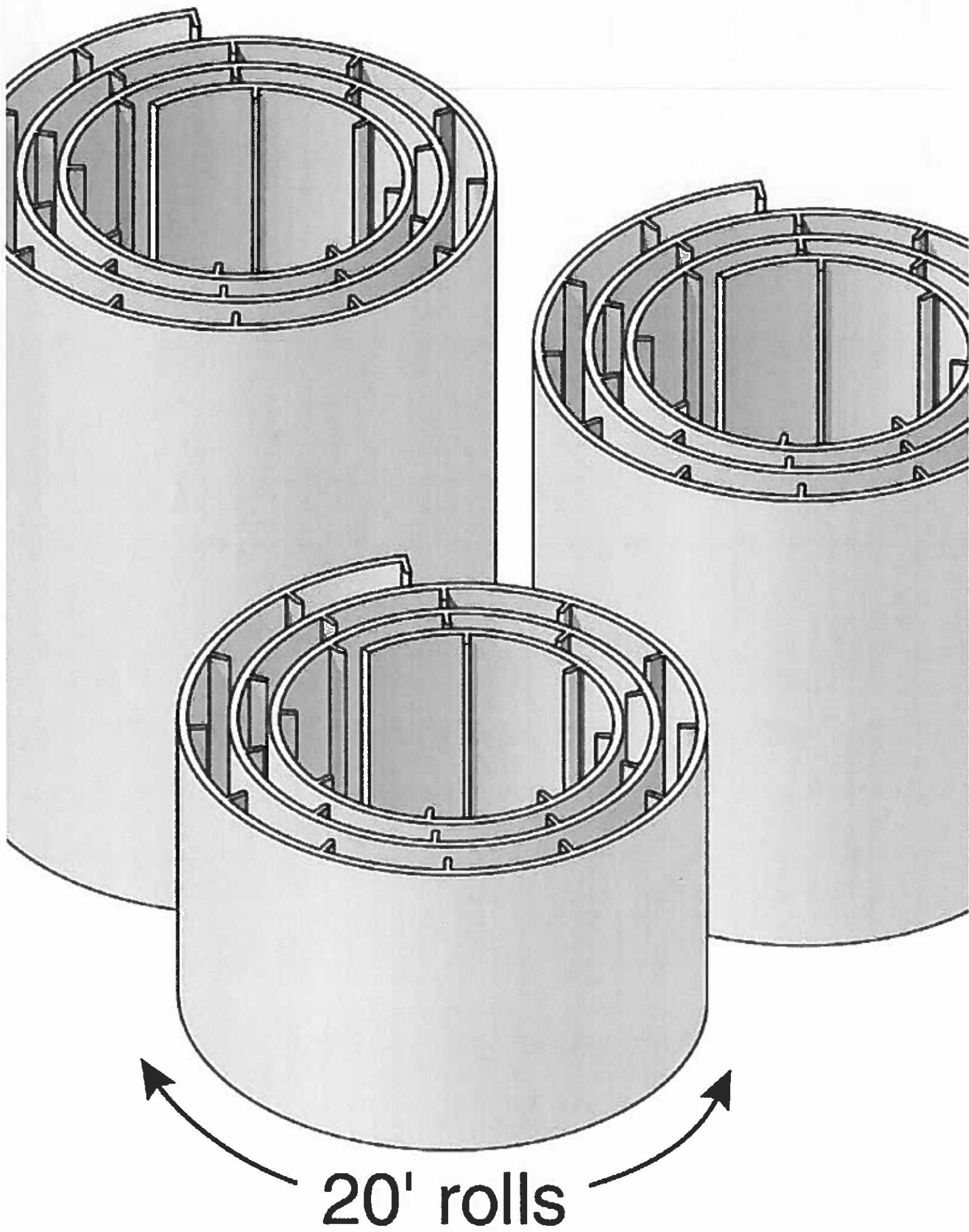
Environmental Fate of Trifluralin

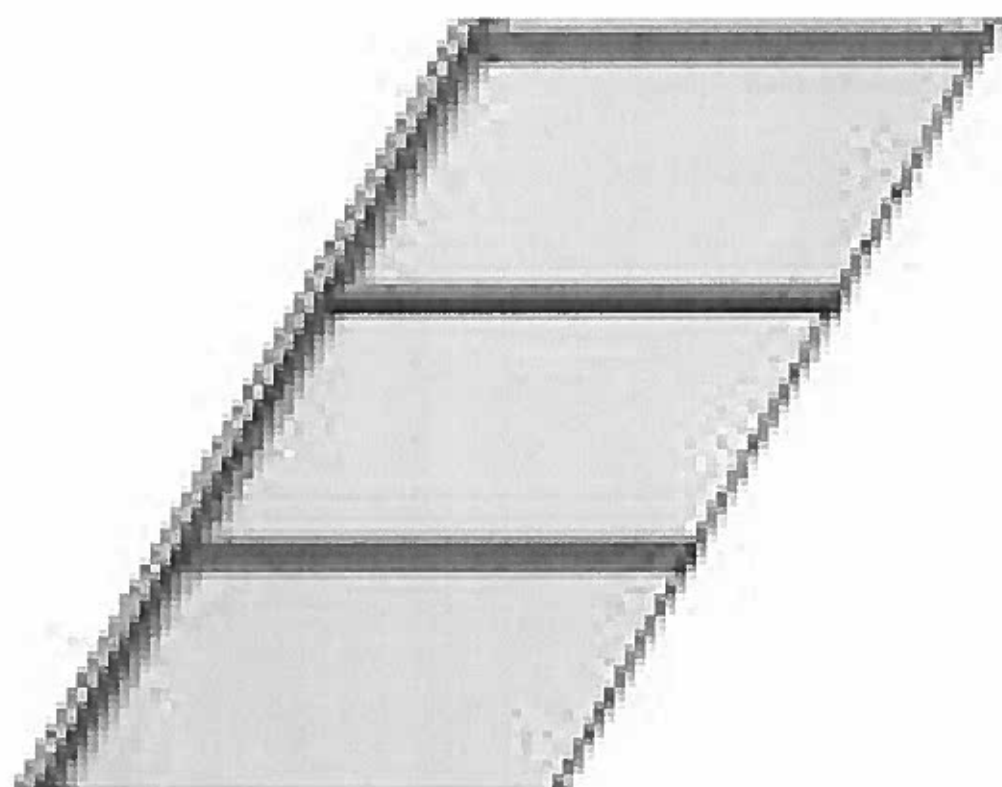
Solubility in Water	<0.3 ppm @ 25°C
Vapor Pressure (mm Hg @ 25°C)	1×10^{-4}
Degradation In Soil	1 to 6 Months
<u>Half Life</u>	
Air Photolysis	42 Minutes
Water Photolysis	9 Hours
Soil Photolysis (Dark)	41 Days
Soil Photolysis (Light)	66 Days

EPA Toxicity Ratings

Classifications	LD 50 (mg. Kg.)
1. Extremely Toxic	50
2. Highly Toxic	50 to 500
3. Moderately Toxic	500 to 5,000
4. Practically Non-Toxic	5,000 to 15,000
<u>*Toxicity Examples</u>	
1. Nicotine	32
2. Aspirin	1,000
3. Salt	3,000
4. Trifluralin	10,000
5. Alcohol	14,000
6. Sugar	29,700
* Acute Oral (rats)	







Abilio Dasilva
Tel: (954) 650-9470
Fax: (561) 756-9842

MASTER BRICK & TILE
9341 SW 16 Rd. * Boca Raton, FL 33428

Masterbricktile@hotmail.com
"We Take Pride in What We Do"

SWIMMING POOL RENOVATION CORP.

PROPOSAL

Name/Company <i>MARIA Mihailovschi</i> <i>CASTLE GROUP</i>	Date: <i>12/18/17</i>	Ad Source:
Address: <i>8451 MONTEPERRA BLVD</i>	City: <i>HOLLYWOOD</i>	Home: <i>954 374 9936</i> Cell: Fax:

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

Swimming Pool Dimensions- Linear Footage:	W/L:	Depth:	<input type="checkbox"/> DIAMOND BRITE <input type="checkbox"/> SPA <input type="checkbox"/> POOL	\$		
URO-TILE Deck Dimensions- Pattern:	Total Sq. Ft.		<input type="checkbox"/> URO-TILE DECK <input type="checkbox"/> PATIO <input checked="" type="checkbox"/> WALKWAY	\$ <i>7500</i>		
<input type="checkbox"/> Diamond Brite Color:	<input type="checkbox"/> Super Blue Color Upgrade \$ "SGM's Bluest Diamond Brite"		<input type="checkbox"/> VAC/ RETURN LINES <i>REPAIR</i> <i>REMOVED PAVERS AND RESET</i>	\$		
ALL DIAMOND BRITE APPLICATIONS INCLUDE THE FOLLOWING: <ul style="list-style-type: none"> • Drain Pool With Sump Pump and Remove Hydrostatic Fitting • Acid Wash Entire Pool Surface Prior To Bond Kote To Remove Impurities • Locate and Remove All Hollow and Deteriorated Areas in Pool Surface by Hand • Apply BOND KOTE To Pool Surface • Install New Anti-Vortex Main Drain Cover/Frame and Return Jets • Complete Chemical Start-up Including Stabilizer • Warranty 5 Years on Material <p><i>Cut And Removed Concrete \$3800?</i> <i>SANDBLASTING 1500,00</i></p>			<input type="checkbox"/> COPING <input type="checkbox"/> Clay <input type="checkbox"/> Cement	\$		
			<input type="checkbox"/> RETURN LINE:	\$		
			<input type="checkbox"/> WATERLINE TILE-UP TO \$4.50 SQ. FT	\$		
			<input type="checkbox"/> ENTRANCE STEP CAP TILES	\$		
			<input type="checkbox"/> PAVERS REPAIR	\$		
			<input type="checkbox"/> NEW BEAM SKIMMER	\$		
			<input type="checkbox"/> PAVERDECK AND DRIVEWAY <input type="checkbox"/> MARBLE DECK AND DRIVEWAY	\$		
			<input type="checkbox"/> INSTALL PUMP/ FILTER	\$		
			<input type="checkbox"/> AUTO-PILOT CHLORINATOR	\$		
			<input type="checkbox"/> LIGHT <input type="checkbox"/> BULB/GASKET	\$		
ALL WORKMANSHIP WILL MEET OR EXCEED FSPA, NPC AND INDUSTRY STANDARDS			<input type="checkbox"/> REPAIR STRUCTURAL CRACKS	\$		
			<input type="checkbox"/> PRESSURE CLEAN AND SEAL	\$		
			TOTAL W/O OPTIONS	\$		
Coping <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/> 12" <input type="checkbox"/> NA Raised Wall <input type="checkbox"/> Y <input type="checkbox"/> N-LF Light operational <input type="checkbox"/> Y <input type="checkbox"/> N Tile Choice: Coping Choice: Tile Pattern			Diagram	DISCOUNT	TOTAL WITH OPTIONS	\$
NOTES:						

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are hereby accepted. You are authorized to the work as specified. Payment will be made as outlined above. When executed by both party, this proposal becomes a contract.

DATE OF ACCEPTANCE: _____ SIGNATURE: _____



Submitted To: **Monterra CDD**
Attn: Maria Mihailovchi
CC: Board of Directors

Proposal #: 53192

Date: **October 6th 2017**

Project: **Root barrier installation Bella Terra**

You recently requested pricing information from our company. Our purpose is to provide Landscaping Services in accordance with specifications stated below and according to standard practices. This proposal is valid for sixty (60) days from the date of this proposal.

Specifications	Total
<p>- Furnish and Install 850' linear feet of BioBarrier root control along side 85th ave, to prevent further damage where Green buttonwood and royal palms root systems have severely damaged sidewalk area.</p> <p>Option A: Furnish and install 850' Linear feet of Bio Barrier at a Depth of 24"</p> <p>Option B: Furnish and install 850' Linear feet of Bio Barrier root control at a Depth of 39" (RECOMMENDED) * This option is highly recommended due to the fact that there are over 40 plus trees and palms in that area alone, roots have massively taken over the area installing a barrier in a deeper scale like the 39" will highly reduce chances of having same problem that will cost the CDD twice the expense in years to come.</p>	<p>\$ 7,800.00</p> <p>\$11,900.00</p>

***Tax except certificate on file**

WHAT IS BIOBARRIER?

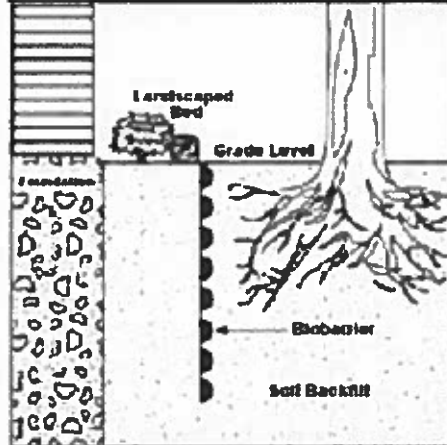
Biobarrier® Root Control System Protects Against Root Damage

Biobarrier is a unique, porous, durable geotextile fabric, which has permanently attached nodules containing trifluralin, a non-systemic herbicide that is classified by the EPA as Class IV and has a lower oral toxicity than table salt. Trifluralin prevents root tip cells from dividing, which is the method by which roots grow. The nodules are engineered to slowly release the trifluralin, creating a zone where root growth is inhibited. Instead, roots are re-directed to grow away from Biobarrier and the object being protected, preventing costly and dangerous root damage.

Exclusions:

- o All permits – landscaping.
- o Removal and installation of pavers

Our Guarantee: Equator Landscaping. is not liable or responsible for any loss, repair or replacement of any of the above mentioned due to high winds, hail, lightning storms, heavy rains, vandalism, floods, heat, construction, insect plagues or infestation, inadequate irrigation, tornadoes, hurricanes or other Acts of God.



9Dib

Monterra District Manager Approvals for Ratification

Presented to the Board on March 19, 2018

Purpose	Vendor	Invoice #	Amount
Reinstall six (6) linear posts 2 1/2" x10" , new concrete and tighten chain link mesh	ASAP Gate Plus	3749	\$ 700.00
Install 5'x5' chain link fence to close a gap in our perimeter near Vista del Prado	ASAP Gate Plus	3746	\$ 349.00
Replace 50'x6' broken fence near 85th Ave	ASAP Gate Plus	3747	\$ 620.00
Replace two linear posts, reinstall seven (7) posts with new concrete, reinstall the chain link fence mesh.	ASAP Gate Plus	3748	\$ 1,232.00
Replace two (2) broken photo cells street light, and upgrade four (4) light assemblies with 150W LED lights.	Lighting of Tomorrow		\$ 1,630.00
Reduce the height of buttwood trees to fence height	Equator Landscaping	32761	\$ 2,500.00
Monthly total			\$ 6,331.00

9Diic

Qualifying to Run for Office

2018 Qualifying Dates

Noon, June 18, 2018 – Noon, June 22, 2018

What happens when you go to the Supervisor of Elections office to qualify? You will file a Candidate Oath, a financial disclosure Form 1 and pay the \$25 qualifying fee or file a certification for 25 signatures.

Qualifying Fees

\$25.00 (Unless qualifying by petition)

Qualifying by Petition

In order to qualify by petition and thereby have the qualifying fee waived, a person needs to gather the signatures of 25 qualified voters residing within the District. For more information on how to file by petition contact your County's Supervisor of Elections.

The deadline to submit petitions to the Supervisor of Elections is **Noon, May 21, 2018.** (Candidates must still qualify during the candidate qualifying period.) Please note that petitions may be submitted prior to the deadline.

There is a fee of 10 cents per signature or the actual cost of checking such signatures, whichever is less, to be paid to the supervisor of elections for the cost of verifying the signature. The fees must be paid in advance of verifying the petitions.

If you want to campaign, you are permitted to do so as long as you do not expend any funds. If you are going to expend money for signage, business cards, etc., even if it is your own money, you must open a campaign account and will need to file the required forms. You will also need to appoint a campaign treasurer and designate a campaign depository. If campaigning, signatures may not be obtained until the candidate has filed his or her appointment of campaign treasurer and designation of campaign depository.

Qualifying Officers

The Qualifying Officer for Special District Offices is the Supervisor of Elections.

*** Please contact your local Supervisor of Elections office for more specific information on qualifying.**