

**MONTERRA  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA PACKAGE  
MAY 21, 2018**

**Monterra  
Community Development District**

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

May 14, 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, May 21, 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. Approval of Agenda
3. Approval of the Minutes of the April 16, 2018 Meeting
4. Approval of April 30, 2018 Financial Statements
5. Audience Comments
6. Discussion of RFPs for Landscaping Services
7. Consideration of Proposal for Conversion of Irrigation Zones
8. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Clubhouse
    - i. Quotes for Guardhouse Repairs
    - ii. Enhanced Security Discussion – Kent Security
  - D. District Manager
    - i. Distribution of the Proposed Budget for Fiscal Year 2019 and Consideration of Resolution 2018-08 Approving the Budget and Setting the Public Hearing
    - ii. Equator Billing
    - iii. Website and Monthly Newsletter
    - iv. Encroachment of Residents onto CDD Property
    - v. New Fence to Secure the HOA
    - vi. Report on the Number of Registered Voters (2,268)
9. Supervisors' Requests
10. 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

## **Second 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, May 21, 2018 – 6:00 p.m.

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Approval of the Minutes of the April 16, 2018 Meeting**
- 4. Approval of April 30, 2018 Financial Statements**
- 5. Audience Comments**
- 6. Discussion of RFPs for Landscaping Services**
- 7. Consideration of Proposal for Conversion of Irrigation Zones**
- 8. Staff Reports**
  - A. Attorney
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    - iii. Website and Monthly Newsletter
    - iv. Encroachment of Residents onto CDD Property
    - v. New Fence to Secure the HOA
    - vi. Report on the Number of Registered Voters (2,268)
- 9. Supervisors' Requests**
- 10. Adjournment**

The next Meeting is scheduled for Monday, June 18, 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



## **Third 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, April 16, 2018 at 6:00 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida 33024.

Present and constituting a quorum were:

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

Also present were:

George Miller	District Manager
Ginger Wald	District Counsel
Josh Antoine	Castle Group
Dylan Larson	Miller Legg
Peter Tallerico	Miller Legg
Numerous Residents	

*The following is a summary of the discussions and actions taken at the April 16, 2018 Monterra Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Approval of Agenda**

- The Board will discuss Security even though Mr. Lowe asked that it be deferred, so that proposals may be submitted at the next meeting.

There being no further discussion,

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

### **THIRD ORDER OF BUSINESS**

#### **Approval of the Minutes of the March 19, 2018 Meeting**

Mr. Popowitz stated each Board member received a copy of the Minutes of the March 19, 2018 Meeting and requested any additions, corrections or deletions.

Mr. Pulcini MOVED to have future minutes transcribed verbatim; and Mr. Popowitz seconded the motion.

- The Board originally chose to have summary minutes.
- Paper costs were reduced significantly as a result of the summary minutes.
- Ms. Kooiman prefers the summary.
- The minutes may be accepted electronically.

Mr. Pulcini WITHDREW the prior motion.

- Mr. Pulcini requested that Mr. Miller bring back costs for verbatim versus summary minutes.
- On Page 10, *Miller* should replace *Mill*.

There being no further additions, corrections or deletions,

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the Minutes of the March 19, 2018 Meeting were approved as amended.

### **FOURTH ORDER OF BUSINESS**

#### **Approval of March 31, 2018 Financial Statements**

Mr. Popowitz presented the March 31, 2018 Financial Statements for the Board's review and approval.

Ms. Kooiman MOVED to approve the March 31, 2018 Financial Statements; and Mr. Popowitz seconded the motion.

- There are three more Equator invoices.
- The Board discussed Reserves. Mr. Pulcini would like to know what the District had last year at this time.

There being no further discussion,

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

#### **FIFTH ORDER OF BUSINESS**

#### **Audience Comments**

Hearing no comments from the audience, the next order of business followed.

#### **SIXTH ORDER OF BUSINESS**

#### **Discussion of RFPs for Landscaping Services**

- Mr. Miller commented four firms expressed an interest, three of which submitted bids.
- The maps in the original RFP were different than what was to be included.
- Vendor A – BrightView provided a bid without the extra parcel. Vendor C – Green Experts bid includes two parcels which were not part of the RFP. An addendum in writing would have to be provided to everyone who bid on the project. Legally, Green Experts bid may be considered without the two parcels.
- Mr. Miller was asked to commence the landscape RFP process again.
- Ms. Wald indicated the Board may reject all bids and go out for advertising again.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the three landscaping RFPs were rejected.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the landscape RFP shall be re-issued with the appropriate map.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, Equator shall be requested to provide landscaping services on a monthly basis until a permanent landscaper is chosen.

- Castle Group does not have a landscaper.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, the District Manager was authorized to retain the services of a landscape maintenance provider on a monthly basis in an amount not to exceed \$40,000 per month, until the RFP process is complete, if Equator refuses to provide said services.

- The Board discussed the possibility of having a special meeting, but there is not enough time to do so before the next regularly scheduled meeting.

## SEVENTH ORDER OF BUSINESS

## Staff Reports

### A. Glantz Law – Legal Letter

- Ms. Wald sent a letter to Ms. Briana Boev of Glantz Law indicating a letter was received and asked Ms. Boev to contact her. However, she has not responded.
- Ms. Wald received all necessary communications which were with the homeowner. Ms. Wald also pulled the minutes in which this discussion was had. The Minutes indicated there was not full consensus regarding this matter.
- The Board needs to decide whether or not to remove the tree. Requirements for replacement should be considered, which is to be decided with the City.
- The CDD may retain the services of a vendor to remove the tree.
- The tree in question was not properly maintained.
- A certified arborist may have to be contacted to provide an opinion.
- Mr. Miller commented the tree is currently leaning against one of the perimeter walls, in which case, either a crane service will be needed to lift the tree over the wall or the wall has to be removed.
- The Board concurred to remove the tree depending on the cost because this is a cost to be borne by the CDD.
- A landscaper will provide the cost to remove the tree.

Mr. Pulcini MOVED to authorize the District Manager to retain a vendor in an amount not to exceed \$500 to have a tree removed, as discussed, in the most expedient manner possible; and Mr. Ciechanowiecki seconded the motion.

- Ms. Kooiman suggested tying this motion into replacing the tree.
- Mr. Popowitz suggested dealing with the tree removal first.

Mr. Pulcini MOVED to amend the prior motion to increase the not to exceed amount to \$1,000; and Mr. Ciechanowiecki seconded the motion.

There being no further discussion,

On VOICE vote with all in favor, the District Manager was authorized to retain a vendor in an amount not to exceed \$1,000 to have a tree removed, as discussed, in the most expedient manner possible.

- Ms. Wald will communicate to Ms. Boev the Board's decision in this regard and will try to address entry onto the owner's property.

Mr. Popowitz inquired about the possibility of a Public Forum for holiday decorations.

- This can be discussed at a future meeting.
- Ms. Wald cautioned that by doing this you are opening it up for everyone to raise all issues regarding holiday decorations.

**B. Engineer**

**i. Lake Report**

- There were comparable erosion rates from the previous report. The Board authorized Miller Legg to assess all rates based on that analysis, which Mr. Larson presented.
- Half of the lakes do not require remediation, but the lakes in red do need remediation.
- Headwall conditions in red require attention, but the ones in yellow are in satisfactory condition.
- A couple of other conditions were discovered, which Mr. Larson described.
- There are a couple of electrical issues.
- A report on the Estada lakes was done back in 2013.
- Ms. Wald may send a letter to any homeowner requiring them to remove anything they put up on the walls.

- The headwalls in red are considered a pressing matter to get repaired.
- Miller Legg did not do the engineering on the individual parcels.

*The record shall reflect Mr. Lowe joined the meeting at 7:44 p.m.*

- The work on the lakes needs to be prioritized.
- The entire project will be done piecemeal to keep it from having to be bid out.

Mr. Pulcini MOVED to solicit the RFQ process for District engineering services; and Mr. Ciechanowiecki seconded the motion.

- Ms. Wald explained the RFQ process.
- Prices are negotiated after ranking the engineers.
- The Board may also retain the services of a different engineer for any special projects.
- Mr. Pulcini expressed concern with the way the engineering company stands behind its work.

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.

**C. Clubhouse**

- HIP Services will commence restoration in Corta Bella.
- The alarm installation at the guardhouse will be done by next week.
- There was a security incident in Vista del Sol in which someone went through unlocked vehicles.
- Some Palm Trees are raising up the pavers in Corta Bella, which will be repaired.
- The fence at Sheridan is still down from the hurricane. That is not CDD land.

**D. District Manager**

**i. Action Items**

**a. Request for Approval**

- i. Pine Island Entrance, Interior and Exterior Painting**
- ii. Painting the Perimeter Walls**

- It makes sense to have both the interior and exterior painted by the same vendor.

- Mr. Miller discussed all the bids.
- The proposal from RCI includes the lift capability and that is the one Mr. Miller recommends.

On MOTION by Mr. Pulcini, seconded by Mr. Ciechanowiecki, with all in favor, the proposal from RCI Painting & Waterproofing for painting the Pine Island entrance interior and exterior in the amount of \$11,185 and the proposal for painting the perimeter walls in the amount of \$33,875, was approved.

- The amount will come out of Reserves.
- ii. **Discussion Items**
  - a. **FEMA Update**
    - One more item needs to be executed and will be submitted tomorrow.
    - It is anticipated that any funds will not be received until sometime next year.
  - b. **Website and Monthly Newsletter**
    - The Board directed Mr. Miller to change the color from green to blue.
    - Mr. Miller described other items on the new website.
    - The District map needs to be updated.
    - The site should go live with the color changed to blue as soon as possible.
  - c. **Security**
    - Mr. Lowe suggested increasing security physically or electronically during the summer months.
    - Mr. Pulcini suggested cameras.
    - The Board directed Kent to provide proposals for increased security.
    - Mr. Miller was directed to obtain proposals from security companies to provide the best security plan for the community.
  - d. **Funding Agreement with Broward Property LLC**
    - The agreement determines the way the LLCs are billed for debt service.
    - Mr. Miller obtained an executed document.
    - The Trustee must be paid.

## **EIGHTH ORDER OF BUSINESS**

### **Supervisors' Requests**

Hearing no requests from Supervisors, the next order of business followed.



**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Kooiman, seconded by Mr. Pulcini, with all in favor, the meeting was adjourned at approximately 8:30 p.m.
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George Miller  
Assistant Secretary

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Ricardo Lowe  
Chairman

## **Fourth Order of Business**

**Monterra  
Community Development District**

*Financial Report*

*April 30, 2018*

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**Monterra  
Community Development District**

**Financial Statements**

(Unaudited)

**April 30, 2018**

**Balance Sheet**  
April 30, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2005A DEBT SERVICE FUND</u>	<u>SERIES 2015 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 858,360	\$ -	\$ -	\$ 858,360
Cash On Hand/Petty Cash	500	-	-	500
Accounts Receivable	55	-	-	55
Due From Other Funds	-	-	30,625	30,625
Investments:				
SBA Account	935,611	-	-	935,611
SBA Account Reserves	348,165	-	-	348,165
Interest Account	-	-	41	41
Interest Account A	-	14	-	14
Prepayment Account	-	3,134	-	3,134
Prepayment Account A	-	2	-	2
Redemption Fund	-	-	11,599	11,599
Reserve Fund	-	-	253,584	253,584
Reserve Fund A	-	7	-	7
Revenue Fund	-	-	967,026	967,026
Revenue Fund A	-	30,933	-	30,933
Sinking fund	-	9	-	9
Deposits	16,305	-	-	16,305
<b>TOTAL ASSETS</b>	<b>\$ 2,158,996</b>	<b>\$ 34,099</b>	<b>\$ 1,262,875</b>	<b>\$ 3,455,970</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 3,725	\$ -	\$ -	\$ 3,725
Accrued Expenses	93,464	-	-	93,464
Due To Other Funds	30,625	-	-	30,625
<b>TOTAL LIABILITIES</b>	<b>127,814</b>	<b>-</b>	<b>-</b>	<b>127,814</b>

**Balance Sheet**  
April 30, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2005A DEBT SERVICE FUND</u>	<u>SERIES 2015 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<b><u>FUND BALANCES</u></b>				
<b>Restricted for:</b>				
Debt Service	-	34,099	1,262,875	1,296,974
<b>Assigned to:</b>				
Operating Reserves	425,078	-	-	425,078
Reserves - Clubhouse	41,338	-	-	41,338
Reserves-Gates/Guardhouses	41,338	-	-	41,338
Reserves - Hurricane	41,338	-	-	41,338
Reserves- Irrigation System	41,338	-	-	41,338
Reserves - Landscape	41,338	-	-	41,338
Reserve - Lighting	20,669	-	-	20,669
Reserves - Pools	41,338	-	-	41,338
Reserves - Roads and Sidewalks	82,675	-	-	82,675
Reserve - Security Features	41,338	-	-	41,338
Reserve - Wall & Fence Perimeter	20,669	-	-	20,669
<b>Unassigned:</b>	1,192,725	-	-	1,192,725
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,031,182</b>	<b>\$ 34,099</b>	<b>\$ 1,262,875</b>	<b>\$ 3,328,156</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,158,996</b>	<b>\$ 34,099</b>	<b>\$ 1,262,875</b>	<b>\$ 3,455,970</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

	Budget	Actual	Funds (1)	Funds (2)	Amount (3)	Fav (UnFav) (4)	Budget (5)
<b>REVENUES</b>							
<b>TOTAL REVENUES</b>	<b>\$2,427,114</b>	<b>\$2,399,238</b>	<b>48,283</b>	<b>-</b>	<b>\$2,447,521</b>	<b>\$20,407</b>	<b>100.8%</b>
<b>EXPENDITURES</b>							
Administrative	98,440	76,827	6,000	-	82,827	15,613	84.1%
Property management and security	520,246	297,876	215,504	-	513,380	6,866	98.7%
Maintenance: Gate/Fence	71,183	59,196	4,646	-	63,842	7,341	89.7%
Maintenance: Lakes	206,458	69,840	33,450	-	103,290	103,168	50.0%
Maintenance: Landscape/Hardscape	788,010	502,722	185,958	95,162	783,842	4,168	99.5%
Maintenance: Pool	23,900	12,337	8,370	-	20,707	3,193	86.6%
Maintenance: Other	145,704	74,283	88,316	9,949	172,548	(26,844)	118.4%
Utilities	236,300	138,462	1,938	-	140,400	95,900	59.4%
Other Expenses	58,641	24,887	4,954	-	29,841	28,800	50.9%
Contingency	278,232	87,614	31,906	1,050	120,570	157,662	43.3%
<b>TOTAL EXPENDITURES</b>	<b>2,427,114</b>	<b>1,344,044</b>	<b>581,042</b>	<b>106,161</b>	<b>2,031,247</b>	<b>395,867</b>	<b>83.7%</b>
Excess (deficiency) of revenues Over (under) expenditures	\$0	\$1,055,194	(\$532,759)	(\$106,161)	416,274	416,274	
Net change in fund balance	-	1,055,194	(532,759)	(106,161)	416,274	416,274	
<b>FUND BALANCE, BEGINNING (10/1/2017)</b>	<b>975,988</b>	<b>975,988</b>	<b>-</b>	<b>-</b>	<b>975,988</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$975,988</b>	<b>\$2,031,182</b>	<b>(\$532,759)</b>	<b>(\$106,161)</b>	<b>\$1,392,262</b>	<b>\$416,274</b>	

**Notes**

- 1.) Committed Funds are balances from signed contracts which have not been paid yet.
- 2.) Forecasted Funds are balances which are expected to be needed prior to year-end but no signed contract exists at this time.
- 3.) Total Projected amounts are the anticipated year-end balances for each category.
- 4.) Compares the total projected amounts to the adopted budget. Favorable variances are positive; Unfavorable variances are negative.
- 5.) Compares the total projected amounts as a percentage (%) of the adopted budget.



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ 5,021	\$ -	\$ -	\$ 5,021	\$ 5,021	0.0%
Room Rentals	-	200	-	-	200	200	0.0%
Interest - Tax Collector	-	826	-	-	826	826	0.0%
Non Resident Fee	-	60	-	-	60	60	0.0%
Membership Cards	-	465	-	-	465	465	0.0%
Special Assmnts- Tax Collector	2,427,114	2,378,831	48,283	-	2,427,114	-	100.0%
Gate repair refunds	-	2,286	-	-	2,286	2,286	0.0%
Decal headlamp/windshield	-	7,700	-	-	7,700	7,700	0.0%
Other Miscellaneous Revenues	-	3,349	-	-	3,349	3,349	0.0%
Gate Bar Code/Remotes	-	415	-	-	415	415	0.0%
Access Cards	-	85	-	-	85	85	0.0%
<b>TOTAL REVENUES</b>	<b>2,427,114</b>	<b>2,399,238</b>	<b>48,283</b>	<b>-</b>	<b>2,447,521</b>	<b>20,407</b>	<b>100.8%</b>
<b>EXPENDITURES</b>							
<b>Administrative</b>							
P/R-Board of Supervisors	2,800	-	-	-	-	2,800	0.0%
FICA Taxes	214	-	-	-	-	214	0.0%
ProfServ-Arbitrage Rebate	1,800	-	-	-	-	1,800	0.0%
ProfServ-Dissemination Agent	1,800	139	-	-	139	1,661	7.7%
ProfServ-Engineering	15,000	3,215	5,000	-	8,215	6,785	54.8%
ProfServ-Property Appraiser	2,216	2,216	-	-	2,216	-	100.0%
ProfServ-Trustee Fees	10,500	9,768	-	-	9,768	732	93.0%
Attorney Fees	18,000	28,528	-	-	28,528	(10,528)	158.5%
ProfServ-Web Site Maintenance	500	628	-	-	628	(128)	125.6%
Auditing Services	4,200	-	-	-	-	4,200	0.0%
Postage and Freight	750	180	-	-	180	570	24.0%
Rentals & Leases	2,400	133	-	-	133	2,267	5.5%
Insurance - Property	25,743	22,883	-	-	22,883	2,860	88.9%
Insurance	7,242	6,676	-	-	6,676	566	92.2%
Printing and Binding	2,500	747	-	-	747	1,753	29.9%
Legal Advertising	1,500	433	-	-	433	1,067	28.9%
Other Current Charges	750	895	-	-	895	(145)	119.3%
Office Supplies	350	186	1,000	-	1,186	(836)	338.9%
Dues, Licenses, Subscriptions	175	200	-	-	200	(25)	114.3%
<b>Total Administrative</b>	<b>98,440</b>	<b>76,827</b>	<b>6,000</b>	<b>-</b>	<b>82,827</b>	<b>15,613</b>	<b>84.1%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
<b><u>Property management and security</u></b>							
ProfServ-Mgmt Consulting Serv	53,045	32,226	22,150	-	54,376	(1,331)	102.5%
Onsite Maintenance	43,051	25,113	17,938	-	43,051	0	100.0%
Onsite Property Manager	26,697	16,473	11,124	-	27,597	(900)	103.4%
Attendant	112,845	65,826	47,019	-	112,845	0	100.0%
Security	284,608	158,238	117,273	-	275,511	9,097	96.8%
<b>Total Property management and security</b>	<b>520,246</b>	<b>297,876</b>	<b>215,504</b>	<b>-</b>	<b>513,380</b>	<b>6,866</b>	<b>98.7%</b>
<b><u>Maintenance: Gate/Fence</u></b>							
R&M-Fence	12,750	11,433	-	-	11,433	1,317	89.7%
R&M-Gate	38,000	22,217	4,646	-	26,863	11,137	70.7%
Gate Transponders	7,000	4,334	-	-	4,334	2,666	61.9%
Gate Camera Systems	13,433	8,467	-	-	8,467	4,966	63.0%
Misc-Hurricane Expense	-	12,745	-	-	12,745	(12,745)	0.0%
<b>Total Maintenance: Gate/Fence</b>	<b>71,183</b>	<b>59,196</b>	<b>4,646</b>	<b>-</b>	<b>63,842</b>	<b>7,341</b>	<b>89.7%</b>
<b><u>Maintenance: Lakes</u></b>							
R&M-Pump Station	23,338	11,445	-	-	11,445	11,893	49.0%
Lake & Wetlands Maintenance	28,320	16,520	11,800	-	28,320	-	100.0%
Pest Control-Midge Lake Banks	65,000	16,325	13,400	-	29,725	35,275	45.7%
Pest Control-Midge Lakes	50,000	10,000	-	-	10,000	40,000	20.0%
Mitigation Maintenance	19,800	11,550	8,250	-	19,800	-	100.0%
Mitigation Reporting	8,000	4,000	-	-	4,000	4,000	50.0%
Pump Station Reserve	12,000	-	-	-	-	12,000	0.0%
<b>Total Maintenance: Lakes</b>	<b>206,458</b>	<b>69,840</b>	<b>33,450</b>	<b>-</b>	<b>103,290</b>	<b>103,168</b>	<b>50.0%</b>
<b><u>Maintenance: Landscape/Hardscape</u></b>							
Landscape Contract Administration	12,000	-	-	-	-	12,000	0.0%
R&M-Mulch	50,000	42,550	-	-	42,550	7,450	85.1%
R&M-Pest Control	101,000	59,102	41,667	-	100,769	231	99.8%
R&M-Trees and Trimming	30,000	-	21,500	-	21,500	8,500	71.7%
Royal Palm Treatment	15,000	1,289	-	-	1,289	13,711	8.6%
R&M-Pressure Washing	61,980	37,736	25,825	-	63,561	(1,581)	102.6%
Rust Control	9,600	5,600	4,000	-	9,600	-	100.0%
Landscape Maintenance	368,400	219,018	63,441	95,162	377,621	(9,221)	102.5%
Landscape Replacement	30,000	9,690	-	-	9,690	20,310	32.3%
Landscape Replacement-Annuals	10,000	385	-	-	385	9,615	3.9%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Irrigation Maintenance	76,912	40,087	29,525	-	69,612	7,300	90.5%
Irrigation Repairs & Replacem.	23,118	22,758	-	-	22,758	360	98.4%
Misc-Hurricane Expense	-	64,507	-	-	64,507	(64,507)	0.0%
<b>Total Maintenance: Landscape/Hardscape</b>	<b>788,010</b>	<b>502,722</b>	<b>185,958</b>	<b>95,162</b>	<b>783,842</b>	<b>4,168</b>	<b>99.5%</b>
<b><u>Maintenance: Pool</u></b>							
R&M-Pools	20,000	12,162	8,370	-	20,532	(532)	102.7%
Pool Furniture	3,600	-	-	-	-	3,600	0.0%
Pool Permits	300	175	-	-	175	125	58.3%
<b>Total Maintenance: Pool</b>	<b>23,900</b>	<b>12,337</b>	<b>8,370</b>	<b>-</b>	<b>20,707</b>	<b>3,193</b>	<b>86.6%</b>
<b><u>Maintenance: Other</u></b>							
Gym Equipment Maintenance	6,500	1,970	875	-	2,845	3,655	43.8%
R&M-General	58,400	19,948	58,140	9,949	88,037	(29,637)	150.7%
Janitorial Maintenance	66,254	38,816	27,606	-	66,422	(168)	100.3%
R&M - Water Feature	3,300	1,925	-	-	1,925	1,375	58.3%
IT Maintenance	1,750	1,435	-	-	1,435	315	82.0%
A/C Maintenance	3,500	353	1,695	-	2,048	1,452	58.5%
Tot Lot Maintenance	6,000	2,951	-	-	2,951	3,049	49.2%
Misc-Hurricane Expense	-	6,885	-	-	6,885	(6,885)	0.0%
<b>Total Maintenance: Other</b>	<b>145,704</b>	<b>74,283</b>	<b>88,316</b>	<b>9,949</b>	<b>172,548</b>	<b>(26,844)</b>	<b>118.4%</b>
<b><u>Utilities</u></b>							
Communication - Telephone	7,500	11,986	-	-	11,986	(4,486)	159.8%
Electricity - Entrance	12,500	7,935	-	-	7,935	4,565	63.5%
Electricity - Pump Station	62,500	29,410	-	-	29,410	33,090	47.1%
Electricity - Streetlighting	114,500	66,217	-	-	66,217	48,283	57.8%
Utility - Water	16,500	9,274	1,938	-	11,212	5,288	68.0%
Electricity - Gate	-	54	-	-	54	(54)	0.0%
Electric - Monuments	300	173	-	-	173	127	57.7%
Electricity	22,500	13,413	-	-	13,413	9,087	59.6%
<b>Total Utilities</b>	<b>236,300</b>	<b>138,462</b>	<b>1,938</b>	<b>-</b>	<b>140,400</b>	<b>95,900</b>	<b>59.4%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Forecasted Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
<b><u>Other Expenses</u></b>							
Fire Alarm Monitoring	480	110	-	-	110	370	22.9%
Contracts-Fire Exting. Insp.	120	106	-	-	106	14	88.3%
Utility - Water	8,000	-	-	-	-	8,000	0.0%
Utility - Refuse Removal	5,000	2,714	-	-	2,714	2,286	54.3%
Lease - Copier	-	1,678	-	-	1,678	(1,678)	0.0%
Golf Cart	-	1,226	629	-	1,855	(1,855)	0.0%
Backflow Assembly Testing	170	-	-	-	-	170	0.0%
Gym Wipes	3,000	1,248	-	-	1,248	1,752	41.6%
Misc-Holiday Lighting	8,650	4,325	4,325	-	8,650	-	100.0%
Misc-Special Events	6,000	140	-	-	140	5,860	2.3%
Misc-Licenses & Permits	721	-	-	-	-	721	0.0%
Entry System-Key Fob	1,000	1,264	-	-	1,264	(264)	126.4%
Office Supplies	12,000	7,976	-	-	7,976	4,024	66.5%
Cleaning Supplies	5,500	2,306	-	-	2,306	3,194	41.9%
Water Cooler	3,000	1,508	-	-	1,508	1,492	50.3%
Electrical Supplies	3,000	286	-	-	286	2,714	9.5%
Reserve - Equipment	2,000	-	-	-	-	2,000	0.0%
<b>Total Other Expenses</b>	<b>58,641</b>	<b>24,887</b>	<b>4,954</b>	<b>-</b>	<b>29,841</b>	<b>28,800</b>	<b>50.9%</b>
<b><u>Contingency</u></b>							
Misc-Contingency	133,957	-	13,000	-	13,000	120,957	9.7%
Capital Reserve	144,275	87,614	18,906	1,050	107,570	36,705	74.6%
<b>Total Contingency</b>	<b>278,232</b>	<b>87,614</b>	<b>31,906</b>	<b>1,050</b>	<b>120,570</b>	<b>157,662</b>	<b>43.3%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,427,114</b>	<b>1,344,044</b>	<b>581,042</b>	<b>106,161</b>	<b>2,031,247</b>	<b>395,867</b>	<b>83.7%</b>
Excess (deficiency) of revenues							
Over (under) expenditures	-	1,055,194	(532,759)	(106,161)	416,274	416,274	
Net change in fund balance	-	1,055,194	(532,759)	(106,161)	416,274	416,274	
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>975,988</b>	<b>975,988</b>	<b>-</b>	<b>-</b>	<b>975,988</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 975,988</b>	<b>\$ 2,031,182</b>	<b>(\$532,759)</b>	<b>(\$106,161)</b>	<b>\$1,392,262</b>	<b>\$416,274</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>FAV(UNFAV)</u>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 41	\$ 41
Special Assmnts- Tax Collector	-	-	30,774	30,774
Special Assmnts- CDD Collected	419,250	419,250	-	(419,250)
<b>TOTAL REVENUES</b>	<b>419,250</b>	<b>419,250</b>	<b>30,815</b>	<b>(388,435)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	150,000	-	-	-
Interest Expense	270,400	135,200	135,300	(100)
<b>Total Debt Service</b>	<b>420,400</b>	<b>135,200</b>	<b>135,300</b>	<b>(100)</b>
<b>TOTAL EXPENDITURES</b>	<b>420,400</b>	<b>135,200</b>	<b>135,300</b>	<b>(100)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(1,150)	284,050	(104,485)	(388,535)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(1,150)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,150)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (1,150)	\$ 284,050	\$ (104,485)	\$ (388,535)
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>138,584</b>	<b>138,584</b>	<b>138,584</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 137,434</b>	<b>\$ 422,634</b>	<b>\$ 34,099</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

	<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>FAV(UNFAV)</u>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 926	\$ 926
Interest - Tax Collector	-	-	347	347
Special Assmnts- Tax Collector	1,010,562	1,010,562	987,154	(23,408)
<b>TOTAL REVENUES</b>	<b>1,010,562</b>	<b>1,010,562</b>	<b>988,427</b>	<b>(22,135)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	580,000	-	-	-
Interest Expense	435,413	217,707	217,706	1
<b>Total Debt Service</b>	<b>1,015,413</b>	<b>217,707</b>	<b>217,706</b>	<b>1</b>
<b>TOTAL EXPENDITURES</b>	<b>1,015,413</b>	<b>217,707</b>	<b>217,706</b>	<b>1</b>
Excess (deficiency) of revenues Over (under) expenditures	(4,851)	792,855	770,721	(22,134)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(4,851)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(4,851)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (4,851)	\$ 792,855	\$ 770,721	\$ (22,134)
<b>FUND BALANCE, BEGINNING (OCT 1, 2017)</b>	<b>492,154</b>	<b>492,154</b>	<b>492,154</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 487,303</b>	<b>\$ 1,285,009</b>	<b>\$ 1,262,875</b>	

**Monterra  
Community Development District**

**Supporting Schedules**

**April 30, 2018**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 2018

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	YTD Total
<b>Total Revenues</b>	<b>1,004</b>	<b>447,422</b>	<b>1,658,896</b>	<b>23,367</b>	<b>172,122</b>	<b>26,915</b>	<b>69,506</b>	<b>2,399,232</b>
<b>Expenditures</b>								
Administrative	40,205	5,824	5,753	227	6,667	7,002	11,148	76,826
Property management and security	15,255	69,929	44,419	42,276	43,022	40,499	42,476	297,876
Maintenance: Gate/Fence	2,585	6,488	15,223	13,341	12,163	6,543	2,852	59,195
Maintenance: Lakes	17,170	6,690	7,860	9,275	7,780	19,275	1,790	69,840
Maintenance: Landscape/Hardscape	57,172	42,195	71,621	59,924	148,668	48,604	74,538	502,722
Maintenance: Pool	2,325	1,400	1,400	1,600	2,637	1,400	1,575	12,337
Maintenance: Other	9,879	8,500	11,068	17,622	8,423	12,453	6,337	74,282
Utilities	18,852	19,806	22,117	20,564	20,772	17,784	18,565	138,460
Other Expenses	8,232	2,413	3,284	2,487	2,847	2,145	3,477	24,885
Contingency	-	5,218	13,059	-	-	-	69,337	87,614
<b>Total Expenditures</b>	<b>171,675</b>	<b>168,463</b>	<b>195,804</b>	<b>167,316</b>	<b>252,979</b>	<b>155,705</b>	<b>232,095</b>	<b>1,344,037</b>
Excess (deficiency) of revenues Over (under) expenditures	<b>(170,671)</b>	<b>278,959</b>	<b>1,463,092</b>	<b>(143,949)</b>	<b>(80,857)</b>	<b>(128,790)</b>	<b>(162,589)</b>	<b>1,055,195</b>



**Non-Ad Valorem Special Assessments**  
**Broward County Tax Collector - Collection Report**  
For the Fiscal Year Ending September 30, 2018

**TOTAL - ALL PRODUCT TYPES**

						Allocation by Fund		
Date	Description	Gross Amount	Discounts/ Penalties	Collection Cost	Net Amount Received	General Fund	Series 2005 Debt Serv. Fund	Series 2015 Debt Serv. Fund
<b>ASSESSMENTS LEVIED FY 2018</b>						\$ 2,427,118	\$ 30,150	\$ 1,010,561
Allocation %						69.99%	0.87%	29.14%
11/21/2017	11/1 - 11/14/17	754,098	30,282	14,476	709,340	479,136	-	230,203
12/8/2017	11/1 - 11/30/17	2,197,070	87,726	41,972	2,067,372	1,456,765	2,062	608,545
12/12/2017	12/1 - 12/5/17	116,208	4,539	2,233	109,435	72,177	-	37,259
12/29/2018	12/6 - 12/19/17	90,961	3,070	1,758	86,133	60,032	-	26,101
1/12/2018	12/1 - 12/31/17	76,187	2,270	1,478	72,438	49,533	-	22,905
2/15/2018	1/1 - 1/31/18	230,966	6,317	1,495	223,154	172,370	28,712	22,072
3/15/2018	2/1 - 2/28/18	35,678	352	707	34,620	24,830	-	9,790
4/13/2018	3/1 - 3/31/18	96,190	-	1,924	94,266	63,988	-	30,278
<b>TOTAL</b>		<b>\$ 3,597,357</b>	<b>\$ 134,557</b>	<b>\$ 66,043</b>	<b>\$ 3,396,758</b>	<b>\$ 2,378,831</b>	<b>\$ 30,773</b>	<b>\$ 987,154</b>
						98%	102%	98%
<b>TOTAL OUTSTANDING</b>						<b>\$ 48,287</b>	<b>\$ (623)</b>	<b>\$ 23,408</b>

**TOTAL - BREAKDOWN BY PRODUCT TYPE**

Product Code	Product Description	Amount Levied	Net Amount Received	Net Amount Outstanding
MR	MultiFamily - 2F	\$ 112,228	\$ 112,325	\$ (96)
MS	Townhome - 2F	225,038	225,923	(884)
MT	SF 34'	208,896	209,411	(515)
MU	SF 34' -La Costa	107,206	107,415	(209)
MV	SF 50'	1,116,024	1,092,921	23,103
MW	SF 50'- Bella Terra	215,204	209,268	5,937
MX	SF 65'	738,590	702,009	36,581
MY	SF 65' Estada	362,598	356,161	6,437
MZ	Townhome - 2H	224,634	220,660	3,975
MN	Commercial	157,410	160,665	(3,255)
<b>TOTAL</b>		<b>\$ 3,467,830</b>	<b>\$ 3,396,758</b>	<b>\$ 71,072</b>

Aged Accounts Payable  
Monterra CDD

Age

(Detail, aged as of April 30, 2018)  
Aged by due date.  
Document Number is External Document No.  
Vendor: No.: <>V00032

No.	Name	Document		Balance Due	Aged Overdue Amounts				Doc. Curr.
		Type	Number		Current	Up To 30 Days	31 - 60 Days	Over 60 Days	
V00024	Billing, Cochran, Lyles,		Phone:		Contact:				
3/31/2018	2/26-3/30/18 GEN COUNSEL	Invoice	148716	3,725.00	0.00	3,725.00	0.00	0.00	
V00024	Total Amount Due			3,725.00	0.00	3,725.00	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	
	Report Total Amount Due (USD)			3,725.00	0.00	3,725.00	0.00	0.00	
					0.00%	100.00%	0.00%	0.00%	

**Accrued Expenses**

***April 30, 2018***

<u><b>Vendor</b></u>	<u><b>Service Period</b></u>	<u><b>Description</b></u>	<u><b>Amount</b></u>
Kent Security Of Palm Beach, Inc.	Mar-18	Security services	\$22,500
Kent Security Of Palm Beach, Inc.	Apr-18	Security services	\$22,500
Castle Group	Apr-18	Management services	\$20,913
Tropical Plant And Pest Services	Apr-18	Mosquito control	\$3,265
Tropical Plant And Pest Services	Apr-18	Pest control	\$8,011
Billing, Cochran, Lyles	Apr-18	Legal services	\$3,750
People's Choice Pressure Cleaning	Apr-18	Pressure washing	\$5,165
5 Star Pools, Inc	Apr-18	Pool Service	\$1,400
The Gym Doc	Apr-18	Preventative maintenance	\$175
5 Star Pools, Inc	Apr-18	Fountain maintenance	\$275
Eco Blue Aquatic	Apr-18	Mitigation maintenance	\$1,650
Eco Blue Aquatic	Apr-18	Lake maintenance	\$2,360
City Of Cooper City	Apr-18	Utility invoices	\$1,500
<b>Total</b>			<b><u><u>\$93,464</u></u></b>

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Payment Register by Bank Account**

For the Period from 4/01/2018 to 4/30/2018

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b><u>SUNTRUST BANK - GF - (ACCT# XXXXX0134)</u></b>									
	5265	04/09/18	Vendor	AT&I	20099	GATE PREVENT MAINT 4/1-30/18	R&M-Gate	001-546034-53950	\$340.00
	5265	04/09/18	Vendor	AT&I	WO-011386	GATE ARM REPR - 4/2/18	R&M-Gate	001-546034-53950	\$85.00
	5265	04/09/18	Vendor	AT&I	WO-011409	GATE OPERATOR BATTERY - 4/3/18	R&M-Gate	001-546034-53950	\$350.00
	5266	04/09/18	Vendor	Equator Landscaping	32771	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$14,473.75
	5266	04/09/18	Vendor	Equator Landscaping	32771	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$4,484.42
	5266	04/09/18	Vendor	Equator Landscaping	32771	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$11,958.33
	5266	04/09/18	Vendor	Equator Landscaping	32771	LANDSCAPE MAINT	Landscape Maintenance	001-546300-53960	\$804.00
	5267	04/09/18	Vendor	ALM MEDIA LLC	I000308037-0330	NOTICE OF SOLICITATION 3/30/18	Legal Advertising	001-548002-51302	\$129.33
	5268	04/12/18	Vendor		118007019001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$69.63
	5268	04/12/18	Vendor		118350885001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$187.37
	5268	04/12/18	Vendor		118352376001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$22.99
	5268	04/12/18	Vendor		118352413001	DOG WASTE BAGS	Cleaning Supplies	001-552077-53980	\$97.99
	5268	04/12/18	Vendor		118352412001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$37.99
	5269	04/12/18	Vendor	Ready Refresh by Nestle	08C0009591322		Water Cooler	001-552093-53980	\$157.87
	5269	04/12/18	Vendor	Ready Refresh by Nestle	08C0009720640		Water Cooler	001-552093-53980	\$137.49
	5270	04/12/18	Vendor	VISS Technology, LLC	309281		Gate Camera Systems	001-546963-53950	\$1,119.44
	5271	04/12/18	Vendor	RUST TECH SERVICES, INC.	160766	APR 2018 MAINT	Rust Control	001-546193-53960	\$360.00
	5271	04/12/18	Vendor	RUST TECH SERVICES, INC.	160766	APR 2018 MAINT	Rust Control	001-546193-53960	\$120.00
	5271	04/12/18	Vendor	RUST TECH SERVICES, INC.	160766	APR 2018 MAINT	Rust Control	001-546193-53960	\$320.00
	5272	04/12/18	Vendor	SPECIALIZED HOME ELECTRONICS	174683	ALARM 4/1-6/30/18		001-534203-51320	\$109.80
	5273	04/12/18	Vendor	ULTIMATE BUSINESS SERVICES	100013118-4	APRIL SVC EQUIPMENT		001-552093-53980	\$91.90
	5273	04/12/18	Vendor	ULTIMATE BUSINESS SERVICES	PR-54395	COFFEE SUPPLIES	Office Supplies	001-551002-53980	\$411.40
	5274	04/12/18	Vendor	GREAT AMERICAN PLUMBING	6721	INSTALL VACCUME ASSEMBLY	R&M-Pump Station	001-546075-53955	\$95.00
	5275	04/13/18	Vendor	MONTERRA CDD C/O WELLS FARGO BANK N.A.	4102018-2005	ASSESSMENT TRFR SERIES 2005	Due From Other Funds	131000	\$30,773.50
	5276	04/13/18	Vendor	MONTERRA CDD C/O WELLS FARGO BANK N.A.	04102018-2015	ASSESSMENT TRFR TO SERIES 2015	Due From Other Funds	131000	\$956,875.51
	5277	04/13/18	Vendor	AT&I	WO-011531	RPR SHEER PIN/ARM BRACKET	R&M-Gate	001-546034-53950	\$313.70
	5278	04/13/18	Vendor	CREATIVE SHADE SOLUTIONS INC	2018-025 COMB	R&M PLAYGROUND IMPROVEMENTS	R&M-General	001-546001-53970	\$49,649.85
	5279	04/13/18	Vendor		4102018-2511		Due From Other Funds	131000	\$750,000.00
	5280	04/18/18	Vendor	ULTIMATE BUSINESS SERVICES	PR-54459	CLUBHOUSE SUPPLIES	Office Supplies	001-551002-53980	\$64.95
	5281	04/18/18	Vendor	JBK TREES LLC	3479	REMOVAL OF TREES & STUMP GRIND	Misc-Hurricane Expenses	001-549067-53960	\$4,166.66
	5281	04/18/18	Vendor	JBK TREES LLC	3479	REMOVAL OF TREES & STUMP GRIND	Misc-Hurricane Expenses	001-549067-53960	\$4,166.67
	5281	04/18/18	Vendor	JBK TREES LLC	3479	REMOVAL OF TREES & STUMP GRIND	Misc-Hurricane Expenses	001-549067-53960	\$4,166.67
	5281	04/18/18	Vendor	JBK TREES LLC	5709	STUMP GRIND	Misc-Hurricane Expenses	001-549067-53960	\$1,533.33
	5281	04/18/18	Vendor	JBK TREES LLC	5709	STUMP GRIND	Misc-Hurricane Expenses	001-549067-53960	\$1,533.33
	5281	04/18/18	Vendor	JBK TREES LLC	5709	STUMP GRIND	Misc-Hurricane Expenses	001-549067-53960	\$1,533.34
	5282	04/19/18	Vendor	GREAT AMERICAN PLUMBING		INSTALL VACCUME ASSEMBLY PROPOSAL #2	R&M-Pump Station	001-546075-53955	\$950.00
	5283	04/23/18	Vendor	Total Entry Control	33606	FARPOINTE DATA PROXIMITY CARDS	Entry System-Key Fob	001-549903-53980	\$546.00
	5284	04/23/18	Vendor	PALM BEACH GOLF CARS, LLC	320551	APRIL LEASE BILLING	Rentals & Leases	001-544025-51302	\$199.00
	5285	04/26/18	Vendor	INFRAMARK, LLC	29545	APRIL 2018 MGMT SERVICES		001-531027-51320	\$4,450.00
	5285	04/26/18	Vendor	INFRAMARK, LLC	29545	APRIL 2018 MGMT SERVICES	ProfServ-Web Site Maintenance	001-531094-51302	\$100.00
	5285	04/26/18	Vendor	INFRAMARK, LLC	29545	APRIL 2018 MGMT SERVICES	Office Supplies	001-551002-51302	\$27.50

# MONTERRA COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 4/01/2018 to 4/30/2018

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
	5285	04/26/18	Vendor	INFRAMARK, LLC	29545	APRIL 2018 MGMT SERVICES	Printing and Binding	001-547001-51302	\$118.70
	5285	04/26/18	Vendor	INFRAMARK, LLC	29545	APRIL 2018 MGMT SERVICES		001-541006-51302	\$33.84
	5286	04/26/18	Vendor	Research Irrigation, Inc	35730	VALVE MAINT - APRIL 2018	Irrigation Maintenance	001-546930-53960	\$3,295.00
	5286	04/26/18	Vendor	Research Irrigation, Inc	35731	IRR MAINT APRIL 2018	Irrigation Maintenance	001-546930-53960	\$1,174.50
	5286	04/26/18	Vendor	Research Irrigation, Inc	35731	IRR MAINT APRIL 2018	Irrigation Maintenance	001-546930-53960	\$391.50
	5286	04/26/18	Vendor	Research Irrigation, Inc	35731	IRR MAINT APRIL 2018	Irrigation Maintenance	001-546930-53960	\$1,044.00
	5287	04/26/18	Vendor	ULTIMATE BUSINESS SERVICES	100013118-5	SVC EQUIPMENT		001-552093-53980	\$91.90
	5288	04/26/18	Vendor	JOHN B MELKO	4617	QRTLY MIT SITE MONITORING	Mitigation Reporting	001-546370-53955	\$2,000.00
	5289	04/26/18	Vendor	MONTERRA CDD C/O WELLS FARGO BANK N.A.	1536001	BILL PRD 2/11/18-2/10/19	TRUSTEE FEES	001-531045-51302	\$7,142.50
	5290	04/27/18	Vendor	AT&I	WO-011652	GATE ARM REPR - 4/19/18	R&M-Gate	001-546034-53950	\$85.00
	5290	04/27/18	Vendor	AT&I	WO-011702	GATE ARM REPR - 4/24/18	R&M-Gate	001-546034-53950	\$85.00
	5291	04/27/18	Vendor	Castle Group	CELL-1117-044		Onsite Property Manager	001-534201-51320	\$49.99
	5291	04/27/18	Vendor	Castle Group	CELL-0118-052	CELLPHONE PROP MGR Jan 2018	Onsite Property Manager	001-534201-51320	\$49.99
	5291	04/27/18	Vendor	Castle Group	CELL-0817-044		Onsite Property Manager	001-534201-51320	\$49.99
	5292	04/27/18	Vendor		118006952001	OFFICE SUPPLIES	Office Supplies	001-551002-53980	\$142.49
	5292	04/27/18	Vendor		108464180001	TWLS/TISSUE	CLEANING SUPPLIES	001-552077-53980	\$203.26
	5293	04/27/18	Vendor	FLORIDA DEPT OF HEALTH	06-60-1297676	PERMIT RENEWAL FEE	Pool Permits	001-554022-53965	\$175.00
	5294	04/27/18	Vendor	TOTAL TROPIC LANDSCAPING	8218	FINAL PYMT FOR FLORITAM SOD	Misc-Hurricane Expenses	001-549067-53960	\$1,907.85
	5294	04/27/18	Vendor	TOTAL TROPIC LANDSCAPING	8218	FINAL PYMT FOR FLORITAM SOD	Misc-Hurricane Expenses	001-549067-53960	\$1,576.05
	5294	04/27/18	Vendor	TOTAL TROPIC LANDSCAPING	8218	FINAL PYMT FOR FLORITAM SOD	Misc-Hurricane Expenses	001-549067-53960	\$82.95
	5294	04/27/18	Vendor	TOTAL TROPIC LANDSCAPING	8218	FINAL PYMT FOR FLORITAM SOD	Misc-Hurricane Expenses	001-549067-53960	\$580.65
	5295	04/30/18	Vendor	Waste Management, Inc.	0791887-2237-9	APRIL WASTE SERVICES	10.10385.93004	001-543020-53980	\$387.71
	5296	04/30/18	Vendor		124499911001		Office Supplies	001-551002-53980	\$69.63
	5297	04/30/18	Vendor	Research Irrigation, Inc	35783		Irrigation Repairs & Replacem.	001-546932-53960	\$342.28
	5297	04/30/18	Vendor	Research Irrigation, Inc	35784	MAIN LINE RPR @VISTA DEL SOL	Irrigation Repairs & Replacem.	001-546932-53960	\$469.85
	5297	04/30/18	Vendor	Research Irrigation, Inc	35782	REPLACED VALVE	Irrigation Repairs & Replacem.	001-546932-53960	\$555.00
	5298	04/30/18	Vendor	The Gym Doc	1285	EXERCISE EQUIP PARTS	1080	001-534159-53970	\$365.71
	5299	04/30/18	Vendor	Tropical Plant and Pest Services	3292018EMONT	MAR 2018 PEST CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$3,584.50
	5299	04/30/18	Vendor	Tropical Plant and Pest Services	3292018EMONT	MAR 2018 PEST CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$3,164.00
	5299	04/30/18	Vendor	Tropical Plant and Pest Services	3292018EMONT	MAR 2018 PEST CONTROL SERVICE	R&M-Pest Control	001-546070-53960	\$1,262.50
	5299	04/30/18	Vendor	Tropical Plant and Pest Services	3292018EMONT	MAR 2018 PEST CONTROL SERVICE		001-546149-53960	\$322.34
	5300	04/30/18	Vendor	VISS Technology, LLC	309381	REPAIRS FOR TCKT 22777 3/23/18	Gate Camera Systems	001-546963-53950	\$474.00
	5301	04/30/18	Vendor	XEROX CORPORATION	092881411	SERVICE 4/01-4/30/18	Office Supplies	001-551002-53980	\$153.91
	5301	04/30/18	Vendor	XEROX CORPORATION	1117738	LEASE & DOC PYMT	Rentals & Leases	001-544025-53980	\$278.13
ACH	DD029	04/02/18	Vendor	COMCAST	62652954	SRVC PRD 3/1-3/31/18	Communication - Telephone	001-541003-53975	\$932.65
ACH	DD029	04/02/18	Vendor	COMCAST	62652954	SRVC PRD 3/1-3/31/18	Gate Camera Systems	001-546963-53950	\$157.06
ACH	DD033	04/17/18	Vendor	COMCAST	032618-4432	BILL PRD 4/6-5/5/18	Communication - Telephone	001-541003-53975	\$144.85
ACH	DD034	04/17/18	Vendor	COMCAST	032618-6934	UNIT GRDHSE 4/6-5/5/18	Communication - Telephone	001-541003-53975	\$194.38
ACH	DD035	04/12/18	Vendor	COMCAST	032118-14707	BILL PRD 3/30-4/29/18	Communication - Telephone	001-541003-53975	\$0.93
ACH	DD036	04/23/18	Vendor	COMCAST	040218-16762 ACH	BILL PRD 4/02 4/23/18-ACH	Communication - Telephone	001-541003-53975	\$545.06
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Pump Station	001-543012-53975	\$687.74
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Streetlighting	001-543013-53975	\$1,359.59
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electric - Monuments	001-543054-53975	\$17.54

**MONTERRA COMMUNITY DEVELOPMENT DISTRICT****Payment Register by Bank Account**

For the Period from 4/01/2018 to 4/30/2018

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Pump Station	001-543012-53975	\$2,063.22
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Streetlighting	001-543013-53975	\$4,078.76
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Streetlighting	001-543013-53975	\$27.74
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Pump Station	001-543012-53975	\$1,833.97
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Streetlighting	001-543013-53975	\$3,625.56
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18	Electricity - Entrance	001-543008-53975	\$1,064.78
ACH	DD037	04/18/18	Vendor	FPL	041818-ACH	ACH BILL PRD 3/20-4/18/18		001-543075-53975	\$1,871.62
ACH	DD038	04/12/18	Vendor	City of Cooper City - ACH	031918-41456	BILL PRD 2/24-3/19/18 41457	Utility - Water	001-543018-53975	\$805.52
<b>Account Total</b>									<b>\$1,898,134.40</b>

<b>Total Amount Paid</b>	<b>\$1,898,134.40</b>
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**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**  
**Summary Contract Schedule - Quarterly Cash Flow**  
As of April 30, 2018

Projects	Estimated Spending by Quarter		Total	Budget Acct No.	Budget Line Description
	Q3	Q4			
Approved / Committed Contracts					
Reoccurring Services					
A/C Maintenance	\$495	\$1,200	\$1,695	546194-53970	A/C Maintenance
Field Services	\$41,726	\$62,589	\$104,315	Multiple	Multiple
Gym - R&M	\$350	\$525	\$875	534159-53970	Gym Equipment Maintenance
Irrigation Maintenance	\$11,810	\$17,715	\$29,525	546930-53960	Irrigation Maintenance
Lake & Wetlands Maintenance	\$4,720	\$7,080	\$11,800	546366-53955	Lake & Wetlands Maintenance
Landscaping	\$63,441	\$0	\$63,441	546300-53960	Landscape Maintenance
Management Services	\$8,800	\$13,350	\$22,150	531027-51320	ProfServ-Mgmt Consulting Serv
Mitigation Maintenance	\$3,300	\$4,950	\$8,250	546369-53955	Mitigation Maintenance
Office Equipment	\$400	\$600	\$1,000	551002-53980	Office Supplies
Pest Control	\$22,027	\$33,040	\$55,067	Multiple	Multiple
Pool - R&M	\$3,348	\$5,022	\$8,370	546074-53965	R&M-Pools
Pressure washing	\$10,330	\$15,495	\$25,825	546171-53960	R&M-Pressure Washing
Refuse Service	\$775	\$1,163	\$1,938	543018-53975	Utility - Water
Rust Control	\$1,600	\$2,400	\$4,000	546193-53960	Rust Control
Security Services	\$45,707	\$71,567	\$117,273	534203-51320	Security
Subtotal	\$218,829	\$236,696	\$455,524		
Project / One-time R&M Costs					
Cabinet replacements	\$3,280	\$0	\$3,280	546001-53970	R&M-General
Gate - R&M	\$3,626	\$1,020	\$4,646	546034-53950	R&M-Gate
Holiday Lights	\$4,325	\$0	\$4,325	549028-53980	Misc.-Holiday Lighting
Hurricane repairs	\$13,000	\$0	\$13,000	549900-53985	Misc.-Contingency
Lake Analysis	\$0	\$5,000	\$5,000	531013-51302	ProfServ-Engineering
Landscaping	\$15,000	\$6,500	\$21,500	Multiple	Multiple
Pavers	\$19,500	\$0	\$19,500	Multiple	Multiple
Painting Project	\$28,423	\$16,938	\$45,360	546001-53970	R&M-General
Walls - R&M	\$8,906	\$0	\$8,906	568018-53985	Capital Reserve
Subtotal	\$96,060	\$29,458	\$125,517		
TOTAL APPROVED	\$314,889	\$266,153	\$581,042		

**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**  
**Summary Contract Schedule - Quarterly Cash Flow**  
As of April 30, 2018

Projects	Estimated Spending by Quarter		Total	Budget Acct No.	Budget Line Description
	Q3	Q4			
Unapproved Contracts / Forecasted Costs					
Dog Park	\$1,050	\$0	\$1,050	568018-53985	Capital Reserve
Guardhouse - R&M	\$1,575	\$1,575	\$3,150	546001-53970	R&M-General
Landscaping	\$23,790	\$71,371	\$95,162	546300-53960	Landscape Maintenance
Office - R&M	\$0	\$3,694	\$3,694	546001-53970	R&M-General
Painting projects	\$0	\$1,475	\$1,475	Multiple	Multiple
Streetlights - R&M	\$1,630	\$0	\$1,630	546001-53970	R&M-General
TOTAL UNAPPROVED	\$28,045	\$78,115	\$106,161		
GRAND TOTAL	\$342,934	\$344,269	\$687,203		



# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Detailed Contract Schedule - (Approved / Committed)**

April 30, 2018

Contractor / Vendor	Project/Service Category	Date Board Approved	Description of Project/Service	Account Code	Account Description	Annual Amount	Amount Spent	Amount Remaining
5 Star Pool	Pool - R&M	10/1/2013	Pool Maintenance	546074-53965	R&M-Pools	\$20,088	\$11,718	\$8,370
A/C Technologies	A/C Maintenance	9/14/2015	Preventative Maintenance (2 times per yr / 5 A/C systems)	546194-53970	A/C Maintenance	\$2,400	\$705	\$1,695
AT&I Systems	Gate - R&M	10/25/2017	Gates Preventative Maintenance	546034-53950	R&M-Gate	\$4,080	\$2,380	\$1,700
AT&I Systems	Gate - R&M	11/4/2017	Entry Gates maintenance	546034-53950	R&M-Gate	\$4,200	\$1,254	\$2,946
Castle Group, LLC	Field Services	2/28/2017	Management Fees	534200-51320/ 534201-51302/ 534202-51302/ 534159-53970/ 546190-53970	Onsite Maintenance & Property Management / Attendant / Gym Equip Maint. / Janitorial Maint.	\$247,968	\$143,653	\$104,315
Eco Blue Aquatic	Lake & Wetlands Maintenance		Lake Maintenance	546366-53955	Lake & Wetlands Maintenance	\$28,320	\$16,520	\$11,800
Eco Blue Aquatic	Mitigation Maintenance		Mitigation Maintenance	546369-53955	Mitigation Maintenance	\$19,800	\$11,550	\$8,250
Equator Landscaping	Landscaping	10/14/2016	Landscaping	546300-53960	Landscape Maintenance	\$283,972	\$220,531	\$63,441
The Gym Doc	Gym - R&M	5/18/2015	Gym Source Preventative Maintenance	534159-53970	Gym Equipment Maintenance	\$2,100	\$1,225	\$875
HIQ Services	Pavers	3/18/2018	Pavers and root barrier in Corta Bella	546001-53970	R&M-General	\$13,570	\$4,070	\$9,500
Inframark	Management Services	10/25/2017	District Management Services	531027-51320	ProfServ-Mgmt Consulting Serv	\$51,729	\$29,579	\$22,150
J V Woodwork Services	Cabinet replacements	2/19/2018	Cabinet replacements	546001-53970	R&M-General	\$3,280	\$0	\$3,280
Kent Security of Palm Beach Inc.	Security Services	10/19/2015	Security	534203-51320	Security	\$274,240	\$156,967	\$117,273
Magical Displays	Holiday Lights		2017 Christmas Seasonal Lighting	549028-53980	Misc-Holiday Lighting	\$8,650	\$4,325	\$4,325

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Detailed Contract Schedule - (Approved / Committed)**

April 30, 2018

Contractor / Vendor	Project/Service Category	Date Board Approved	Description of Project/Service	Account Code	Account Description	Annual Amount	Amount Spent	Amount Remaining
Miller Legg	Lake Analysis	3/19/2018	Lake Analysis	531013-51302	ProfServ-Engineering	\$5,000	\$0	\$5,000
People's Choice	Walls - R&M	10/25/2017	Columns and Perimeter wall painting	568018-53985	Capital Reserve	\$20,870	\$11,964	\$8,906
People's Choice	Pressure washing		Pressure washing	546171-53960	R&M-Pressure Washing	\$61,980	\$36,155	\$25,825
RCI Painting and Waterproofing	Painting Project	4/16/2018	Paint the Guardhouse, Monument Sign and the Tower	546001-53970	R&M-General	\$11,485	\$0	\$11,485
RCI Painting and Waterproofing	Painting Project	4/16/2018	Paint exterior walls	546001-53970	R&M-General	\$33,875	\$0	\$33,875
Research Irrigation, Inc	Irrigation Maintenance		Irrigation Maintenance	546930-53960	Irrigation Maintenance	\$70,860	\$41,335	\$29,525
Rust Tech Services	Rust Control		Rust Control	546193-53960	Rust Control	\$9,600	\$5,600	\$4,000
Master Brick & Tile	Pavers	8/21/2017	Pavers along NW 85th Dr in Corta Bella	568018-53985	Capital Reserve	\$10,000	\$0	\$10,000
Total Tropical Landscaping	Hurricane repairs	3/18/2018	Removal of deal Palm trees	549900-53985	Misc-Contingency	\$13,000	\$0	\$13,000
Tropical Touch Gardens Center, Inc.	Landscaping	7/19/2017	Tree Trimming	546099-53960	R&M-Trees and Trimming	\$21,500	\$0	\$21,500
Tropical Plant and Pest Services	Pest Control		Pest Control	546367-53955	Pest Control-Midge Lake Banks	\$32,160	\$18,760	\$13,400
Tropical Plant and Pest Services	Pest Control	1/15/2018	Pest Control	546070-53960	R&M-Pest Control	\$100,000	\$58,333	\$41,667
Waste Management	Refuse Service		Refuse Service	543018-53975	Utility - Water	\$4,652	\$2,714	\$1,938
Xerox	Office Equipment	2/19/2018	Copier contract	551002-53980	Office Supplies	\$1,400	\$400	\$1,000
<b>Total</b>						<b>\$1,360,779</b>	<b>\$779,737</b>	<b>\$581,042</b>

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

## **Detailed Contract Schedule - (Unapproved / Forecasted)**

April 30, 2018

Contractor / Vendor	Project/Service Category	Description of Project/Service	Account Code	Account Description	Annual Amount
Creative Shades	Dog Park	Addtl permit cost for FREE dog park canopies	568018-53985	Capital Reserve	\$1,050
Lighting of Tomorrow	Streetlights - R&M	Replace two (2) broken photo cells street light, and upgrade four (4) light assemblies with 150W LED lights.	546001-53970	R&M-General	\$1,630
People's Choice	Painting projects	Dog park painting	546001-53970	R&M-General	\$1,475
TBD	Landscaping	Landscaping	546300-53960	Landscape Maintenance	\$95,162
TBD	Office - R&M	Office/MPR room & Billiards Room carpet replacement	546001-53970	R&M-General	\$3,694
TBD	Guardhouse - R&M	Guardhouse tile replacement	546001-53970	R&M-General	\$3,150
TBD	Office - R&M	Wood floor base and cabinets re install after flooring work	546001-53970	R&M-General	TBD
<b>TOTAL</b>					<b><u>\$106,161</u></b>

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

Beginning Fund Balance Tracker

April 30, 2018

Reporting Period	Balance	Difference	Notes
October 2017	\$1,006,463		
November 2017	\$1,026,150	\$19,687	Correct prepaid balance - Creative Shades
December 2017	\$1,023,243	(\$2,907)	Accrue September 2017 legal invoice
January 2018	\$994,544	(\$28,699)	Accrue September 2017 Hurricane Expenses
February 2018	\$975,988	(\$18,556)	Accrue September 2017 Hurricane Expenses
March 2018	\$975,988	\$0	
April 2018	\$975,988	\$0	

# MONTERRA COMMUNITY DEVELOPMENT DISTRICT

Fund Balance Report - (Fiscal Year 2017-2023)

Description	Balance as of FY2017	Estimated Reserve Additions by Fiscal Year						Estimated Balance as of FY2023
		2018	2019	2020	2021	2022	2023	
Fund Balance								
Reserved Balances (Assigned)								
Operating Reserves	562,609	-	-	-	-	-	-	562,609
Clubhouse	41,338	39,316	-	50,000	50,000	50,000	50,000	280,654
Gates/Guardhouses	41,338	20,000	-	-	-	-	-	61,338
Hurricane	41,338	-	8,662	-	-	-	-	50,000
Irrigation System	41,338	13,348	50,000	50,000	50,000	50,000	-	254,686
Landscape	41,338	10,322	-	-	-	-	-	51,660
Lighting	20,669	10,322	-	-	-	-	-	30,991
Pools	41,338	10,322	-	15,000	-	-	-	66,660
Roads and Sidewalks	82,675	10,322	-	15,000	-	25,000	5,000	137,997
Security Features	41,338	20,000	-	-	-	-	-	61,338
Wall & Fence Perimeter	20,669	10,322	50,000	100,000	250,000	100,000	100,000	630,991
Total Fund Balance	\$ 975,988	\$ 144,275	\$ 108,662	\$ 230,000	\$ 350,000	\$ 225,000	\$ 155,000	\$ 2,188,925

## **Sixth Order of Business**

MONTERRA COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE FOR LAWN/LANDSCAPE  
PROPOSAL SPECIFICATIONS

APRIL 24, 2018

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**Lawn / Landscape Maintenance**  
**Request for Proposals April 24, 2018**

**NOTICE TO CONTRACTORS**

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**MONTERRA CDD  
NOTICE OF PROPOSAL**

NOTICE IS HEREBY GIVEN that sealed bids will be received by the MONTERRA COMMUNITY DEVELOPMENT DISTRICT (MCDD), BROWARD COUNTY, FLORIDA, until 2:00 P.M. on May 3, 2018, at the District Office located at 210 N University Drive, Suite 702, Coral Springs, FL 33071; and commencing at 4 P.M. on the above date, such bids as received will be opened and read aloud at the District Office. Bids will only be accepted from firms or entities having qualified with the MCDD in response to the advertised RFP for Landscape Maintenance Contractors

The work for which these proposals are to be submitted consists of providing labor and equipment for routine high quality maintenance of grass and landscape areas cutting, pruning, mulching and weeding, as required, pursuant to the terms and conditions of the Specifications and Contract Documents pertaining thereto

Proposals shall be prepared, addressed and submitted in compliance with the detailed instructions as set forth in the Contract Documents.

THE MCDD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, TO WAIVE IRREGULARITIES AND TO AWARD THE CONTRACT AS IT DEEMS WILL BEST. SERVE THE INTERESTS OF THE MCDD  
MONTERRA COMMUNITY DEVELOPMENT DISTRICT

George Miller  
District Manager

## SECTION 1

### INSTRUCTIONS TO PROPOSERS

**1.01 SEALED PROPOSALS** - Sealed proposals will be received at the time and place designated herein and then publicly opened and read aloud for furnishing all transportation, labor, materials, tools, supplies, plants, equipment and machinery necessary, and performing all operations required for the completion of the Work herein specified and as shown in the Contract Plans. Sealed Proposals will only be accepted from firms or entities having qualified with the MCDD in response to the advertised Request for Proposal

**1.02 DEFINITION OF TERMS** - Where the following terms or their pronoun occur herein, the intent and meaning shall be as follows:

Owner: MONTERRA Community Development District or its authorized representative.

Proposer: Any person, firm or corporation submitting a proposal for the work covered by these specifications.

Contractor: The person, firm or corporation with whom the Owner has executed a contract for the Work herein specified.

Manufacturer: Any person, firm or corporation with whom the Contractor, supplying labor, or Supplier material or equipment for the Work herein specified.

Resident Project Representative: The District Manager or an authorized representative and/or employee of the Owner assigned to the project to make observations of the Work performed by the Contractor.

**1.03 DELIVERY OF PROPOSALS** - All bids, whether mailed or delivered in person, shall be submitted in a **SEALED ENVELOPE** bearing on the outside the name of the Proposer and their address clearly marked and the words: **Monterra CDD-Proposal for Lawn/Landscape Maintenance** and addressed to:

Monterra Community Development District  
c/o Inframark.LLC  
210 North University Drive Suite 702  
Coral Springs, FL 33071

Attention: George Miller, District Manager

**1.04 SIGNATURE ON PROPOSAL** - The Proposer shall sign his proposal correctly. If the proposal is made by an individual, his name and post office address shall be shown. If made by a firm or partnership, the name and post office address of each member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the State under the laws of which the corporation was chartered, also the names and business address of its president, secretary and treasurer. The proposal shall bear the seal of the corporation attested by the secretary. Anyone signing the proposal as agent shall file with the proposal legal evidence of his authority to do so.

**1.05 EXAMINATION OF SPECIFICATIONS AND SITE OF WORK** - The Proposer is required, before submitting his proposal, to visit the site of the proposed work and familiarize himself with the nature and extent of the work and any local conditions that may in any manner affect the work to be done and the equipment, materials and labor required. He is also required to examine carefully the specifications, form of agreement, and to inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect the work to be performed under this contract.

**1.06 CONFIDENTIAL FINANCIAL STATEMENT**- Proposers under consideration for award shall furnish two (2) confidential financial statement, current within the past thirty days, which must include a complete report of the financial resources and liabilities, equipment available, past performance record, personnel and organization experience.

**1.07 QUALIFICATION OF PROPOSERS** - It is required that all Proposers enclose with their sealed bids the following information, even if previously submitted to the MCDD as part of the Contractor's qualification Statement submitted in response to the Notice RFP for Landscape Maintenance Contractors:

1. A detailed description of the firm including address, telephone number, License Classification with number and date of expiration, Restricted Pesticide License status, and banking and credit references.
2. Briefly describe the educational background and professional experience of firm owners, supervisors or key employees.
3. List similar contracts for landscape maintenance now held by your firm and other similar Contracts, if any, formerly held. Similar Contracts is defined as residential communities similar or greater in size, the nature, extent and variety of landscaping installed and maintained within the community, to that of CDD, with annual contract amounts at or in excess of \$200,000. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.

4. The Contractor shall provide written agreement that only fully trained personnel will be assigned to this contract, except that trainees working under direct and continuous supervision will be acceptable for brief periods not in excess of one month or until certified as having completed training.

5. The contract will be awarded only to responsible Contractors having prequalified with the MCDD in response to the RFP for Landscape Maintenance Contractors and which are qualified by experience to do the work specified herein. The Proposer shall submit in writing, with his bid, satisfactory evidence of his experience in like work and that he is fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner within the time limit stated in the proposal. Contractor shall include a list of current equipment owned and operated by Contractor, an employee list including years of experience in the employ of Contractor, and Contractor shall designate in writing and submit with bid, a Project Manager/Superintendent to be assigned to the Monterra CDD who will be responsible for providing supervision of the Work and the experience and qualifications of same. Resident Project Representative

6. Financial statements for the past two (2) years.

**1.08 DISQUALIFICATION OF PROPOSER** - More than one bid from an individual, firm, partnership, corporation or association under the same or different name, will not be considered. Reasonable grounds for believing that the Proposer submits or is financially interested in more than one proposal for the same work will cause the rejection of all proposals in which such Proposers are believed to be interested. Any or all proposals will be rejected if there is reason to believe that collusion exists among Proposers and no participants in such collusion will be considered in future proposals for the same work. Proposals in which prices are obviously unbalanced will be rejected. Bids will only be accepted from firms or entities having qualified with the MCDD in response to the advertised RFP. Those Proposers submitting proposals in response to this RFP who have not been previously prequalified by the MCDD as described herein shall be considered unqualified Proposers and such bids or proposals will be returned to the Proposer or Contractor unopened wherever possible.

**1.09 RIGHT TO REJECT PROPOSALS** - The Owner reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities.

**1.10 AWARD OF CONTRACT** - The award of the contract, if it is awarded, will be to the highest qualified Proposer whose qualifications indicate the award will be in the best interest of the Owner and whose proposal shall comply with the requirements of these specifications. In no case will the award be made until all necessary investigations have been made into the responsibility of the Proposer to do the work and to have the necessary organization, capital and equipment to carry out the provisions of the contract to the satisfaction of the Owner within the time specified. Selection

criteria for use in ranking qualified Proposers will be used as described herein, and the District Board of Supervisors will serve as the selection committee.

**1.11 EXECUTION OF CONTRACT** - Immediately following the award of the contract to the Proposer by the Owner, the attorney for the Owner will prepare a formal contract to be executed by the parties, which contract will be in substantially the same form of agreement which is attached to the various papers which were delivered by the Owner or his representative to the Proposer in the first instance. The Proposer shall execute the contract and furnish a Certificate of Insurance written by a company licensed to do business in the State of Florida, acceptable to the Owner.

**1.12 FAILURE TO EXECUTE THE CONTRACT** - The failure on the part of the successful Proposer to execute the contract as required will be just cause for the annulment of the award and, in the event of the annulment of award,

**1.13 TIME OF AWARD** - The Owner reserves the right to hold all bids and Proposal Guarantees for a period not to exceed ninety (90) days after the date of bid opening stated in the Notice to Contractors.

**1.14 BID MODIFICATIONS** - No bid modifications shall be submitted or accepted.

**NOTE RE: INSTRUCTIONS TO PROPOSERS 1.07(3)**

**Clarification of the bid requirement that states you must have "SIMILAR CONTRACT REFERENCES." The Monterra Community Development District ("District") is looking for vendors who are providing landscape maintenance services to residential or mixed-use developments of similar size to the District or greater and which require a similar level of maintenance and the maintenance of plant and landscaping material similar to the pallet of plants and landscaping found on District property within the Monterra development. The location(s) of similarity should reflect the highest level of landscape maintenance standards**

## SECTION 2

### GENERAL CONDITIONS

**2.01 DEFINITIONS** - Whenever in the Contract Documents, the following terms (or pronouns in place of them) are used, the intent and meaning for such terms shall be interpreted as follows:

1. Addenda: A written explanation, interpretation, change correction, addition, deletion, or modification, affecting the Contract Documents, including Specifications issued by the Owner and distributed to the prospective Proposer(s) prior to the bid opening.
2. Affidavit: The instrument which is to be signed by the Contractor and submitted to the Owner, upon completion of that job, showing that all bids have been paid. It shall also mean such instrument that may be requested by the Owner incident to partial payments.
3. "And": The word "and" shall also mean "or", and the word "or" shall also mean "and" whenever the contents or purpose so require
4. Article: The prime subdivision of a section of these or any other referenced specifications, the Instructions to Proposers, the Special Conditions and General Conditions.
5. Proposer: An individual, firm, or corporation submitting a Proposal for the Work contemplated; acting directly or through the duly authorized representative.
6. Calendar Day: Any day, including Saturday, Sunday and holidays, and regardless of the weather conditions.
7. Change Order: A written order to the Contractor signed by the Owner authorizing an addition, deletion or revision in the Work, or an adjustment in the contract price or the Contract time issued after execution of the Contract.
8. Contractor: The person submitting a Proposal accepted by the Owner and who thereafter enters into a formal contract with the Owner to furnish the Work bid upon. The Contractor has the obligation to deliver to the Owner the completed job in good and workmanlike condition.
9. Contract Documents: The Contract Documents, sometimes referred to as the Specifications, shall mean and include all parts of the following:
  - a. Notice to Contractor
  - b. Instructions to Proposers
  - c. General Conditions
  - d. Selection/Evaluation Criteria
  - e. Contract Agreement

10. Equipment: The machinery and equipment, together with the necessary supplies for upkeep and maintenance, and including the tools and apparatus necessary for the proper landscape maintenance and acceptable completion of the Work.
11. Force Account Work: Work performed in addition to that set forth in the original Contract or in supplemental agreement or change orders, and which is paid for on the basis of actual cost of material and labor, plus a fixed percentage of such cost.
12. Landscape Maintenance: Landscaping maintenance includes the activities necessary to properly maintain right-of-ways, water management areas, lawns and similar planted areas. Activities may include mowing, edging, removal of weeds, pruning of trees and shrubs. Fertilization, irrigation, controlling insects and disease will be the responsibility of other vendors under separate contracts.
13. Materials: Any substance proposed to be used in connection with the construction of any structure, facility or appurtenance, or of Work, either by the Contractor or by its Subcontractors and any substance or equipment purchased by the Contractor for resale to the Owner under this Contract.
14. Notices:
  - a. Notice of Acceptance: The official letter from the Owner to the successful Proposer, notifying him that he has been awarded the Contract.
  - b. Notice of Award: Same as Notice of Acceptance
  - c. Notice to Proceed: The official letter from the Owner to the Contractor instructing the Contractor to commence Work under the contract.
15. Person: The word "person " shall mean and include any individual, partnership, society, association, joint venture company, corporation estate, receiver, trustee, assignee, reference, or capacity, whether appointed by a court or otherwise, and any combination of individuals or "persons"
16. Principal: When used in the Proposal Guaranty, the word "Principal" means the same as the word "Proposer". When used in the Contract Bond, the word "Principal" means the same as the word "Contractor"
17. Pronouns: The masculine pronoun shall include the feminine and neuter and the singular shall include the plural.
18. Proposal: The offer of the Proposer for the Work when completely filled out and timely submitted on the prescribed Proposal Form, properly signed and guaranteed.
19. Proposal Form: The official form on which the Owner requires formal bids to be prepared and submitted.

20. Provided: As used in the Specifications, provided shall be understood to mean complete in place" that is, "furnish and installed". Whereas shown, as indicated, as detailed or words of similar import are used it shall be understood that references to the Specifications accompanying these documents are intended unless otherwise expressly stated.

21. Resident Project Representative: The District Manager or an authorized representative and/or employee of the Owner assigned to the project to make observations of the Work performed by the Contractor.

22. Scope of Work: Includes the Work, as the term is herein defined, as well as the responsibility for performing and complying with all incidental matters pertaining thereto, as set out in the Contract Documents.

23. Specifications: The Instruction to Proposers, General Conditions, Special Conditions, Detailed Specifications and such other documents as set forth in the Contract Documents.

24. Special Conditions: Specific clauses supplemental to the other Contract Documents setting forth conditions which vary from or are in addition to the other Contract Documents.

25. State: State of Florida.

26. Subcontractor: A person supplying labor, materials, supplies, equipment, services, and other incidentals used directly or indirectly by the Contractor, but not with the Owner.

27. Superintendent: The Contractor's authorized executive representative, in responsible charge of the Work at all times.

28. Surety: The corporate body which is bound by the Contract Bond with and for the Contractor (who is primarily liable) and which engages to be responsible for his acceptable performance of the Work for which the Contract has been made and for his prompt payment of all debts pertaining there to.

29. Work Order: A written authorization to the Contractor signed by the Owner, concerning the performance of Work and/or the furnishing of materials on a Force Account Basis as provided in General Conditions

30. Work: Everything expressed or implied, required to be furnished and/or done by the Contractor by any one or more of the Contract Documents, including any change orders modifying the Work to include additional areas not currently included in the contract documents.



## **2.02 OBLIGATIONS OF PROPOSER TO INFORM HIMSELF AS TO ALL CONDITIONS RELATING TO PROJECT.**

1.The Proposer, by and through the submission of his bid, agrees that he shall be held responsible for having therefore examined the site(s), the location of all proposed Work and for having satisfied himself from his own personal knowledge and experience or professional advice as to the character, condition, location of the site, the nature of the turf, shrubs, trees, palms, vegetation, weeds, sprinklers and irrigation systems, roads, sidewalks and paved paths, ground surface and subsurface, and other conditions surrounding and affecting the Work, and any physical characteristics of the job, in order that all costs pertaining to the Work may be included in the prices of the bid and thereby provide for the satisfactory landscape maintenance thereof

2.The Proposer, in preparing his bid, shall take into consideration any and all work by other contractors which may be in progress at or near the site during the performance of the Work to which the bid relates, and that he will be expected should he be awarded the Contract, to avoid interference with work done by such other contractors and to coordinate his Work with other contractors at the site.

**2.03 EXAMINATION OF CONTRACT DOCUMENTS** - The Proposer shall examine carefully the specifications and other Contract Documents, and inform himself thoroughly regarding any and all conditions and requirements, including any schedule, that may in any manner affect the Work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him of the obligations and responsibilities assumed under the Contract.

**2.04 DISCREPANCIES** - Should the Proposer find discrepancies or ambiguities in, or omissions from the Specifications, or should he be in doubt as to their meaning, he shall at once notify the Owner.

**2.05 ADDENDA, CHANGES OR INTERPRETATIONS DURING BIDDING** - No oral interpretations will be made to any Proposer as to the meaning of the Contract Documents. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of bids will be given consideration. All such changes or interpretations will be mailed or sent by available means to all known prospective Proposers not later three (3) days prior to the established bid opening date. Each prospective Proposer shall acknowledge receipt of such Addenda in the space provided therefor in the Proposal Form. In case any Proposer fails to acknowledge receipt of such Addenda or Addendum, his bid will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. It is the responsibility of each prospective Proposer to verify that he has received all Addenda issued before bids are open.

**2.06 FAMILIARITY WITH LAWS** - The Proposer is required to be familiar with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the Work. Ignorance on the part of the Proposer will in no way relieve him from responsibility.

## **2.07 PREPARATION OF THE PROPOSAL.**

1. Signature of the Proposer: The Proposer must sign the Proposal Form in the space provided for the signature. If the Proposer is an individual, the words "doing business as \_\_\_\_\_", or "Sole Owner" must appear beneath such signature. In the case of a partnership, the signature of the required number of partners must follow the firm name and evidence of the partners' authority must be submitted. The words "authorized member of the Firm" should be written beneath such signature. If the Proposer is a corporation, the title of the officer signing the Proposal on behalf of the corporation shall be stated and evidence of his authority to sign the Proposal must be submitted. The Proposer shall state in the Proposal the name and address of each person interested and provide evidence of each person's authority to act on behalf of the Proposer.

2. Basis for Bidding: The price for each item shall be on a lump sum or unit price basis according to the form of Proposal.

3. Price Bid: The Price for the Work shall be the sum of the lump sum prices bid and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the Proposal Form. In the event that there is a discrepancy on the Proposal Form due to the unit price extensions or additions, the corrected extension and additions shall be used to determine the project bid amount.

### **4. Submission of bids:**

Proposer. If forwarded by mail, the bid shall be enclosed in another envelope addressed to Monterra Community Development District, 210 N University Drive, Suite 702, Coral Springs, FL 33071 and preferably special delivery, to George Miller, District Manager. Proposals will be received until the date and hour stated in the advertisement for proposals.

a. The Proposer must submit with his bid an accompanying letter in which he shall list the name and addresses of his major Subcontractors together with the services they will supply. These Subcontractors will be subject to review as to their competency by the Owner prior to award of Contract and shall be one of the considerations in determining the best-qualified Proposer as defined hereinafter. After award of Contract, no change in Subcontractors shall be made unless approved by the Owner in writing by the Contractor which shall include the reasons for such request.

b. The Proposer shall submit with his Proposal evidence in Landscape Maintenance and financial status by providing the following:

- (1) proof that he maintains a permanent place of business; and
- (2) proof that he has adequate plant, machinery, manpower and equipment, and can do the Work properly, expeditiously and in high-quality manner in order to meet time and budget requirements; and
- (3) proof of recent, current and projected workloads of the Firm, together with evidence of previously awarded contracts to the Firm by Owner; and
- (4) proof that he has suitable financial backing status to allow him to meet the obligations as outlined in and incident to the Work; and
- (5) proof that he has successful contractual and technical experience in Work of Similar Contracts, size and scope within Broward County and/or surrounding areas; and
- (6) proof that he has all valid necessary state, county and local licenses or certificates of competency covering all aspects of the Proposer and the Work detailed in the Contract Documents; and
- (7) proof that all the Subcontractors he proposes to use hold all valid necessary state, county and local licenses, and certificates of competency covering all operations of said Subcontractors.

## **2.08 DISQUALIFICATION OF PROPOSERS.**

1. One bid per Proposal Area: Only one bid per Proposal Area or combination of Proposal Areas from an individual firm, partnership or corporation or association under the same or under different names will be considered. Reasonable grounds for believing that a Proposer submits or is financially interested in more than one bid Proposal will cause the rejection of all Proposals in which Proposer is believed to be interested.

2. Collusion among Proposers: If it is believed that collusion exists among the Proposers, the Proposals of all participants in such collusion will be rejected, and no participants in such collusion will be considered in future Proposals for the same Work.

3. Bids will only be accepted from firms or entities having qualified with the MCDD in response to the advertised RFP for Landscape Maintenance Contractors.

**2.09 WITHDRAWAL OF BIDS** - Any bid may be withdrawn prior to the time scheduled in the Advertisement for Bids for the opening thereof. A bid may also be withdrawn sixty (60) days after the date of the bids, provided that the Proposer has not been notified that his bid has been accepted.

**2.10 MODIFICATIONS OF BIDS.** - No modifications to the bid will be accepted from the Proposers

**2.11 OPENING OF BIDS** - Bids will be publicly opened and read aloud at the appointed time and place stated in the Advertisement for Bids. The officer whose duty it is to open them will decide when the specified time has arrived and bids received after the closing time will not be considered. No responsibility will be attached to any officer for the premature opening of a bid not properly addressed and identified. Proposers or their authorized agent are invited to be present.

**2.12 CONSIDERATION OF BIDS** - For the purpose of award, after Proposals are opened and read, the correct summation of the lump sum prices and/or of the products of the estimated quantities shown in the Proposal and the unit prices will be considered to have been made available to the public. Until the outcome of the selection criteria ranking and until the final award of the Contract, the right will be reserved to reject any and all Proposals and to waive technical errors and irregularities as may be deemed best for the interests of the Owner.

**2.13 RIGHT TO ACCEPT OR REJECT BIDS** - Bids which contain modifications, or which are incomplete, unbalanced, conditional, obscure, or which contain additions not requested or irregularities of any kind, or which do not comply in every respect with the Instructions to Proposers, and the Contract Documents, may be rejected at the option of the Owner. The Owner does not bind himself to accept the minimum bid stated herein, and reserves the right to rank all bids/proposals per the Selection Criteria and accept in its sole and absolute discretion, the Proposer which in the judgment of the Owner will best serve the needs and interest of the Owner.

## **2.14 AWARD OF CONTRACT**

1. The Owner reserves the right to reject any or all bids, or any part of any bid, to waive any informality in any bid, or to re-advertise for all or part of the Work contemplated. The Owner reserves the right, prior to award of Contract, to delete from the scope of the project any item or any combination of items the aggregate bid prices for which do not exceed 25 percent of the total bid prices for the project. If bids are found to be acceptable by the Owner, written notice will be given to the highest ranked qualified Proposer of the Acceptance of his Proposal and of the award of the Contract to him.

2. If a Proposer to whom a Contract is awarded forfeits and fails to execute the Contract as provided for herein, the award of the Contract is annulled and said Proposer forfeits the posted Proposal Guaranty. The Owner may then award the Contract to the next highest ranked qualified Proposer or the Work may be re-advertised or may be constructed by day labor as the Owner decides.

3. The Contract will be awarded to the highest ranked qualified Proposer that best serves the interest of the Owner, as determined by the Selection Committee. The following elements, in addition to those noted in the Contract Documents, will be considered by the Selection Committee:

a. Whether each Proposer:

(1) has a permanent place of business and the location thereof; and

(2) Owns adequate plant, machinery manpower and equipment, and to do the Work properly, expeditiously and in a high-quality manner; and

(3) Has suitable financial backing status to allow him to meet the obligations as outlined in and incident to the Work; furnishes financial statements for the prior two (2) years; and

(4) Has successful contractual and technical experience in Work in Similar Contracts, size and scope in Broward County and/or surrounding areas; and

(5) Holds all valid necessary state, county, and local licenses or certificates of competency covering all operations of the Proposer and the Work required under the Contract Documents.

(6) Has evidence that all the Subcontractors he proposes to use hold all valid necessary state, county and local licenses or certificates of competency covering all operations of said Subcontractors.

b. The amount of Work each Proposer, intends to perform with his own organization and the amount of Work he intends to Subcontract.

c. The qualifications of the Subcontractors that the Proposer proposes to use.

4. The Owner also reserves the right to reject the Proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on and in a competent and high-quality manner.

**2.15 EXECUTION OF CONTRACT** - The Proposer to whom a Contract is awarded will be required to execute in two (2) counterparts the prescribed Contract within ten (10) days from the date of Notice of Acceptance of the Proposer's Proposal, and deliver the executed Contract to the Owner.

**2.16 INTENT AND CORRELATION OF DOCUMENTS** - The Contract Documents cover, with explicit provisions, all matters relating to the Work which the Contractor undertakes to perform in full compliance with such provisions. It is understood that the Contractor has, by personal examination and inquiry, satisfied himself as to all local conditions and as to the meaning, requirements and reservations of the Contract Documents. It is further understood that, upon the

award of the Contract, no deviation will be allowed from the initial interpretation thereof. The intent of the Contract Documents is to include all labor, materials, supplies, appliances, equipment and other incidentals necessary or convenient to the successful completion of the Work and the carrying out of all duties and obligations imposed by the Contract Documents. The Contractor shall, in addition, provide all Work and materials not shown in detail but necessary for completion of the Contract Documents and shall apply equal force to all work, including extra work, performed under this Contract, whether performed either directly by the Contractor or by any Subcontractor.

**2.17 NOTICE AND SERVICE** - All notices, demands, requests, instructions, approvals and claims shall be in writing. Any notice to or demand upon the Contractor shall be sufficiently given if delivered to such office of the Contractor specified in the Proposal (or to such other offices as the Contractor may from time to time designate in writing), or if deposited in the United States mail in a sealed postage prepaid envelope, or if delivered with charges prepaid to any telegraph company of transmission, in each case addressed to such office.

All notice or other papers required to be delivered by the Contractor to the Owner, or to any of its representatives or any other notices or demands shall unless otherwise specified in writing to the Contractor, be delivered to the office of the Monterra Community Development District, 8451 Monterra Blvd., Cooper City, FL, 33024, Attention: District Manager or if deposited in the United States mail in a sealed, postage prepaid envelope, or delivered, with the charges prepaid to any telegraph company for transmission, in each case addressed to such office (or, in the case of other representatives of the Owner to such other address as the Owner may subsequently specify in writing to the Contractor for such purpose).

Any such notice or demand shall be deemed to have been given or made as of the time of actual delivery, or, in the case of mailing, when the same has been deposited with U.S. Postal Service, or in the case of telegrams, at the time of actual receipt thereof.

## **2.18 TERMS OF CONTRACT.**

1. The Contract shall be for a period of twelve (12) months, commencing upon Notice To Proceed at the price stated in the Proposal. Contract may be extended for twelve month periods upon mutual consent of both parties, so long as the increase, if any, is in the contract price for the subsequent year shall not exceed 5% of the prior year's contract total, in which case, the contract shall be re-bid.
2. The Monterra Community Development District reserves the right to terminate the Contract in accordance with the provisions of Section 2.30 herein.

**2.19 EMPLOYEES** - The Contractor shall at all times enforce strict discipline and good order among his employees and the employees of any subcontractors, and shall not employ on the Work an unfit person or anyone not skilled in the Work assigned to him. Subcontractors whose work is unsatisfactory to the Owner or who are considered by the Owner's Resident Project Representative

as careless, incompetent, unskilled or disorderly or who uses threatening or abusive language to any person shall be dismissed from work upon notice from the Owner and shall not be employed to perform the Work thereafter. No liquor, alcoholic beverages, or narcotics shall be allowed on the site of the Work.

All labor described in these Specifications or indicated on the Work specified or indicated, shall be executed in a high quality, thorough substantial and Workmanlike manner and by people skilled in the applicable trade.

All employees of contractor and subcontractor shall at all times wear uniforms clearly identifying the company name for which they are employed. Contractor shall ensure employees are provided and utilize proper safety equipment and clothing in compliance with all applicable regulations for the scope of Work included in this contract.

**2.20 SALES TAX AND EXCISE TAX** - All sales tax and excise tax shall be paid by the Contractor.

## **2.21 SUPERVISION AND RESPONSIBILITY OF THE CONTRACTOR**

The Contractor shall give the Work the constant attention necessary to facilitate the progress thereof and shall cooperate with the Owner and Resident Project Representative and with other Contractors in every way possible.

The Contractor shall at all times have a competent superintendent, capable of reading and thoroughly understanding the Work, as his agent on the Work, who shall, as the Contractor's agent, supervise, direct and otherwise conduct the Work on site when Contractor's employees are performing Work under this contract. Such superintendent shall be furnished irrespective of the amount of the Work sublet.

The Contractor shall indemnify and hold harmless the Owner and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the performances of the Work, bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefore when caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the Owner or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation in the amount of type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen's Compensation Act, Disability Benefit Acts or other Employee Benefits Acts.

The Contractor shall be held responsible for any violation of law, rules, regulations or ordinances affecting in any way the conduct of all persons, engaged in or the materials or methods used by him, on the Work. At the time of the execution of the Contract, the Contractor shall furnish to the Owner and the Owners Agent Certificates of Insurance evidencing the existence of the insurance policies as required herein.

**2.22 SURVEYS, PERMITS, AND REGULATIONS** - Both temporary and permanent permits, licenses and any other approvals necessary for the prosecution of the Work shall be secured and paid for by the Contractor, unless otherwise specified. The Contractor shall strictly observe all applicable laws and regulations as to public and occupational safety, health and sanitation.

The Contractor shall hold harmless the Owner and all its officers, agents and servants, against any claims or liability arising from, or based on, the violation, of any such laws, ordinances, regulations, orders or decrees, whether by himself, his employees, agents or Subcontractors.

**2.23 PROTECTION OF PROPERTY AND THE PUBLIC**

The Contractor shall continually maintain adequate protection of all Work from damage and shall protect public and private property from injury or loss arising in connection with this Contract. He shall make redress for any such damage, injury or loss. He shall adequately protect adjacent property as provided by law and the Contract Documents.

The Contractor shall take all necessary precautions for the safety of employees on the Work, and shall comply with all applicable provisions of Federal, State and local laws, including, but not limited to the requirements of the Occupational Safety & Health Act of 1970, and amendments thereto, and building codes to prevent accidents or injury to persons on, about or adjacent to the premises to prevent accidents and injuries to persons or property in or about the Work.

The Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the Work, all necessary safeguards, including sufficient lights and danger signals on or near the Work, from sunset to sunrise; he shall erect suitable railing, barricades, or other protective devices about unfinished Work, open trenches, embankments, or other hazards and obstructions to traffic; he shall provide all necessary watchmen on the Work by day or by night for the safety of the public; and he shall take all necessary precautions to prevent accidents and injuries to persons or property in or about the Work.

In an emergency affecting the safety of life, of the Work, or of adjoining property, the Contractor shall act promptly at his discretion to prevent such threatened loss or injury, and shall so act, without appeal if so instructed or authorized.

Any request for compensation claimed by the Contractor on account of emergency Work shall be reviewed by the Owner upon Contractor submitting proof and documentation to the Owner, and within thirty (30) days of receipt of all necessary documents, Owners shall make a determination.

The Contractor shall in every respect be responsible for, and shall replace and make good all loss, injury, or damage to the premises (including but not limited to landscaping, walks, drives, structures, or other facilities) on the premises and/or property of owners of any land adjoining any



work sites, which may be caused by him or his employees or Subcontractors, or which he or they might have prevented. The Contractor shall, at all times while the work is in progress, use extraordinary care to see that adjacent buildings are not endangered in any way by reason of fire, water, or construction operations, and to this end shall take such steps as may be necessary or directed, to protect the property therefore; the same care shall be exercised by all Contractor's and Subcontractor's employees.

Buildings, sidewalks, fences, shade trees, lawns and all other improvements shall be duly protected from damage by Contractor. Property obstructions, such as sewers, drains, water or gas pipes, conduit, railroads, poles, walls, posts, galleries, bridges, manholes, valve boxes, meter boxes, street monuments, etc., prior to adjusting them to grade and shall be held strictly liable to the affected utility if any such appliances are disturbed, damaged or covered up during the course of the Work.

## **2.24 INSURANCE.**

1. The Contractor shall provide and maintain during the life of this Contract "Worker's Compensation Insurance" for all of his employees employed at the site of the Work and, in case any Work is sublet, the Contractor shall require each Subcontractor similarly to provide "Worker's Compensation Insurance" for all of the latter employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees who are engaged in hazardous Work under this Contract at the site of project are not protected under the "Worker's Compensation" Statute, the Contractor shall provide and shall cause each Subcontractor to provide adequate coverage for the protection of his employees not otherwise protected.

2. The Contractor shall provide and maintain during the life of this Contract, insurance that will protect him, and any Subcontractor performing work covered by the Contract from claims for damage for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this Contract, whether such operations be by himself or by any Subcontractors or by anyone directly or indirectly employed by either of them. The Contractor shall also provide and maintain during the life of the Contract insurance that will indemnify and hold harmless the Owner, and their agents and employees from and against all claims, costs, expenses) including attorney's fees and damages arising out of or resulting from performance of the Work, injury to or conduct, want of care or skill, negligence and patent infringement providing that any such claim, damage loss or expenses (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property including the loss of use resulting there from and (b) is caused in whole or in part by any negligent act of Contractor, its employees, agents, officers, or Subcontractors, or anyone indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Insurance shall be provided with a limit of \$1,000,000.00 in each of three policies as follows:

- a. Comprehensive General Liability, Insurance, including Products and/or Complete Operations, Explosions Hazard, Collapse Hazard and Underground Property Damage Hazard and Contractual Liability. The Owner shall be named as an additional insured.

b. Comprehensive Auto Liability Insurance.

3. All such insurance shall be obtained from companies licensed and authorization to do business in the field of insurance in the State of Florida, and are authorized and licensed to provide the insurance required herein.

4. At the time of execution of the Contract, the Contractor will file with the Owner certificates of such insurance, acceptable to the Owner. These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the Owner.

**2.25 AUTHORITY OF OWNER** - The Owner shall have the authority to suspend the Work wholly or in part for such period or periods as may be deemed necessary due to any failure on the part of the Contractor to carry out orders given by Owner or the Resident Project Representative(s). The Contractor shall not suspend the Work necessary and convenient to perform Landscape Maintenance without the written permission of the owner.

**2.26 EXAMINATION OF THE WORK** - The authority and duties of the Owner's Resident Project Representative(s) are limited to examining the materials furnished, observing the Work done, and reporting their findings. The Owner does not underwrite, guarantee or insure the Work done by the Contractor. It is the Contractor's responsibility to perform the Work under the Contract Documents. It is the Contractor's responsibility to perform the Work in all details in accordance with the Contract Documents, and the Owner shall never be responsible or liable to the Contractor's or any other party by reason of the Contractor's failure to do so. Any failure by the Owner or the Resident Project Representative to discover defects or deficiencies in the Work of the Contractor shall not release Contractor from his liability therefore to the Owner, or any other party for any such defects or deficiency.

The payment of any compensation, irrespective of its character or form, or the giving of any gratuity, or the granting of any valuable favor, directly or indirectly, by the Contractor to any Resident Project Representative, is strictly prohibited, and any such act on the part of the Contractor will constitute a violation of the Contract Documents.

**2.27 DEFECTIVE WORK** - Within fourteen (14) calendar days after being notified in writing of defective work, should the Contractor fail or refuse to correct any defective work performed, or to make any necessary repairs in a manner acceptable to the Owner and Resident Project Representative and In accordance with the requirements of the Contract, within the same time stated in said written notice, the Owner may cause the unacceptable or defective work to be corrected, or authorize such repairs as may be necessary to be made. Any expense incurred by the Owner in making corrections or repairs, which the Contractor has failed or refused to make after being duly notified shall be paid for out of any monies due or which may become due the Contractor under his Contract. Failure or refusal on part of the Contractor to make any or all necessary repairs promptly, fully and in a manner acceptable to Owner shall be sufficient cause for the Owner to declare the Contract in default, in which case the Owner at its option may cancel the Contract and contract with any other individual, firm or corporation to perform the Work.

All costs and expenses incurred by reason of Contractor's default thereby shall be charged against the defaulting Contractor and the amount thereof deducted from any monies due, or which may become due him. Any special Work performed, as described herein, shall not relieve the Contractor in any way from his responsibility for the Work performed by him.

**2.28 EXTRA WORK** - The Contractor shall do all extra Work not specified herein that may be ordered in writing by the Owner. For the Work, the Contractor shall be paid at the rate named in the Contract for the Work of a similar nature and character. Except as hereinafter provided, all extra Work ordered and performed in accordance with the above paragraph will be paid for at the price in the written order for such Work. The price (or rate) shall have been approved by the Owner and mutually agreed by the Contractor. However, if the Contractor and Owner fail to agree on an equitable price for any extra Work ordered, it shall be performed by using labor, tools, equipment, and materials, as may be specified by the Owner, and will be paid for in the following manner:

1. For all labor, including a foreman in direct charge of the specified operations, the Contractor shall receive a sum equal to the current local rate of wages for every hour that the labor is actually engaged in such work, to which shall be added an amount equal to fifteen (15) percent of such sum, and the total thereof shall be full compensation to the Contractor for general supervision and for furnishing and repairing small tools and ordinary equipment used in doing the extra work.

In addition, the Contractor shall be paid the actual cost of paying Social Security taxes and premiums for Unemployment Insurance, Workmen's Compensation Insurance and Contractor's Public Liability and Property Damage Insurance involved in such extra Work, based on the actual wages paid to such labor.

2. For all material used, the Contractor shall receive the actual cost of such materials, including freight charges, as shown by original receipt bills, to which cost shall be added an amount equal to ten (10) percent thereof

3. For any special machinery or special equipment, including fuel and lubricants therefore, required for the performance of extra work, the Owner shall allow the Contractor a reasonable rental price, to be agreed upon in writing before such work is begun, for every hour that such special machinery or equipment is used on the extra work. The compensation herein provided shall be received and accepted by the Contractor as payment in full for all work done. The Contractor's representative and the Owner shall compare records of extra work done at the end of each day. Such records shall be made in duplicate upon a form provided for such purpose by the Owner and shall be signed by both the representative of Contractor and Owner referred to herein, one copy being submitted to the Owner and the other being retained by the Contractor.

**2.29 CANCELED ITEMS AND PAYMENTS THEREFORE** - If the Contractor shall fail to begin the Work called for by the Contract within the time specified, or shall fail to perform the Work with sufficient workmen and equipment or with sufficient materials to insure the prompt completion of the Work within the prescribed time, or shall perform the Work unsatisfactorily or shall neglect or refuse to remove materials or to perform a new such work as shall be rejected as defective and unsuitable, or shall discontinue the prosecution of the Work, or shall become insolvent, or shall make an assignment for the benefit of creditors, or from any other cause

whatsoever shall not carry on the Work in an acceptable manner, the Owner may give notice in writing to the Contractor of such delay, neglect or default, specifying the conditions pertaining thereto and directing the Contractor to correct the same.

If the Contractor shall not correct such conditions within a period of seven (7) calendar days after receipt of such notice, the Owner shall, have full power and authority, without violating the Contract, to take the prosecution of the Work out of hands of the Contractor, to appropriate or use any or all materials and equipment on the grounds as may be suitable and acceptable, to enter into an agreement with another contractor for the completion of the Work or to use other methods as, in the opinion of the Owner, shall be required for the completion of the Work in an acceptable manner.

All costs and charges including, but not limited to, costs associated with delays and penalties for labor, materials, services and facilities incurred by the Owner together with the costs of completing the Work under contract, shall be deducted from any monies due or which may become due the Contractor.

**2.30 TERMINATION** - The performance of Work under this Contract may be terminated by the Owner in the Owner's sole and absolute discretion, with or without cause in accordance with this clause in whole, or from time to time in part) whenever the Owner shall determine that such termination is necessary. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination.

After receipt of a Notice of Termination, and except as otherwise directed the Contractor shall:

1. Stop Work under this Contract on the date and to the extent specified in the Notice of Termination.
2. Place no further orders or Subcontract for materials, services, or facilities except as may be necessary for completion of such portion of the Work under this Contract as is not terminated.
3. Terminate all orders and Subcontractors to the extent that they relate to the performance of work terminated by the Notice of Termination.
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and Subcontractor's, with the approval or ratification of the Owner to the extent he may require, which approval or ratification shall be final for all the purposes of this clause.
5. Transfer title and deliver to the Owner, in the manner, at the times, and to extent, if any, directed by the Owner, the fabricated or non-fabricated parts, work in process, complete work, supplies and other material produced as part of, or acquired in connection with the performance of, the Work terminated by the Notice of Termination.
6. Complete performance of such part of the Work as shall not have been terminated by the Notice of Termination.

7. Take such action as may be necessary or as the Owner may direct, for the protection and preservation of property related to this Contract which is in the possession of the Contractor and in which the Owner has or may acquire an interest.
8. Deliver to Owner releases and satisfactions of liens for all labor, materials and supplies provided prior to the effective date of the Notice of Termination.

After receipt of a Notice of Termination, the Contractor shall submit to the Owner his termination claim, in satisfactory form. Such claim shall be submitted promptly, but no later than one month from effective date of termination unless one or more extensions in writing are granted by the Owner. No claim will be allowed for any expense incurred by Contractor after the effective date of the Notice of Termination.

Upon failure of the Contractor to submit his termination claim within the time allowed, the Contractor shall be deemed to waive any right to any further compensation. The Contractor and the Owner may agree upon the whole or any part of the amount to be paid to the Contractor by reason of the total or partial termination of Work pursuant to this clause, provided, that such agreed amount or amounts shall not exceed the total Contract price as amended accordingly and the Contractor shall be paid the agreed amount.

The total sum to be paid to the Contractor shall not exceed the total Contract price as reduced by the amount of payments otherwise made and as further reduced by the contract price of Work not terminated. The fair value, as determined by the Owner, of property which is destroyed, lost, stolen, or damaged so as to become undeliverable to the Owner, shall be excluded from amounts payable to the Contractor.

In arriving at the amount due the Contractor under this clause, the following shall be deducted: (1) all unliquidated advance or other payments on account theretofore made to the Contractor, applicable to the terminated portion of this contract, (2) any claim which the Owner may have against price for, or in the proceeds or sale of, any materials, supplies, or other things kept by the Contractor or sold, pursuant to provisions of this clause, and not otherwise recovered by or credited to the Owner.

**2.31 ACTS OF GOD AND OTHERS** - The Contractor shall not be responsible for damage caused by natural catastrophe such as hurricane, hailstorm, or tornado and acts of others over which the Contractor has no control or supervision.

**2.32 ASSIGNMENT OF CONTRACT** - No assignment by the Contractor of this Contract or of any part thereof, or any monies due, or to become due thereunder shall be made without the prior written approval of the Owner.

**2.33 SUBCONTRACTOR** - The Contractor may utilize the service of any specialty Subcontractor on those parts of the Work which under normal contracting practices are performed by such specialty Subcontractors.

The Contractor shall not award any work to any Subcontractor without prior written approval of the Owner. The Contractor shall be as fully responsible to the Owner for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him. Nothing contained in the Contract Documents shall create contractual relations between any Subcontractor and Owner. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the Work to bind Subcontractors to Contractor and the terms of the General Conditions, the Special Conditions, and other Contract Documents insofar as applicable to the Work of Subcontractor. Further, the Contractor shall maintain the same power with regards to terminating any subcontract that the Owner may exercise over the Contractor under any provisions of the Contract Documents.

**2.34 SEPARATE CONTRACTS** - The Owner reserves the right to let other contracts in connection with this project. The Contractor shall afford other contractors a reasonable opportunity for the introduction and storage of their materials and the execution of their Work and shall properly connect and coordinate his Work with theirs.

### SECTION 3

#### LANDSCAPE MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the Monterra Community Development District, Cooper City, Florida, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, party of the first part (hereinafter sometime called the "District") and \_\_\_\_\_, party of the second part, hereinafter called the "Contractor"

#### WITNESSETH:

That the parties hereto, for the consideration hereinafter set forth, and the covenants and conditions herein mutually agree as follows:

#### ARTICLE I. SCOPE OF WORK

The Contractor shall furnish all labor, materials, supervision, equipment, supplies, tools, services, and all other necessary incidental items required to perform complete, high quality, maintenance of landscaping areas within the Contract Documents.

#### ARTICLE II.

The District shall pay the Contractor for the faithful performance of the contract in lawful money of the United States and subject to additions and deletions as provided in the Contract Document as follows.

#### ARTICLE III.

The Contractor shall commence Work on \_\_\_\_\_, 2018 and shall be performed in accordance with these Contract Documents.

#### ARTICLE IV TERMINATION

The District reserves the right to cancel and terminate this contract, in whole or in part, in its sole discretion, upon providing Contractor with Notice of Termination in accordance with Section 2.30 of the General Conditions. Notice of Termination shall be in writing and delivered by certified mail to the Contractor in accordance with Article VII hereof and Section 2.17 of the General Conditions.

## ARTICLE V. CONTRACTOR'S ACCEPTANCE OF CONDITIONS

The Contractor has carefully examined the described areas/property and has made sufficient tests and other investigations to fully satisfy him as to site conditions and locations of responsibility.

It is expressly agreed that, under no circumstances, conditions or situations, shall this contract be more strongly construed against the District than against the Contractor.

Any ambiguity or uncertainties in the specifications shall be interpreted and construed by the District, whose decision shall be final and binding upon all parties.

It is distinctly understood and agreed that the approval, and/or acceptance of any part of the Work by the District as in compliance with terms of this Contract and related specifications covering said Work, shall not operate as a waiver by District of the strict compliance with any other terms and conditions of the contract and related specifications. Any Work required by this Contract and related specifications not performed by the Contractor, after receipt of written notice in accordance with Section 2.27 of the General Conditions of such failure to perform said Work to recover reasonable cost for such Work from the Contractor or, reduce the sums of money due Contractor by the cost of such Work.

## ARTICLE VI. CONTRACT DOCUMENTS

THIS CONTRACT SHALL INCLUDE THE NOTICE TO PROPOSER:

Notice to Contractor  
Instruction to Proposers  
General Conditions  
Contract / Agreement  
Landscape Maintenance Bid Form 2018  
Detailed Specifications

## ARTICLE VII. NOTICES

Whenever any party is required to give or deliver any notice to any other party, or desires to do so, such notices shall be in accordance with Section 2.17 with General Conditions:

**DISTRICT:**                      **Monterra Community Development District**  
   c/o Inframark  
   210 North University Drive Suite 702  
   Coral Springs, FL 33071  
  
   Attn: District Manager



**With copy to:**

**District Counsel, Ginger Wald, Esq.**  
 Billing, Cochran, Lyles, Mauro & Ramsey, P.A.  
 SunTrust Center, Sixth Floor  
 515 East Las Olas Boulevard  
 Fort Lauderdale, Florida 33301

CONTRACTOR: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### ARTICLE VIII. STORM RESPONSE

In the event of a severe storm-related event, including but not limited to a tropical storm or a hurricane, causing damage to the landscaping within the District, Contractor shall take the following steps:

A. **Pre-Storm.** If it is determined by the National Hurricane Center or other government entity that the area where the District is situated will potentially be impacted by a severe weather event, tropical storm, hurricane, or other natural disaster, the following steps shall be taken prior to such a potential event:

1. If at all possible, Contractor shall meet with the District Manager or his designee on-site at least 72 hours prior to the potential event;
2. The District and Contractor will select a temporary staging area for the collection of debris with GPS coordinates; such site shall have easy access with no overhead obstruction (i.e. power lines), and the site shall be secure so that only debris from the District is deposited there
3. If the Contractor is responsible under this Agreement for the cleaning of storm drains, Contractor shall clean all storm drains of obstructions prior to the potential event;
4. Contractor, with the District Manager or his designee, shall inspect all trees and landscaping to identify items that should be addressed prior to the potential event (i.e. necessary trimming);
5. Contractor shall receive from the District and then distribute the same to its supervisors and account managers, a list of emergency numbers for utilities and District personnel, which list shall be maintained and utilized by Contractor and Contractor personnel and agents in, connection with response to the storm-related event; and

6. Contractor and the District Manager or his designee shall develop a response plan in accordance herewith for Contractor response after the disaster event.

## **B. Post-Storm**

1. Within twelve (12) hours after the event, Contractor shall appear on site, an evaluation of the District shall be performed to identify any hazards related to the landscaping, and the Contractor shall arrive with a crew prepared to clear all roadways and sidewalks to ensure safe and clear passage for emergency and public safety vehicles and pedestrian traffic. The crew shall arrive on site equipped with all necessary tools and equipment to perform such task.
2. Any hazardous areas, which are the result of downed power lines or other utilities, shall be secured and utilities notified.
3. Check the following websites to determine if the location of the District is included in an area that has been declared a disaster: (1) <http://www.fema.gov> and (2) <http://www.floridapa.org>
4. Complete the form requesting public assistance (RPA) with correct information and all contact information for Primary and secondary Contact persons. The form can be found at [www.floridapa.org](http://www.floridapa.org)
5. The District will be notified of a "Kick Off" meeting where information from state and federal representatives will be provided to explain how the application process is to proceed.
6. On-site, all roadways and sidewalks should be cleared to ensure safe passage for emergency vehicles, public safety vehicles, and pedestrian traffic.
7. Document all activities generating a cost that may be part of a District claim for reimbursement from either the state or federal government. Such documentation shall include, but not be limited to, the following:
  - a. Photographs of all damage to District structures and landscaping;
  - b. Accurate measurements (cubic yards) of any debris to be removed. The trucks removing and hauling debris must be certified in accordance with state and federal rules for reimbursement, copies of all dump tickets shall be provided to the District, and the dumpsite address(es) for each dump ticket shall be identified.
  - c. Provide an independent monitor to document each load of debris;
  - d. Maintain and provide a record of all employee's and timesheets for work associated with storm response;

- e. Identify the type of equipment utilized (i.e. fuel consumption and hours of operation for chainsaws, backhoes, shovels, and other equipment - excludes hand tools);
- f. Coordinate with the District with respect to the use of any temporary staging site for debris and ensure that the proper permit has been obtained from the EPA;
- g. Provide a GPS in connection with stump removal and any temporary staging site(s), identifying locations within the District;
- h. Provide copies to the District of all invoices, noting man hours, equipment used, dates, and times.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and first above written in two (2) counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original Contract. (\*)

Attested By    Monterra Community Development District, Broward County, Florida

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
District Manager

Signed, Sealed and Witnessed in the presence of:

As to Contractor (\*):

Attest:

By:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(\*) In the event the Contractor is a corporation, there shall be attached to each counterpart a certified copy of a resolution of the Board of Director of Corporation, authorizing the officer who signs the Contract to do so in its behalf

## **SECTION 4**

### **PROPOSAL FOR LAWN / LANDSCAPE MAINTENANCE**

Proposal of:

(name)

(address)

to furnish all materials, equipment and labor and to perform all Work in accordance with the Contract Documents for:

"Lawn / Landscape and within the Monterra Community Development District"

Gentlemen:

The undersigned, as Proposer, hereby declares that the only person or persons interested in the Proposal, as Principal or Principals, is or are names herein and that no other person than herein mentioned has any interest in the Proposal of the Contract to which the Work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or Proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Proposer further declares that he has examined the site of the Work; that he has made sufficient investigations to fully satisfy himself that such site is a correct and suitable one of this Work; and he assumes full responsibility therefore; that he has examined the Specifications for the Work and from his experience and from professional advice that the Specifications are sufficient for the Work to be done and he has examined the other Contract Documents relating thereto, including the Advertisement for Bids, Instructions to Proposers, Proposal, Contract, General Conditions, and he has read all Addenda prior to the opening of bids, and that he has satisfied himself fully, relative to all matters and conditions with respect to the Work to which this Proposal pertains.

The Proposer proposes and agrees, if this Proposal is accepted, to contract with the Owner in the form of contract specified to furnish all necessary materials, all equipment, all necessary machinery, tools, apparatus, means of transportation, and labor necessary to complete the Work specified in the Proposal and the Contract, and called for by the Specifications and in the manner specified.

Each Proposer shall submit one bid encompassing all proposal areas; or may bid on any combination of the Proposal Areas. The District reserves the right to award one Contract to one Proposer for all areas described in the Proposal or may award multiple Contracts to different Proposers for anyone individual Proposal Area or combination of Proposal Areas.

The Proposer further proposes and agrees to comply in all respects with time limits for commencement of the Work as stated in the Contract Form.

The Proposer further agrees to execute a Contract and furnish all required information within ten (10) consecutive calendar days after written notice being given by the Owner of the award of Contract, and the undersigned agrees that in case of failure on his part to execute the said Contractor, the award of the Contract may be rescinded at the option of the Owner within the ten (10) consecutive calendar days after the award of the Contract.

The undersigned agrees to accept full compensation therefore the total of the lump sum prices and extended unit prices items named in the following schedule. It is understood that the unit prices quoted or established for a particular item are to be used for computing the amount to be paid to the Contractor, based on the Work actually performed as determined by the Contract and the Owner. However, in utilizing the schedule, the Proposer agrees that in no event shall the compensation paid to Proposer under the Contract exceed the dollar amount of the Proposer's Proposal amount.

Proposer's Certificate No. \_\_\_\_\_

Proposer's Occupational License \_\_\_\_\_

WITNESS

\_\_\_\_\_

By:\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Agent

## **MONTERRA COMMUNITY DEVELOPMENT DISTRICT LAWN /LANDSCAPE BID SPECIFICATIONS**

### **SECTION 5 DETAILED SPECIFICATIONS**

**3.01 SCOPE OF WORK** - The Contractor shall furnish all labor, materials, supervision, equipment, supplies, tools, services, and all other necessary incidentals required to perform complete maintenance of landscape areas as detailed below:

#### **3.02 MAINTENANCE SPECIFICATIONS**

##### **1. Turf Maintenance**

Paspalum notatum variety "Argentine" Bahia grass and Stenotaphrum secundatum, variety "Floritam" St. Augustine grass.

- a. Mowing height shall be maintained at three (3) inches, except during periods when turf is being renovated or for other approved reasons. This will assist root-shoot relationship and help retain weed growth.
- b. The Contractor shall use rotary mowers with sharp blades which are correctly balanced. These mowers will be cleaned prior to bringing them on the property and correctly adjusted before mowing.
- c. Floritam grass mowing will be required 42 times each year. Mowing as follows: January (3), February (3), March (3), April (4), May (4), June (4), July (4), August (4), September (4), October (3), November (3) and December (3) = (42) cuts; any deviation must have written approval.
- d. Grass clipping shall be removed or mulched into the turf, streets, curbs, sidewalks, bike paths, plant beds and borders shall be maintained free of grass clippings.

##### **2. Edging**

- a. Mechanical edging of all turf grass areas next to curbs, streets, sidewalk, bike paths, beds and borders shall be done at least every cut to prevent grass encroachment over hard surfaces or onto beds or borders.
- b. Chemical edging shall not be permitted unless written approval is secured from the Resident Project Representative for the District.
- c. Dirt, trash and debris resulting from edging operations shall be removed and all areas shall be left in clean condition before the end of the Working day. Any palm fronds on the ground will be collected and removed from the property each day.

### **3. Turf Fertilization**

Will be handled by another vendor under a separate contract and not the responsibility of the Contactor.

### **4. Weed Control**

a. WEED CONTROL ELSEWHERE THAN IN TURF: THE CONTRACTOR SHALL KEEP ALL PLANTED AREAS FREE OF WEEDS AT ALL TIMES. THIS INCLUDES THE BASES OF TREES AND SHRUBS BEDS AND BORDERS. IN GENERAL WEEDS SHALL BE REMOVED BY HAND FROM THESE AREAS. CHEMICALS WHICH MAY CAUSE PLANT INJURY, DECLINE OR DEATH SHALL NOT BE USED WITHOUT THE EXPRESS ADVANCE APPROVAL BY THE RESIDENT PROJECT REPRESENTATIVE.

b. Weeds in the turf areas will be handled by another vendor under a separate contract and not the responsibility of the Contactor.

### **5. Insect Pest Control and Disease Control**

a. Turf - Will be handled by another vendor under a separate contract and not the responsibility of the Contactor.

b. Trees, Palms and Shrubs. - Will be handled by another vendor under a separate contract and not the responsibility of the Contactor.

### **6. Disease Control**

Will be handled by another vendor under a separate contract and not the responsibility of the Contactor.

### **7. Pruning**

a. All pruning shall be performed as required to maintain the natural shape and characteristics of the plant species. The Resident Project Representative shall be made aware of all pruning activities. The use of tree climbing spikes is prohibited.

b. Pruning shall also include removal of trees, palms, shrubs or ground covers which are dead, broken or diseased. When diseased plant material is removed, the cut should be made well into healthy plant tissue or the plant totally removed.

c. Pruning shall include the removal of inward growing branches, water suckers and crossing or rubbing branches. The crossing branch facing inward will generally be selected for removal.



d Major pruning shall be done by the Contractor to shape individual plant species and/or to renew the vigor of the particular plant species.

e. All trees, palms and shrub pruning to follow ANSI—A 300 guidelines.

f. Dead palm fronds to be removed up to 12 feet. Unsightly palm fronds that occur at other times of the year shall be removed immediately.

g. When major pruning begins on a particular species of plant, it shall continue until all plants of that species have been pruned within the jurisdiction of this contract

h. Minor pruning shall occur throughout the year to keep individual plants within desired limits on an as-needed basis.

i. The Contractor is required to remove all pruned materials and debris from the site each day

j. Plant materials shall be trimmed on a regular basis from around landscape lighting accent fixtures and signage.

k. Hedge trimming shall be performed monthly, or more frequently as directed by the Resident Project Representative. Hedge height to be no higher than County or City landscape ordinances dictate.

## **8. Water, Irrigation and Sprinklers**

Will be handled by another vendor under a separate contract and not the responsibility of that Contractor.

## **9. Mulching**

Will be handled by another vendor under a separate contract and not the responsibility of the Contractor.

However, just prior to the next seasonal planting, the existing mulch should be incorporated into the soil. Additional mulch should then be added (top-dressed) immediately following the next planting. The Contractor will be responsible for mulching in this newly planted area.

## **10. Miscellaneous**

1. Trash Removal. Contractor shall maintain road rights of way and landscaped areas in a trash free condition at all times. Any fallen palm fronds will be collected and disposed of daily.

2. Storm Damage Debris Removal. Contractor shall respond to District Resident Project Representative within twelve (12) hours to remove storm damage debris.

Storm Cleanup: As part of the bid and contract, Proposer/contractor shall supply as part of the bidding process a supplemental list of assets and on staff personnel that can be used on the Property to clean up, recover and remediate the landscape, immediately after a significant storm or hurricane.

As part of the supplemental information provided above, a price list should be included for all phases of the storm clean up and remediation process.

\* See Section 3 — Landscape Maintenance Agreement for detailed expectations.

### 3. Supervision:

The Contractor will furnish full-time, qualified, on-site supervision during any period when service is being provided in this Contract.

This position is other than a working foreman position. The on-site supervisor must be fluent in English and will have direct communication with and contract decision making authority with the District Resident Project Representative.

This Supervisor should have a minimum of 10 years lawn maintenance experience in order to monitor execution and flow of work; to daily communicate with District Project Representative and to address maintenance issues brought to Representative's attention.

Proposer/contractor shall identify their prospective Supervisor(s) and provide as part of their bid, supplemental information on Supervisors work experience and background.

4. The selection committee would like the Proposer/Contractor to discuss his control procedures and communication capabilities to track his staff and equipment while in route to and while on the CDD property.

5. The CDD requires that every vendor: (1) use the Pine Island Road gate when entering and exiting the property (2) to stop by the Clubhouse and sign onto the property on arrival and (3) sign out of the property when departing at the end of the day. The property is over 480 acres (almost three-quarters of a square mile) and approximately nine miles of roadways. In the event that someone needed to contact one of contractor's employees in an emergency while on the CDD property, the CDD on-site District Project Representative should be able to contact the Contractor's office and be advised as to the location of the work crew.

6. There are specific rules and factors that impact the landscaping of the Linear Park & the FPL easement area. The Proposer/Contractor must be familiar with these rules and factors when bidding. Additionally, the Proposer must be aware of the requirements dealing with storm damage

and traffic flow when working in the Pine Island Road median and the CDD area along Sheridan Street, University Drive and Sterling Road

### **FPL Easement Pruning:**

The trees selected for the FPL Easement area and approved by FPL were chosen for their overall height, spreading growth habit and are conducive to pruning specifications demanded by FPL without destroying the trees normal growth characteristics. The following pruning specifications are specific to the EPL easement Liner Park:

- All trees shall be maintained, at all times, at or below a maximum height of fourteen feet (14') from the top of sidewalk.
- Contractor shall be required to provide monthly observations of the FPL Easement Linear Park and to perform any and all pruning necessary to maintain the trees at or below the fourteen foot (14') height without destroying the aesthetic growth characteristics of the trees and the aesthetic appearance of the FPL Easement.
- Contractor shall be allowed to use mulching mowers so long as the cuttings do not pile up or create "waves" or a "windrow" appearance.
- Contractor shall take care to not create ruts or divots in the turf grass while the turf is wet or waterlogged. Further, the Contractor will be financially responsible for replacing damaged turf grass within one (1) week of causing the damage or being notified of the damage by staff.
- Contractor shall be responsible for cutting the FPL Easement even if the FPL Easement becomes waterlogged and does not dry out prior to the scheduled cut. The Contractor shall take all reasonable care to cut the FPL Easement with the full knowledge that any damage to the turf grass as a result shall be the Contractors financial responsibility to replace within one (1) week of causing the damage or being notified of the damage by staff. **If needed, Contractor may cut the turf using a string trimmer or by similar means so long as the turf is not damaged.**
- Contractor shall prune any side or low branches of trees located near the pathway, seating areas or equipment stations to ensure a clear path free from any encumbrances for pedestrians and bikes.

### **Additional comments of a more general nature**

- Provide eighteen (18) lifts services for hardwood trees up to 12 feet and palm trees up to 20 feet (including seed pods) annually.
- Provide forty-two (42) on-going manual weed control services annually to keep all landscape beds, hardscape, walks and roadways weed free between each lawn service.

Persistent weeds shall be manually removed between each lawn service so as not to **exist continually** for more than 48 hours.

- Provide forty-two (42) inspections of all drains located in the landscape areas (turf, plant beds etc.) in order to remove and keep clean of all landscape debris.
- Provide soil testing analysis at the request of the Monterra CDD using an independent and accredited laboratory.
- Client shall request from time to time proposals to replace annuals /seasonal plants and the Contractor shall submit a separate proposal for consideration.
- Proposer shall ensure that plants which obstruct views of the roadways or approaching pedestrians from inside a vehicle shall be identified and pruned accordingly to remove any hindering of visibility.
- Proposer shall ensure that plant beds designed to give the appearance of a solid entity shall be pruned to promote appearance.
- Proposer shall prune hedges so as to promote the intended design (straight line/border hedges/screening) and shall trim hedges in such a manner that the bottom of the hedge is wider than the top of the hedge.
- Proposer shall not prune cold-damaged plants except to remove the ends or tips of plants to promote recovery.

### ***Storm Damage***

- The Contractor shall inspect the property during regular hours to prevent or minimize damage during threats of stormy weather.
- Repair work necessary due to storm damage beyond the scope of this agreement shall be paid as extra work based on established price points provided by the Contractor,
- The Contractor shall be familiar with all FEMA, State, County and City rules and regulations. The Contractor will be responsible for documenting all work including debris removal, meeting with agencies and the filing of applications to ensure the CDD complies and receives all available reimbursements for the cost of storm / hurricane clean up or any other event that causes damage to CDD property.
- Contractor shall provide a hurricane response plan annually prior to the last day of March.

- Where minor debris or fallen trees within the contractor's normal capacity to remove or right to stake exist, contractor shall perform inclusive of the contract amount.
- Substitution of any specified materials, plant materials etc. shall not be allowed without approval by the Client.

### ***Traffic Control***

- The Contractor shall comply with the laws, ordinances, rules and or requirements of the State, County and City for the maintenance of traffic (MOT) when servicing the Monterra CDD, as well as, provide the Monterra CDD with a MOT Certification and a copy of the Contractor's MOT policy which shall be site specific to the Monterra CDD.
- The Contractor shall be responsible for obtaining copies of all required manuals, MUTCD, FDOT Roadway & Traffic Design Standards, or any other related documents so as to become familiar with all applicable laws, ordinance, rules or requirements as they shall apply to providing services and servicing the Monterra CDD.
- The Contractor shall be responsible for ensuring that at no time landscaping (plants, shrubs, trees, etc.) or vehicles being used to perform or deliver service create a sight or hindrance problem / concern for vehicles or pedestrians.
- The Contractor shall be responsible for ensuring all employees, service providers and sub-contractors working under or as a part of the Contractors agreement with the Monterra CDD are supplied, equipped and required to wear all applicable safety clothing whenever on the Monterra CDD site.

### **Implementation**

- Contractor shall provide a written maintenance schedule for all services to the Monterra CDD Manager and Owner's Resident Project Representative no less than three (3) days prior to the start of each month in which the services shall be performed.
- Contractor shall indicate **in advance** if any of its personnel are sub-contracted.
- Contractor shall provide copies of all licenses, certifications and any other documentation required by Broward County, The City of Cooper City, the State of Florida and any Federal laws/rules or ordinances.
- No work shall be permitted on Saturday or Sunday without prior authorization from the Monterra CDD. No work shall be permitted on holidays unless it is deemed an emergency.

## Payment Retention

Monthly invoices will be paid less a 10% retainage. This retainage is held to satisfy inspection report items and determine that no contracted services were deemed incomplete or insufficient. This written report shall be referred to as the punch list which will identify the item(s) and provide a time period to rectify. Punch list items that persist beyond the allotted cure period will result in a forfeiture of the retainage or a portion as determined by the District Manager at the quarterly review.

## Selection Criteria

The District Manager will review and Board (as Selection Committee) will evaluate the supplemental information provided by each of the Proposer/Contractors and assign an appropriate value as a part of the selection process/criteria.

## Service Area

Generally speaking, there are three (3) distinct areas that fall under this Lawn/Landscaping RFP.

See Large Map

They are:

- (1) the common area of the CDD as shown in the light teal color
- (2) the medians of Pine Island Road and Sheridan Street as shown in orange
- (3) there are two small areas that are around the bottom of Lake #3 and Lake # 8 and shown in Pink. An additional map is provided to better reflect the location and size of the parcels under agreement.

## Quick Recap of the Areas to be maintained under this RFP

- (1) **Around lakes 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18** from the high watermark to the property line, completely around the lake: Mowing, weeding and general picking up of debris.
- (2) **FPL Easement** from Stirling Road to our property line on the south, between the fences, including the Dog park, the tennis and basketball courts and sidewalks: Mowing, weeding, edging, trimming, drain inspections picking up of debris.
- (3) **Pine Island Road** between Stirling Road and Sheridan Street: from right of way to right of way including the median, up to and including plantings, and both sides of the perimeter wall and fences (both sides thereof): Mowing, weeding, edging, trimming, drain inspections picking up of debris.

- (4) **Sheridan Street** between Pine Island Road on the west and University Drive on the east, from right of way to right of way including the median, up to and including the perimeter walls and fences (both sides thereof): Mowing, weeding, edging, trimming, drain inspections picking up of debris.
- (5) Streets within the perimeter of the CDD from the edge of the street to CDD property lines: Mowing, weeding, trimming, drain inspections and cleaning as necessary, prior to leaving for the day picking up of all debris anywhere on the common property.
- (6) Areas designated as Wetlands are excluded from this RFP

## AREAS TO BE MAINTAINED

- TEAL** Common Area of the Monterra CDD
- Orange** Under agreement with Broward County  
MEDIAN IN PINE ISLAND ROAD  
MEDIAN IN SHERIDAN STREET
- Pink** Agreement with Cooper City  
Area by Lake No. 3  
Area by Lake No. 8







### SKETCH OF SPECIFIC PURPOSE SURVEY

**MILLER LEGG**  
 20001 Pineda Street #12, Ardmore, NY  
 17723-1000 • Fax: 717-233-8248  
 800-441-4600 • Tel: 717-233-8248  
[www.millerlegg.com](http://www.millerlegg.com)

06-00168  
 SH-1

MONTERRA COMMUNITY DEVELOPMENT DISTRICT  
LAWN/LANDSCAPE RFP FORM April 24,2018

Points	<u>Selection/Evaluation Criteria</u>	Vendor A	Vendor B	Vendor C	Vendor D
20	<u>Ability of Personnel:</u> Geographic location(s) of the Contractor's Offices in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; staffing levels, i.e. permanent direct employees' vs need for subcontractors; qualification of subcontractors to be used, etc.				
20	<u>Experience:</u> Past record and experience of the Bidder in similar projects; volume of work previously performed by Bidder; past performance in other Community Development Districts or similar properties, i.e. residential or mixed use communities, similar or greater in size and consistent with the nature, extent and variety of landscaping installed and maintained within Walnut Creek; character, integrity and reputation of Bidder on similar projects, etc.				
20	<u>Understanding of Scope of Work:</u> Extent to which the proposal demonstrates an understanding of the District's needs for the services requested. Bidder's qualification for additional services not requested in bid package, i.e. design work, etc.				
20	<u>Ability to Furnish the Required Services:</u> Extent to which the proposal demonstrates the adequacy of Bidder's financial resources and stability as a business entity necessary to complete the services required; proof of adequate equipment and machinery owned; proof of required licenses and certifications; extra certifications held; etc.				
20	Price: Points will be awarded based upon the bid price for rendering of the services and reasonableness of said price to the services.				
Totals					

100 Maximum Points Available



Monterra CDD  
Lawn & Landscape  
Maintenance  
Proposal

May 2, 2018

**Frank Valdes**

Business Developer  
BrightView Landscape Services

George Miller

Monterra Community Development District

210 N University Drive, Suite 702

Coral Springs, FL 33071

Dear George,

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

The enclosed proposal was developed based on our evaluation with you:

- **EXPERIENCE** In 2014 Brickman-ValleyCrest combined to form BrightView, bringing together over 140 years of experience. As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. The importance of monitoring and controlling water, pests, diseases and fertility of the plants within each unique landscape is never undervalued. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.
- **COMMUNICATION** Our Account Manager selected to manage your property will be the one (1) person accountable to ensure the unique needs of your property are met. They act as liaisons to communicate your larger vision for the property and to coordinate services from our local, regional client services teams. The Account Manager will provide you with regular proactive reporting on the health and performance of the property. With BrightView you will have an open line of communication about all services we are contracted for.
- **COMPETITIVE PRICING** We value the importance of your business and thus have conducted extensive property take offs and production reviews to understand the level of care for your property. We are confident that your property would benefit greatly from our efforts to create beauty in the appearance of your landscape while our operational efficiencies create value to your budget.

Thank you for the opportunity to submit this proposal.

We will follow up with you in the next few days to answer any questions you may have.

Sincerely,

**Frank Valdes**

Business Developer

BrightView Landscape Services

440 Sawgrass Corporate Parkway, STE 102

Sunrise, Florida 33325

C.305 582-7663 F.305 863 0255

[Francisco.Valdes@brightview.com](mailto:Francisco.Valdes@brightview.com) [www.brightview.com](http://www.brightview.com)

## Your Full Service Landscape Expert

BrightView takes pride in providing the highest-quality landscape and snow services with a worry-free, dependable service commitment. As the nation's leading landscape services company, we consistently bring excellent landscapes to life at thousands of clients' properties, fostering collaborative relationships to drive clients' success.

A full service landscape company, BrightView can mobilize quickly to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

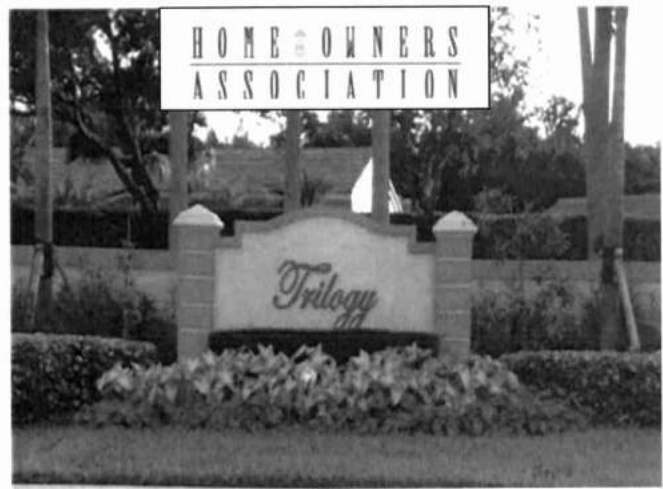
At every stage of your property's lifecycle, BrightView is here to take care of your landscape.



Design	Develop	Maintain	Enhance
<ul style="list-style-type: none"> <li>• Landscape Architecture &amp; Planning</li> <li>• Design Build</li> <li>• Program Management</li> </ul>	<ul style="list-style-type: none"> <li>• Planting</li> <li>• Hardscaped</li> <li>• Pools &amp; Water Features</li> <li>• Compliance</li> <li>• Tree Growing &amp; Moving</li> </ul>	<ul style="list-style-type: none"> <li>• Landscape</li> <li>• Tree Care</li> <li>• Snow &amp; Ice</li> <li>• Specialty Turf</li> <li>• Exterior Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancements</li> <li>• Sustainability</li> <li>• Water Management</li> </ul>



## Our Customers Include...



## Uniforms



## Training Your Team to Exceed Your Expectations

We understand that well trained and tenured team members provide outstanding quality and customer service. Every Gardener on your team is required to complete our certification program, which prepares your crew with the skills to perform quality work, safely and to your complete satisfaction.

Gardeners are offered training to progress along a career track within BrightView. We have found that our career progression opportunities and training motivates our team members to perform at their peak and remain committed to our company and our customers.

## A Safe Community and Workplace is Our Priority

The safety and well-being of our customers, your property visitors, the general public, and our employees is of paramount importance to our operation. Below are measures we employ to maintain a safe working environment on and off your property.

### Preserving a Safe Environment

- Mandatory personal protective equipment (PPE), including full uniformed crews with safety vests
- BrightView logo clearly displayed on vehicles.
- "How's my driving?" stickers on vehicles
- Required use of cones to demark safety zone
- Initial and random driving record checks
- Initial and random drug/alcohol screenings
- Background checks

### Crew Safety

- New hire safety orientation
- Extensive driver safety certification program
- Certification required to use all power equipment
- Mandatory weekly field crew safety meetings
- Reward system for safety compliance
- Weekly management safety calls





## E-Verified Employees

### BRIGHTVIEW YOUR E-VERIFIED EMPLOYER

# E-Verify



U.S. Citizenship  
and Immigration  
Services

The image shows a sample of the U.S. Citizenship and Immigration Services Form I-9, titled 'Employment Eligibility Requirements'. The form is used to determine the identity and employment authorization of individuals hired for employment in the United States. It includes sections for 'Section 1: Employee Information and Attestation' and 'Section 2: Documentation Requirements'. A large, bold, diagonal watermark reading 'I-9 FORM' is overlaid on the right side of the form.

- Ensure 100% compliance with all labor and immigration laws, we are enrolled in E-Verify in all states in which we operate.
- The organization's participation in E-Verify improves our ability to ensure the individuals we hire and are working on our client's sites are authorized to work in the United States.
- Additionally, E-Verify is only part of our robust employment verification program. The program includes a consistent policy and process enterprise-wide, as well as regular training of our staff and semi-annual auditing to maintain compliance with labor and immigration regulations.

## Communication Catered to Your Style

- Report our daily maintenance activities as often as you prefer
- Attend meetings at your request to present reports and educational content
- Walk your property with you to continually be aware of your priorities
- Provide digital photos to verify technical issues, damage and plant and tree health

### Quality Site Assessment

#### General Information

Property Name: Pebble Creek

Date: Thursday, November 02, 2017

Next Inspection Date: Saturday, December 02, 2017

Client Attendees:

Brightview Attendees: George Ledesma

#### CUSTOMER FOCUS AREA:

#### MAINTENANCE ITEMS:

- 1) 14-Remove leaning BOP stalk
- 2) 8-Remove damaged BOP stalk
- 3) 6/8-add 15-gal pink hibiscus tree
- 4) 12-Remove hibiscus and add sod
- 5) 10/12-Install 3-7gal croton mammey, 3-3 gal peach hibiscus, 20-3 gal green linopes, 6-3gal green ARBORICOLA
- 6) 12,13,14- Remove remaining ficus and add 7-15 gal and 8-7gal PODOCARPUS on each stairwell (7)
- 7) 10-Remove damaged ficus hedge and install 15-7 gal green ARBORICOLA
- 8) 3-Remove and replace dead bizmark palm (hurricane)
- 9) 16 carport-Replace 12-3gal pink hibiscus, add sod
- 10) 15 carport-replace double pigmy date, 123 gal pink hibiscus and add sod

#### RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Office-Remove remaining roots and Indian Hawthorne, install 11-7 gal PODOCARPUS and 30-3 gal green island ficus. Add rocks to touch up
- 2) Office garage-Remove PHILODENDRUM and add 9-7 gal clussia and sod (2 pallets)
- 3) Near sign-Add 6-7 gal clussia, 12-3 gal variegated ARBORICOLA and 6-7 gal Petra
- 4) PBB-Remove PHILODENDRUM and add 10-7 gal variegated ARBORICOLA and sod.
- 5) Outside gate-Add 5-7 gal green island ficus
- 6) 2/14-Replace 2 texas cassia lost during hurricane.
- 7) 2/14-Add 9-7 gal green island ficus to close gap
- 8) 14 parking-Remove flax lilies an add sod.
- 9) 13-Add sod where stump was removed
- 10) 11-Install 2-15 gal JATROPHA lost during hurricane
- 11) 8-Add sod where stump was removed
- 12) 13-lower grade and add sod.
- 13) 2/4-Replace 12-7 gal COCOPLUM and 1 pallet of sod
- 14) North bridge-Add 25 bougainvilleas
- 15) East bridge-Add 20-3 gal bougainvilleas
- 16) 14-Add 4-3 gal NORAGRANT IXORA.
- 17) 15-Add 2-15 gal BOP
- 18) 15- Replace 5-15 gal damaged clussia

### Quality Site Assessment

#### Recommendations for Property Enhancements

Near sign-Add 6-7 gal clussia, 12-3 gal variegated ARBORICOLA and 6-7 gal Petra



[ 3 / 18 ]

#### Recommendations for Property Enhancements

PBB-Remove PHILODENDRUM and add 10-7 gal variegated ARBORICOLA and sod.



[ 4 / 18 ]

#### Recommendations for Property Enhancements

Outside gate-Add 5-7 gal green island ficus.



[ 5 / 18 ]

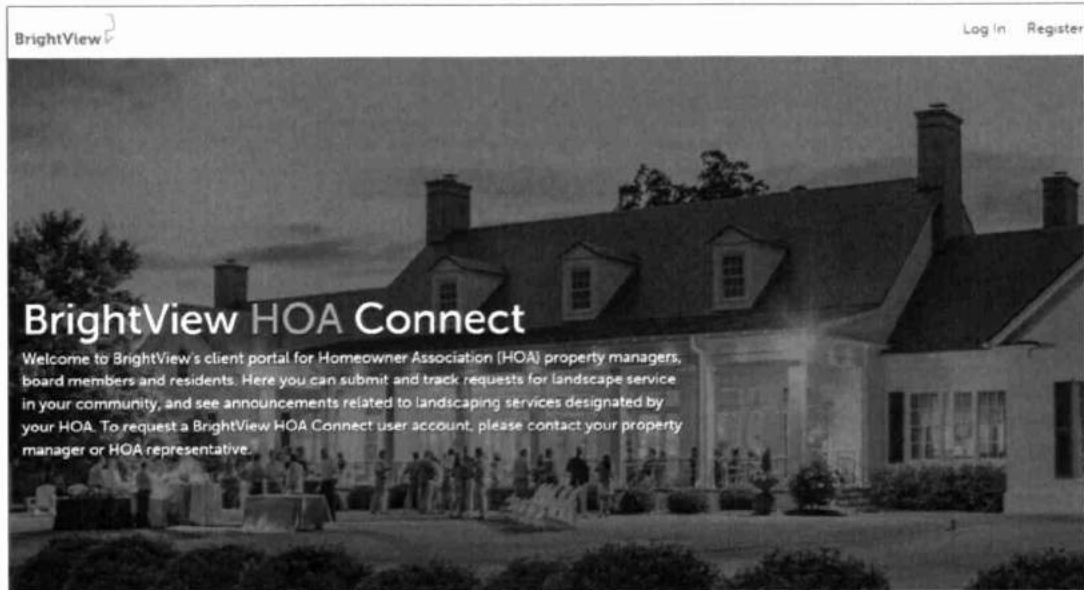
#### Recommendations for Property Enhancements

2/14-Replace 2 texas cassia lost during hurricane.



[ 6 / 18 ]

## BrightView HOA Connect



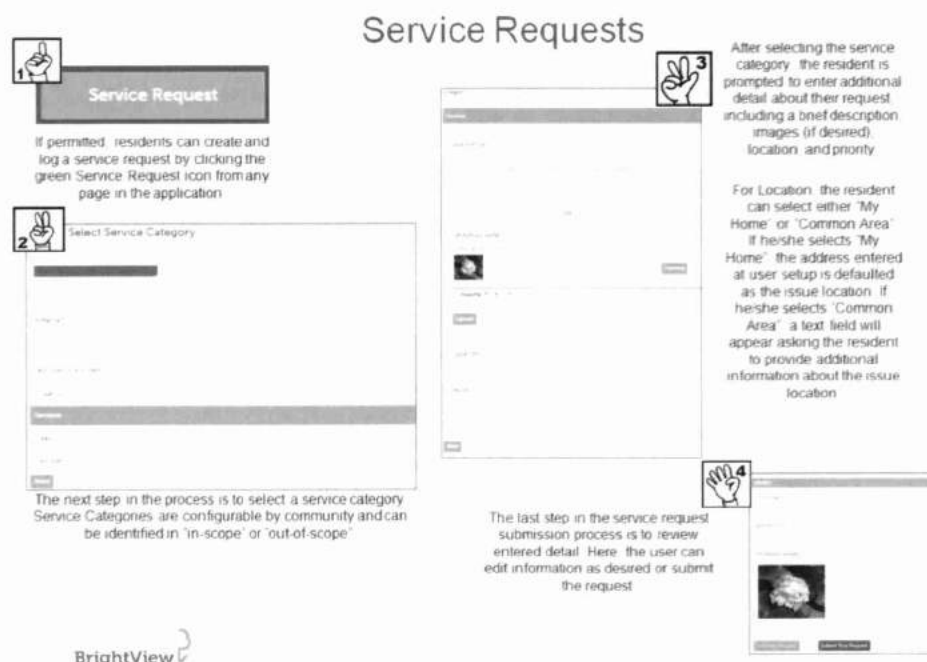
<https://hoa.brightview.com>

BrightView HOA Connect is a proprietary web application designed for HOA community leaders, residents and property managers, providing timely insight into the property maintenance information that matters the most. Through this tool users can review planned maintenance schedules, submit requests for service, keep up-to-date on community news, and much more.



## Summary of Key Benefits

- BrightView HOA Connect is a web-based, secure application allowing improved communication and collaboration between residents, HOA leadership, property management and BrightView personnel.
- Simple and user-friendly registration, log-in, and navigation for all users.
- Provides email notifications to residents and community leadership when service requests are created, updated, and resolved.
- Fully mobile-enabled solution offering consistent functionality across all browsers and devices.
- Provides advanced workflow technology to ensure service requests are recognized, assigned, processed, and resolved.
- Provides users insight into all open, in-progress and closed service requests.



## Landscape Design

### Planning

Bringing large-scale projects to market successfully is both an art and science. We use data and experience to present practical, thoughtful and innovated ideas that resonate with the audience you are targeting. Our collaborative approach with you, our planners and construction and maintenance teams, provides a proven process for developing concepts that will meet market demands into the future.

### Landscape Architecture

Collaboration is the key to bringing great ideas to life. Our process starts with your vision. We then develop inspiring and beautiful concepts that we review with our in-house estimating, construction and maintenance teams. It's an iterative process that ensures your vision is balanced with quality and constructability.

### Urban Design

Our urban designers bring you technical expertise and an inclusive process to get buy in from the local community, and progressive solutions to bring critical lifestyle elements to constrained spaces.

### Enhancements

Our team of experts look beyond the status-quo, helping you identify opportunities to optimize the value and perception of your property. Whether a seasonal upgrade, turf conversion, or a complete landscape redesign, we conceptualize innovative ideas focused on your priorities.



## A Custom Color Program for Your Brand and Budget

On a per-square-foot basis, color plantings are usually the most intensively managed element of a landscape. There are ways, however, to develop an outstanding color program that makes a strong return on the investment. Color themes may be used to complement buildings, company colors or the appropriate season of the year. The number of potentially successful color schemes are many, but we'll put together a proposal based on your input— and deliver a customized, cost-effective plan that's uniquely yours.

With careful planning, we can offer Monterra CDD Property a well-designed and maintained seasonal color display that:

- Creates aesthetic excitement
- Provides an individual identity to the property
- Attracts the attention of tenants, residents, employees, guests and the general public
- Complements a well-maintained landscape
- Creates a pleasing atmosphere
- Makes an eye-catching statement about the property
- Adds value to the property





## Emergency Response Team Ready When You Need Us

With hundreds of locations, we can dispatch faster than other landscape service providers in the event of a catastrophic situation, including but not limited to hurricanes, tornadoes / water spouts, and severe weather.

When a catastrophe occurs, your local Account Manager, will personally draw on resources and pull equipment from within the BrightView network to ensure your property is quickly, properly and safely serviced.

Resources from other branches will be available in the event of an emergency ensuring access to crews and equipment quickly.

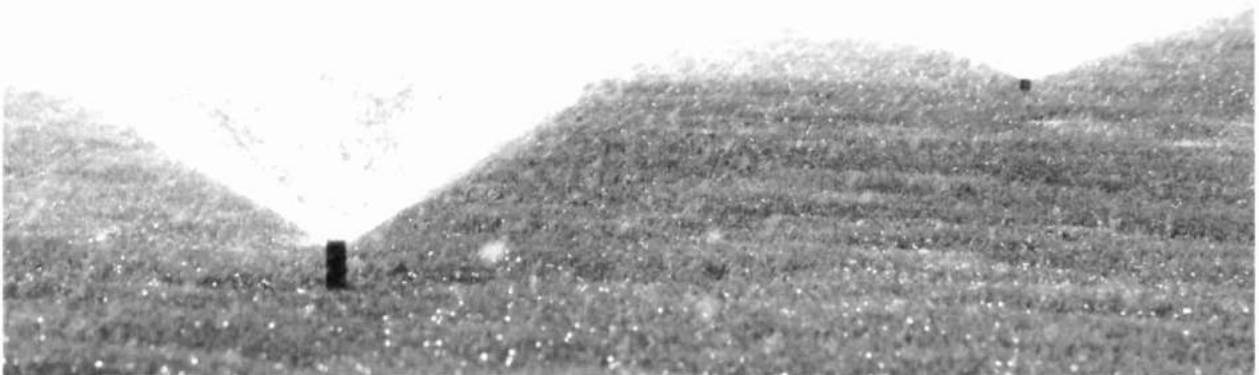


## Saving Water Makes Cents

Water is money and every drop counts. Thus, we will water your plant material based on actual need, no more, no less. Our water management expertise has helped our customers save significant amounts of water, which translates to significant savings. We will start with a thorough assessment of your current irrigation system and offer our recommendations for better managing your water supply.

This includes:

- Perform a detailed irrigation evaluation of your current system
- Calculate potential savings based on past water usage and landscape needs
- Create a customized water management plan that ensures uniform coverage, reduced runoff and efficient operation
- Assess plant palette and make recommendations that can reduce overall water consumption
- Recommend smart controller options appropriate for your property with detailed information on pricing, water savings and other additional benefits you can expect
- Monitor existing and/or new system for stuck valves, breaks and other inefficiencies to prevent water-use waste and damage





## Protecting Your Trees One of Your Most Important Investments

You can count on us to preserve your trees, enhance their appearance, increase their production, improve safety and reduce liability – all to protect one of your most important investments at Monterra CDD. Our ISA Certified Arborists offer a comprehensive set of services and will be available to you for everything you may need to keep your trees healthy and beautiful. Tree Care services include:

- Tree pruning
- Soil and tissue analysis
- Annual and 3-5-year budget planning
- Cabling and bracing
- Emergency storm clearance
- Tree removal and stump grinding
- Inventory and management plans
- Insect and disease control
- Nutrient management
- Fertilization
- Transplant and relocation
- Nuisance fruit production control
- Hazard evaluation and management



## LEED Assistance to Green Your Landscape and Next Year's Budget

Through proper planning and execution, a strategic landscape management plan can help meet environmental and financial objectives in these times of increased awareness and attention to the bottom line. Horticultural improvements, reducing water consumption and sending less waste to landfills can minimize your environmental footprint and yield big returns. With 14 points potentially coming from the landscape for LEED® certification, we can help you:

Reduce potable water use, energy & emissions and landscape waste

Eliminate soil erosion

Keep storm water on site

Increase shade on hardscapes

Create natural areas in urban landscapes

Salvage and preserve onsite trees

Assess viability of a green roof and assist with design and installation



A variety of low water use plant material is available.

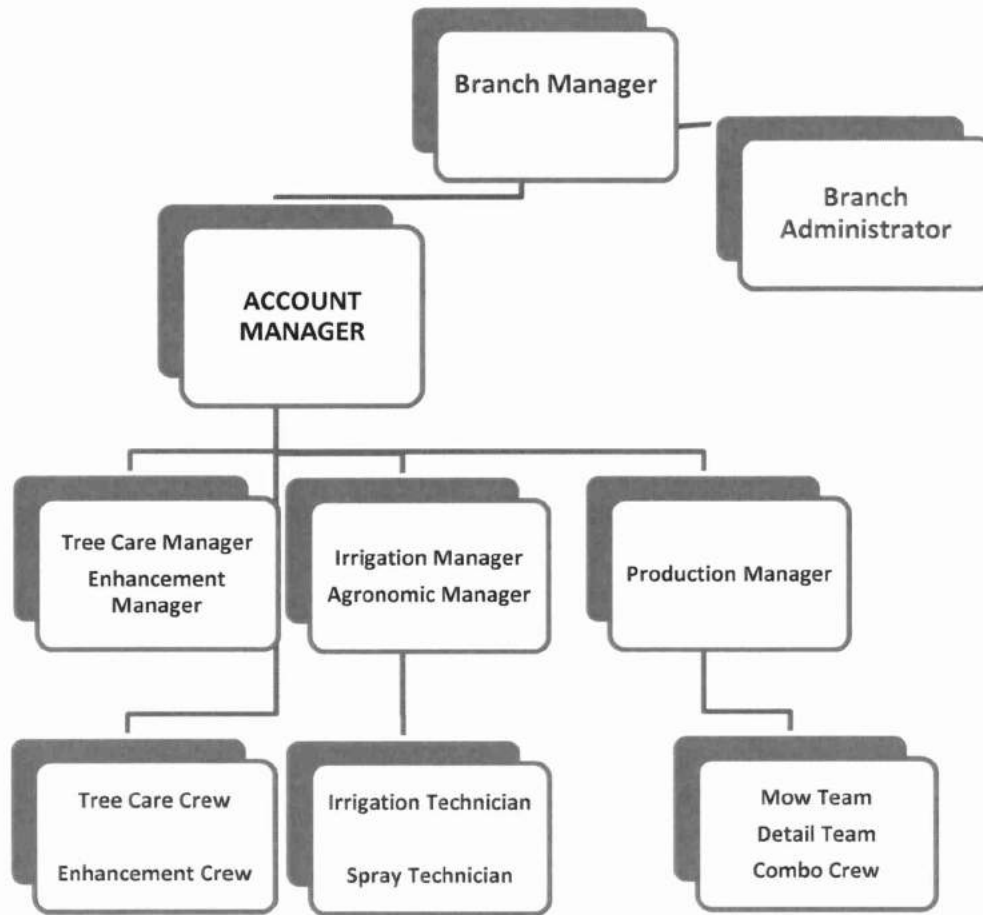


Shade combats heat island effect and provides comfort.



Bio swales filter storm water onsite and reduce runoff.

## Your BrightView Team



## Team Bios

### Ian Rodriguez, Ph.D. - Director of Technical Services

Ian Rodriguez develops and provides science-based agronomic, horticultural, and pest control support and training for BrightView in Florida and the Caribbean. He is also focused on our BrightView Policies regarding safety and environmental concerns. Ian has been working in various segments of the Florida green industry since 1992. His work experience includes academia, research, ornamental nursery production, pest control, design/installation, irrigation, and sales.

#### Education

- **Ph.D. Plant Physiology** - *Clemson University*
- **B.S. & M.S. Environmental Horticulture** - *University of Florida*

#### Industry Certifications & Service

- **Florida Certified Pest Control Operator**, L&O
- **Certified Instructor**, *Florida Friendly Best Management Practices For the Protection of Florida Waters by the Green Industry*
- **Florida Limited Commercial Fertilizer Applicator**
- **Florida Turf Grass Association**, *Board of Directors*



### Shannon DenOuden – Account Manager

#### Experience:

- Dakota County College, Minnesota- Horticulture and Landscape Design
- 18 years of Landscape Maintenance and Landscape Design experience
- ISA Certified Arborist

#### Responsibilities:

- Customer Satisfaction
- Proactive communication
- Enhancing properties to increase attraction by maintaining a healthy landscape



**Misael Rojas – Account Manager****Experience:**

- Landscape & Nursery Horticulture Degree- University of Florida
- Gardening & Landscape Diploma- Stratford Career Institute
- 30 years of experience in the green industry

**Responsibilities:**

- Enhancing properties to increase attraction by maintaining a healthy landscape
- Customer Satisfaction
- Training- Proper equipment usage
- Enforces Company Rules/Regulations

**Robert Marshall – Enhancement Manager****Experience:**

- 45 years in the Horticulture field.
- Certified Best Management Practice

**Responsibilities:**

- Training of crews using Certified Professional Training manuals by FNGLA
- Providing value to properties with best management ideas
- Providing enhancement excellence to our clients

**Peter Olmedo – Senior Account Manager****Experience:**

- College Degrees in Horticulture and Landscape Technology.
- Certified Sports Turf Manager
- Over ten years landscape maintenance experience in the state of Florida
- Intermediate M.O.T. Certified

**Responsibilities:**

- Customer Satisfaction
- Proactive communication
- Maintaining a high level of desirable sports fields for players and municipalities



## Proposal Pricing

**Project Name:** Monterra CDD Maintenance for Lawn/Landscape Proposal

**Project Location:** 8451 Monterra Blvd, Cooper City, FL 33024

We appreciate the opportunity to propose to you how BrightView can help you enhance the quality of your landscape. Our team is committed to integrating the specific landscape needs of your property with your service expectations and budget considerations.

An effective landscape management program is sustainable and provides value. We are confident that your property would benefit greatly from our efforts to create beauty in the appearance of your landscape while our operational efficiencies create value to your budget.

### Service Summary for Exterior Landscape Management

DESCRIPTION OF SERVICES	FREQUENCY	NOTES/COMMENTS
Mowing / Edging / Weed-eating / Blow clippings of hardscape and bed areas/Debris removal	42	3 times Oct-March, 2 times April-Sept
Weed control of beds and curbs, paver areas	42	As per RFP Specifications
Palm/Tree trimming to remove broken, brown, dead fronds, fruits under 12ft.(FPL Easement 14ft.)	18	As per RFP Specifications
Hand & Power Prune/Trim Shrubs-Hedges	12	As per RFP Specifications
Drain Inspections in Landscape Areas	42	As per RFP Specifications
Soil Testing Analysis	Upon Request	As per RFP Specifications
<b>TOTAL MAINTENANCE PRICE</b> *12 month Maintenance Agreement pricing. *For 2 <sup>nd</sup> year renewal, 3% increase will apply.	<b>\$34,776.00/month</b>	<b>\$417,312.00/year</b>

## Emergency Response Team Ready When You Need Us

With hundreds of locations, we can dispatch faster than other landscape service providers in the event of a catastrophic situation, including but not limited to hurricanes, tornadoes / water spouts, and severe weather.

When a catastrophe occurs, your local Account Manager, will personally draw on resources and pull equipment from within the BrightView network to ensure your property is quickly, properly and safely serviced.

Resources from other branches will be available in the event of an emergency ensuring access to crews and equipment quickly.





## 2018 Hurricane Clean up Pricing

Dear Monterra Board,

Below please find our pricing for Clean Up Services as it relates to downed trees and Hurricane debris on your property:

1. The learning experiences from prior year's hurricanes taught us how vulnerable communications can be during and after severe storms. Even cellular systems were taxed by immense traffic making it difficult to communicate damage assessments and needed response approval. Avoid a delay in response to the needs of your property by acknowledging pre-approval authorization with your BrightView representative now. Further, exchange and update phone numbers to be used during emergency response situations with your BV representative as well.
2. Communicate any special needs to your BV representative that may be required by your insurance carrier to document damages and corrective actions resulting from storm related damages. As a matter of protocol, BV will photo document some representative damage and will journal manpower, equipment, and brief description of work provided.

In the event of a hurricane, we will initially canvas every property that BrightView provides landscape or tree care services to and then will dispatch to customer authorized/approved clean-up sites based on the following priorities:

- Priority One - Clearing vehicle access to allow emergency personnel ability to service needs and access to your property
- Priority Two - Clearing debris from structural dwellings that may pose immediate risk or danger
- Priority Three - Re-planting plant material that may have chance of surviving if rootballs can be planted and watered soon
- Priority Four – Trim and remove hazardous damaged limbs that still remain in trees versus on the ground

As a company, we will be prepared to import additional BrightView resources from outside of the south Florida area if needed to help expedite clean-up response efforts. Once the priorities detailed above have been met, we would address chipping and removing tree limbs left on the ground from initial clearing efforts as well as removal of rootballs and large wood remaining on properties. The final phase would include restoration of damages or losses resulting from the storm and associated clean-up. We would anticipate a return to expected maintenance operations the following week for all but the most severely debris impacted properties.

We encourage you to be as prepared as you can to help assure a timely and effective response should luck elude us and we once again face damaging storms. If you would like to preapprove BrightView to perform clean-up operations as detailed above, you may sign the section at the bottom of this page. Our emergency rates are also below for your review. Dump expenses range based on the material, size and weight.



## 2018 HURRICANE PRICE LIST

General Labor	\$55 / hour
Employee with Chainsaw	\$150 / hour
Loader & Operator	\$150 / hour
Dump Fees *If Necessary*	TBD (No Stumps) (Branches, Leaves, Debris)
Stumps	Prices will vary by size
Tree Men / Climbers	\$150 / hour

### Approval for clean-up services:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Property Name

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Date

### Emergency Contact Numbers:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Land Line#

\_\_\_\_\_  
Cell Phone #

## Proposal Form

SEE ATTACHED FORMS

## SECTION 4

### PROPOSAL FOR LAWN / LANDSCAPE MAINTENANCE

Proposal of: *Bright View Landscape Services, Inc.*

(name) *Francisco Valdes*

(address) *440 Sawgrass Corporate Parkway Ste 102  
Sunrise, FL. 33325*

to furnish all materials, equipment and labor and to perform all Work in accordance with the Contract Documents for:

"Lawn / Landscape and within the Monterra Community Development District"

Gentlemen:

The undersigned, as Proposer, hereby declares that the only person or persons interested in the Proposal, as Principal or Principals, is or are names herein and that no other person than herein mentioned has any interest in the Proposal of the Contract to which the Work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or Proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Proposer further declares that he has examined the site of the Work; that he has made sufficient investigations to fully satisfy himself that such site is a correct and suitable one of this Work; and he assumes full responsibility therefore; that he has examined the Specifications for the Work and from his experience and from professional advice that the Specifications are sufficient for the Work to be done and he has examined the other Contract Documents relating thereto, including the Advertisement for Bids, Instructions to Proposers, Proposal, Contract, General Conditions, and he has read all Addenda prior to the opening of bids, and that he has satisfied himself fully, relative to all matters and conditions with respect to the Work to which this Proposal pertains.

The Proposer proposes and agrees, if this Proposal is accepted, to contract with the Owner in the form of contract specified to furnish all necessary materials, all equipment, all necessary machinery, tools, apparatus, means of transportation, and labor necessary to complete the Work specified in the Proposal and the Contract, and called for by the Specifications and in the manner specified.

Each Proposer shall submit one bid encompassing all proposal areas; or may bid on any combination of the Proposal Areas. The District reserves the right to award one Contract to one Proposer for all areas described in the Proposal or may award multiple Contracts to different Proposers for anyone individual Proposal Area or combination of Proposal Areas.

The Proposer further proposes and agrees to comply in all respects with time limits for commencement of the Work as stated in the Contract Form.

The Proposer further agrees to execute a Contract and furnish all required information within ten (10) consecutive calendar days after written notice being given by the Owner of the award of Contract, and the undersigned agrees that in case of failure on his part to execute the said Contractor, the award of the Contract may be rescinded at the option of the Owner within the ten (10) consecutive calendar days after the award of the Contract.

The undersigned agrees to accept full compensation therefore the total of the lump sum prices and extended unit prices items named in the following schedule. It is understood that the unit prices quoted or established for a particular item are to be used for computing the amount to be paid to the Contractor, based on the Work actually performed as determined by the Contract and the Owner. However, in utilizing the schedule, the Proposer agrees that in no event shall the compensation paid to Proposer under the Contract exceed the dollar amount of the Proposer's Proposal amount.

Proposer's Certificate No. \_\_\_\_\_

Proposer's Occupational License 18-00023905

WITNESS

*Joe Ferro*

By: *Francis Valdes*

*Francis Valdes*

Signature of Authorized Agent

## References



Company Name	Address	Contact Name	Title	Number	Email
1.Keys Gate-Miami Management	1541 SE 12th Ave, Homestead, FL 33034	Ignacio Mendez	Senior Property Manager	305-247-9800 x205	<a href="mailto:IMendez@miamimanagement.com">IMendez@miamimanagement.com</a>
2.Ocean Reef Community Association	24 Dockside Ln Key Largo, FL 33037	Jeff Oeltjen	VP	(305) 367-2611	<a href="mailto:Joeltjen@orca.com">Joeltjen@orca.com</a>
3.Montclair POA	2701 Montclair Blvd, Miramar, FL 33025	Rachel Rudley	Property Manager	954-925-8200	<a href="mailto:rrudley@fsresidential.com">rrudley@fsresidential.com</a>
4.Trilogy HOA	13251 SW 17th Ct Miramar, FL 33027	Mary Blank	Property Manager	954-394-7274	<a href="mailto:Blank639694@bellsouth.net">Blank639694@bellsouth.net</a>

## Contractor Qualifications



2017 RANK	COMPANY	2016 RANK	HEADQUARTERS	EMPLOYEES	% CHANGE FROM 2015	% CHANGE EXP. FOR 2017	% MT	%CLC/F	%LD/B/I	%IVMT	%IL	%CF	%RR
1	BrightView	1	Plymouth Meeting, Pa.	22,000	10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Presented by  
**Lawn & Landscape**

Sponsored by  
**TORO**

**Forbes**  
**AMERICA'S**  
**LARGEST PRIVATE**  
**COMPANIES**  
**2016**

### #220 America's Largest Private Companies

Brightview provides landscape management and property maintenance services. It offers landscape maintenance, landscape enhancements, landscape design and construction, tree care, sports turf, water management, and snow and ice management services. The firm offers its services for corporate s, commercial properties, hotels, healthcare facilities, retail centers, residential communities, resorts, parks, public spaces, and educational institutions in the United States. The company formed when Brickman Group and ValleyCrest Landscape merged in 2014.

## Contractor Qualifications

### OVER 70 YEARS OF EXPERIENCE

With BrightView, you'll have the best resources and most experienced personnel in the industry with expertise in horticulture, agronomics, design, irrigation, tree care, storm preparation and sustainability solutions.

We will be your eyes on the ground to watch for problems as they arise and to offer creative solutions that achieve your goals while providing the safest, most cost-efficient and aesthetically appealing landscape possible.

When a catastrophe occurs, BrightView crews are trained as a first responder in South Florida. We are able to call on regional and national resources including equipment and manpower to meet your immediate demands.

### ENDURING RELATIONSHIPS

Our 23,000 committed team members take great pride in taking care of you and your landscape.

With 650 team members in South Florida  
Located in 8 local branches, and 1 Regional



- ATSSA Certified - Temporary Traffic Control Supervisor
- American Red Cross AED/CPR/ First Aid
- American Red Cross AED/CPR/ First Aid Instructor
- OSHA 10 Card – Construction Safety and Health
- FL Pesticide Applicator Certificate – Registered Tech
- VCLM – Excavation Safety – Competent Person Training
- VCLM – Forklift Safety – Trainer
- VCLM Fall Protection Training
- VCLM Fall Protection – Competent Person /Trainer
- Pesticide Applicator Certificate for Lawn and Ornamentals
- ISA Certified Arborist
- FL Licensed Tree Expert
- ISA Certified Arborist
- Certified Tree Risk Assessor
- Florida Certified Horticulturist
- Florida Certified Pesticide Applicator
- Certified Irrigation Contractor and Certified Landscape Irrigation Auditor by the Irrigation Association which is a national certifying body for the irrigation industry.
- Average of 30 years of experience in the green industry
- Degreed horticulturalist
- Masters of Business

## Financial Information

*Dun & Bradstreet Number:* 14-4780863

*Independent Auditor:* Our financial statements are audited annually by Deloitte & Touche LLP

*Principal Bank:* PNC Bank

### *Financial Summary\*:*

For the year ended December 31,  
(in thousands)

	<u>2014<sup>^</sup></u>	<u>2015</u>	<u>2016</u>
Sales	1,612,528	2,214,839	2,185,302
Cash Flow From Operations	50,541	123,419	111,947

*As of December 31,*

	<u>2015</u>	<u>2016</u>
Total Assets	\$2,974,562	\$2,890,638
Working Capital	\$173,276	\$180,590
Shareholders' Equity	\$782,854	\$705,206

Sales for the past five years:

2016	\$2,185,302
2015	\$2,214,839
2014	\$1,612,528
2013	\$914,197
2012	\$827,906

\*This information is excerpted from BrightView's audited financial statements.

<sup>^</sup> Includes Valley Crest activity subsequent to merger on June 30, 2014.

If a full set of financials is requested for review, please sign the attached Non-Disclosure Agreement (Exhibit ??).

*Average New Business /Lost Accounts out of Sunrise Branch/Average number of years customer:*

2015- \$750,000	3	3
2016- \$745,000	6	4
2017- \$850,000	5	6



## Equipment List

Equipment Class	Manufacturer	Description
1/2 Ton Pickup	Chevrolet	C1500
1/2 Ton Pickup	Ford	Ranger SC XLT
1/2 Ton Pickup	Toyota	Tacoma AC
1/2 Ton Pickup	Toyota	Tacoma DC
1/2 Ton Pickup	Toyota	Tacoma DC
1/2 Ton Pickup	Ford	F150 RC XL
1/2 Ton Pickup	Ford	F150 SC 4x4
1/2 Ton Pickup	Ford	F150 SC XL
1/2 Ton Pickup	Ford	F150 SC XL
1/2 Ton Pickup	Ford	F150
3/4 Ton Pickup	Ford	F250 CC XL
3/4 Ton Pickup	Ford	F250 CC XL
3/4 Ton Pickup	Ford	F250 CC XL
3/4 Ton Pickup	Ford	F250 CC XL
3/4 Ton Pickup	Ford	F250 CC XL
3/4 Ton Pickup	Ford	F250 SC XL
3/4 Ton Pickup	Ford	F250 RC
3/4 Ton Pickup	Isuzu	NPR
3/4 Ton Pickup	Ford	F250 SC XL
3/4 Ton Pickup	Ford	F250 xSD Crew
3/4 Ton Pickup	Ford	F250 SD Crew
3/4 Ton Pickup	Ford	F250
3-Trucks, Dump	GMC	W5500 Dump Truck
3-Trucks, Dump	Isuzu	NPR Dump Truck
3-Trucks, Dump	Ford	F450 Dump Truck
3-Trucks, Dump	Ford	F450 Dump Truck
3-Trucks, Dump	Ford	F450 Dump Truck
3-Trucks, Dump	Isuzu	NPR Dump Truck
3-Trucks, Dump	Isuzu	NPR Dump Truck
3-Trucks, Dump	Isuzu	NPR Dump Truck
3-Trucks, Dump	Isuzu	NPR Dump Truck

2B-Trucks, Dump	Ford	F450 CC XL Stake/Dump
2B-Trucks, Dump	Isuzu	NPR XD
2B-Trucks, Dump	Ford	F450 Dump
2D-Trucks, Spray	Isuzu	NPR Spray Truck
2D-Trucks, Spray	Ford	F450 Spray Truck
2I-Trucks, Service	Ford	F250 Irrigation Truck
2I-Trucks, Service	Ford	F250 Irrigation Truck
2I-Trucks, Service	Isuzu	NPR Dump Truck
2K-Trucks, Misc.	GMC	W4500
2K-Trucks, Misc.	Ford	F450 CC
2K-Trucks, Misc.	Isuzu	NPR
2K-Trucks, Misc.	Ford	F450 CC
2K-Trucks, Misc.	Ford	F450
3D-Skid Steer Loaders	Bobcat	S650 Skid Steer Loader
3E-Wheel Loaders	John Deere	4120 Tractor Loader
3E-Wheel Loaders	Kubota	Wheel Loader
3L-Roller/Compactor	Other	500 Compact Roller-Wiedeman
3N-Utility Tractor	Kubota	RTV300 4x4
3N-Utility Tractor	Kubota	L470HST Tractor
5C-Trailers, Equipment	Other	Equipment Trailer - Kendall
5C-Trailers, Equipment	Sun Coast	Equipment Trailer
5C-Trailers, Equipment	Sun Coast	Equipment Trailer
5C-Trailers, Equipment	Hudson	Open Trailer
5C-Trailers, Equipment	Sun Coast	Equipment Trailer
5C-Trailers, Equipment	Sun Coast	Equipment Trailer
5C-Trailers, Equipment	Pemco	Equipment Trailer
5C-Trailers, Equipment	Diamond C	Equipment Trailer
5C-Trailers, Equipment	Triple Crown	Equipment Trailer
5C-Trailers, Equipment	Sun Coast	Equipment Trailer
5D-Trailers, Flatbed	Misc.	Flatbed Trailer
5D-Trailers, Flatbed	Triple Crown	Flatbed Trailer

5E-Trailers, Utility	Pemco	Utility Trailer
5E-Trailers, Utility	Succo	Utility Trailer
5E-Trailers, Utility	Triple Crown	6X16 Utility Trailer
5E-Trailers, Utility	Sun coast	16' Utility Trailer
5G-Trailers, Water	Sun Coast	Water Trailer
5K-Trailers, Misc.	Other	Open Trailer - Ints
5K-Trailers, Misc.	Other	Open Trailer - GECI
5M-Trailers, Landscape Enclosed	Sun Coast	Open Trailer
5M-Trailers, Landscape Enclosed	Pemco	Enclosed Trailer
5M-Trailers, Landscape Enclosed	Pemco	Enclosed Trailer
5M-Trailers, Landscape Enclosed	Pemco	Enclosed Trailer
5M-Trailers, Landscape Enclosed	Pemco	Enclosed Trailer
5M-Trailers, Landscape Enclosed	Sun Coast	Enclosed Trailer
5M-Trailers, Landscape Enclosed	Other	Enclosed Trailer - SUCO
5M-Trailers, Landscape Enclosed	Wells Cargo	24' Enclosed Trailer
5M-Trailers, Landscape Enclosed	Wells Cargo	24' Enclosed Trailer
5M-Trailers, Landscape Enclosed	Wells Cargo	Enclosed Trailer
5M-Trailers, Landscape Enclosed	Sun Coast	8X20 Enclosed Trailer
5M-Trailers, Landscape Enclosed	Sun Coast	8X20 Enclosed Trailer
5M-Trailers, Landscape Enclosed	Sun coast	Enclosed 20' Trailer
5M-Trailers, Landscape Enclosed	Sun coast	Enclosed Trailer
6A-Autos	Ford	Focus
6B-Passenger Van	Ford	E350 Passenger Van
6C-Autos, SUV	Ford	Edge
6C-Autos, SUV	Ford	Escape SE 4X2
6C-Autos, SUV	Ford	Escape SE 4X2
6C-Autos, SUV	Ford	Escape SE 4X2
6C-Autos, SUV	Ford	Escape SE
6C-Autos, SUV	Ford	Escape SE
6D-Cargo Van	Ford	Transit Connect Van

7A-Mowers < / = 36"	Other	27" Reel Mower - Tru Cut	7C-Mowers 50" to 70"	John Deere	52" QuickTrak Mower	8H-Sprayers	Other	sprayer w/Booms
7A-Mowers < / = 36"	John Deere	36" Hydro 'Walk Mower	7C-Mowers 50" to 70"	John Deere	60" Ztrax Mower	8I-Spreader	Lely	Spreader
7B-Mowers 36" to 48"	Scag	48" Mower	7C-Mowers 50" to 70"	John Deere	60" ZTrak Mower	8J-Top Dresser	Toro	2500 Top Dresser
7B-Mowers 36" to 48"	John Deere	36" 'WB Mower	7C-Mowers 50" to 70"	John Deere	60" ZTrak Mower	8J-Top Dresser	Toro	Top Dresser MH-400
7B-Mowers 36" to 48"	John Deere	36" 'WB Mower	7C-Mowers 50" to 70"	John Deere	60" Ztrax Mower	8K-Utility Truck Vehicle	Toro	MD 'Workman
7B-Mowers 36" to 48"	Toro	48" 'WB Mower	7C-Mowers 50" to 70"	John Deere	60" ZTrak Mower	8K-Utility Truck Vehicle	Toro	MD 'Workman
7B-Mowers 36" to 48"	John Deere	48" Mower	7C-Mowers 50" to 70"	John Deere	60" Ztrax Mower	8K-Utility Truck Vehicle	John Deere	Gator TX
7B-Mowers 36" to 48"	Exmark	48" Mower	7C-Mowers 50" to 70"	John Deere	60" Ztrax Mower	8K-Utility Truck Vehicle	John Deere	TX Gator
7B-Mowers 36" to 48"	Exmark	48" Mower	7C-Mowers 50" to 70"	John Deere	52" Quick Trak	8K-Utility Truck Vehicle	John Deere	TX Gator
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7C-Mowers 50" to 70"	John Deere	52" Quick Trak	8K-Utility Truck Vehicle	John Deere	TX gator
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7C-Mowers 50" to 70"	John Deere	52" QuickTrak	8K-Utility Truck Vehicle	John Deere	TX Gator
7B-Mowers 36" to 48"	John Deere	36" Hydro 'Walk Mower	7C-Mowers 50" to 70"	John Deere	52" QuickTrak	8K-Utility Truck Vehicle	John Deere	Gator Cart
7B-Mowers 36" to 48"	John Deere	36" Hydro 'Walk Mower	7C-Mowers 50" to 70"	John Deere	52" QuickTrak	8K-Utility Truck Vehicle	John Deere	Gator Cart
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7C-Mowers 50" to 70"	John Deere	52" QuickTrak Mower	8K-Utility Truck Vehicle	John Deere	Gator Cart
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7D-Mowers > 70"	Toro	72" Mower	8K-Utility Truck Vehicle	Toro	Workman Utilit Cart
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7D-Mowers > 70"	John Deere	72" ZTR Mower	8K-Utility Truck Vehicle	Toro	Workman 320C
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7D-Mowers > 70"	John Deere	72" ZTrak Mower			
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7F-Greens Mower	Toro	4500D Groundsmaster			
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7F-Greens Mower	Toro	Groundsmaster Mower			
7B-Mowers 36" to 48"	John Deere	48" QuickTrak Mower	7F-Greens Mower	Toro	4500D Groundsmster			
7B-Mowers 36" to 48"	John Deere	48" QuickTrak	8B-Aerifier	Toro	686 Aerator			
7C-Mowers 50" to 70"	Exmark	52" Mower	8B-Aerifier	Toro	ProCore 864			
7C-Mowers 50" to 70"	Scag	52" Mower	8C-Blower	Buffalo	Turbine KB Blower			
7C-Mowers 50" to 70"	Scag	52" Mower	8C-Blower	Other	Ride-On Blower-Misherblovac			
7C-Mowers 50" to 70"	Scag	61" Mower	8C-Blower	Billy Goat	Blower			
7C-Mowers 50" to 70"	John Deere	61" RO Mower	8D-Bunker Rake	John Deere	1200 Bunker Rake			
7C-Mowers 50" to 70"	John Deere	60" Mower	8D-Bunker Rake	Toro	5020 Sand Pro Bunker Rake			
7C-Mowers 50" to 70"	John Deere	48" 'WB Mower	8H-Sprayers	Z Max	Z Sprayer			
7C-Mowers 50" to 70"	John Deere	60" ZTR Mower	8H-Sprayers	LT Rich	Sprayer			
7C-Mowers 50" to 70"	Toro	60" SO Mower	8H-Sprayers	Honda	Sprayer			
7C-Mowers 50" to 70"	Exmark	60" Mower	8H-Sprayers	Toro	Multi Pro Sprayer			
7C-Mowers 50" to 70"	Exmark	60" Mower						
7C-Mowers 50" to 70"	Exmark	60" Mower						
7C-Mowers 50" to 70"	Exmark	60" Mower						

# Licenses & Certifications



BrightView Tree Care Services - So Florida Tree Care  
4155 E Mowry Drive  
Homestead, FL 33033-4990  
United States

April 20, 2018

To Whom It May Concern:

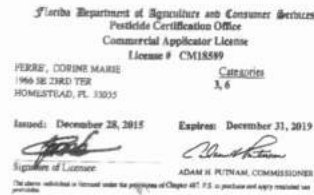
This letter is to confirm that the following company's membership in Tree Care Industry Association (formerly National Arborist Association), the national trade association for tree care companies, is current and in good standing.

BrightView Tree Care Services - So Florida Tree Care  
Homestead, FL  
Member ID: 117038  
Join Date: 01/01/1986  
Good Through: 02/28/2019

If you need additional information, please feel free to contact TCIA's membership department at 800-733-2622.

Sincerely,

TREE CARE INDUSTRY ASSOCIATION



International Society of Arboriculture™  
ISA Certified Arborist®

Corine M. Ferre

Certificate Number: FL-0260A  
Expiration Date: Dec 31, 2018



FNGLA Certified Landscape Designer

Corine Ferre  
D39 00050

Certification valid through 3/31/2019



International Society of Arboriculture  
www.isa-arbor.com • p. 1.217.355.9411 • isa@isa-arbor.com



FNGLA Certified Horticulture Professional

Corine Ferre  
H39 05560

Certification valid through 3/31/2019



## INTERNATIONAL SOCIETY OF ARBORICULTURE CERTIFIED ARBORIST™

Corine M. Ferre

Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®



Jim Skiera, Executive Director  
International Society of Arboriculture

Certification Board, Chair  
International Society of Arboriculture

FL-0260A

Jul 18, 1997

Dec 31, 2018

Certification Number

Certified Since

Expiration Date



# Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

4468021

## BUSINESS NAME/LOCATION

BRIGHTVIEW LANDSCAPE SERVICES INC  
8191 NW 84 ST  
MEDLEY FL 33166

RECEIPT NO.  
RENEWAL  
4864430

**LBT**

**EXPIRES  
SEPTEMBER 30, 2018**

Must be displayed at place of business  
Pursuant to County Code  
Chapter 8A - Art. 9 & 10

## OWNER

BRIGHTVIEW LANDSCAPE SERVICES INC 213 SERVICE BUSINESS  
Employee(s) 55

## SEC. TYPE OF BUSINESS

PAYMENT RECEIVED  
BY TAX COLLECTOR  
\$247.50 09/22/2017  
CHECK#1-17-090814

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec. 8A-20.

For more information, visit [www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)

**Form W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line. Do not leave this line blank.  
**BrightView Landscape Services, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
☐ Individual/sole proprietor or single-member LLC  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate  
 Note: For a single-member LLC that is disregarded, do not check LLC. Check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).  
 Exempt payee code (if any):  
 Exemption from FATCA reporting code (if any):

5 Address (number, street, and apt. or suite no.):  
**PO Box 740655**

6 City, state, and ZIP code:  
**Atlanta, GA 30374-0655**

7 List account number(s) here (optional):

Requester's name and address (optional):

**Part I Taxpayer Identification Number (TIN)**  
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.  
 Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number  
 - - - - -  
 OR  
 Employer identification number  
 9 5 - 4 1 9 4 2 2 3

**Part II Certification**  
 Under penalties of perjury, I certify that:  
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and  
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and  
 3. I am a U.S. citizen or other U.S. person (defined below), and  
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ 11/7/17

**General Instructions**  
 Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9, such as legislation enacted after we release it, is at [www.irs.gov/efed](http://www.irs.gov/efed).

**Purpose of Form**  
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third-party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)  
 • Form 1095-C (covered opoid)  
 • Form 1095-A (acquisition or abandonment of secured property)  
 Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN.  
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.  
 By signing the filed-out form, you:  
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).  
 2. Certify that you are not subject to backup withholding, or  
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and  
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA reporting?* on page 2 for further information.

Form W-9 (Rev. 12-2014)

## Certificate of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/26/2015

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

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

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York ny Office 199 water street New York NY 10038-3551 USA		<b>CONTACT NAME</b> PHONE (A/C No. Ext.) (908) 385-7122 FAX (A/C No.) (908) 385-0105 <b>E-MAIL ADDRESS</b>													
<b>INSURED</b> BrightView Landscape Services, Inc. Location #35260 8191 NW 84 Street Medley FL 33166 USA		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>NAIC # 22667</td> </tr> <tr> <td>INSURER B: American Guarantee &amp; Liability Ind Co</td> <td>26247</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: ACE American Insurance Company	NAIC # 22667	INSURER B: American Guarantee & Liability Ind Co	26247	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A: ACE American Insurance Company	NAIC # 22667														
INSURER B: American Guarantee & Liability Ind Co	26247														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: 570070171764 REVISION NUMBER:

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

LINE	TYPE OF INSURANCE	CLASS CODE	POLICY NUMBER	START DATE	END DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GENL AGGREGATE LIMIT APPLIES FOR <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER		XSLG28105670001 SIR applies per policy terms & conditions	10/01/2013	10/01/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPOUND \$4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> HIREN/AUTOS ONLY <input type="checkbox"/> SCHEDULED <input type="checkbox"/> AUTOS <input type="checkbox"/> NON-OWNED <input type="checkbox"/> AUTOS ONLY		ESA 009088908	10/01/2013	10/01/2018	COMBINED SINGLE LIMIT (Per accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA/LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> SCD <input type="checkbox"/> RETENTION	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	AUC508196813	10/01/2013	10/01/2018	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> ANY PROPRIETOR / PARTNER / EXECUTIVE <input type="checkbox"/> OFFICER/MEMBER EXCLUDED BY (Mandatory in NJ) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N M/A	C48033301 MC - AOS C48033313 MC - M2	10/01/2013	10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$2,000,000 E.L. DECEASED EMPLOYEE \$2,000,000 E.L. DECEASED POLICY LIMIT \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Pembroke Pointe Office LLC, Torburn Management, LLC and Torburn Partners, Inc. are included as Additional insured in accordance with the policy provisions of the General Liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

Pembroke Pointe Office LLC c/o Torburn Management, LLC 1033 Skokie Blvd., Ste. 480 Northbrook IL 60062 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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## Workers Comp

C	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N	NA	C48033301	10/1/17	10/1/18	X	WC STATU- TORY LIMITS	OTH- ER	
								E.L. EACH ACCIDENT		\$2,000,000
								E.L. DISEASE - EA EMPLOYEE		\$2,000,000
								E.L. DISEASE - POLICY LIMIT		\$2,000,000



## Proposal to Monterra CDD

# Earthcare Property Specialists Inc.



© www.123it.com

Keeping our world green 18070 SW. 70 Place Southwest Ranches FL. 33331

**DATE: May 3, 2018**

**Re: Monterra CDD**

**Cooper City**

Earthcare Property Specialists Inc., hereby proposes to furnish the following scope of work:

### Overall site maintenance

All common areas will be cut 3 inch height according to the schedule below for a total of Forty-Two (42 ) cuts/visits per year.

JAN - 3	FEB - 3	MARCH - 3	APRIL - 4
MAY - 4	JUN - 4	JUL - 4	AUG - 4
SEPT - 4	OCT - 3	NOV - 3	DEC - 3

Trim all areas to the height of lawn area noted above at the time of each cut.

All walkways, sidewalks, curbs, roadways, driveways, patios and bed edges will be edged every cut to maintain a neat appearance.

All walkways, curbs, driveways, patios, and concrete pads will be blown off after each cut.

All hedges, shrubs and landscape areas will be trimmed at least once per month.

Lawns shall be mowed more frequently during the active growing season and as needed during other seasons.

### Installation



## Proposal to Monterra CDD

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### Weed control

All cracks or seams in driveways, parking lots and sidewalks will also be treated to eliminate weed growth. All bed areas and landscaped areas will be treated regularly by hand.

### Shrub Maintenance

Prune all Shrubs as needed to preserve contours, remove dead, diseased or succor growth twelve (12) times per year, or as determined by Earthcare Property Specialist, Inc., to stimulate new growth and to maintain the plants flowering potential. Pruning will be done according to accepted horticultural practices.

Beds will be cleared out at each pruning and all debris and shrub clippings will be removed from the property.

### Tree Maintenance

All trees will be trimmed up to a height of twelve (12) feet and will be free of any succor growth. All palms will be inspected monthly for any dead or dying palm fronds which will be removed at this time

### General

The contractor will provide all materials and labor. Adequate personnel and equipment will be provided to allow the timely completion of all operations. All work to be performed by trained and supervised personnel in Earthcare Property Specialist, Inc., company attire, and all work will be performed in accordance with accepted horticultural practices.

### Price

The above scope of work shall be performed for the following cost:

\$ 28,250.00	per month*
\$ 339,000.00	per year*

\*Periodic charges may be adjusted annually by Earthcare Property Specialist, Inc.

This proposal is valid for 30 days and may be withdrawn at any time by Earthcare Property Specialist, Inc.

Execution of a *separate contract* is required before Earthcare Property Specialist, Inc., will commence work. This proposal shall be incorporated into and become a part of said contract.

Any applicable material cost increases that occur prior to execution of the above mentioned contract shall be incorporated into said contract.

## Proposal to Monterra CDD

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### ACCEPTANCE

Proposal Accepted By:

---

Print Name and Title

Should you have any questions feel free to contact us at > Jacqueline Hilsby  
954-560-5478  
earthcarepro@yahoo.com

EARTHCARE PROPERTY SPECIALIST, INC.  
KEEPING OUR WORLD GREEN

April 12, 2018

Monterra CDD

To Whom It May Concern:

**Properties we maintain:**

Properties from Old cutler- Boynton Beach

Weston Town center over 5 years on site

DOT (Florida Department of Transportation) Bid and won maintace on Sawgrass Express way

DOT (Florida Department of Transportation) Bid and won Hurricane clean up for Turnpike Broward and Miami Dade

CBRE

Cushman & Wakefield

**Employee**

Over 36 employees

40% that have been with us for longer them 5 years.

Background checks and uniformed

**Equipment**

One (1) Tuck will be on your site 4-5 days a week for constant weed pulling, edging and maintain the over look.

Earthcare has four (4) tucks fully equipped

Earthcare has one (1) tree trimming truck

Earthcare has two (2) irrigation trucks

### **Liabilities**

Earthcare has ZERO payments on any of our business vehicles. We own all of them.

### **Personal**

James Hilsby & Jacqueline Hilsby-Emerson, brother and sister, are born and raised in the Broward county area. They have been in business since 2011. Their father owned a Commercial landscaping business back in the 90's and they felt this was the path they were suppose to take. Jacqueline was a Broward county teacher before Earthcare. Her and her bother wanted to start something that they loved and had the time to spend with their children.

This is a great family business, both James and Jacqueline have young children that often find their way into the office and running around in the back of the nursery. They truly love what they do. Your property is not just a number to them its sponsorships for little league and ballet classes. We hope you will give Earthcare the change to maintain your Family's community!



SCOTTSDALE INSURANCE COMPANY®

**ENDORSEMENT**  
**NO. A**

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
CPS2679826	04/05/2017	EARTH CARE PROPERTY SPECIALIST INC	09027

## SCHEDULED EQUIPMENT

40" HEDGETRIMMER HT231-40 #8114168	\$429.99
40" HEDGETRIMMER HT231-40 #8114172	\$429.99
63 CC BACKPACK BLOWER PB755T #P10812031743	\$439.99
28.2 CC HIGH TORQUE SRM280T #S74212014422	\$379.99
MANUAL PUMP SPRAYER SG20 #07	\$114.95
28.2 CC HIGH TORQUE SRM280T #S74212015167	\$389.99
28.2 CC HIGH TORQUE SRM280T #S74212015165	\$379.99
28 CC POWER PRUNER PPT280 #E08612001957	\$527.99
39CC PRO CHAINSAW #338XPT #082100243	\$419.99
39CC PRO CHAINSAW #338XPT #081800073	\$490.95
MANUAL PUMP SPRAYER SG20 #797636921	\$114.95
28.1 CC STICK EDGER PE280 #S63012008514	\$335.99
22 CC 40" HEDGETRIMMER HC245 #S72412012765	\$469.99
22 CC 40" HEDGETRIMMER HC245 #S72412012875	\$407.99
22 CC 40" HEDGETRIMMER HC245 #S72412012877	\$407.99
63CC BACKPACK BLOWER PB770T #P03012032209	\$399.99
41" 7.42 CU IN(121) MS880 #172775300	\$1600.00
52" 27 HP KOHLER TIG STC52V-27CV #F4200456	\$7735.85
25.4 CC SHAFT HEDGE HCA266 #T43112002727	\$529.95
63CC BACKPACK BLOWER PB770T #P03012038384	\$399.99
63CC BACKPACK BLOWER PB770T #P03012038480	\$499.99
28.1 CC STICK EDGER PE280 #S63012010416	\$335.99
28.1 CC STRAIGHT SHA SRM280 #S74012012441	\$369.99
33.4 CC 14" CHAINSAW CS341-14 #C04112025128	\$263.99
33.4 CC 14" CHAINSAW CS341-14 #C04112025134	\$263.99
28.1 CC STRAIGHT SHA SRM280 #S74012014076	\$295.99
28.1 CC STRAIGHT SHA SRM280 #S74012014163	\$295.99
35.8CC CHAINSAW CS355T-16 #C23512008164	\$439.95
35.8CC CHAINSAW CS355T-16 #C23512009572	\$439.95
4 STROKE 58" 31.4CC HL-100K LA #296804809	\$549.95
63CC BACKPACK BLOWER PB770T #P03012076059	\$499.99
28.2CC HIGH TORQUE SRM280T #S74212047667	\$379.99
28.2CC HIGH TORQUE SRM280T #S74212047673	\$379.99
36" 16HP HYDRO WALKB SWZ36A-481FS #H2700331	\$5500.00
40" HEDGETRIMMER HT232-40 #T22712003735	\$519.99
40" HEDGETRIMMER HT232-40 #T22712003745	\$519.99
40" HEDGETRIMMER HT232-40 #T22712003848	\$539.99
35.8CC CHAINSAW CS355T-16 #C23512016139	\$400.00
35.8CC CHAINSAW CS355T-16 #C23512016219	\$459.99
28.2CC HIGH TORQUE SRM280T #S74212051398	\$379.99
28.8CC STRINGTRIMMER FS90R #503626700	\$309.95
3.6 CU IN. (59.0 CC) MS311-24 #505758393	\$559.95
BACKPACK BLOWER BR600 #506877740	\$459.99
BACKPACK BLOWER BR600 #506877738	\$459.99
BACKPACK BLOWER BR600 #507352210	\$469.95
BACKPACK BLOWER BR600 #507352218	\$459.95
28.8 CC STRINGTRIMMER FS90R #506783676	\$309.95

/

AUTHORIZED REPRESENTATIVE

DATE

INSURED



SCOTTSDALE INSURANCE COMPANY®

ENDORSEMENT  
NO. 2

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
CPS2679826	03/09/2018	EARTH CARE PROPERTY SPECIALIST INC	09027

In consideration of an additional premium of \$20 plus taxes and fees, it is hereby understood and agreed that the following change has been made on the Commercial Inland Marine Coverage Part Contractors Equipment Coverage Form Supplemental Declarations (CIS-SD-11 5-14):

## Added:

Contractors Equipment Owned by Insured  
 John Deer Skidsteer 317 Loader S# T00317A105441D  
 Limit: \$14,000  
 Rate: 1.5  
 Annual Premium: \$210

Tax: \$1.00  
 SFFL: \$0.02

All other terms and conditions remain unchanged

/ 03/19/2018 OIP

AUTHORIZED REPRESENTATIVE  
 INSURED

DATE

DOCUMENT# P10000059905

**Entity Name:** EARTHCARE PROPERTY SPECIALIST INC

**Current Principal Place of Business:**

18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331

**Current Mailing Address:**

18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331 US

**FEI Number:** 27-3135483

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**

HILSBY, JAMES JR  
18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:** JAMES HILSBY JR

02/18/2018

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title VP  
Name HILSBY, JAMES D JR  
Address 18070 SW 70TH PLACE  
City-State-Zip: SOUTHWEST RANCHES FL 33331

Title P  
Name HILSBY, JACQUELINE A  
Address 18070 SW 70TH PLACE  
City-State-Zip: SOUTHWEST RANCHES FL 33331

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** JAMES HILSBY

P

02/18/2018

Electronic Signature of Signing Officer/Director Detail

Date

Feb 18, 2018  
Agenda Page #131  
Secretary of State  
CC5887636919



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

## Detail by Officer/Registered Agent Name

Florida Profit Corporation

EARTHCARE PROPERTY SPECIALIST INC

### Filing Information

<b>Document Number</b>	P10000059905
<b>FEI/EIN Number</b>	27-3135483
<b>Date Filed</b>	07/20/2010
<b>Effective Date</b>	07/20/2010
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	11/21/2016
<b>Event Effective Date</b>	NONE

### Principal Address

18070 SW 70TH Place  
SouthWest Ranches, FL 33331

Changed: 04/30/2013

### Mailing Address

18070 SW 70TH Place  
SouthWest Ranches, FL 33331

Changed: 04/30/2013

### Registered Agent Name & Address

Hillsby, JAMES JR  
18070 SW 70TH Place  
SouthWest Ranches, FL 33331

Name Changed: 04/30/2013

Address Changed: 04/30/2013

### Officer/Director Detail



**Name & Address**

## Title VP

HILSBY, JAMES D, JR  
18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331

## Title P

HILSBY, JACQUELINE A  
18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2016	07/11/2016
2017	03/07/2017
2018	02/18/2018

**Document Images**

<a href="#">02/18/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/07/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">11/21/2016 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">07/11/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">07/30/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/10/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/27/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/28/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/09/2010 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">07/20/2010 -- Domestic Profit</a>	<a href="#">View image in PDF format</a>

April 12, 2018

To Whom It May Concern:

Earthcare will only have full trained personnel on this contract. All personnel will be uniformed, full trained and background checked

A handwritten signature in black ink, appearing to be 'Jacqueline Emerson', written over the printed name.

Jacqueline Emerson

**Landsacping Projects**

Weston Town center landscaping  
Jose Torres 954-515-8863

Sansung Group Landscaping  
Luis Hernadez 954-560-3033

Midtown Weston Landscaping  
Dan Quiels  
772-644-2245

**Detail information:**

Earthcare Property Specialist INC  
18070 SW 70<sup>th</sup> Place  
Southwest Ranches FL 33331

**Key Employee on Site:**

James Hilsby-OWNER (

Nick Black- Sup (15 year experience)

Walter Gonderz- For man (11 year experience)

**License:**

Sunbiz  
Broward County  
State Florida.  
Due at request

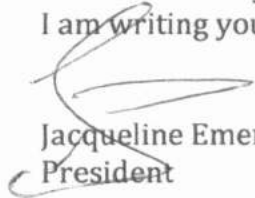
**Banking**

Chase Saving and Checking

April 12, 2018

Monterra CDD

To Whom It May Concern,  
I am writing you to state that Nick Black will be the supervisor on site for Monterra.



Jacqueline Emerson  
President

April 12, 2018

Monterra CDD

To Whom It May Concern,

I am writing you to state that all our business trucks have IPADs and iPhones on and in them. We use "Find my iPhone" to track each truck and supervisor. They are also required to check in and out when arriving and leaving a job on a "clock in and out on a app"

Thank you

Jacqueline Emerson  
President

Form **1120S**Department of the Treasury  
Internal Revenue Service**U.S. Income Tax Return for an S Corporation**u Do not file this form unless the corporation has filed or is  
attaching Form 2553 to elect to be an S corporation.u Go to [www.irs.gov/Form1120S](http://www.irs.gov/Form1120S) for instructions and the latest information.

OMB No. 1545-0123

**2017**

For calendar year 2017 or tax year beginning , ending

<b>A</b> S election effective date <b>01/01/12</b>	<b>TYPE</b>  <b>OR</b>  <b>PRINT</b>	<b>Name</b> <b>EARTHCARE PROPERTY SPECIALIST INC</b>	<b>D</b> Employer identification number <b>27-3135483</b>
<b>B</b> Business activity code number (see instructions) <b>561730</b>		<b>Number, street, and room or suite no. If a P.O. box, see instructions.</b> <b>5015 MADISON LAKE CIRCLE W</b>	<b>E</b> Date incorporated <b>07/20/2010</b>
<b>C</b> Check if Sch. M-3 attached <input type="checkbox"/>		<b>City or town, state or province, country, and ZIP or foreign postal code</b> <b>DAVIE FL 33328</b>	<b>F</b> Total assets (see instructions)  <b>\$ 26,431</b>

**G** Is the corporation electing to be an S corporation beginning with this tax year? ☐ Yes ☒ No If "Yes," attach Form 2553 if not already filed**H** Check if: (1) ☐ Final return (2) ☐ Name change (3) ☐ Address change (4) ☐ Amended return (5) ☐ S election termination or revocation**I** Enter the number of shareholders who were shareholders during any part of the tax year u **2****Caution.** Include **only** trade or business income and expenses on lines 1a through 21. See the instructions for more information.

<b>Income</b>	<b>1a</b> Gross receipts or sales	<b>1a</b>	<b>1,066,097</b>	
	<b>b</b> Returns and allowances	<b>1b</b>		
	<b>c</b> Balance. Subtract line 1b from line 1a			<b>1c 1,066,097</b>
	<b>2</b> Cost of goods sold (attach Form 1125-A)			<b>2 235,708</b>
	<b>3</b> Gross profit. Subtract line 2 from line 1c			<b>3 830,389</b>
	<b>4</b> Net gain (loss) from Form 4797, line 17 (attach Form 4797)			<b>4</b>
<b>(see instructions for limitations)</b>	<b>5</b> Other income (loss) (see instructions—attach statement)			<b>5</b>
	<b>6</b> Total income (loss). Add lines 3 through 5			<b>6 830,389</b>
	<b>7</b> Compensation of officers (see instructions—attach Form 1125-E)			<b>7 21,175</b>
	<b>8</b> Salaries and wages (less employment credits)			<b>8</b>
	<b>9</b> Repairs and maintenance			<b>9 6,388</b>
	<b>10</b> Bad debts			<b>10</b>
	<b>11</b> Rents			<b>11 137</b>
	<b>12</b> Taxes and licenses			<b>12 9,611</b>
	<b>13</b> Interest			<b>13</b>
	<b>14</b> Depreciation not claimed on Form 1125-A or elsewhere on return (attach Form 4562)			<b>14</b>
<b>15</b> Depletion (Do not deduct oil and gas depletion.)			<b>15</b>	

Form 1120S (2017) **EARTHCARE PROPERTY SPECIALIST INC** **27-3135483**

Page 2

**Schedule B Other Information** (see instructions)

1	Check accounting method: a <input checked="" type="checkbox"/> Cash b <input type="checkbox"/> Accrual c <input type="checkbox"/> Other (specify) <u>u</u>		Yes	No
2	See the instructions and enter the: a Business activity <u>LANDSCAPING</u> b Product or service <u>SERVICE</u>			
3	At any time during the tax year, was any shareholder of the corporation a disregarded entity, a trust, an estate, or a nominee or similar person? If "Yes," attach Schedule B-1, Information on Certain Shareholders of an S Corporation			X
4	At the end of the tax year, did the corporation: a Own directly 20% or more, or own, directly or indirectly, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation? For rules of constructive ownership, see instructions. If "Yes," complete (i) through (v) below			X

(i) Name of Corporation	(ii) Employer Identification Number (if any)	(iii) Country of Incorporation	(iv) Percentage of Stock Owned	(v) If Percentage in (iv) is 100%, Enter the Date (if any) a Qualified Subchapter S Subsidiary Election Was Made

b Own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership (including an entity treated as a partnership) or in the beneficial interest of a trust? For rules of constructive ownership, see instructions. If "Yes," complete (i) through (v) below		X
---	--	---

(i) Name of Entity	(ii) Employer Identification Number (if any)	(iii) Type of Entity	(iv) Country of Organization	(v) Maximum Percentage Owned in Profit, Loss, or Capital

5a At the end of the tax year, did the corporation have any outstanding shares of restricted stock? If "Yes," complete lines (i) and (ii) below. (i) Total shares of restricted stock <u>u</u> (ii) Total shares of non-restricted stock <u>u</u>		X
b At the end of the tax year, did the corporation have any outstanding stock options, warrants, or similar instruments? If "Yes," complete lines (i) and (ii) below. (i) Total shares of stock outstanding at the end of the tax year <u>u</u> (ii) Total shares of stock outstanding if all instruments were executed <u>u</u>		X
6 Has this corporation filed, or is it required to file, <b>Form 8918</b> , Material Advisor Disclosure Statement, to provide information on any reportable transaction?		X
7 Check this box if the corporation issued publicly offered debt instruments with original issue discount <u>u</u> <input type="checkbox"/> If checked, the corporation may have to file <b>Form 8281</b> , Information Return for Publicly Offered Original Issue Discount Instruments.		
8 If the corporation: (a) was a C corporation before it elected to be an S corporation or the corporation acquired an asset with a basis determined by reference to the basis of the asset (or the basis of any other property) in the hands of a C corporation and (b) has net unrealized built-in gain in excess of the net recognized built-in gain from prior years, enter the net unrealized built-in gain reduced by net recognized built-in gain from prior years (see instructions) <u>u</u> \$		
9 Enter the accumulated earnings and profits of the corporation at the end of the tax year. \$		
10 Does the corporation satisfy <b>both</b> of the following conditions? a The corporation's total receipts (see instructions) for the tax year were less than \$250,000 b The corporation's total assets at the end of the tax year were less than \$250,000 If "Yes," the corporation is not required to complete Schedules L and M-1.		X
11 During the tax year, did the corporation have any non-shareholder debt that was canceled, was forgiven, or had the terms modified so as to reduce the principal amount of the debt? If "Yes," enter the amount of principal reduction \$		X
12 During the tax year, was a qualified subchapter S subsidiary election terminated or revoked? If "Yes," see instructions		X
13a Did the corporation make any payments in 2017 that would require it to file Form(s) 1099?	X	
b If "Yes," did the corporation file or will it file required Forms 1099?	X	

Form **1120S** (2017)



Form 1120S (2017) **EARTHCARE PROPERTY SPECIALIST INC** 27-3135483

Page 3

**Schedule K Shareholders' Pro Rata Share Items**

		Total amount	
Income (Loss)	1 Ordinary business income (loss) (page 1, line 21)	1	276,428
	2 Net rental real estate income (loss) (attach Form 8825)	2	
	3a Other gross rental income (loss)	3a	
	b Expenses from other rental activities (attach statement)	3b	
	c Other net rental income (loss). Subtract line 3b from line 3a	3c	
	4 Interest income	4	1
	5 Dividends: a Ordinary dividends	5a	
	b Qualified dividends	5b	
	6 Royalties	6	
	7 Net short-term capital gain (loss) (attach Schedule D (Form 1120S))	7	
Deductions	8a Net long-term capital gain (loss) (attach Schedule D (Form 1120S))	8a	
	b Collectibles (28%) gain (loss)	8b	
	c Unrecaptured section 1250 gain (attach statement)	8c	
	9 Net section 1231 gain (loss) (attach Form 4797)	9	
	10 Other income (loss) (see instructions) Type u	10	
	11 Section 179 deduction (attach Form 4562)	11	
	12a Charitable contributions	12a	
	b Investment interest expense	12b	
Credits	c Section 59(e)(2) expenditures (1) Type u (2) Amount u	12c(2)	
	d Other deductions (see instructions) Type u	12d	
	13a Low-income housing credit (section 42(j)(5))	13a	
	b Low-income housing credit (other)	13b	
	c Qualified rehabilitation expenditures (rental real estate) (attach Form 3468, if applicable)	13c	
	d Other rental real estate credits (see instructions) Type u	13d	
	e Other rental credits (see instructions) Type u	13e	
	f Biofuel producer credit (attach Form 6478)	13f	
Foreign Transactions	g Other credits (see instructions) Type u	13g	
	14a Name of country or U.S. possession u		
	b Gross income from all sources	14b	
	c Gross income sourced at shareholder level	14c	
	Foreign gross income sourced at corporate level		
	d Passive category	14d	
	e General category	14e	
	f Other (attach statement)	14f	
	Deductions allocated and apportioned at shareholder level		
	g Interest expense	14g	
	h Other	14h	
	Deductions allocated and apportioned at corporate level to foreign source income		
	i Passive category	14i	
	j General category	14j	
k Other (attach statement)	14k		
Alternative Minimum Tax (AMT) Items	Other information		
	l Total foreign taxes (check one): u <input type="checkbox"/> Paid <input type="checkbox"/> Accrued	14l	
	m Reduction in taxes available for credit (attach statement)	14m	
	n Other foreign tax information (attach statement)		
	15a Post-1986 depreciation adjustment	15a	
	b Adjusted gain or loss	15b	
Items Affecting Shareholder Basis	c Depletion (other than oil and gas)	15c	
	d Oil, gas, and geothermal properties – gross income	15d	
	e Oil, gas, and geothermal properties – deductions	15e	
	f Other AMT items (attach statement)	15f	
	16a Tax-exempt interest income	16a	
	b Other tax-exempt income	16b	
	c Nondeductible expenses	16c	11,011
	d Distributions (attach statement if required) (see instructions)	16d	265,632
	e Repayment of loans from shareholders	16e	

Form 1120S (2017)

Form 1120S (2017) **EARTHCARE PROPERTY SPECIALIST INC** **27-3135483**

Page 4

**Schedule K Shareholders' Pro Rata Share Items (continued)**

		Total amount	
Other Information	17a Investment income	17a	1
	b Investment expenses	17b	
	c Dividend distributions paid from accumulated earnings and profits	17c	
	d Other items and amounts (attach statement)		
Reconciliation	18 <b>Income/loss reconciliation.</b> Combine the amounts on lines 1 through 10 in the far right column. From the result, subtract the sum of the amounts on lines 11 through 12d and 14l	18	276,429

**Schedule L Balance Sheets per Books**

		Beginning of tax year		End of tax year	
Assets		(a)	(b)	(c)	(d)
1	Cash		5,559		933
2a	Trade notes and accounts receivable				
b	Less allowance for bad debts	( )		( )	
3	Inventories				
4	U.S. government obligations				
5	Tax-exempt securities (see instructions)				
6	Other current assets (attach statement)				
7	Loans to shareholders		56,887		25,498
8	Mortgage and real estate loans				
9	Other investments (attach statement)				
10a	Buildings and other depreciable assets				
b	Less accumulated depreciation	( )		( )	
11a	Depletable assets				
b	Less accumulated depletion	( )		( )	
12	Land (net of any amortization)				
13a	Intangible assets (amortizable only)				
b	Less accumulated amortization	( )		( )	
14	Other assets (attach statement)				
15	Total assets		62,446		26,431
<b>Liabilities and Shareholders' Equity</b>					
16	Accounts payable				
17	Mortgages, notes, bonds payable in less than 1 year				
18	Other current liabilities (attach statement) <b>STMT 2</b>		21,763		26,331
19	Loans from shareholders				
20	Mortgages, notes, bonds payable in 1 year or more		40,369		
21	Other liabilities (attach statement)				
22	Capital stock		100		100
23	Additional paid-in capital				
24	Retained earnings		214		0
25	Adjustments to shareholders' equity (attach statement)				
26	Less cost of treasury stock	( )		( )	
27	Total liabilities and shareholders' equity		62,446		26,431

Form 1120S (2017)

Form 1120S (2017) **EARTHCARE PROPERTY SPECIALIST INC 27-3135483**

Page 5

**Schedule M-1 Reconciliation of Income (Loss) per Books With Income (Loss) per Return**

Note: The corporation may be required to file Schedule M-3 (see instructions)

1	Net income (loss) per books	<b>265,418</b>	5	Income recorded on books this year not included on Schedule K, lines 1 through 10 (itemize):	
2	Income included on Schedule K, lines 1, 2, 3c, 4, 5a, 6, 7, 8a, 9, and 10, not recorded on books this year (itemize)		a	Tax-exempt interest \$	
3	Expenses recorded on books this year not included on Schedule K, lines 1 through 12 and 14i (itemize):		6	Deductions included on Schedule K, lines 1 through 12 and 14i, not charged against book income this year (itemize):	
a	Depreciation \$		a	Depreciation \$	
b	Travel and entertainment \$	<b>11,011</b>			
		<b>11,011</b>	7	Add lines 5 and 6	
4	Add lines 1 through 3	<b>276,429</b>	8	Income (loss) (Schedule K, line 18). Line 4 less line 7	<b>276,429</b>

**Schedule M-2 Analysis of Accumulated Adjustments Account, Other Adjustments Account, and Shareholders' Undistributed Taxable Income Previously Taxed** (see instructions)

	(a) Accumulated adjustments account	(b) Other adjustments account	(c) Shareholders' undistributed taxable income previously taxed
1	Balance at beginning of tax year	<b>214</b>	
2	Ordinary income from page 1, line 21	<b>276,428</b>	
3	Other additions <b>STMT 3</b>	<b>1</b>	
4	Loss from page 1, line 21		
5	Other reductions <b>STMT 4</b>	<b>11,011</b>	
6	Combine lines 1 through 5	<b>265,632</b>	
7	Distributions other than dividend distributions	<b>265,632</b>	
8	Balance at end of tax year. Subtract line 7 from line 6	<b>0</b>	

Form **1120S** (2017)

Form **1125-A**

(Rev. October 2016)

Department of the Treasury  
Internal Revenue Service**Cost of Goods Sold**

u Attach to Form 1120, 1120-C, 1120-F, 1120S, 1065, or 1065-B.  
u Information about Form 1125-A and its instructions is at [www.irs.gov/form1125a](http://www.irs.gov/form1125a).

OMB No. 1545-0123

Name

**EARTHCARE PROPERTY SPECIALIST INC**

Employer identification number

**27-3135483**

1	Inventory at beginning of year	1	
2	Purchases	2	235,708
3	Cost of labor	3	
4	Additional section 263A costs (attach schedule)	4	
5	Other costs (attach schedule)	5	
6	<b>Total.</b> Add lines 1 through 5	6	235,708
7	Inventory at end of year	7	
8	<b>Cost of goods sold.</b> Subtract line 7 from line 6. Enter here and on Form 1120, page 1, line 2 or the appropriate line of your tax return. See instructions	8	235,708

9a Check all methods used for valuing closing inventory:

(i) ☐ Cost

(ii) ☐ Lower of cost or market

(iii) ☐ Other (Specify method used and attach explanation.) u

b Check if there was a writedown of subnormal goods u ☐

c Check if the LIFO inventory method was adopted this tax year for any goods (if checked, attach Form 970) u ☐

d If the LIFO inventory method was used for this tax year, enter amount of closing inventory computed under LIFO 9d

e If property is produced or acquired for resale, do the rules of section 263A apply to the entity? See instructions ☐ Yes ☒ No

f Was there any change in determining quantities, cost, or valuations between opening and closing inventory? If "Yes," attach explanation ☐ Yes ☒ No

For Paperwork Reduction Act Notice, see instructions.

Form **1125-A** (Rev. 10-2016)

27-3135483

**Federal Statements**

FYE: 12/31/2017

**Form 1120S. Page 1. Line 1a - Gross Receipts or Sales**

Description	Amount
INCOME	\$ 1,066,097
TOTAL	\$ 1,066,097

**Form 1120S. Page 1. Line 12 - Taxes and Licenses**

Description	Amount
LICENSES & TAXES	\$ 9,611
TOTAL	\$ 9,611

**Form 1120S. Page 3. Schedule K. Line 4 - Interest Income**

Description	Amount
INTEREST EARNED	\$ 1
TOTAL	\$ 1

**Form 1120S. Page 3. Schedule K. Line 16c - Nondeductible Expenses**

Description	Amount
PAGE 1 MEALS/ENTERTAINMENT	\$ 11,011
TOTAL	\$ 11,011

**Form 1120S. Page 4. Schedule K. Line 17a - Investment Income**

Description	Amount
INTEREST INCOME	\$ 1
TOTAL	\$ 1

**Form 1120S. Page 4. Schedule L. Line 7 - Loans to Shareholders**

Description	Beginning of Year	End of Year
LOANS TO SHAREHOLDERS	\$ 56,887	\$ 25,498
TOTAL	\$ 56,887	\$ 25,498

27-3135483

**Federal Statements**

FYE: 12/31/2017

**JACQUELINE HILSBY****592-66-6735****Schedule K-1. Box 16. Code C - Nondeductible Expenses**

Description	Shareholder Amount
PAGE 1 MEALS/ENTERTAINMENT	\$ 5,506
TOTAL	\$ 5,506

27-3135483

**Federal Statements**

FYE: 12/31/2017

**JAMES D HILSBY**  
**592-66-4794****Schedule K-1. Box 16. Code C - Nondeductible Expenses**

<u>Description</u>		<u>Shareholder</u>
		<u>Amount</u>
PAGE 1	MEALS/ENTERTAINMENT	\$ 5,505
TOTAL		<u>\$ 5,505</u>

Form <b>1120S</b>	<b>Schedule K-1 Summary Worksheet</b>	<b>2017</b>
Name <b>EARTHCARE PROPERTY SPECIALIST INC</b>		Employer Identification Number <b>27-3135483</b>
Column A	Shareholder Name <b>JACQUELINE HILSBY</b>	SSN/EIN <b>592-66-6735</b>
Column B	<b>JAMES D HILSBY</b>	<b>592-66-4794</b>
Column C		
Column D		

Schedule K Items	Column A	Column B	Column C	Column D	SCH K TOTAL
<b>1</b> Ordinary income	<b>138,214</b>	<b>138,214</b>			<b>276,428</b>
<b>2</b> Net rental RE inc					
<b>3c</b> Net other rental inc					
<b>4</b> Interest income	<b>1</b>				<b>1</b>
<b>5a</b> Ordinary dividends					
<b>5b</b> Qualified dividends					
<b>6</b> Royalties					
<b>7</b> Net ST capital gain					
<b>8a</b> Net LT capital gain					
<b>8b</b> Collectibles 28% gain					
<b>8c</b> Unrecap Sec 1250					
<b>9</b> Net Sec 1231 gain					
<b>10</b> Other income (loss)					
<b>11</b> Sec 179 deduction					
<b>12a</b> Contributions					
<b>12b</b> Invest interest exp					
<b>12c</b> Sec 59(e)(2) exp					
<b>12d</b> Other deductions					
<b>13a</b> Low-inc house 42j5					
<b>13b</b> Low-inc house other					
<b>13c</b> Qualif rehab exp					
<b>13d</b> Rental RE credits					
<b>13e</b> Other rental credits					
<b>13f</b> Biofuel credit					
<b>13g</b> Other credits					
<b>14b</b> Gross inc all src					
<b>14d-f</b> Total foreign inc					
<b>14g-k</b> Total foreign ded					
<b>14l</b> Total foreign taxes					
<b>14m</b> Reduct in taxes					
<b>15a</b> Depr adjustment					
<b>15b</b> Adjusted gain (loss)					
<b>15c</b> Depletion					
<b>15d</b> Inc-oil/gas/geoth					
<b>15e</b> Ded-oil/gas/geoth					
<b>15f</b> Other AMT items					
<b>16a</b> Tax-exempt interest					
<b>16b</b> Other tax-exempt					
<b>16c</b> Nonded expense	<b>5,506</b>	<b>5,505</b>			<b>11,011</b>
<b>16d</b> Distributions	<b>132,816</b>	<b>132,816</b>			<b>265,632</b>
<b>16e</b> Shr loan repmts					
<b>17a</b> Investment income	<b>1</b>				<b>1</b>
<b>17b</b> Investment expense					
<b>18</b> Income (loss)	<b>138,215</b>	<b>138,214</b>			<b>276,429</b>



**Retained Earnings Reconciliation Worksheet**Form **1120S****2017**

For calendar year 2017 or tax year beginning , ending

Name

Employer Identification Number

**EARTHCARE PROPERTY SPECIALIST INC****27-3135483****Schedule L - Retained Earnings**

Retained Earnings - Unappropriated	<u>0</u>
Accumulated Adjustments Account	<u>0</u>
Other Adjustments Account	<u>0</u>
Undistributed Previously Taxed Income	<u>0</u>
Schedule L, Line 24 - Retained Earnings	<u><u>0</u></u>

**Schedule M-2 - Retained Earnings**

	Accumulated Adjustments Account	Other Adjustments Account	Undistributed Previously Taxed Income	Retained Earnings Unappropriated/ Timing Differences	Total Retained Earnings
Beginning of Year Balance	<u>214</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>214</u>
Ordinary Income (Loss)	<u>276,428</u>				<u>276,428</u>
Other Additions	<u>1</u>				<u>1</u>
Other Reductions	<u>11,011</u>				<u>11,011</u>
Distributions	<u>265,632</u>				<u>265,632</u>
End of Year Balance	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

27-3135483

**Federal Statements**

FYE: 12/31/2017

**Form 1120S. Retained Earnings Reconciliation Worksheet. AAA - Other Additions**

Description	Amount
INTEREST INCOME	\$ 1
TOTAL	\$ 1

**Form 1120S. Retained Earnings Reconciliation Worksheet. AAA - Other Reductions**

Description	Amount
MEALS & ENTERTAINMENT	\$ 11,011
TOTAL	\$ 11,011

671117

**Schedule K-1  
(Form 1120S)**Department of the Treasury  
Internal Revenue Service**2017**

For calendar year 2017, or tax year

☐ Final K-1☐ Amended K-1

OMB No. 1545-0123

beginning

ending

**Shareholder's Share of Income, Deductions,  
Credits, etc.**

) See back of form and separate instructions.

**Part I Information About the Corporation****A** Corporation's employer identification number**27-3135483****B** Corporation's name, address, city, state, and ZIP code**EARTHCARE PROPERTY SPECIALIST INC****5015 MADISON LAKE CIRCLE W****DAVIE FL 33328****C** IRS Center where corporation filed return**CINCINNATI, OH 45999****Part II Information About the Shareholder****D** Shareholder's identifying number**592-66-6735****E** Shareholder's name, address, city, state, and ZIP code**JACQUELINE HILSBY****5015 MADISON LAKES CIRCLE WEST****DAVIE FL 33328****F** Shareholder's percentage of stock  
ownership for tax year**50.000000 %****Part III Shareholder's Share of Current Year Income,  
Deductions, Credits, and Other Items**

<b>1</b>	Ordinary business income (loss) <b>138,214</b>	<b>13</b>	Credits
<b>2</b>	Net rental real estate income (loss)		
<b>3</b>	Other net rental income (loss)		
<b>4</b>	Interest income <b>1</b>		
<b>5a</b>	Ordinary dividends		
<b>5b</b>	Qualified dividends	<b>14</b>	Foreign transactions
<b>6</b>	Royalties		
<b>7</b>	Net short-term capital gain (loss)		
<b>8a</b>	Net long-term capital gain (loss)		
<b>8b</b>	Collectibles (28%) gain (loss)		
<b>8c</b>	Unrecaptured section 1250 gain		
<b>9</b>	Net section 1231 gain (loss)		
<b>10</b>	Other income (loss)	<b>15</b>	Alternative minimum tax (AMT) items
<b>11</b>	Section 179 deduction	<b>16</b> <b>C*</b>	Items affecting shareholder basis <b>5,506</b>
<b>12</b>	Other deductions	<b>D</b>	<b>132,816</b>
		<b>17</b> <b>A</b>	Other information <b>1</b>

\* See attached statement for additional information.

For IRS Use Only

**Schedule K-1  
(Form 1120S)**Department of the Treasury  
Internal Revenue Service**2017**

For calendar year 2017, or tax year

beginning

ending

**Shareholder's Share of Income, Deductions,  
Credits, etc.**

} See back of form and separate instructions.

**Part I Information About the Corporation****A** Corporation's employer identification number**27-3135483****B** Corporation's name, address, city, state, and ZIP code**EARTHCARE PROPERTY SPECIALIST INC****5015 MADISON LAKE CIRCLE W  
DAVIE FL 33328****C** IRS Center where corporation filed return**CINCINNATI, OH 45999****Part II Information About the Shareholder****D** Shareholder's identifying number**592-66-4794****E** Shareholder's name, address, city, state, and ZIP code**JAMES D HILSBY  
18070 SW 70TH PLACE****SOUTHWEST RANCHES FL 33331****F** Shareholder's percentage of stock  
ownership for tax year**50.000000 %**☐ Final K-1☐ Amended K-1**Part III Shareholder's Share of Current Year Income,  
Deductions, Credits, and Other Items**

		13	Credits
1	Ordinary business income (loss) <b>138,214</b>		
2	Net rental real estate income (loss)		
3	Other net rental income (loss)		
4	Interest income		
5a	Ordinary dividends		
5b	Qualified dividends	14	Foreign transactions
6	Royalties		
7	Net short-term capital gain (loss)		
8a	Net long-term capital gain (loss)		
8b	Collectibles (28%) gain (loss)		
8c	Unrecaptured section 1250 gain		
9	Net section 1231 gain (loss)		
10	Other income (loss)	15	Alternative minimum tax (AMT) items
11	Section 179 deduction	16	Items affecting shareholder basis
12	Other deductions	C*	<b>5,505</b>
		D	<b>132,816</b>
		17	Other information

\* See attached statement for additional information.

For IRS Use Only

Form **1125-E**

(Rev. October 2016)

Department of the Treasury  
Internal Revenue Service

## Compensation of Officers

u Attach to Form 1120, 1120-C, 1120-F, 1120-REIT, 1120-RIC, or 1120S.

u Information about Form 1125-E and its separate instructions is at [www.irs.gov/form1125e](http://www.irs.gov/form1125e).

OMB No. 1545-0123

Name

**EARTHCARE PROPERTY SPECIALIST INC**

Employer identification number

27-3135483

**Note:** Complete Form 1125-E only if total receipts are \$500,000 or more. See instructions for definition of total receipts.

(a) Name of officer	(b) Social security number (see instructions)	(c) Percent of time devoted to business	Percent of stock owned		(f) Amount of compensation
			(d) Common	(e) Preferred	
1 JACQUELINE HILSBY	6735	100.000 %	50.000 %	%	5,150
JAMES D HILSBY	4794	100.000 %	50.000 %	%	16,025
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
2 Total compensation of officers .....					21,175
3 Compensation of officers claimed on Form 1125-A or elsewhere on return .....					
4 Subtract line 3 from line 2. Enter the result here and on Form 1120, page 1, line 12 or the appropriate line of your tax return					21,175

For Paperwork Reduction Act Notice, see separate instructions.

Form 1125-E (Rev. 10-2016)

27-3135483

**Federal Statements**

FYE: 12/31/2017

**Statement 1 - Form 1120S. Page 1. Line 19 - Other Deductions**

Description	Amount
ALARM SERVICES	\$ 654
AUTO & TRUCK EXPENSE	60,748
BANK CHARGES	943
CONTRACT LABOR	258,622
DUES & SUBSCRIPTIONS	396
DUMP FEES	8,193
EMPLOYEE LEASING	85,030
EQUIPMENT RENTAL	18,799
GUARD DOG EXP	2,061
INSURANCE	25,080
LEGAL & ACCOUNTING	3,850
OFFICE CLEANING EXPENSE	3,990
OFFICE EXPENSE	7,029
PETTY CASH EXPENSE	3,059
POSTAGE	23
PROFESSIONAL FEES	10,000
TELEPHONE	5,018
UNIFORMS	2,079
UTILITIES	4,156
50% OF MEALS & ENTERTAINMENT	11,012
TOTAL	\$ 510,742

**Statement 2 - Form 1120S. Page 4. Schedule L. Line 18 - Other Current Liabilities**

Description	Beginning of Year	End of Year
CREDIT CARD PAYABLE	\$ 21,763	\$
CREDIT CARD PAYABLE		26,331
TOTAL	\$ 21,763	\$ 26,331

**Statement 3 - Form 1120S. Page 5. Schedule M-2. Line 3(a) - Other Additions**

Description	Amount
INTEREST INCOME	\$ 1
TOTAL	\$ 1

**Statement 4 - Form 1120S. Page 5. Schedule M-2. Line 5(a) - Other Reductions**

Description	Amount
MEALS & ENTERTAINMENT	\$ 11,011
TOTAL	\$ 11,011

27-3135483

**Federal Statements**

FYE: 12/31/2017

**Form 1120S. Page 1. Line 1a - Gross Receipts or Sales**

Description	Amount
INCOME	\$ 1,066,097
TOTAL	\$ 1,066,097

**Form 1120S. Page 1. Line 12 - Taxes and Licenses**

Description	Amount
LICENSES & TAXES	\$ 9,611
TOTAL	\$ 9,611

**Form 1120S. Page 3. Schedule K. Line 4 - Interest Income**

Description	Amount
INTEREST EARNED	\$ 1
TOTAL	\$ 1

**Form 1120S. Page 3. Schedule K. Line 16c - Nondeductible Expenses**

Description	Amount
PAGE 1 MEALS/ENTERTAINMENT	\$ 11,011
TOTAL	\$ 11,011

**Form 1120S. Page 4. Schedule K. Line 17a - Investment Income**

Description	Amount
INTEREST INCOME	\$ 1
TOTAL	\$ 1

**Form 1120S. Page 4. Schedule L. Line 7 - Loans to Shareholders**

Description	Beginning of Year	End of Year
LOANS TO SHAREHOLDERS	\$ 56,887	\$ 25,498
TOTAL	\$ 56,887	\$ 25,498

27-3135483

**Federal Statements**

FYE: 12/31/2017

**JACQUELINE HILSBY****592-66-6735****Schedule K-1, Box 16, Code C - Nondeductible Expenses**

Description	Shareholder Amount
PAGE 1 MEALS/ENTERTAINMENT	\$ 5,506
TOTAL	<u>\$ 5,506</u>



27-3135483

**Federal Statements**

FYE: 12/31/2017

**JAMES D HILSBY**  
**592-66-4794****Schedule K-1, Box 16, Code C - Nondeductible Expenses**

Description	Shareholder Amount
PAGE 1 MEALS/ENTERTAINMENT	\$ 5,505
TOTAL	<u>\$ 5,505</u>

Form <b>1120S</b>	<b>Schedule K-1 Summary Worksheet</b>	<b>2017</b>
Name <b>EARTHCARE PROPERTY SPECIALIST INC</b>		Employer Identification Number <b>27-3135483</b>
Column A	Shareholder Name <b>JACQUELINE HILSBY</b>	SSN/EIN <b>592-66-6735</b>
Column B	<b>JAMES D HILSBY</b>	<b>592-66-4794</b>
Column C		
Column D		

Schedule K Items	Column A	Column B	Column C	Column D	SCH K TOTAL
1 Ordinary income	138,214	138,214			276,428
2 Net rental RE inc					
3c Net other rental inc					
4 Interest income	1				1
5a Ordinary dividends					
5b Qualified dividends					
6 Royalties					
7 Net ST capital gain					
8a Net LT capital gain					
8b Collectibles 28% gain					
8c Unrecap Sec 1250					
9 Net Sec 1231 gain					
10 Other income (loss)					
11 Sec 179 deduction					
12a Contributions					
12b Invest interest exp					
12c Sec 59(e)(2) exp					
12d Other deductions					
13a Low-inc house 42j5					
13b Low-inc house other					
13c Qualif rehab exp					
13d Rental RE credits					
13e Other rental credits					
13f Biofuel credit					
13g Other credits					
14b Gross inc all src					
14d-f Total foreign inc					
14g-k Total foreign ded					
14l Total foreign taxes					
14m Reduct in taxes					
15a Depr adjustment					
15b Adjusted gain (loss)					
15c Depletion					
15d Inc-oil/gas/geoth					
15e Ded-oil/gas/geoth					
15f Other AMT items					
16a Tax-exempt interest					
16b Other tax-exempt					
16c Nonded expense	5,506	5,505			11,011
16d Distributions	132,816	132,816			265,632
16e Shr loan repmts					
17a Investment income	1				1
17b Investment expense					
18 Income (loss)	138,215	138,214			276,429

Form <b>1120S</b>	<b>Retained Earnings Reconciliation Worksheet</b>	<b>2017</b>
For calendar year 2017 or tax year beginning _____, ending _____		
Name  <b>EARTHCARE PROPERTY SPECIALIST INC</b>		Employer Identification Number  <b>27-3135483</b>

**Schedule L - Retained Earnings**

Retained Earnings - Unappropriated	0
Accumulated Adjustments Account	0
Other Adjustments Account	0
Undistributed Previously Taxed Income	0
 Schedule L, Line 24 - Retained Earnings	 0

**Schedule M-2 - Retained Earnings**

	Accumulated Adjustments Account	Other Adjustments Account	Undistributed Previously Taxed Income	Retained Earnings Unappropriated/ Timing Differences	Total Retained Earnings
Beginning of Year Balance	214	0	0	0	214
Ordinary Income (Loss)	276,428				276,428
Other Additions	1				1
Other Reductions	11,011				11,011
Distributions	265,632				265,632
 End of Year Balance	 0	 0	 0	 0	 0

27-3135483

**Federal Statements**

FYE: 12/31/2017

**Form 1120S. Retained Earnings Reconciliation Worksheet. AAA - Other Additions**

Description	Amount
INTEREST INCOME	\$ 1
TOTAL	\$ 1

**Form 1120S. Retained Earnings Reconciliation Worksheet. AAA - Other Reductions**

Description	Amount
MEALS & ENTERTAINMENT	\$ 11,011
TOTAL	\$ 11,011

671117

OMB No. 1545-0123

**Schedule K-1  
(Form 1120S)**Department of the Treasury  
Internal Revenue Service**2017**

For calendar year 2017, or tax year

☐ Final K-1☐ Amended K-1

beginning

ending

**Shareholder's Share of Income, Deductions,  
Credits, etc.**

} See back of form and separate instructions.

**Part I Information About the Corporation****A** Corporation's employer identification number**27-3135483****B** Corporation's name, address, city, state, and ZIP code**EARTHCARE PROPERTY SPECIALIST INC****5015 MADISON LAKE CIRCLE W****DAVIE FL 33328****C** IRS Center where corporation filed return**CINCINNATI, OH 45999****Part II Information About the Shareholder****D** Shareholder's identifying number**592-66-6735****E** Shareholder's name, address, city, state, and ZIP code**JACQUELINE HILSBY****5015 MADISON LAKES CIRCLE WEST****DAVIE FL 33328****F** Shareholder's percentage of stock  
ownership for tax year**50.000000 %****Part III****Shareholder's Share of Current Year Income,  
Deductions, Credits, and Other Items**

1	Ordinary business income (loss) <b>138,214</b>	13	Credits
2	Net rental real estate income (loss)		
3	Other net rental income (loss)		
4	Interest income <b>1</b>		
5a	Ordinary dividends		
5b	Qualified dividends	14	Foreign transactions
6	Royalties		
7	Net short-term capital gain (loss)		
8a	Net long-term capital gain (loss)		
8b	Collectibles (28%) gain (loss)		
8c	Unrecaptured section 1250 gain		
9	Net section 1231 gain (loss)		
10	Other income (loss)	15	Alternative minimum tax (AMT) items
11	Section 179 deduction	16 <b>C*</b>	Items affecting shareholder basis <b>5,506</b>
12	Other deductions	<b>D</b>	<b>132,816</b>
		17 <b>A</b>	Other information <b>1</b>

\* See attached statement for additional information.

For IRS Use Only

671117

OMB No. 1545-0123

**Schedule K-1  
(Form 1120S)**Department of the Treasury  
Internal Revenue Service**2017**

For calendar year 2017, or tax year

☐ Final K-1☐ Amended K-1

beginning

ending

**Shareholder's Share of Income, Deductions,  
Credits, etc.**

} See back of form and separate instructions.

**Part I Information About the Corporation**

A Corporation's employer identification number

**27-3135483**

B Corporation's name, address, city, state, and ZIP code

**EARTHCARE PROPERTY SPECIALIST INC****5015 MADISON LAKE CIRCLE W****DAVIE FL 33328**

C IRS Center where corporation filed return

**CINCINNATI, OH 45999****Part II Information About the Shareholder**

D Shareholder's identifying number

**592-66-4794**

E Shareholder's name, address, city, state, and ZIP code

**JAMES D HILSBY****18070 SW 70TH PLACE****SOUTHWEST RANCHES FL 33331**F Shareholder's percentage of stock  
ownership for tax year**50.000000 %****Part III****Shareholder's Share of Current Year Income,  
Deductions, Credits, and Other Items**

1	Ordinary business income (loss) <b>138,214</b>	13	Credits
2	Net rental real estate income (loss)		
3	Other net rental income (loss)		
4	Interest income		
5a	Ordinary dividends		
5b	Qualified dividends	14	Foreign transactions
6	Royalties		
7	Net short-term capital gain (loss)		
8a	Net long-term capital gain (loss)		
8b	Collectibles (28%) gain (loss)		
8c	Unrecaptured section 1250 gain		
9	Net section 1231 gain (loss)		
10	Other income (loss)	15	Alternative minimum tax (AMT) items
11	Section 179 deduction	16 <b>C*</b>	Items affecting shareholder basis <b>5,505</b>
12	Other deductions	<b>D</b>	<b>132,816</b>
		17	Other information

\* See attached statement for additional information.

For IRS Use Only

Form **1125-E**

(Rev. October 2016)

Department of the Treasury  
Internal Revenue Service

## Compensation of Officers

11 Attach to Form 1120, 1120-C, 1120-F, 1120-REIT, 1120-RIC, or 1120S.

1. Information about Form 1125-E and its separate instructions is at [www.irs.gov/form1125e](http://www.irs.gov/form1125e).

OMB No. 1545-0123

Name \_\_\_\_\_

**EARTHCARE PROPERTY SPECIALIST INC**

Employer identification number

27-3135483

**Note:** Complete Form 1125-E only if total receipts are \$500,000 or more. See instructions for definition of total receipts.

(a) Name of officer	(b) Social security number (see instructions)	(c) Percent of time devoted to business	Percent of stock owned		(f) Amount of compensation
			(d) Common	(e) Preferred	
1 JACQUELINE HILSBY	6735	100.000 %	50.000 %	%	5,150
JAMES D HILSBY	4794	100.000 %	50.000 %	%	16,025
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
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		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
		%	%	%	
<b>2 Total compensation of officers</b>				<b>2</b>	<b>21,175</b>
<b>3 Compensation of officers claimed on Form 1125-A or elsewhere on return</b>				<b>3</b>	
<b>4 Subtract line 3 from line 2. Enter the result here and on Form 1120, page 1, line 12 or the appropriate line of your tax return</b>				<b>4</b>	<b>21,175</b>

For Paperwork Reduction Act Notice, see separate instructions.

Form 1125-E (Rev. 10-2016)

Form **1125-A****Cost of Goods Sold**

(Rev. October 2016)

Department of the Treasury  
Internal Revenue Serviceu Attach to Form 1120, 1120-C, 1120-F, 1120S, 1065, or 1065-B.  
u Information about Form 1125-A and its instructions is at [www.irs.gov/form1125a](http://www.irs.gov/form1125a).

OMB No. 1545-0123

Name <b>EARTHCARE PROPERTY SPECIALIST INC</b>		Employer identification number <b>27-3135483</b>	
1	Inventory at beginning of year	1	
2	Purchases	2	<b>235,708</b>
3	Cost of labor	3	
4	Additional section 263A costs (attach schedule)	4	
5	Other costs (attach schedule)	5	
6	<b>Total.</b> Add lines 1 through 5	6	<b>235,708</b>
7	Inventory at end of year	7	
8	<b>Cost of goods sold.</b> Subtract line 7 from line 6. Enter here and on Form 1120, page 1, line 2 or the appropriate line of your tax return. See instructions	8	<b>235,708</b>

9a Check all methods used for valuing closing inventory:

(i) ☐ Cost

(ii) ☐ Lower of cost or market

(iii) ☐ Other (Specify method used and attach explanation.) u

b Check if there was a writedown of subnormal goods u ☐

c Check if the LIFO inventory method was adopted this tax year for any goods (if checked, attach Form 970) u ☐

d If the LIFO inventory method was used for this tax year, enter amount of closing inventory computed under LIFO 9d

e If property is produced or acquired for resale, do the rules of section 263A apply to the entity? See instructions ☐ Yes ☒ No

f Was there any change in determining quantities, cost, or valuations between opening and closing inventory? If "Yes," attach explanation ☐ Yes ☒ No

For Paperwork Reduction Act Notice, see instructions.

Form **1125-A** (Rev. 10-2016)



Form 1120S (2017) **EARTHCARE PROPERTY SPECIALIST INC** **27-3135483**

Page 4

<b>Schedule K Shareholders' Pro Rata Share Items (continued)</b>		<b>Total amount</b>	
<b>Other Information</b>	<b>17a</b> Investment income	<b>17a</b>	<b>1</b>
	<b>b</b> Investment expenses	<b>17b</b>	
	<b>c</b> Dividend distributions paid from accumulated earnings and profits	<b>17c</b>	
	<b>d</b> Other items and amounts (attach statement)		
<b>Reconciliation</b>	<b>18</b> <b>Income/loss reconciliation.</b> Combine the amounts on lines 1 through 10 in the far right column. From the result, subtract the sum of the amounts on lines 11 through 12d and 14l	<b>18</b>	<b>276,429</b>

<b>Schedule L Balance Sheets per Books</b>		<b>Beginning of tax year</b>		<b>End of tax year</b>	
<b>Assets</b>		<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>1</b>	Cash		<b>5,559</b>		<b>933</b>
<b>2a</b>	Trade notes and accounts receivable				
<b>b</b>	Less allowance for bad debts	( )		( )	
<b>3</b>	Inventories				
<b>4</b>	U.S. government obligations				
<b>5</b>	Tax-exempt securities (see instructions)				
<b>6</b>	Other current assets (attach statement)				
<b>7</b>	Loans to shareholders		<b>56,887</b>		<b>25,498</b>
<b>8</b>	Mortgage and real estate loans				
<b>9</b>	Other investments (attach statement)				
<b>10a</b>	Buildings and other depreciable assets				
<b>b</b>	Less accumulated depreciation	( )		( )	
<b>11a</b>	Depletable assets				
<b>b</b>	Less accumulated depletion	( )		( )	
<b>12</b>	Land (net of any amortization)				
<b>13a</b>	Intangible assets (amortizable only)				
<b>b</b>	Less accumulated amortization	( )		( )	
<b>14</b>	Other assets (attach statement)				
<b>15</b>	<b>Total assets</b>		<b>62,446</b>		<b>26,431</b>
<b>Liabilities and Shareholders' Equity</b>					
<b>16</b>	Accounts payable				
<b>17</b>	Mortgages, notes, bonds payable in less than 1 year				
<b>18</b>	Other current liabilities (attach statement) <b>STMT 2</b>		<b>21,763</b>		<b>26,331</b>
<b>19</b>	Loans from shareholders				
<b>20</b>	Mortgages, notes, bonds payable in 1 year or more		<b>40,369</b>		
<b>21</b>	Other liabilities (attach statement)				
<b>22</b>	Capital stock		<b>100</b>		<b>100</b>
<b>23</b>	Additional paid-in capital				
<b>24</b>	Retained earnings		<b>214</b>		<b>0</b>
<b>25</b>	Adjustments to shareholders' equity (attach statement)				
<b>26</b>	Less cost of treasury stock	( )		( )	
<b>27</b>	<b>Total liabilities and shareholders' equity</b>		<b>62,446</b>		<b>26,431</b>

Form 1120S (2017)

Form 1120S (2017) **EARTHCARE PROPERTY SPECIALIST INC 27-3135483**

Page 5

**Schedule M-1 Reconciliation of Income (Loss) per Books With Income (Loss) per Return**

Note: The corporation may be required to file Schedule M-3 (see instructions)

1	Net income (loss) per books	265,418	5	Income recorded on books this year not included on Schedule K, lines 1 through 10 (itemize):	
2	Income included on Schedule K, lines 1, 2, 3c, 4, 5a, 6, 7, 8a, 9, and 10, not recorded on books this year (itemize)		a	Tax-exempt interest \$	
3	Expenses recorded on books this year not included on Schedule K, lines 1 through 12 and 14i (itemize):		6	Deductions included on Schedule K, lines 1 through 12 and 14i, not charged against book income this year (itemize):	
a	Depreciation \$		a	Depreciation \$	
b	Travel and entertainment \$	11,011			
		11,011	7	Add lines 5 and 6	
4	Add lines 1 through 3	276,429	8	Income (loss) (Schedule K, line 18). Line 4 less line 7	276,429

**Schedule M-2 Analysis of Accumulated Adjustments Account, Other Adjustments Account, and Shareholders' Undistributed Taxable Income Previously Taxed (see instructions)**

	(a) Accumulated adjustments account	(b) Other adjustments account	(c) Shareholders' undistributed taxable income previously taxed
1	Balance at beginning of tax year	214	
2	Ordinary income from page 1, line 21	276,428	
3	Other additions <b>STMT 3</b>	1	
4	Loss from page 1, line 21		
5	Other reductions <b>STMT 4</b>	11,011	
6	Combine lines 1 through 5	265,632	
7	Distributions other than dividend distributions	265,632	
8	Balance at end of tax year. Subtract line 7 from line 6	0	

Form 1120S (2017)

Form 1120S (2017) **EARTHCARE PROPERTY SPECIALIST INC** 27-3135483

Page 3

**Schedule K Shareholders' Pro Rata Share Items**

		Total amount	
Income (Loss)	1 Ordinary business income (loss) (page 1, line 21)	1	276,428
	2 Net rental real estate income (loss) (attach Form 8825)	2	
	3a Other gross rental income (loss)	3a	
	b Expenses from other rental activities (attach statement)	3b	
	c Other net rental income (loss). Subtract line 3b from line 3a	3c	
	4 Interest income	4	1
	5 Dividends: a Ordinary dividends	5a	
	b Qualified dividends	5b	
	6 Royalties	6	
	7 Net short-term capital gain (loss) (attach Schedule D (Form 1120S))	7	
Deductions	8a Net long-term capital gain (loss) (attach Schedule D (Form 1120S))	8a	
	b Collectibles (28%) gain (loss)	8b	
	c Unrecaptured section 1250 gain (attach statement)	8c	
	9 Net section 1231 gain (loss) (attach Form 4797)	9	
	10 Other income (loss) (see instructions) Type u	10	
	11 Section 179 deduction (attach Form 4562)	11	
	12a Charitable contributions	12a	
	b Investment interest expense	12b	
	c Section 59(e)(2) expenditures (1) Type u (2) Amount u	12c(2)	
	d Other deductions (see instructions) Type u	12d	
Credits	13a Low-income housing credit (section 42(j)(5))	13a	
	b Low-income housing credit (other)	13b	
	c Qualified rehabilitation expenditures (rental real estate) (attach Form 3468, if applicable)	13c	
	d Other rental real estate credits (see instructions) Type u	13d	
	e Other rental credits (see instructions) Type u	13e	
	f Biofuel producer credit (attach Form 6478)	13f	
	g Other credits (see instructions) Type u	13g	
	Foreign Transactions	14a Name of country or U.S. possession u	14b
b Gross income from all sources		14c	
c Gross income sourced at shareholder level			
Foreign gross income sourced at corporate level			
d Passive category		14d	
e General category		14e	
f Other (attach statement)		14f	
Deductions allocated and apportioned at shareholder level			
g Interest expense		14g	
h Other		14h	
Deductions allocated and apportioned at corporate level to foreign source income			
i Passive category		14i	
j General category		14j	
k Other (attach statement)		14k	
Other information			
l Total foreign taxes (check one): u <input type="checkbox"/> Paid <input type="checkbox"/> Accrued	14l		
m Reduction in taxes available for credit (attach statement)	14m		
n Other foreign tax information (attach statement)			
Alternative Minimum Tax (AMT) Items	15a Post-1986 depreciation adjustment	15a	
	b Adjusted gain or loss	15b	
	c Depletion (other than oil and gas)	15c	
	d Oil, gas, and geothermal properties – gross income	15d	
	e Oil, gas, and geothermal properties – deductions	15e	
	f Other AMT items (attach statement)	15f	
Items Affecting Shareholder Basis	16a Tax-exempt interest income	16a	
	b Other tax-exempt income	16b	
	c Nondeductible expenses	16c	11,011
	d Distributions (attach statement if required) (see instructions)	16d	265,632
	e Repayment of loans from shareholders	16e	

Form 1120S (2017)



27-3135483

**Federal Statements**

FYE: 12/31/2015

**Statement 1 - Form 1120S, Page 1, Line 19 - Other Deductions**

Description	Amount
AUTOMOBILE	\$ 59,246
BANK CHARGES	2,403
COMPUTER & INTERNET	200
CONTRACT LABOR	58,461
DUES AND SUBSCRIPTIONS	1,800
EMPLOYEE LEASING	118,387
INSURANCE	29,403
OFFICE	7,825
PAYROLL FEES	100
POSTAGE	542
PROFESSIONAL FEES	7,026
SECURITY	609
TELEPHONE	8,279
TRAVEL	5,159
UNIFORMS	1,245
UTILITIES	9,684
50% OF MEALS & ENTERTAINMENT	7,173
TOTAL	<u>\$ 317,542</u>

**Statement 2 - Form 1120S, Page 4, Schedule L, Line 18 - Other Current Liabilities**

Description	Beginning of Year	End of Year
CREDIT CARD PAYABLE	\$ 24,823	\$ 10,874
TOTAL	<u>\$ 24,823</u>	<u>\$ 10,874</u>

**Statement 3 - Form 1120S, Page 5, Schedule M-2, Line 5(a) - Other Reductions**

Description	Amount
MEALS & ENTERTAINMENT	\$ 7,173
TOTAL	<u>\$ 7,173</u>

Form **1120S**Department of the Treasury  
Internal Revenue Service**U.S. Income Tax Return for an S Corporation**u Do not file this form unless the corporation has filed or is  
attaching Form 2553 to elect to be an S corporation.u Go to [www.irs.gov/Form1120S](http://www.irs.gov/Form1120S) for instructions and the latest information.

OMB No. 1545-0123

**2017**

For calendar year 2017 or tax year beginning , ending

A S election effective date <b>01/01/12</b>	TYPE OR PRINT	Name <b>EARTHCARE PROPERTY SPECIALIST INC</b>	D Employer identification number <b>27-3135483</b>
B Business activity code number (see instructions) <b>561730</b>		Number, street, and room or suite no. If a P.O. box, see instructions. <b>5015 MADISON LAKE CIRCLE W</b>	E Date incorporated <b>07/20/2010</b>
C Check if Sch. M-3 attached <input type="checkbox"/>		City or town, state or province, country, and ZIP or foreign postal code <b>DAVIE FL 33328</b>	F Total assets (see instructions)  <b>\$ 26,431</b>

G Is the corporation electing to be an S corporation beginning with this tax year? ☐ Yes ☒ No If "Yes," attach Form 2553 if not already filedH Check if: (1) ☐ Final return (2) ☐ Name change (3) ☐ Address change (4) ☐ Amended return (5) ☐ S election termination or revocationI Enter the number of shareholders who were shareholders during any part of the tax year u **2****Caution.** Include **only** trade or business income and expenses on lines 1a through 21. See the instructions for more information.

Income	1a Gross receipts or sales	1a	<b>1,066,097</b>	1c	<b>1,066,097</b>
	b Returns and allowances	1b			
	c Balance. Subtract line 1b from line 1a				
	2 Cost of goods sold (attach Form 1125-A)				<b>235,708</b>
	3 Gross profit. Subtract line 2 from line 1c				<b>830,389</b>
	4 Net gain (loss) from Form 4797, line 17 (attach Form 4797)				
Deductions (see instructions for limitations)	5 Other income (loss) (see instructions—attach statement)				
	6 Total income (loss). Add lines 3 through 5	u			<b>830,389</b>
	7 Compensation of officers (see instructions—attach Form 1125-E)				<b>21,175</b>
	8 Salaries and wages (less employment credits)				
	9 Repairs and maintenance				<b>6,388</b>
	10 Bad debts				
	11 Rents				<b>137</b>
	12 Taxes and licenses				<b>9,611</b>
	13 Interest				
	14 Depreciation not claimed on Form 1125-A or elsewhere on return (attach Form 4562)				
	15 Depletion (Do not deduct oil and gas depletion.)				
	16 Advertising				<b>5,908</b>
	17 Pension, profit-sharing, etc., plans				
	18 Employee benefit programs				
	19 Other deductions (attach statement)		<b>SEE STMT 1</b>		<b>510,742</b>
20 Total deductions. Add lines 7 through 19	u			<b>553,961</b>	
21 Ordinary business income (loss). Subtract line 20 from line 6				<b>276,428</b>	
Tax and Payments	22a Excess net passive income or LIFO recapture tax (see instructions)	22a		22c	
	b Tax from Schedule D (Form 1120S)	22b			
	c Add lines 22a and 22b (see instructions for additional taxes)				
	23a 2017 estimated tax payments and 2016 overpayment credited to 2017	23a		23d	
	b Tax deposited with Form 7004	23b			
	c Credit for federal tax paid on fuels (attach Form 4136)	23c			
	d Add lines 23a through 23c				
	24 Estimated tax penalty (see instructions). Check if Form 2220 is attached	u	<input type="checkbox"/>		
	25 Amount owed. If line 23d is smaller than the total of lines 22c and 24, enter amount owed				
	26 Overpayment. If line 23d is larger than the total of lines 22c and 24, enter amount overpaid				
27 Enter amount from line 26 Credited to 2018 estimated tax u					
Refunded u					

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

May the IRS discuss this return with the preparer shown below (see instructions)? ☒ Yes ☐ No

Sign Here	Signature of officer	<b>JACQUELINE HILSBY</b>	Date		Title	<b>PRESIDENT</b>	
	Print/Type preparer's name	<b>MALCOLM A. LEONARD</b>	Preparer's signature	<b>MALCOLM A. LEONARD</b>		Date	<b>01/18/18</b>
	Firm's name u	<b>MALCOLM A. LEONARD CPA, P.A.</b>	Firm's EIN u	<b>59-2225363</b>		Check <input type="checkbox"/> if self-employed	PTIN <b>P00293123</b>
	Firm's address u	<b>3810 HOLLYWOOD BLVD., STE. 3 HOLLYWOOD, FL 33021</b>	Phone no.	<b>954-962-5277</b>			

For Paperwork Reduction Act Notice, see separate instructions.

Form **1120S** (2017)





Form 1120S (2015) **EARTHCARE PROPERTY SPECIALIST INC** **27-3135483**

Page 4

**Schedule K** Shareholders' Pro Rata Share Items (continued)

Other Information	Total amount		
	17a		
	17b		
	17c		
17a Investment income			
b Investment expenses			
c Dividend distributions paid from accumulated earnings and profits			
d Other items and amounts (attach statement)			
18 Income/loss reconciliation. Combine the amounts on lines 1 through 10 in the far right column. From the result, subtract the sum of the amounts on lines 11 through 12d and 14l	18		<b>76,647</b>

**Schedule L** Balance Sheets per Books

		Beginning of tax year		End of tax year	
		(a)	(b)	(c)	(d)
<b>Assets</b>					
1 Cash			<b>106</b>		<b>1,453</b>
2a Trade notes and accounts receivable					
b Less allowance for bad debts	(				
3 Inventories					
4 U.S. government obligations					
5 Tax-exempt securities (see instructions)					
6 Other current assets (attach statement)					
7 Loans to shareholders			<b>24,897</b>		<b>56,887</b>
8 Mortgage and real estate loans					
9 Other investments (attach statement)					
10a Buildings and other depreciable assets		<b>18,000</b>		<b>18,000</b>	
b Less accumulated depreciation	(	<b>18,000</b>	<b>0</b>	<b>18,000</b>	<b>0</b>
11a Depletable assets					
b Less accumulated depletion	(				
12 Land (net of any amortization)					
13a Intangible assets (amortizable only)					
b Less accumulated amortization	(				
14 Other assets (attach statement)					
15 Total assets			<b>25,003</b>		<b>58,340</b>
<b>Liabilities and Shareholders' Equity</b>					
16 Accounts payable					
17 Mortgages, notes, bonds payable in less than 1 year					
18 Other current liabilities (attach statement) <b>STMT 2</b>			<b>24,823</b>		<b>10,874</b>
19 Loans from shareholders					
20 Mortgages, notes, bonds payable in 1 year or more					<b>46,874</b>
21 Other liabilities (attach statement)					
22 Capital stock			<b>100</b>		<b>100</b>
23 Additional paid-in capital					
24 Retained earnings			<b>80</b>		<b>492</b>
25 Adjustments to shareholders' equity (attach statement)					
26 Less cost of treasury stock	(				
27 Total liabilities and shareholders' equity			<b>25,003</b>		<b>58,340</b>

Form 1120S (2015)



Form 1120S (2015) **EARTHCARE PROPERTY SPECIALIST INC** **27-3135483**

Page 5

**Schedule M-1 Reconciliation of Income (Loss) per Books With Income (Loss) per Return**

Note: The corporation may be required to file Schedule M-3 (see instructions)

1	Net income (loss) per books	<b>69,474</b>	5	Income recorded on books this year not included on Schedule K, lines 1 through 10 (itemize):	
2	Income included on Schedule K, lines 1, 2, 3c, 4, 5a, 6, 7, 8a, 9, and 10, not recorded on books this year (itemize)		a	Tax-exempt interest \$	
3	Expenses recorded on books this year not included on Schedule K, lines 1 through 12 and 14i (itemize):		6	Deductions included on Schedule K, lines 1 through 12 and 14i, not charged against book income this year (itemize):	
a	Depreciation \$		a	Depreciation \$	
b	Travel and entertainment \$ <b>7,173</b>	<b>7,173</b>	7	Add lines 5 and 6	
4	Add lines 1 through 3	<b>76,647</b>	8	Income (loss) (Schedule K, line 18). Line 4 less line 7	<b>76,647</b>

**Schedule M-2 Analysis of Accumulated Adjustments Account, Other Adjustments Account, and Shareholders' Undistributed Taxable Income Previously Taxed** (see instructions)

	(a) Accumulated adjustments account	(b) Other adjustments account	(c) Shareholders' undistributed taxable income previously taxed
1	Balance at beginning of tax year	<b>80</b>	
2	Ordinary income from page 1, line 21	<b>76,647</b>	
3	Other additions		
4	Loss from page 1, line 21		
5	Other reductions <b>STMT 3</b>	<b>7,173</b>	
6	Combine lines 1 through 5	<b>69,554</b>	
7	Distributions other than dividend distributions	<b>69,062</b>	
8	Balance at end of tax year. Subtract line 7 from line 6	<b>492</b>	

Form 1120S (2015)

Form **1125-A****Cost of Goods Sold**

(Rev. December 2012)

Department of the Treasury  
Internal Revenue Serviceu Attach to Form 1120, 1120-C, 1120-F, 1120S, 1065, or 1065-B.  
u Information about Form 1125-A and its instructions is at [www.irs.gov/form1125a](http://www.irs.gov/form1125a).

OMB No. 1545-2225

Name

**EARTHCARE PROPERTY SPECIALIST INC**

Employer identification number

**27-3135483**

1	Inventory at beginning of year	1	
2	Purchases	2	<b>104,910</b>
3	Cost of labor	3	
4	Additional section 263A costs (attach schedule)	4	
5	Other costs (attach schedule)	5	
6	<b>Total.</b> Add lines 1 through 5	6	<b>104,910</b>
7	Inventory at end of year	7	
8	<b>Cost of goods sold.</b> Subtract line 7 from line 6. Enter here and on Form 1120, page 1, line 2 or the appropriate line of your tax return (see instructions)	8	<b>104,910</b>

9a Check all methods used for valuing closing inventory:

(i) ☐ Cost

(ii) ☐ Lower of cost or market

(iii) ☐ Other (Specify method used and attach explanation.) u

b Check if there was a writedown of subnormal goods u ☐

c Check if the LIFO inventory method was adopted this tax year for any goods (if checked, attach Form 970) u ☐

d If the LIFO inventory method was used for this tax year, enter the amount of closing inventory computed under LIFO 9d

e If property is produced or acquired for resale, do the rules of section 263A apply to the entity (see instructions)? ☐ Yes ☒ No

f Was there any change in determining quantities, cost, or valuations between opening and closing inventory? If "Yes," attach explanation ☐ Yes ☒ No

For Paperwork Reduction Act Notice, see instructions.

Form **1125-A** (Rev. 12-2012)

See back of form and separate instructions.

2015

Schedule K-1  
(Form 1120S)Department of the Treasury  
Internal Revenue Service

For calendar year 2015, or tax

year beginning

ending

☐ Final K-1☐ Amended K-1Shareholder's Share of Income, Deductions,  
Credits, etc. } See back of form and separate instructions.**Part I** Information About the Corporation

A Corporation's employer identification number

27-3135483

B Corporation's name, address, city, state, and ZIP code

EARTHCARE PROPERTY SPECIALIST INC

18070 SW 70TH PLACE

SOUTHWEST RANCHES FL 33331

C IRS Center where corporation filed return

E-FILE

**Part II** Information About the Shareholder

D Shareholder's identifying number

592-66-4794

E Shareholder's name, address, city, state, and ZIP code

JAMES D HILSBY

18070 SW 70TH PLACE

SOUTHWEST RANCHES FL 33331

F Shareholder's percentage of stock  
ownership for tax year

50.000000 %



For IRS Use Only

**Part III** Shareholder's Share of Current Year Income,  
Deductions, Credits, and Other Items

1	Ordinary business income (loss)	13	Credits
	38,323		
2	Net rental real estate income (loss)		
3	Other net rental income (loss)		
4	Interest income		
5a	Ordinary dividends		
5b	Qualified dividends	14	Foreign transactions
6	Royalties		
7	Net short-term capital gain (loss)		
8a	Net long-term capital gain (loss)		
8b	Collectibles (28%) gain (loss)		
8c	Unrecaptured section 1250 gain		
9	Net section 1231 gain (loss)		
10	Other income (loss)	15	Alternative minimum tax (AMT) items
11	Section 179 deduction	16	Items affecting shareholder basis
		C*	3,586
12	Other deductions	D	34,531
		17	Other information

\* See attached statement for additional information.

Schedule K Shareholders' Pro Rata Share Items		Total amount	
Income (Loss)	1 Ordinary business income (loss) (page 1, line 21)	1	76,647
	2 Net rental real estate income (loss) (attach Form 8825)	2	
	3a Other gross rental income (loss)	3a	
	b Expenses from other rental activities (attach statement)	3b	
	c Other net rental income (loss). Subtract line 3b from line 3a	3c	
	4 Interest income	4	
	5 Dividends: a Ordinary dividends	5a	
	b Qualified dividends	5b	
	6 Royalties	6	
	7 Net short-term capital gain (loss) (attach Schedule D (Form 1120S))	7	
Deductions	8a Net long-term capital gain (loss) (attach Schedule D (Form 1120S))	8a	
	b Collectibles (28%) gain (loss)	8b	
	c Unrecaptured section 1250 gain (attach statement)	8c	
	9 Net section 1231 gain (loss) (attach Form 4797)	9	
	10 Other income (loss) (see instructions) Type u	10	
	11 Section 179 deduction (attach Form 4562)	11	
	12a Charitable contributions	12a	
	b Investment interest expense	12b	
	c Section 59(e)(2) expenditures (1) Type u (2) Amount u	12c(2)	
	d Other deductions (see instructions) Type u	12d	
Credits	13a Low-income housing credit (section 42(j)(5))	13a	
	b Low-income housing credit (other)	13b	
	c Qualified rehabilitation expenditures (rental real estate) (attach Form 3468, if applicable)	13c	
	d Other rental real estate credits (see instructions) Type u	13d	
	e Other rental credits (see instructions) Type u	13e	
	f Biofuel producer credit (attach Form 6478)	13f	
	g Other credits (see instructions) Type u	13g	
Foreign Transactions	14a Name of country or U.S. possession u		
	b Gross income from all sources	14b	
	c Gross income sourced at shareholder level	14c	
	Foreign gross income sourced at corporate level		
	d Passive category	14d	
	e General category	14e	
	f Other (attach statement)	14f	
	Deductions allocated and apportioned at shareholder level		
	g Interest expense	14g	
	h Other	14h	
	Deductions allocated and apportioned at corporate level to foreign source income		
	i Passive category	14i	
	j General category	14j	
	k Other (attach statement)	14k	
Other information			
l Total foreign taxes (check one): u <input type="checkbox"/> Paid <input type="checkbox"/> Accrued	14l		
m Reduction in taxes available for credit (attach statement)	14m		
n Other foreign tax information (attach statement)			
Alternative Minimum Tax (AMT) Items	15a Post-1986 depreciation adjustment	15a	
	b Adjusted gain or loss	15b	
	c Depletion (other than oil and gas)	15c	
	d Oil, gas, and geothermal properties – gross income	15d	
	e Oil, gas, and geothermal properties – deductions	15e	
	f Other AMT items (attach statement)	15f	
Items Affecting Shareholder Basis	16a Tax-exempt interest income	16a	
	b Other tax-exempt income	16b	
	c Nondeductible expenses	16c	7,173
	d Distributions (attach statement if required) (see instructions)	16d	69,062
	e Repayment of loans from shareholders	16e	

## **Filing Instructions**

### **EARTHCARE PROPERTY SPECIALIST INC**

#### **Form 8879-S**

#### **U.S. S Corporation Income Tax Declaration for an IRS *e-file* Return with Electronic Filing Personal Identification Number**

**Taxable Year Ended December 31, 2015**

**Date Due:** September 15, 2016

**Remittance:** None is required. No amount is due or overpaid.

**Signature:** You are using the Personal Identification Number (PIN) for signing your return electronically. Form 8879-S, IRS e-file Signature Authorization for Form 1120S should be signed and dated by an authorized officer of the corporation and returned to:

Siegelaub Rosenberg Golding & Feller PA  
2801 N University Dr Ste 301  
Coral Springs, FL 33065

***Important:* Your return will not be filed with the IRS until the signed Form 8879-S, IRS e-file Signature Authorization for Form 1120S has been received by this office.**

**Other:** Your return is being filed electronically with the IRS and is not required to be mailed. If you mail a paper copy of Form 1120S to the IRS it will delay processing of your return.

Form **8879-S****IRS e-file Signature Authorization for Form 1120S**

OMB No. 1545-0123

u Do not send to the IRS. Keep for your records.

Department of the Treasury  
Internal Revenue Serviceu Information about Form 8879-S and its instructions is at [www.irs.gov/form8879s](http://www.irs.gov/form8879s).  
For calendar year 2015, or tax year beginning , and ending**2015**

Name of corporation

Employer identification number

**EARTHCARE PROPERTY SPECIALIST INC****27-3135483****Part I Tax Return Information (Whole dollars only)**

1	Gross receipts or sales less returns and allowances (Form 1120S, line 1c)	1	<b>555,372</b>
2	Gross profit (Form 1120S, line 3)	2	<b>450,462</b>
3	Ordinary business income (loss) (Form 1120S, line 21)	3	<b>76,647</b>
4	Net rental real estate income (loss) (Form 1120S, Schedule K, line 2)	4	
5	Income (loss) reconciliation (Form 1120S, Schedule K, line 18)	5	<b>76,647</b>

**Part II Declaration and Signature Authorization of Officer (Be sure to get a copy of the corporation's return)**

Under penalties of perjury, I declare that I am an officer of the above corporation and that I have examined a copy of the corporation's 2015 electronic income tax return and accompanying schedules and statements and to the best of my knowledge and belief, it is true, correct, and complete. I further declare that the amounts in Part I above are the amounts shown on the copy of the corporation's electronic income tax return. I consent to allow my electronic return originator (ERO), transmitter, or intermediate service provider to send the corporation's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the corporation's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the corporation's electronic income tax return and, if applicable, the corporation's consent to electronic funds withdrawal.

**Officer's PIN: check one box only**

☒ I authorize **SIEGELAUB ROSENBERG GOLDING & FELLE** to enter my PIN **07004** as my signature  
on the corporation's 2015 electronically filed income tax return.  
ERO firm name do not enter all zeros

☐ As an officer of the corporation, I will enter my PIN as my signature on the corporation's 2015 electronically filed income tax return.

Officer's signature u

Date u

**04/17/16**

Title u

**PRESIDENT****JACQUELINE HILSBY****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selected PIN.

**65181231819**

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2015 electronically filed income tax return for the corporation indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 3112, IRS e-file Application and Participation, and Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature u

Date u

**04/17/16**

**ERO Must Retain This Form — See Instructions**  
**Do Not Submit This Form to the IRS Unless Requested To Do So**



Form **1120S**Department of the Treasury  
Internal Revenue Service**U.S. Income Tax Return for an S Corporation**Do not file this form unless the corporation has filed or is  
attaching Form 2553 to elect to be an S corporation.Information about Form 1120S and its separate instructions is at [www.irs.gov/form1120s](http://www.irs.gov/form1120s).

OMB No. 1545-0123

**2015**

For calendar year 2015 or tax year beginning , ending

<b>A</b> S election effective date <b>01/01/12</b>	<b>TYPE</b>  <b>OR</b>  <b>PRINT</b>	<b>Name</b> <b>EARTHCARE PROPERTY SPECIALIST INC</b>	<b>D</b> Employer identification number <b>27-3135483</b>
<b>B</b> Business activity code number (see instructions) <b>561730</b>		<b>Number, street, and room or suite no. If a P.O. box, see instructions</b> <b>18070 SW 70TH PLACE</b>	<b>E</b> Date incorporated <b>07/20/2010</b>
<b>C</b> Check if Sch. M-3 attached <input type="checkbox"/>		<b>City or town, state or province, country, and ZIP or foreign postal code</b> <b>SOUTHWEST RANCHES FL 33331</b>	<b>F</b> Total assets (see instructions)  <b>\$ 58,340</b>

**G** Is the corporation electing to be an S corporation beginning with this tax year? ☐ Yes ☒ No If "Yes," attach Form 2553 if not already filed**H** Check if: (1) ☐ Final return (2) ☐ Name change (3) ☐ Address change (4) ☐ Amended return (5) ☐ S election termination or revocation**I** Enter the number of shareholders who were shareholders during any part of the tax year 2**Caution.** Include **only** trade or business income and expenses on lines 1a through 21. See the instructions for more information.

<b>Income</b>	<b>1a</b> Gross receipts or sales	<b>1a</b>	<b>555,372</b>	
	<b>b</b> Returns and allowances	<b>1b</b>		
	<b>c</b> Balance. Subtract line 1b from line 1a			<b>1c</b> <b>555,372</b>
	<b>2</b> Cost of goods sold (attach Form 1125-A)			<b>2</b> <b>104,910</b>
	<b>3</b> Gross profit. Subtract line 2 from line 1c			<b>3</b> <b>450,462</b>
	<b>4</b> Net gain (loss) from Form 4797, line 17 (attach Form 4797)			<b>4</b>
<b>5</b> Other income (loss) (see instructions—attach statement)			<b>5</b>	
<b>6</b> <b>Total income (loss).</b> Add lines 3 through 5 <u>u</u>			<b>6</b> <b>450,462</b>	
<b>Deductions</b> (see instructions for limitations)	<b>7</b> Compensation of officers (see instructions—attach Form 1125-E)			<b>7</b> <b>7,780</b>
	<b>8</b> Salaries and wages (less employment credits)			<b>8</b>
	<b>9</b> Repairs and maintenance			<b>9</b> <b>29,100</b>
	<b>10</b> Bad debts			<b>10</b>
	<b>11</b> Rents			<b>11</b> <b>10,825</b>
	<b>12</b> Taxes and licenses			<b>12</b> <b>1,923</b>
	<b>13</b> Interest			<b>13</b> <b>2,530</b>
	<b>14</b> Depreciation not claimed on Form 1125-A or elsewhere on return (attach Form 4562)			<b>14</b>
	<b>15</b> Depletion (Do not deduct oil and gas depletion.)			<b>15</b>
	<b>16</b> Advertising			<b>16</b> <b>4,115</b>
	<b>17</b> Pension, profit-sharing, etc., plans			<b>17</b>
	<b>18</b> Employee benefit programs			<b>18</b>
	<b>19</b> Other deductions (attach statement) <b>SEE STMT 1</b>			<b>19</b> <b>317,542</b>
	<b>20</b> <b>Total deductions.</b> Add lines 7 through 19 <u>u</u>			<b>20</b> <b>373,815</b>
	<b>21</b> <b>Ordinary business income (loss).</b> Subtract line 20 from line 6			<b>21</b> <b>76,647</b>
<b>Tax and Payments</b>	<b>22a</b> Excess net passive income or LIFO recapture tax (see instructions)	<b>22a</b>		<b>22c</b>
	<b>b</b> Tax from Schedule D (Form 1120S)	<b>22b</b>		
	<b>c</b> Add lines 22a and 22b (see instructions for additional taxes)			
	<b>23a</b> 2015 estimated tax payments and 2014 overpayment credited to 2015	<b>23a</b>		<b>23d</b>
	<b>b</b> Tax deposited with Form 7004	<b>23b</b>		
	<b>c</b> Credit for federal tax paid on fuels (attach Form 4136)	<b>23c</b>		
	<b>d</b> Add lines 23a through 23c			
	<b>24</b> Estimated tax penalty (see instructions). Check if Form 2220 is attached <u>u</u> <input type="checkbox"/>			<b>24</b>
	<b>25</b> <b>Amount owed.</b> If line 23d is smaller than the total of lines 22c and 24, enter amount owed			<b>25</b>
	<b>26</b> <b>Overpayment.</b> If line 23d is larger than the total of lines 22c and 24, enter amount overpaid			<b>26</b>
<b>27</b> Enter amount from line 26 <b>Credited to 2016 estimated tax</b> <u>u</u> <b>Refunded</b> <u>u</u>			<b>27</b>	

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

May the IRS discuss this return with the preparer shown below (see instructions)? ☒ Yes ☐ No

<b>Sign Here</b>	Signature of officer <b>JACQUELINE HILSBY</b>	Date	Title <b>PRESIDENT</b>	
	Print/Type preparer's name <b>GLENN ROSENBERG</b>	Preparer's signature	Date <b>04/17/16</b>	Check <input type="checkbox"/> if self-employed PTIN <b>P00143984</b>
	Firm's name <u>u</u> <b>SIEGELAUB ROSENBERG GOLDING &amp; FELLER PA</b>	Firm's EIN <u>u</u> <b>20-1590110</b>	Phone no. <b>954-753-2222</b>	

For Paperwork Reduction Act Notice, see separate instructions.

Form **1120S** (2015)



**Schedule B Other Information** (see instructions)

		Yes	No
1	Check accounting method: a <input checked="" type="checkbox"/> Cash b <input type="checkbox"/> Accrual c <input type="checkbox"/> Other (specify) <u>u</u>		
2	See the instructions and enter the: a Business activity <u>LANDSCAPING</u> b Product or service <u>SERVICE</u>		
3	At any time during the tax year, was any shareholder of the corporation a disregarded entity, a trust, an estate, or a nominee or similar person? If "Yes," attach Schedule B-1, Information on Certain Shareholders of an S Corporation		<input checked="" type="checkbox"/>
4	At the end of the tax year, did the corporation: a Own directly 20% or more, or own, directly or indirectly, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation? For rules of constructive ownership, see instructions. If "Yes," complete (i) through (v) below		<input checked="" type="checkbox"/>

(i) Name of Corporation	(ii) Employer Identification Number (if any)	(iii) Country of Incorporation	(iv) Percentage of Stock Owned	(v) If Percentage in (iv) is 100%, Enter the Date (if any) a Qualified Subchapter S Subsidiary Election Was Made

- b Own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership (including an entity treated as a partnership) or in the beneficial interest of a trust? For rules of constructive ownership, see instructions. If "Yes," complete (i) through (v) below

(i) Name of Entity	(ii) Employer Identification Number (if any)	(iii) Type of Entity	(iv) Country of Organization	(v) Maximum Percentage Owned in Profit, Loss, or Capital

5a	At the end of the tax year, did the corporation have any outstanding shares of restricted stock? If "Yes," complete lines (i) and (ii) below. (i) Total shares of restricted stock <u>u</u> (ii) Total shares of non-restricted stock <u>u</u>	<input checked="" type="checkbox"/>
b	At the end of the tax year, did the corporation have any outstanding stock options, warrants, or similar instruments? If "Yes," complete lines (i) and (ii) below. (i) Total shares of stock outstanding at the end of the tax year <u>u</u> (ii) Total shares of stock outstanding if all instruments were executed <u>u</u>	<input checked="" type="checkbox"/>
6	Has this corporation filed, or is it required to file, Form 8918, Material Advisor Disclosure Statement, to provide information on any reportable transaction? <u>u</u>	<input checked="" type="checkbox"/>
7	Check this box if the corporation issued publicly offered debt instruments with original issue discount <u>u</u> <input type="checkbox"/> If checked, the corporation may have to file Form 8281, Information Return for Publicly Offered Original Issue Discount Instruments.	
8	If the corporation: (a) was a C corporation before it elected to be an S corporation or the corporation acquired an asset with a basis determined by reference to the basis of the asset (or the basis of any other property) in the hands of a C corporation and (b) has net unrealized built-in gain in excess of the net recognized built-in gain from prior years, enter the net unrealized built-in gain reduced by net recognized built-in gain from prior years (see instructions) <u>u</u> \$	
9	Enter the accumulated earnings and profits of the corporation at the end of the tax year. \$	
10	Does the corporation satisfy both of the following conditions? a The corporation's total receipts (see instructions) for the tax year were less than \$250,000 b The corporation's total assets at the end of the tax year were less than \$250,000 If "Yes," the corporation is not required to complete Schedules L and M-1.	<input checked="" type="checkbox"/>
11	During the tax year, did the corporation have any non-shareholder debt that was canceled, was forgiven, or had the terms modified so as to reduce the principal amount of the debt? If "Yes," enter the amount of principal reduction \$	<input checked="" type="checkbox"/>
12	During the tax year, was a qualified subchapter S subsidiary election terminated or revoked? If "Yes," see instructions	<input checked="" type="checkbox"/>
13a	Did the corporation make any payments in 2015 that would require it to file Form(s) 1099?	<input checked="" type="checkbox"/>
b	If "Yes," did the corporation file or will it file required Forms 1099?	

**Siegelaub Rosenberg Golding & Feller PA**  
**Certified Public Accountants & Associates**  
**2801 N University Dr Ste 301**  
**Coral Springs, FL 33065**  
**954-753-2222**

April 17, 2016

**CONFIDENTIAL**

EARTHCARE PROPERTY SPECIALIST INC  
 18070 SW 70TH PLACE  
 SOUTHWEST RANCHES, FL 33331

For professional services rendered in connection with the preparation of your 2015 corporate tax return:

Form 1120S (S Corporation Return) .....	\$	<u>600.00</u>
Amount due	\$	<u><u>600.00</u></u>

**Siegelaub Rosenberg Golding & Feller PA**  
**Certified Public Accountants & Associates**  
**2801 N University Dr Ste 301**  
**Coral Springs, FL 33065**  
**954-753-2222**

April 17, 2016

**CONFIDENTIAL**

EARTHCARE PROPERTY SPECIALIST INC  
18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331

Dear Earthcare Property Specialist Inc:

We have prepared the following returns from information provided by you without verification or audit:

U.S. Income Tax Return for an S Corporation (Form 1120S)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Also enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Siegelaub Rosenberg Golding & Feller PA

# **Federal Statements**

## **Statement 1 - Form 1120S. Page 1. Line 19 - Other Deductions**

Description	Amount
AUTOMOBILE	\$ 59,076
BANK CHARGES	929
CONTRACT LABOR	82,235
DUES AND SUBSCRIPTIONS	450
EMPLOYEE LEASING	198,727
EQUIPMENT RENTAL	996
INSURANCE	19,166
OFFICE	6,966
POSTAGE	131
PROFESSIONAL FEES	8,880
SECURITY	463
SUPPLIES	1,613
TELEPHONE	7,027
TRAVEL	4,237
UTILITIES	10,318
50% OF MEALS & ENTERTAINMENT	6,487
TOTAL	\$ 407,701

## **Statement 2 - Form 1120S. Page 4. Schedule L. Line 18 - Other Current Liabilities**

Description	Beginning of Year	End of Year
CREDIT CARD PAYABLE	\$ 10,874	\$ 21,763
TOTAL	\$ 10,874	\$ 21,763

## **Statement 3 - Form 1120S. Page 5. Schedule M-1. Line 3 - Expenses on Books Not on Return**

Description	Amount
SHAREHOLDER HEALTH INSURANCE	\$ 4,322
OFFICER LIFE INS PREMIUMS	1,003
TOTAL	\$ 5,325

## **Statement 4 - Form 1120S. Page 5. Schedule M-2. Line 5(a) - Other Reductions**

Description	Amount
MEALS & ENTERTAINMENT	\$ 6,486
OFFICER LIFE INS PREMIUMS	1,003
SHAREHOLDER HEALTH INSURANCE	4,322
TOTAL	\$ 11,811

Schedule K-1  
(Form 1120S)

Department of the Treasury  
Internal Revenue Service

2016

For calendar year 2016, or tax

year beginning \_\_\_\_\_  
ending \_\_\_\_\_

**Shareholder's Share of Income, Deductions, Credits, etc.** } See back of form and separate instructions.

} See back of form and separate instructions.

<b>Part I</b> Information About the Corporation		4	Interest income		
A Corporation's employer identification number <b>27-3135483</b>		5a	Ordinary dividends		
B Corporation's name, address, city, state, and ZIP code <b>EARTHCARE PROPERTY SPECIALIST INC</b>  <b>18070 SW 70TH PLACE</b> <b>SOUTHWEST RANCHES FL 33331</b>		5b	Qualified dividends	14	Foreign transactions
		6	Royalties		
		7	Net short-term capital gain (loss)		
C IRS Center where corporation filed return <b>E-FILE</b>		8a	Net long-term capital gain (loss)		
<b>Part II</b> Information About the Shareholder		8b	Collectibles (28%) gain (loss)		
D Shareholder's identifying number <b>592-66-4794</b>		8c	Unrecaptured section 1250 gain		
E Shareholder's name, address, city, state, and ZIP code <b>JAMES D HILSBY</b> <b>18070 SW 70TH PLACE</b>  <b>SOUTHWEST RANCHES FL 33331</b>		9	Net section 1231 gain (loss)		
		10	Other income (loss)	15	Alternative minimum tax (AMT) items
F Shareholder's percentage of stock ownership for tax year ..... <b>49.000000 %</b>					
For IRS Use Only					
		11	Section 179 deduction	16	Items affecting shareholder basis
				<b>C*</b>	<b>STMT</b>
		12	Other deductions	<b>D</b>	<b>55,848</b>
				17	Other information

Schedule K-1  
(Form 1120S)Department of the Treasury  
Internal Revenue Service

2016

For calendar year 2016, or tax

year beginning \_\_\_\_\_

ending \_\_\_\_\_

☐ Final K-1☐ Amended K-1

OMB No 1545-0123

Shareholder's Share of Income, Deductions,  
Credits, etc.

] See back of form and separate instructions.

**Part I** Information About the Corporation

A Corporation's employer identification number

27-3135483

B Corporation's name, address, city, state, and ZIP code

EARTHCARE PROPERTY SPECIALIST INC

18070 SW 70TH PLACE

SOUTHWEST RANCHES FL 33331

C IRS Center where corporation filed return

E-FILE

**Part II** Information About the Shareholder

D Shareholder's identifying number

592-66-6735

E Shareholder's name, address, city, state, and ZIP code

JACQUELINE HILSBY

5015 MADISON LAKES CIRCLE WEST

DAVIE

FL 33328

F Shareholder's percentage of stock  
ownership for tax year

51.000000 %

**Part III** Shareholder's Share of Current Year Income,  
Deductions, Credits, and Other Items

1	Ordinary business income (loss)	13	Credits
	64,010		
2	Net rental real estate income (loss)		
3	Other net rental income (loss)		
4	Interest income		
5a	Ordinary dividends		
5b	Qualified dividends	14	Foreign transactions
6	Royalties		
7	Net short-term capital gain (loss)		
8a	Net long-term capital gain (loss)		
8b	Collectibles (28%) gain (loss)		
8c	Unrecaptured section 1250 gain		
9	Net section 1231 gain (loss)		
10	Other income (loss)	15	Alternative minimum tax (AMT) items
11	Section 179 deduction	16	Items affecting shareholder basis
		C*	STMT
12	Other deductions	D	58,128
		17	Other information

\* See attached statement for additional information.

For IRS Use Only

Form 1120S (2016) **EARTHCARE PROPERTY SPECIALIST INC 27-3135483**

Page 5

**Schedule M-1 Reconciliation of Income (Loss) per Books With Income (Loss) per Return****Note:** The corporation may be required to file Schedule M-3 (see instructions)

1	Net income (loss) per books	<b>113,698</b>	5	Income recorded on books this year not included on Schedule K, lines 1 through 10 (itemize):	
2	Income included on Schedule K, lines 1, 2, 3c, 4, 5a, 6, 7, 8a, 9, and 10, not recorded on books this year (itemize)		a	Tax-exempt interest \$	
3	Expenses recorded on books this year not included on Schedule K, lines 1 through 12 and 14I (itemize):		6	Deductions included on Schedule K, lines 1 through 12 and 14I, not charged against book income this year (itemize):	
a	Depreciation \$		a	Depreciation \$	
b	Travel and entertainment \$	<b>6,486</b>	7	Add lines 5 and 6	
<b>STMT 3</b>		<b>5,325</b>	8	Income (loss) (Schedule K, line 18). Line 4 less line 7	<b>125,509</b>
		<b>11,811</b>			
4	Add lines 1 through 3	<b>125,509</b>			

**Schedule M-2 Analysis of Accumulated Adjustments Account, Other Adjustments Account, and Shareholders' Undistributed Taxable Income Previously Taxed (see instructions)**

	(a) Accumulated adjustments account	(b) Other adjustments account	(c) Shareholders' undistributed taxable income previously taxed
1	Balance at beginning of tax year	<b>492</b>	
2	Ordinary income from page 1, line 21	<b>125,509</b>	
3	Other additions		
4	Loss from page 1, line 21		
5	Other reductions <b>STMT 4</b>	<b>11,811</b>	
6	Combine lines 1 through 5	<b>114,190</b>	
7	Distributions other than dividend distributions	<b>113,976</b>	
8	Balance at end of tax year. Subtract line 7 from line 6	<b>214</b>	

Form **1120S** (2016)

Form **1125-A****Cost of Goods Sold**

(Rev. October 2016)

Department of the Treasury  
Internal Revenue Serviceu Attach to Form 1120, 1120-C, 1120-F, 1120S, 1065, or 1065-B.  
u Information about Form 1125-A and its instructions is at [www.irs.gov/form1125a](http://www.irs.gov/form1125a).

OMB No. 1545-0123

Name

**EARTHCARE PROPERTY SPECIALIST INC**

Employer identification number

**27-3135483**

1	Inventory at beginning of year	1	
2	Purchases	2	<b>136,005</b>
3	Cost of labor	3	
4	Additional section 263A costs (attach schedule)	4	
5	Other costs (attach schedule)	5	
6	<b>Total.</b> Add lines 1 through 5	6	<b>136,005</b>
7	Inventory at end of year	7	
8	<b>Cost of goods sold.</b> Subtract line 7 from line 6. Enter here and on Form 1120, page 1, line 2 or the appropriate line of your tax return. See instructions	8	<b>136,005</b>

9a Check all methods used for valuing closing inventory:

(i) ☐ Cost

(ii) ☐ Lower of cost or market

(iii) ☐ Other (Specify method used and attach explanation.) u

b Check if there was a writedown of subnormal goods u ☐

c Check if the LIFO inventory method was adopted this tax year for any goods (if checked, attach Form 970) u ☐

d If the LIFO inventory method was used for this tax year, enter amount of closing inventory computed under LIFO **9d** |

e If property is produced or acquired for resale, do the rules of section 263A apply to the entity? See instructions ☐ Yes ☒ No

f Was there any change in determining quantities, cost, or valuations between opening and closing inventory? If "Yes," attach explanation ☐ Yes ☒ No

For Paperwork Reduction Act Notice, see instructions.

Form **1125-A** (Rev. 10-2016)



Form 1120S (2016) **EARTHCARE PROPERTY SPECIALIST INC** 27-3135483

Page 4

Schedule K Shareholders' Pro Rata Share Items (continued)		Total amount
Other Information	17a Investment income	17a
	b Investment expenses	17b
	c Dividend distributions paid from accumulated earnings and profits	17c
	d Other items and amounts (attach statement)	
Reconciliation	18 <b>Income/loss reconciliation.</b> Combine the amounts on lines 1 through 10 in the far right column. From the result, subtract the sum of the amounts on lines 11 through 12d and 14l	18 <b>125,509</b>

Schedule L Balance Sheets per Books		Beginning of tax year		End of tax year	
Assets		(a)	(b)	(c)	(d)
1	Cash		1,453		5,559
2a	Trade notes and accounts receivable				
b	Less allowance for bad debts	(		(	
3	Inventories				
4	U.S. government obligations				
5	Tax-exempt securities (see instructions)				
6	Other current assets (attach statement)				
7	Loans to shareholders		56,887		56,887
8	Mortgage and real estate loans				
9	Other investments (attach statement)				
10a	Buildings and other depreciable assets	18,000			
b	Less accumulated depreciation	(18,000)	0	(	
11a	Depletable assets				
b	Less accumulated depletion	(		(	
12	Land (net of any amortization)				
13a	Intangible assets (amortizable only)				
b	Less accumulated amortization	(		(	
14	Other assets (attach statement)				
15	Total assets		58,340		62,446
<b>Liabilities and Shareholders' Equity</b>					
16	Accounts payable				
17	Mortgages, notes, bonds payable in less than 1 year				
18	Other current liabilities (attach statement) <b>STMT 2</b>		10,874		21,763
19	Loans from shareholders				
20	Mortgages, notes, bonds payable in 1 year or more		46,874		40,369
21	Other liabilities (attach statement)				
22	Capital stock		100		100
23	Additional paid-in capital				
24	Retained earnings		492		214
25	Adjustments to shareholders' equity (attach statement)				
26	Less cost of treasury stock	(		(	
27	Total liabilities and shareholders' equity		58,340		62,446

Form 1120S (2016)

**Schedule K Shareholders' Pro Rata Share Items**

		Total amount	
Income (Loss)	1 Ordinary business income (loss) (page 1, line 21)	1	125,509
	2 Net rental real estate income (loss) (attach Form 8825)	2	
	3a Other gross rental income (loss)	3a	
	b Expenses from other rental activities (attach statement)	3b	
	c Other net rental income (loss). Subtract line 3b from line 3a	3c	
	4 Interest income	4	
	5 Dividends: a Ordinary dividends	5a	
	b Qualified dividends	5b	
	6 Royalties	6	
	7 Net short-term capital gain (loss) (attach Schedule D (Form 1120S))	7	
Deductions	8a Net long-term capital gain (loss) (attach Schedule D (Form 1120S))	8a	
	b Collectibles (28%) gain (loss)	8b	
	c Unrecaptured section 1250 gain (attach statement)	8c	
	9 Net section 1231 gain (loss) (attach Form 4797)	9	
	10 Other income (loss) (see instructions) Type u	10	
	11 Section 179 deduction (attach Form 4562)	11	
	12a Charitable contributions	12a	
	b Investment interest expense	12b	
	c Section 59(e)(2) expenditures (1) Type u (2) Amount u	12c(2)	
	d Other deductions (see instructions) Type u	12d	
Credits	13a Low-income housing credit (section 42(j)(5))	13a	
	b Low-income housing credit (other)	13b	
	c Qualified rehabilitation expenditures (rental real estate) (attach Form 3468, if applicable)	13c	
	d Other rental real estate credits (see instructions) Type u	13d	
	e Other rental credits (see instructions) Type u	13e	
	f Biofuel producer credit (attach Form 6478)	13f	
	g Other credits (see instructions) Type u	13g	
Foreign Transactions	14a Name of country or U.S. possession u		
	b Gross income from all sources	14b	
	c Gross income sourced at shareholder level	14c	
	Foreign gross income sourced at corporate level		
	d Passive category	14d	
	e General category	14e	
	f Other (attach statement)	14f	
	Deductions allocated and apportioned at shareholder level		
	g Interest expense	14g	
	h Other	14h	
	Deductions allocated and apportioned at corporate level to foreign source income		
	i Passive category	14i	
	j General category	14j	
k Other (attach statement)	14k		
Other information			
l Total foreign taxes (check one): u <input type="checkbox"/> Paid <input type="checkbox"/> Accrued	14l		
m Reduction in taxes available for credit (attach statement)	14m		
n Other foreign tax information (attach statement)			
Alternative Minimum Tax (AMT) Items	15a Post-1986 depreciation adjustment	15a	
	b Adjusted gain or loss	15b	
	c Depletion (other than oil and gas)	15c	
	d Oil, gas, and geothermal properties – gross income	15d	
	e Oil, gas, and geothermal properties – deductions	15e	
	f Other AMT items (attach statement)	15f	
Items Affecting Shareholder Basis	16a Tax-exempt interest income	16a	
	b Other tax-exempt income	16b	
	c Nondeductible expenses	16c	11,811
	d Distributions (attach statement if required) (see instructions)	16d	113,976
	e Repayment of loans from shareholders	16e	

1 Check accounting method:		a <input checked="" type="checkbox"/> Cash	b <input type="checkbox"/> Accrual	Yes	No
2 See the instructions and enter the:					
a Business activity <u>LANDSCAPING</u>		b Product or service <u>SERVICE</u>			
3 At any time during the tax year, was any shareholder of the corporation a disregarded entity, a trust, an estate, or a nominee or similar person? If "Yes," attach Schedule B-1, Information on Certain Shareholders of an S Corporation		<input checked="" type="checkbox"/>			
4 At the end of the tax year, did the corporation:					
a Own directly 20% or more, or own, directly or indirectly, 50% or more of the total stock issued and outstanding of any foreign or domestic corporation? For rules of constructive ownership, see instructions. If "Yes," complete (i) through (v) below		<input checked="" type="checkbox"/>			
(i) Name of Corporation	(ii) Employer Identification Number (if any)	(iii) Country of Incorporation	(iv) Percentage of Stock Owned	(v) If Percentage in (iv) is 100% Enter the Date (if any) a Qualified Subchapter S Subsidiary Election Was Made	
b Own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital in any foreign or domestic partnership (including an entity treated as a partnership) or in the beneficial interest of a trust? For rules of constructive ownership, see instructions. If "Yes," complete (i) through (v) below		<input checked="" type="checkbox"/>			
(i) Name of Entity	(ii) Employer Identification Number (if any)	(iii) Type of Entity	(iv) Country of Organization	(v) Maximum Percentage Owned in Profit, Loss, or Capital	
5a At the end of the tax year, did the corporation have any outstanding shares of restricted stock?		<input checked="" type="checkbox"/>			
If "Yes," complete lines (i) and (ii) below.					
(i) Total shares of restricted stock	<u>0</u>				
(ii) Total shares of non-restricted stock	<u>0</u>				
b At the end of the tax year, did the corporation have any outstanding stock options, warrants, or similar instruments?		<input checked="" type="checkbox"/>			
If "Yes," complete lines (i) and (ii) below.					
(i) Total shares of stock outstanding at the end of the tax year	<u>0</u>				
(ii) Total shares of stock outstanding if all instruments were executed	<u>0</u>				
6 Has this corporation filed, or is it required to file, Form 8918, Material Advisor Disclosure Statement, to provide information on any reportable transaction?		<input checked="" type="checkbox"/>			
7 Check this box if the corporation issued publicly offered debt instruments with original issue discount <input type="checkbox"/>					
If checked, the corporation may have to file Form 8281, Information Return for Publicly Offered Original Issue Discount Instruments.					
8 If the corporation: (a) was a C corporation before it elected to be an S corporation or the corporation acquired an asset with a basis determined by reference to the basis of the asset (or the basis of any other property) in the hands of a C corporation and (b) has net unrealized built-in gain in excess of the net recognized built-in gain from prior years, enter the net unrealized built-in gain reduced by net recognized built-in gain from prior years (see instructions)		<u>0</u>	\$		
9 Enter the accumulated earnings and profits of the corporation at the end of the tax year.		<u>0</u>	\$		
10 Does the corporation satisfy both of the following conditions?					
a The corporation's total receipts (see instructions) for the tax year were less than \$250,000					
b The corporation's total assets at the end of the tax year were less than \$250,000		<input checked="" type="checkbox"/>			
If "Yes," the corporation is not required to complete Schedules L and M-1.					
11 During the tax year, did the corporation have any non-shareholder debt that was canceled, was forgiven, or had the terms modified so as to reduce the principal amount of the debt?		<input checked="" type="checkbox"/>			
If "Yes," enter the amount of principal reduction		<u>0</u>	\$		
12 During the tax year, was a qualified subchapter S subsidiary election terminated or revoked? If "Yes," see instructions		<input checked="" type="checkbox"/>			
13a Did the corporation make any payments in 2016 that would require it to file Form(s) 1099?		<input checked="" type="checkbox"/>			
b If "Yes," did the corporation file or will it file required Forms 1099?					

April 12, 2018

Monterra CDD

To Whom It May Concern,

I am writing you to state that all our business trucks have IPADs and iPhones on and

**Siegelaub Rosenberg Golding & Feller PA**  
**1489 W Palmetto Park Road Ste 501**  
**Boca Raton, FL 33486**  
**954-753-2222**

April 6, 2017

**CONFIDENTIAL**

EARTHCARE PROPERTY SPECIALIST INC  
18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331

Dear Earthcare Property Specialist Inc:

We have prepared the following returns from information provided by you without verification or audit:

U.S. Income Tax Return for an S Corporation (Form 1120S)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Also enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Siegelaub Rosenberg Golding & Feller PA

**Siegelaub Rosenberg Golding & Feller PA**  
**1489 W Palmetto Park Road Ste 501**  
**Boca Raton, FL 33486**  
**954-753-2222**

April 6, 2017

**CONFIDENTIAL**

EARTHCARE PROPERTY SPECIALIST INC  
18070 SW 70TH PLACE  
SOUTHWEST RANCHES, FL 33331

For professional services rendered in connection with the preparation of your 2016 corporate tax return:

Form 1120S (S Corporation Return) .....	\$	<u>625.00</u>
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Amount due	\$	<u><u>625.00</u></u>
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**Filing Instructions****EARTHCARE PROPERTY SPECIALIST INC****Form 8879-S****U.S. S Corporation Income Tax Declaration for an IRS *e-file* Return  
with Electronic Filing Personal Identification Number****Taxable Year Ended December 31, 2016****Date Due:** September 15, 2017**Remittance:** None is required. No amount is due or overpaid.**Signature:** You are using the Personal Identification Number (PIN) for signing your return electronically. Form 8879-S, IRS e-file Signature Authorization for Form 1120S should be signed and dated by an authorized officer of the corporation and returned to:

Siegelaub Rosenberg Golding & Feller PA  
1489 W Palmetto Park Road Ste 501  
Boca Raton, FL 33486

***Important:* Your return will not be filed with the IRS until the signed Form 8879-S, IRS e-file Signature Authorization for Form 1120S has been received by this office.**

**Other:** Your return is being filed electronically with the IRS and is not required to be mailed. If you mail a paper copy of Form 1120S to the IRS it will delay processing of your return.

Form **8879-S****IRS e-file Signature Authorization for Form 1120S**

OMB No. 1545-0123

Department of the Treasury  
Internal Revenue Service

u **Don't send to the IRS. Keep for your records.**

u **Information about Form 8879-S and its instructions is at [www.irs.gov/form8879s](http://www.irs.gov/form8879s).**

For calendar year 2016, or tax year beginning , and ending

**2016**

Name of corporation

**EARTHCARE PROPERTY SPECIALIST INC**

Employer identification number

**27-3135483****Part I Tax Return Information (Whole dollars only)**

1	Gross receipts or sales less returns and allowances (Form 1120S, line 1c)	1	<b>712,540</b>
2	Gross profit (Form 1120S, line 3)	2	<b>576,535</b>
3	Ordinary business income (loss) (Form 1120S, line 21)	3	<b>125,509</b>
4	Net rental real estate income (loss) (Form 1120S, Schedule K, line 2)	4	
5	Income (loss) reconciliation (Form 1120S, Schedule K, line 18)	5	<b>125,509</b>

**Part II Declaration and Signature Authorization of Officer (Be sure to get a copy of the corporation's return)**

Under penalties of perjury, I declare that I am an officer of the above corporation and that I have examined a copy of the corporation's 2016 electronic income tax return and accompanying schedules and statements and to the best of my knowledge and belief, it is true, correct, and complete. I further declare that the amounts in Part I above are the amounts shown on the copy of the corporation's electronic income tax return. I consent to allow my electronic return originator (ERO), transmitter, or intermediate service provider to send the corporation's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the corporation's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the corporation's electronic income tax return and, if applicable, the corporation's consent to electronic funds withdrawal.

**Officer's PIN: check one box only**

☒ I authorize **SIEGELAUB ROSENBERG GOLDING & FELLE** to enter my PIN **07009** as my signature  
ERO firm name don't enter all zeros  
 on the corporation's 2016 electronically filed income tax return.

☐ As an officer of the corporation, I will enter my PIN as my signature on the corporation's 2016 electronically filed income tax return.

Officer's signature u

Date u

**04/05/17**

Title u

**PRESIDENT****JACQUELINE HILSBY****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selected PIN.

**65181231818**don't enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2016 electronically filed income tax return for the corporation indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 3112, IRS e-file Application and Participation, and Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature u

Date u

**04/05/17**

**ERO Must Retain This Form — See Instructions**  
**Don't Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see instructions.

Form **8879-S** (2016)



Form **1120S****U.S. Income Tax Return for an S Corporation**

Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation.

Information about Form 1120S and its separate instructions is at [www.irs.gov/form1120s](http://www.irs.gov/form1120s).**2016**Department of the Treasury  
Internal Revenue Service

For calendar year 2016 or tax year beginning , ending

<b>A</b> S election effective date <b>01/01/12</b>	<b>TYPE</b>  <b>OR</b>  <b>PRINT</b>	<b>Name</b> <b>EARTHCARE PROPERTY SPECIALIST INC</b>	<b>D</b> Employer identification number <b>27-3135483</b>
<b>B</b> Business activity code number (see instructions) <b>561730</b>		<b>Number, street, and room or suite no. If a P.O. box, see instructions.</b> <b>18070 SW 70TH PLACE</b>	<b>E</b> Date incorporated <b>07/20/2010</b>
<b>C</b> Check if Sch. M-3 attached <input type="checkbox"/>		<b>City or town, state or province, country, and ZIP or foreign postal code</b> <b>SOUTHWEST RANCHES FL 33331</b>	<b>F</b> Total assets (see instructions)  <b>\$ 62,446</b>

**G** Is the corporation electing to be an S corporation beginning with this tax year? ☐ Yes ☒ No If "Yes," attach Form 2553 if not already filed**H** Check if: (1) ☐ Final return (2) ☐ Name change (3) ☐ Address change (4) ☐ Amended return (5) ☐ S election termination or revocation**I** Enter the number of shareholders who were shareholders during any part of the tax year **u** **2****Caution.** Include **only** trade or business income and expenses on lines 1a through 21. See the instructions for more information.

<b>Income</b>	<b>1a</b> Gross receipts or sales	<b>1a</b>	<b>712,540</b>	
	<b>b</b> Returns and allowances	<b>1b</b>		
	<b>c</b> Balance. Subtract line 1b from line 1a			<b>1c</b> <b>712,540</b>
	<b>2</b> Cost of goods sold (attach Form 1125-A)			<b>2</b> <b>136,005</b>
	<b>3</b> Gross profit. Subtract line 2 from line 1c			<b>3</b> <b>576,535</b>
	<b>4</b> Net gain (loss) from Form 4797, line 17 (attach Form 4797)			<b>4</b>
<b>Deductions</b> (see instructions for limitations)	<b>5</b> Other income (loss) (see instructions—attach statement)			<b>5</b>
	<b>6</b> <b>Total income (loss).</b> Add lines 3 through 5	<b>u</b>		<b>6</b> <b>576,535</b>
	<b>7</b> Compensation of officers (see instructions—attach Form 1125-E)			<b>7</b>
	<b>8</b> Salaries and wages (less employment credits)			<b>8</b>
	<b>9</b> Repairs and maintenance			<b>9</b> <b>23,482</b>
	<b>10</b> Bad debts			<b>10</b>
	<b>11</b> Rents			<b>11</b> <b>10,130</b>
	<b>12</b> Taxes and licenses			<b>12</b> <b>8,325</b>
	<b>13</b> Interest			<b>13</b> <b>225</b>
	<b>14</b> Depreciation not claimed on Form 1125-A or elsewhere on return (attach Form 4562)			<b>14</b>
	<b>15</b> Depletion (Do not deduct oil and gas depletion.)			<b>15</b>
	<b>16</b> Advertising			<b>16</b> <b>1,163</b>
<b>Tax and Payments</b>	<b>17</b> Pension, profit-sharing, etc., plans			<b>17</b>
	<b>18</b> Employee benefit programs			<b>18</b>
	<b>19</b> Other deductions (attach statement)	<b>SEE STMT 1</b>		<b>19</b> <b>407,701</b>
	<b>20</b> <b>Total deductions.</b> Add lines 7 through 19	<b>u</b>		<b>20</b> <b>451,026</b>
	<b>21</b> <b>Ordinary business income (loss).</b> Subtract line 20 from line 6			<b>21</b> <b>125,509</b>
	<b>22a</b> Excess net passive income or LIFO recapture tax (see instructions)	<b>22a</b>		<b>22c</b>
	<b>b</b> Tax from Schedule D (Form 1120S)	<b>22b</b>		
	<b>c</b> Add lines 22a and 22b (see instructions for additional taxes)			
	<b>23a</b> 2016 estimated tax payments and 2015 overpayment credited to 2016	<b>23a</b>		<b>23d</b>
	<b>b</b> Tax deposited with Form 7004	<b>23b</b>		
<b>c</b> Credit for federal tax paid on fuels (attach Form 4136)	<b>23c</b>			
<b>24</b> Estimated tax penalty (see instructions). Check if Form 2220 is attached <input type="checkbox"/>			<b>24</b>	
<b>25</b> <b>Amount owed.</b> If line 23d is smaller than the total of lines 22c and 24, enter amount owed			<b>25</b>	
<b>26</b> <b>Overpayment.</b> If line 23d is larger than the total of lines 22c and 24, enter amount overpaid			<b>26</b>	
<b>27</b> Enter amount from line 26 <b>Credited to 2017 estimated tax</b> <b>u</b>		<b>Refunded</b> <b>u</b>	<b>27</b>	

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

May the IRS discuss this return with the preparer shown below (see instructions)? ☒ Yes ☐ No

<b>Sign Here</b>	Signature of officer <b>JACQUELINE HILSBY</b>	Date	Title <b>PRESIDENT</b>	
	Print/Type preparer's name <b>GLENN ROSENBERG</b>	Preparer's signature	Date <b>04/06/17</b>	Check <input type="checkbox"/> if self-employed PTIN <b>P00143984</b>
	Firm's name <b>u</b> <b>SIEGELAUB ROSENBERG GOLDING &amp; FELLER PA</b>	Firm's EIN <b>u</b> <b>20-1590110</b>		
	Firm's address <b>u</b> <b>1489 W PALMETTO PARK ROAD STE 501 BOCA RATON, FL 33486</b>	Phone no. <b>954-753-2222</b>		

For Paperwork Reduction Act Notice, see separate instructions.

Form **1120S** (2016)

27-3135483

**Federal Statements**

FYE: 12/31/2017

**Statement 1 - Form 1120S, Page 1, Line 19 - Other Deductions**

Description	Amount
ALARM SERVICES	\$ 654
AUTO & TRUCK EXPENSE	60,748
BANK CHARGES	943
CONTRACT LABOR	258,622
DUES & SUBSCRIPTIONS	396
DUMP FEES	8,193
EMPLOYEE LEASING	85,030
EQUIPMENT RENTAL	18,799
GUARD DOG EXP	2,061
INSURANCE	25,080
LEGAL & ACCOUNTING	3,850
OFFICE CLEANING EXPENSE	3,990
OFFICE EXPENSE	7,029
PETTY CASH EXPENSE	3,059
POSTAGE	23
PROFESSIONAL FEES	10,000
TELEPHONE	5,018
UNIFORMS	2,079
UTILITIES	4,156
50% OF MEALS & ENTERTAINMENT	11,012
TOTAL	\$ 510,742

**Statement 2 - Form 1120S, Page 4, Schedule L, Line 18 - Other Current Liabilities**

Description	Beginning of Year	End of Year
CREDIT CARD PAYABLE	\$ 21,763	\$
CREDIT CARD PAYABLE		26,331
TOTAL	\$ 21,763	\$ 26,331

**Statement 3 - Form 1120S, Page 5, Schedule M-2, Line 3(a) - Other Additions**

Description	Amount
INTEREST INCOME	\$ 1
TOTAL	\$ 1

**Statement 4 - Form 1120S, Page 5, Schedule M-2, Line 5(a) - Other Reductions**

Description	Amount
MEALS & ENTERTAINMENT	\$ 11,011
TOTAL	\$ 11,011

**PREPARED FOR**  
**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

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**LANDSCAPING SERVICES REQUEST FOR PROPOSAL**

**Response date: May 3<sup>rd</sup>, 2018**

**Submitted by:**

The Green Experts Inc.  
4121 SW 47<sup>th</sup> Ave, Suite 1335  
Davie, FL, 33314

**Submission Approved by:**

A handwritten signature in black ink, appearing to read 'P. Robin Clifford', is written over a horizontal line.

**P. Robin Clifford - Partner**

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Appendix B – Banking References

Appendix C – Sub-Contractors

Appendix D – Hurricane Emergency Response Plan

Appendix E - Account Manager Bio

Appendix F – Tour Notes

Appendix G – Other Capabilities

**A. INTRODUCTION**

It is a pleasure to provide the Monterra Community Development District with a details proposal precisely matching your scope of work. Please find attached all support documents.

We care about Monterra and it shows. We are old-school and earned our reputation and client base by focusing on quality, responsiveness, expert advice and customer service. Following the release of your RFP, the account manager and supervisor who will be assigned to your account performed a thorough walk-through to familiarize themselves with the exact scope of work and maintenance details of all areas of the property.

In fact, Jeremiah Palmer will be the account / customer relations manager assigned to Monterra CDD. Along with a dedicated supervisor, they will constantly monitor the landscaping condition of the community, instruct 2 dedicated crews, pro-actively address any emerging landscaping issues and responsively communicate with Monterra CDD any concerns, actions and/or recommendations that will always keep the property in top shape.

In addition to our assigned managers and crews, rest assured that our entire company and resources will be available as need be to effectively respond to any timely requests and provide the high level of support and excellence expected by Monterra.

Please review the content of our response and do not hesitate to contact us if you have any questions. We will for sure address any clarification or adjustments to your full satisfaction. It is our sincere goal to build and maintain a very long-term relationship with Monterra CDD.

We look forward working with you.

Thank you so much.

Robin Clifford  
Executive Vice-President  
Cell: 954.225.1601  
Robin@TheGreenExperts.com



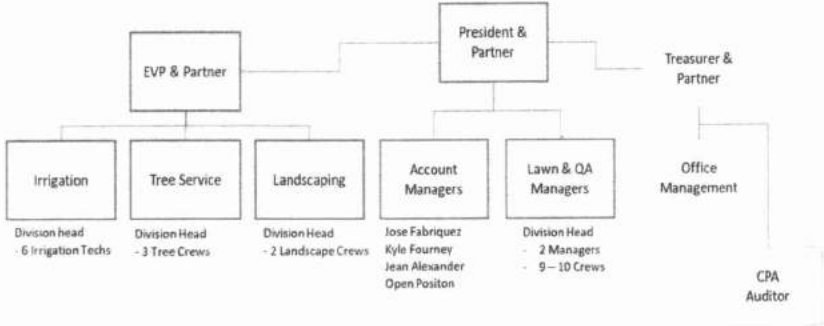
Jeremiah Palmer  
Customer Relations Manager  
Cell: 954.225.0540  
Jeremiah@TheGreenExperts.com




**B. CONTRACTOR QUALIFICATIONS**

The following tables provides an overview of the corporation, including a summary of major milestones and a short bio of the three operating partners.









<b>Years in Business</b>	The Green Experts was established in July 2005. Over the past 13 years the company has had solid 20%+ growth year-over-year while never losing focus of quality and customer service. 2017 revenues reached the \$4.3 million mark. 2018 is expected to exceed \$5M.
<b>Company Structure</b>	<p>The company is made up of three separate Incorporated companies. All companies are owned and operated by the same three owners and from a marketing and operational standpoint are treated as a single entity. For the purpose of Monterra, contracts would be filed under The Green Experts.</p> <pre> graph TD     Owners["Three Owner Operators Bert Bolduc, Felicia Bolduc, Robin Clifford"]     subgraph "Wholly owned companies"         IRE["The Irrigation Experts"]         TGE["The Green Experts"]         TTE["The Tree Trimming Experts"]     end     subgraph "Partnering Companies"         TPP["Tropical Plant &amp; Pest"]         L100["100% Landscaping"]         DM["December Mia Lauretano-Haines, Inc"]     end     Owners --- IRE     Owners --- TGE     Owners --- TTE     Owners --- TPP     Owners --- L100     Owners --- DM   </pre>
<b>Owners Bio:</b>	<p><b><i>Bert Bolduc, President &amp; Partner</i></b></p> <p>Seasoned businessman with a bachelor degree in Business Management, Bert founded The Green Experts in 2005 and grew the organization to be among the top landscaping companies in South Florida. Prior to 2005, Bert successfully managed software and telecom businesses, and dedicated his career to business development, marketing and customer service.</p> <p><b><i>Felicia Bolduc, Treasurer &amp; Partner</i></b></p> <p>A certified professional in accounting, Felicia has a degree in Accounting and Finance, who successfully ran accounting and finance departments for corporate entities before joining The Green Experts in January 2014. Felicia holds a bachelor's degree in Economics.</p> <p><b><i>Robin Clifford, Executive Vice-President &amp; Partner</i></b></p> <p>Joining the Green Experts in September 2014, Robin comes from an Engineering background with a degree in Computer Science. Having successfully run engineering, operations, and service development for large Technology Corporations Robin has applied his acquired expertise to the operational aspects of the company.</p>

<b>Corporate Structure</b>	 <pre> graph TD     President[President &amp; Partner] --- EVP[EVP &amp; Partner]     President --- Treasurer[Treasurer &amp; Partner]     President --- AccountManagers[Account Managers]     President --- LawnQA[Lawn &amp; QA Managers]     President --- OfficeMgmt[Office Management]     President --- CPAAuditor[CPA Auditor]     EVP --- Irrigation[Irrigation]     EVP --- TreeService[Tree Service]     EVP --- Landscaping[Landscaping]     AccountManagers --- JoseFabriquez[Jose Fabriquez]     AccountManagers --- KyleFourney[Kyle Fourney]     AccountManagers --- JeanAlexander[Jean Alexander]     AccountManagers --- OpenPosition[Open Position]     LawnQA --- DivHeadLawn[Division Head]     DivHeadLawn --- Managers[2 Managers]     DivHeadLawn --- Crews[9-10 Crews]     </pre> <p>Division head - 6 Irrigation Techs</p> <p>Division Head - 3 Tree Crews</p> <p>Division Head - 2 Landscape Crews</p> <p>Jose Fabriquez Kyle Fourney Jean Alexander Open Position</p> <p>Division Head - 2 Managers - 9-10 Crews</p> <p>CPA Auditor</p>
<b>Corporate Philosophy</b>	<p>Focus on customer service and responsiveness rather than accelerated growth</p> <ul style="list-style-type: none"> <li>✓ <b>Total Quality</b> - We offer only the best and most complete lawn care, landscaping, irrigation, fertilization and tree care services</li> <li>✓ <b>Committed</b> - to delivering the highest quality and to add beauty to our properties</li> <li>✓ <b>Pro-Active</b> - We conduct regular walk-throughs to review the evolving needs of your property.</li> <li>✓ <b>Cost-Effective</b> - We will identify potential issues, provide you with our expert opinion, and suggest cost-effective improvements</li> <li>✓ <b>Competitive</b> - Our services are offered at affordable rates; our goal is to help our clients save money</li> </ul>
<b>Accounts</b>	<p>120 accounts made up of:</p> <ul style="list-style-type: none"> <li>• Communities</li> <li>• Condominium Associations</li> <li>• Shopping Centers</li> <li>• Business Parks</li> <li>• Office Complexes</li> <li>• Institutions</li> <li>• Dealerships</li> <li>• Estates</li> </ul> <p>Among our Major Accounts</p> <ul style="list-style-type: none"> <li>• Berger Realty (18 Office properties)</li> <li>• Kimco Realty (23 Plazas)</li> <li>• Property Keepers (11 HOA Properties)</li> <li>• Pembroke Shores (an extra-large master community)</li> <li>• North Park Scott Carver (extra-large development community)</li> <li>• Habitat for Humanity (Sole provider Tree, Landscape &amp; Irrigation)</li> </ul>
<b>Major Milestones</b>	<ul style="list-style-type: none"> <li>• Founded in 2005</li> <li>• First Kimco site added in 2006 grown to 21 sites in 2015</li> <li>• First Berger site signed in 2006 grown to 18 sites by 2016</li> <li>• Irrigation service started in 2006 / 2007</li> <li>• Tree service brought in-house in 2010</li> <li>• Partnered with Tropical Pest Services in 2012</li> <li>• Two new partners added in 2014</li> <li>• 2017 Revenues surpass \$4.3 Million</li> </ul>

<p><b>Locations &amp; Service Area:</b></p>  <p><b>Service area runs from West Palm Beach down to Homestead.</b></p>	<p><b>Corporate Office</b> 10635 NW 51<sup>st</sup> Str., Coral Springs, FL, 33076</p> <p><b>Primary Sales &amp; Operations office</b> 4121 SW 47th Avenue, Suite 1335 Davie, FL 33314</p> <p><b>Crew Dispatch Center (Broward)</b> 5161 SW 61st Ave, Davie, FL 33314</p> <p><b>Crew Dispatch Center (West Palm)</b> 7358 W Boynton Beach Blvd, Boynton Beach, FL 33437</p> <p><b>Green Experts Nursery</b> Supplies and Plants 5161 SW 61st Ave, Davie, FL 33314</p>
<p><b>Insurance &amp; Certifications</b> (Please see copies of certificates in appendix A)</p>	<ul style="list-style-type: none"> <li>Fully insured through national insurance carriers</li> <li>Includes GL, umbrella, workers' comp &amp; fleet insurance</li> <li>Certification of competency in Tree Trimming for all members of tree crews</li> <li>Licensed in irrigation in Broward with reciprocity agreement in Miami-Dade</li> </ul>
<p><b>Subcontracting</b> (Please see additional details in Appendix C)</p>	<ul style="list-style-type: none"> <li>The Green Experts handle all services in-house with the following exceptions:             <ul style="list-style-type: none"> <li>Pest Control and Fertilization, we feel that ourselves and our clients are better served by partnering with a company that is specialized in this area.</li> <li>Arborist – we feel that having an in-house arborist is not cost effective. As such we have an on-call Arborist who has been working with us for close to 4 years now.</li> <li>Sod replacement – when we are doing a project with a scope of 4 to 5 pallets of sod, we use our internal landscape department to complete the project. When we are dealing with large scale projects that include 6 to 24 pallets of sod.</li> </ul> </li> </ul>
<p><b>Hurricane Response Plan</b> (Please see Appendix D for the full plan)</p>	<p>The green Experts is committed serve its clients in safest and most responsive manner in the event of a hurricane. We have developed a three-phase response plan complete with rates.</p>



The Green Experts have established a professional and consistent look across our signage and uniforms. All employees and all vehicles bear our corporate logo and license information. All employees, including the owners, wear corporate uniforms bearing the corporate logo. All are detailed in the following table:

All partner, managers and inspectors wear polo shirts with the company logo embroidered on the left chest. Shirts do vary in color but will always have either "The Green Experts" or "The Irrigation Experts" logo affixed.	
All crew members must wear osha approved high visibility work shirts that are provided by the company. Lawn, Tree and Landscape crews wear the long sleeve version with "The Green Experts" logo printed on the back of the shirt. Irrigation technicians wear the short sleeve version with "The Irrigation Experts" logo printed on the back.	
Lawn Trailer signage affixed to both sides and rear of trailer.	
The Irrigation Experts signage affixed to all irrigation van.	
The Green Experts signage affixed to all landscape and arbor trucks.	
Full door version of The Green Experts signage affixed to all Lawn dump trucks.	
	

### C. REFERENCE ACCOUNT INFORMATION

The following sections provide reference information and documentation covering sites that are larger than 20 acres, as well as sites that are less than 20 acres. Described below are 2 clients, the first is Kimco Realty, who as a whole in terms of site sizes, overall client size, specifications and requirements are extremely similar to all aspects of the Broward Health size and specifications. Additionally, we have included a couple of smaller HOA references from Property Keepers Management, which follow immediately after the Kimco Realty reference information.

#### **Reference Client no. 1 - Kimco Realty**

South Florida Office:  
1 Oakwood Blvd, # 70  
Oakwood Plaza  
Hollywood, FL 33020  
Office: 954-923-3002

Property Managers: Mr. Steve Dermangian  
Mrs. Connie Hurst

In 2005, The Green Experts were asked to take over Maplewood Plaza for full service lawn care and irrigation. Twelve years later we now handle 21 Kimco Plazas across South Florida. The property range in size from just under 1 acre to 24 acres and run from West Palm Beach down to Homestead. The specifications are extremely like that of other high-end plazas (summary of Kimco specifications in table below).

The key difference between Kimco and other properties is the level of complexity with regards to the trimming of the landscape. Working with Kimco we have implemented at most of their sites, what is called "The Kimco Look" which is a branded landscape design that is recognizable at almost all Kimco Realty plazas on both the east & west coast of Florida. This branded design brings with it a complex set of rules for the trimming and maintenance of these specific landscape beds.

To prepare for this we sent, landscape design staff, and operational staff to the west coast to study the sites where this was first implemented. From there we developed the trimming expertise in 2 of our QA managers, who in turn trained the trimming staff on the crews that handle these accounts.

Each year the property managers add additional landscape beds in most of their plazas that we must design, install and later maintain including the assurance of a proper pest & fertilization program.

The following table provides a listing of the Kimco Realty Plazas maintained by The Green Experts, as well as the acreage of each and their respective property managers.

<i>Kimco Realty - (21 Properties)</i>	<i>Acreage</i>	<i>Address</i>	<i>Property Manager</i>
ADDISON SHOPPING CTR	0.9	16130 Jog Road, Delray Beach, 33446	Steve Dermangian
MILLER ROAD	4.0	93160 SW 56th St, Miami, 33165	Connie Hurst
PLANTATION POINTE	5.1	7620 Peters Road, Plantation, 33324	Steve Dermangian
SOUTH MIAMI PLAZA	5.2	7722 SW 62nd Ave, South-Miami, 33143	Steve Dermangian
CORAL SQUARE PROM.	5.7	725 N University Dr, Coral Springs, 33071	Steve Dermangian
ADDISON INVESTMENTS	6.5	16130 Jog Road, Delray Beach, 33446	Steve Dermangian
BELMART PLAZA	6.7	612 Belvedere Blvd, West Palm Beach, 33405	Steve Dermangian
MILLER WEST	7.6	15755 SW 56th Street, Miami, 33185	Steve Dermangian
CORSICA SQUARE	7.8	15731 W 152nd St, Miami, 33196	Connie Hurst
PARK HILL PLAZA	8.8	9565 W Flagler St., Miami, 33174	Connie Hurst
CAMINO SQUARE	9.8	189 W Camino Real, Boca Raton, 33432	Steve Dermangian
MAPLEWOOD	10.1	1200 N University Drive, Coral Springs, 33071	Steve Dermangian
IVES DAIRY ROAD	12.0	19935 NW 2nd Ave, Miami Gardens, 33169	Steve Dermangian
BABIES R US CENTER	14.0	7350 W Commercial Blvd, Lauderhill, 33319	Steve Dermangian
CORAL WAY SC	14.3	8727 SW 24th St, Miami, 33165	Connie Hurst
PGA PLAZA	15.0	4100 PGA Blvd., West Palm Beach, 33410	Steve Dermangian
BOYNTON WEST	16.7	9903 S Military Trail, Boynton Beach, 33436	Steve Dermangian
POMPAÑO BEACH PLAZA	17.0	2301 N Federal Highway, Pompano Beach, 33062	Steve Dermangian
HOMESTEAD	21.5	803 N Homestead Boul., Homestead, 33030	Connie Hurst
CYPRESS CREEK STN	22.8	66 N Andrews, Fort Lauderdale, 33309	Steve Dermangian
KENDALE LAKES	24.0	13901 SW 88th St, Miami, 33186	Steve Dermangian

- Please note that the Camino Plaza is currently closed as it will be rebuilt.

The following provides a brief summary of the specifications.

<i>Kimco Realty</i>	<i>Annual</i>
<i>Specification Item</i>	<i>Qty</i>
Lawn Care - cuts / year	40
Trimming - cycles per year	12
Fertilization - treatments / year	
- Palms	4
- Turf	4
- Plants / Shrubs	4
- Pest control turf	4
- Pest control shrubs	4
Palm Trees - trims / year	2
Hardwoods - pruning / year	1
Irrigation - wet checks / year	12
Mulching - applications / year	2

The following pages 2 pages provide a site profile and map of Kimco's Cypress Creek Station as well as some photos demonstrating the complexity of the Landscape maintenance requirements when dealing with their Branded Landscape Look.



## Cypress Creek Station

N. Andrews Ave. & NW 66th St., Fort Lauderdale, FL



Florida Region | MSA: Miami-Fort Lauderdale-West Palm Beach (FL) | [www.kimco Realty.com/1154A](http://www.kimco Realty.com/1154A)

### Site Information

GLA: 229,034 SF  
 Acres: 22.88  
 Parking Spaces: 1,423  
 Parking Ratio: 6.21 Per 1000 SF  
 Web Link: [www.kimco Realty.com/1154A](http://www.kimco Realty.com/1154A)

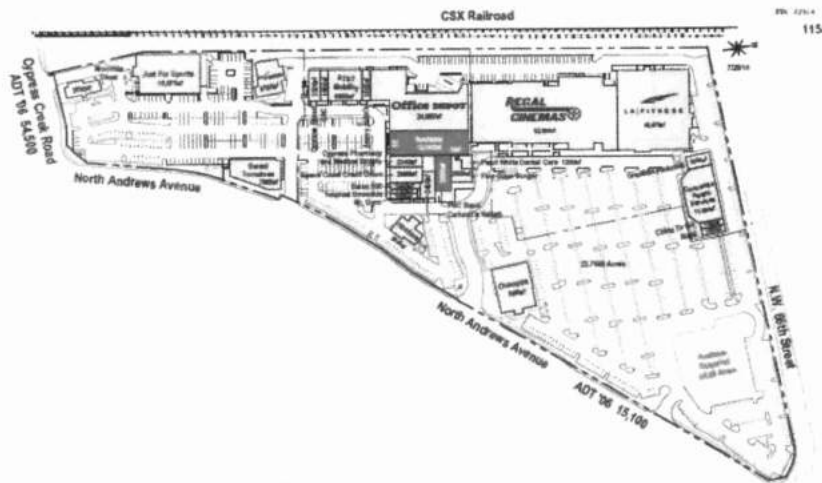
### Demographics

2013 Estimate	1 Mile	3 Miles	5 Miles
Total Population	10,096	115,164	347,200
Total Households	3,983	51,525	150,830
Avg. HH Income	\$50,766	\$29,831	\$61,074
Med. HH Income	\$45,555	\$47,993	\$47,219
Per Capita Income	\$20,107	\$26,929	\$26,745

\*Data USA, updates of 2010 Census data by ACS

### Leasing Representative

Sigita Pinazzo  
 1 Outwood Boulevard Suite 70  
 Hollywood, FL 33020  
 (954) 956-2104  
[spinazzo@kimco Realty.com](mailto:spinazzo@kimco Realty.com)



Disclaimer: The site plan shows the approximate location, square footage, and configuration of the shopping center and adjacent areas, and is only illustrative of the size and relationship of the above and adjacent areas generally, all of which are subject to change. The drawing of any features of streets, parking spaces, square footage, outside or traffic controls that are not shown to be a representation or warranty that any feature will be at the shopping center. The square footage is accurate to the best of our knowledge, but not to be used for any purpose other than for illustrative purposes only and shall not be deemed a representation by Kimco of their accuracy.



**Cypress Creek Station**  
 N. Andrews Ave. & NW 66th St., Fort Lauderdale, FL

The following image provides an example of the landscape look that must be manicured at the Kimco locations.



**Reference Client no. 2 – Property Keepers**

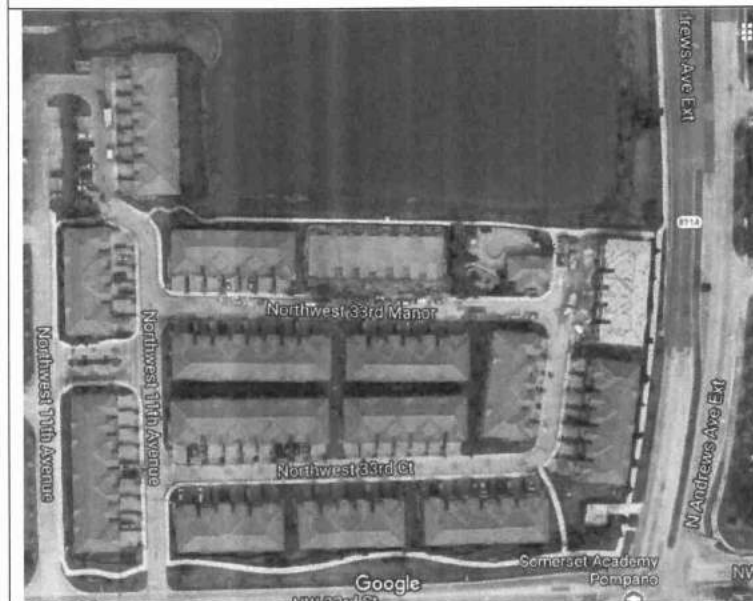
Bruce Beemer  
 Property Keepers Management, LLC.  
 1350 NE 56th Street, Suite 180  
 Fort Lauderdale, FL 33334  
<http://www.Property-Keepers.com>  
[brett@property-keepers.com](mailto:brett@property-keepers.com)  
 Phone: 954-586-5111  
 Fax: 954-586-5113

Provided below are 2 properties out of 12 properties we maintain for Property Keepers. These 2 properties, like several others that we maintain for Property Keepers, are taken over and maintained as each building gets its certification. As such the dynamics of the property are constantly changing until the entire project is built.



Waterville HOA

1229 N Detroit  
 Street, Lake  
 Worth, 33461



Madison Place  
 HOA

1419 NW 23rd  
 St, Pompano  
 Beach, 33064



**Reference Client no. 3 – Pembroke Shores**

Keith Conlan – Board Member 954-240-3087

Pembroke Shores is a community in Pembroke Pines that is made up of several sub-communities. For the entire area we handle all common areas, and for the area denoted by the yellow line, we take care of all the homes as well.

The community runs between Pines and Pembroke Road and has Dykes road that intersects the property.



**D. FINANANCIAL INFORMATION**

The Green Experts is incorporated as a "C Corporation". As such filed income tax return for the companies flow down to owner's personal income tax. These are prepared and filed by our CPA, Mr. Rick LeNoble. The following 2 pages contain a letter from our CPA confirming the taxes and filings and a summary of the company's financials for the past 3 years.

Should we be considered for this contract, recent financial statements will be provided. Please refer to appendix B for banking and credit references.



## Rick LeNoble, CPA, P.A.

Member

Florida Institute of  
Certified Public Accountants

FICPA  
Committee For Elder Care

October 30, 2017

To Whom This May Concern:

I have been filing the tax returns for The Green Experts Group for the past 5 years. As their CPA I can certify that the green experts group is financially sound.

For tax purposes, the Green Experts Group actually consists of 3 corporations; The Green Experts, Inc., The Green Experts Tree Trimming, Inc., and The Irrigation Experts, Inc.

Attached is a consolidated financial summary of these 3 entities presenting individual and combined revenues, depreciation, interest, business income and EBITDA for all 3 companies.

If I can be of any further service I can be reached at 561-336-4913.

Sincerely,



Rick LeNoble CPA

P.O. Box 770157, Coral Springs, FL33077 • (954) 345-0510 • Fax (954) 345-5628  
www.ricklenoblecpa.com • E-mail: rickl@ricklenoblecpa.com

**FINANCIAL SUMMARY**

	2016	2015	2014
<b>THE GREEN EXPERTS</b>			
REVENUE	\$ 2,960,359	\$ 2,357,433	\$ 1,779,046
DEPRECIATION	\$ 158,798	\$ 49,504	\$ 116,772
INTEREST	\$ 22,682	\$ 27,826	\$ 30,706
BUSINESS INCOME	\$ 74,426	\$ 65,069	\$ 28,513
EBITDA	\$ 255,906	\$ 142,399	\$ 175,991
<b>THE IRRIGATION EXPERTS</b>			
REVENUE	\$ 605,408	\$ 568,345	\$ 369,923
DEPRECIATION	\$ 7,693	\$ 9,264	\$ 22,732
INTEREST	\$ 4,746	\$ 2,184	\$ 6,047
BUSINESS INCOME	\$ 59,251	\$ 9,563	\$ (28,651)
EBITDA	\$ 71,690	\$ 21,011	\$ 128
<b>THE GREEN EXPERTS TREE TRIMMING</b>			
REVENUE	\$ 514,798	\$ 349,068	\$ 274,382
DEPRECIATION	\$ 24,533	\$ 16,190	\$ 51,766
INTEREST	\$ 3,390	\$ 4,158	\$ 3,412
BUSINESS INCOME	\$ 84,355	\$ 12,590	\$ (13,202)
EBITDA	\$ 112,278	\$ 32,938	\$ 41,976
<b>COMBINED COMPANIES</b>			
REVENUE	\$ 4,080,565	\$ 3,274,846	\$ 2,423,351
DEPRECIATION	\$ 191,024	\$ 74,958	\$ 191,270
INTEREST	\$ 30,818	\$ 34,168	\$ 40,165
BUSINESS INCOME	\$ 218,032	\$ 87,222	\$ (13,340)
EBITDA	\$ 439,874	\$ 196,348	\$ 218,095

## E. CAPACITIES, STAFFING AND EQUIPMENT

The following tables provide a breakdown of the current staffing at The Green Experts. Like all companies in this field the staff will fluctuate at certain periods of the year. Our objective as we move into low season is to maintain as many staff members as possible by cross training crew members. The first table provides a breakdown staffing levels at each position, the second table provides a breakdown of crew counts for all services.

<b>Staff Assignments</b>	<b>No. Of Staff</b>
Owners	3
Quality Assurance / Operation Managers	3
Irrigation Division Head	1
Account Managers	3
Office Manager	1
Office Assistant	1
Lawn Care specialists	44
Landscaping specialists	6
Supplemental Weed Crew	2
Tree Service Specialists	6
Irrigation specialists	7
Utility (trained on all services)	3
<b>Total staff including owners</b>	<b>80</b>

<b>Crew Counts</b>	<b>No. of Crews</b>	<b>Total Staff</b>
<b><i>Lawn Care</i></b>		
6 member crew	1	6
5 member crews	7	35
3 member detailing crew	1	3
<b><i>Landscape Crews</i></b>		
3 Member Crew	2	6
<b><i>Arbor Crews</i></b>		
3 Member crews	2	6
<b><i>Irrigation Crews</i></b>		
Senior & Electrical Techs	2	2
Irrigation Technicians	5	5
<b><i>Swing Crew (Tree &amp; Landscape)</i></b>		
3 Member crew	1	3

The Green Experts has over 50 trucks, trailers and service vehicles to manage our client base, as well we maintain active nursery to support our landscape maintenance and augmentation projects.

The first table provides a snap shot of the supplies that are find at our Nursery in Davie. We have a full-time nursery staff member who manages the plant inventory and takes care of potting up and the starting new plants.

<b>Nursery Supplies</b>	<b>Description</b>
<b>Plant Material in Active Nursery on Premises</b>	For our account base we keep the most frequently used plants on hand, these include Green Island Ficus, Variegated Trinetto, various species of Crotons, etc. These are drawn upon for small to medium landscape jobs. For larger Jobs Landscape material is ordered directly to site
<b>Mulch</b>	The 2 most prevalent colors of mulch used in our client base is red and brown. We order in 12 pallets each quarter as support material for smaller jobs and touchup / refresh work.
<b>Planting Soil</b>	The Green Experts works with Bio Mass to maximize recycling of green material. Bio Mass removes all landscape debris from our yard and recycles into items like enriched planting soil. We bring in 100 cubic yard shipments to keep on hand for landscape jobs.
<b>Cap Rocks</b>	Purchased in bulk, lead time can be anywhere from 1 - 3 week, so an inventory is kept on site.
<b>Landscape Support Material</b>	Support material for landscaping includes all material for planting new trees, including staking / strapping material and banding tool sets.
<b>Landscape Support Tools</b>	Support tools for landscaping includes all standard tool sets such as shovels, rakes, clippers, planting augers.
<b>Tree Service Support Tools</b>	Tools for the arbor team include all standard tree service tools including chain saw of various lengths, power-pruners, pole saws, ladders, and safety equipment.

The following table provides a summary of the vehicle asset at The Green Experts (comprehensive list is included on the following pages). We continually assess our fleet and renew trucks and equipment on a regular basis in order to maintain a fully functioning fleet at all times.

<b>Division</b>	<b>Description</b>	<b>Qty</b>
<b>LawnCare</b>	Lawn Crew Trucks	10
	Lawn Trailers	10
<b>Landscape</b>	Landscape Trucks	3
	Landscape open trailers	2
	Landscape Water Trailer	1
	Skid Steer w/Trailer	1
<b>Mgmt</b>	Management Vehicles	4
<b>Operations</b>	Operation Vehicles	5
<b>Irrigation</b>	Service Vans / Pickups	6
<b>Tree Service</b>	Arbor Box Trucks	2
	Arbor Boom Truck	2
	Arbor Boom (PoleCat)	1
	Arbor Chippers	3
<b>Spares</b>	Spare Rotation Truck	1

## F. APPROACH SPECIFIC TO MONTERRA CDD

We feel that a Development such as Monterra requires a dedicated and permanent team, who will quickly become versed with the property, and will manage the two crews who will be onsite all week, every week. Team composition will be as follows:

- A business partner who will oversee the account;
- An account manager who will be supported by:
  - Each division head;
  - Quality inspectors;
- Two full dedicated crews who will master every corner and details, all areas to attend to, as well as all expectations and preferences of the community;
  - 2 crews and 2 crew trucks / trailers will be dedicated to Monterra and will be on site from Monday to Friday all day (start time set at 7:30am which may be shifted upon discussion with the Community representatives).

Beyond the standard inventory of crew equipment, we will have specialized equipment that will be dedicated to Monterra, including:

- Extra-Large deck mowers, for the large open areas of the easement;
- Golf / Gator utility vehicles to help with service management in the back areas of the property, as well as for movement within the community for inspections;

In terms of approach to how we service the property, we will have crews setup as follows:

- Interior crew – this would be one of the crews who works the front areas of the properties and interior roadways;
- Exterior Crew – this crew would work the outside perimeters on the boulevards, including the medians, and gate areas;
- Following the completion of the interior front areas and boulevards, both crews would move to the back areas and easement areas of the community.

This approach will keep consistency for each rotation and deliver effectively deliver a continuous fresh looks on the areas that residents see daily.

**Master scheduling** - A schedule will be provided with a reference map of the community. It will correlate days of the month to the specific areas of the community for both lawn care and trimming. This schedule will be delivered 3 to 4 days prior to the start of the new month. We are open to work with the representatives of the community to refine / modify the schedule that we finalize with a master schedule for low seasons months as well as high season months.

**Crew Changes** – we would on occasion change a member(s) of the crew to provide cross training. This would ensure that we have alternate members who are familiar with the property to cover should a permanent crew member become sick, go on vacation, or leave the company. Our goal is to provide seamless service for the community.

**Rain Delays** – Unscheduled days off during rainy season are a reality that we deal with each year. Dealing with a smaller community allows much more flexibility in order to catch up from a rain day. Furthermore, while it does not happen often, we do have the occasion where rain causes us to cancel for 2 days straight. Since we cannot service the property on weekends, our contingency will be to bring in a 3<sup>rd</sup> crew on occasions where we suffer longer delays due to rain.

**G. SERVICE PRICING**

The following table provides the service pricing for Monterra CDD. This workup is based on our assigned account representative, Jeremiah Palmer, touring the property with our division head of lawncare. Their tour included those areas beyond the ones denoted on the map that have been neglected in the past, which are included in our service offering.

Name:	Monterra	Date:	10-Apr-18
Description	Times per year	Total per visit	Total per year
<b>SUMMARY</b>			
<u>Service of the following common areas of Monterra:</u> Sherdian St - (North Side and Median), University Dr / Stirling Road (Monument), Sterling Road - (South Side), Pine Island - (Side Beds East / West / Median), Common Areas along Solano, All common areas within Monterra Gated Community. (Including areas that were neglected in the past by lake/empty lot) (An Initial cleanup will be required in neglected areas)			
<b>COMPLETE LANDSCAPE MAINTENANCE including weed control</b> (2 Crews on site full time all year)	42		Included
<b>SHRUB TRIMMING - 18 times a year to promote growth and blooming of individual shrubs (more often in visible areas)</b>	18		Included
<b>SITE INSPECTIONS (to check the condition of the property and to pick up fallen palm fronds)</b>	52		Included
<b>FERTILIZATION including:</b> (Handled by other vendor)	0		Optional
(Handled by other vendor)			
<b>IRRIGATION WET CHECKS</b> (Handled by other vendor)	0		Optional
<b>SEASONAL PLANTING</b>	0		Optional
<b>MULCHING</b> (Handled by other vendor)	0		Optional
<b>STANDARD PALM &amp; HARDWOOD TRIM</b> (Handled by other vendor)	0		Optional
Lifting of smal trees up to 12' and palms up to 20' Inc Seeds	18		Included
<b>TOTAL PER YEAR</b>			<b>\$517,725.00</b>
<b>TOTAL PRO-RATED PER MONTH</b>		<b>\$43,143.75</b>	

**Appendix A – Licences & Certifications, Insurance Certificates**

**Appendix B – Banking References**

As requested, attached are some of our credit references. Take also note that the owners are financially solid and maintain personal credit scores over 750.

**BANK UNITED**

900 SE 3<sup>rd</sup> Avenue, Fort Lauderdale, FL 33316

Acct # 9853209448

Contact: 954-712-2859

Note: Corporate banking for over 8 years

**AMERICAN EXPRESS**

Acct # 371553390464005

Contact: 1.800.492.8468

Note: Corporate Platinum account with spending of \$75k to \$120k a month

**GREEN THUMB**

4250 NW 124<sup>th</sup> Avenue, Coral Springs, FL 33065

Contact: 954.344.0760

Note: Our main landscaping equipment vendor

**ISUZU FINANCE**

Curt #: 0073110

Contact: 1.866.914.9557

Note: Truck financing for some of our vehicles

**WILLIAM LEHMAN LEASING**

Cust #: 4966

Contact: Joe Colon 954.553.8957

Note: Financing for some of our pick-up trucks and other rolling equipment

**BALBOA CAPITAL**

575 Anton Blvd, 12FL, Costa Mesa, CA 92626

Contact: 1.877.246.2631

Acct #: 123575

Note: Financing of Arbor equipment

**PARRISH NURSERY**

5900 SW 185th Way, SW Ranches, FL

Contact: Marsha 954.410.0559

Note: Primary supplier of plants and landscape material

**TROPICAL PLANTS & PEST SERVICES**

7026 Brunswick Circle, Boynton Beach, FL 33472

Contact: Rusty 561.601.7275

Note: Provider of fertilization services for most of our accounts



**Appendix C – Sub-Contractors**

December Mia Lauretano-Haines, Inc	December is our on-call Arborist for special assessments of hardwoods trees, determining potential for disease, wind damage etc. December also works with us on sites where we have preserves, which require an extremely detailed and rigorous process on the part of the city, the county and the contract company. December will in cases such as the "preserve maintenance" take lead and direct our certified tree crew on approach, and walk them through the maintenance service.
GVI Sod	GVI Sod is a company that we use to lay new sod when we are working on very large areas. In projects where we are installing up to 4 pallets of a given sod, then our inhouse landscape crews handle the project. For projects where we are looking at greater than 4 pallets of sod then the sub-contracting to GVI sod becomes more effective from a cost and time perspective. GVI has on projects brought in crews of up to 12 members which enables them to complete the task in a very timely fashion.

**Appendix D – Hurricane Emergency Response Plan**



## HURRICANE EMERGENCY RESPONSE

**The Green Experts** is committed to serve its clients in the safest and most responsive manner in the event of any hurricane. Following is a brief summary of our corporate procedures. Timelines are dependent on the severity of the storm.

### CREWS & EQUIPMENT

Our first response units consist 3 to 5 men crews dispatched to cover specific geographical zones. Unless their family is in distress or their personal home suffers damages, crew members are expected to report to their assigned leader within 3 hours of the safe end of the hurricane (if between 6am and 9pm).

Communication and reporting procedures are in place and reviewed monthly with all staff members during hurricane season. Safety always comes first. To reach us in the event of an emergency, please contact 1-888-770-0072 or 954-341-6100. You may also directly contact Bert at 954-609-6239, Robin at 954-225-1601, Steve at 954-482-1156 or Gilbert at 305-731-9594.

Following are our emergency response phases. Our response may combine phases based on the severity of tropical storm or hurricane.

### EMERGENCY RESPONSE PHASE 1

- ✓ Focus on shopping plazas, HOA's and COA's, business parks and commercial buildings to clear main accesses and entranceways.
- ✓ Cut, stake and move LARGE debris in order to make main roadways passable and clear access to emergency services, grocery stores, pharmacies, entranceways, etc.
- ✓ Remove broken limbs and leaning trees against buildings and vehicles
- ✓ Assess problem areas and minimize any liability and safety hazards. Immediately report major issues to property managers.
- ✓ Stack up debris safely in large piles for later pick-up to be scheduled

### EMERGENCY RESPONSE PHASE 2

- ✓ Second visit to communities and commercial accounts to remove debris from secondary roadways, sidewalks, parking and grass area
- ✓ Stack up debris safely in large piles for later pick-up to be scheduled
- ✓ Tour of estates and residential clients within communities that we serve to clear driveways and remove broken limbs and leaning trees against homes.
- ✓ Minimize any liability and safety hazards and immediately report them.

### EMERGENCY RESPONSE PHASE 3

- ✓ Third visit to communities and commercial accounts to pick up piles and clear all debris, and to clean up all areas to return properties to pristine condition.
- ✓ Assess the stability and condition of trees. Stake, strap and/or remove as agreed with property managers. Assess irrigation and landscape damages.



## HURRICANE CLEAN-UP - STANDARD RATES 2017

### A) DAILY CREW RATES \* For individual services, see B)

Standard rates for a 3-men crew:

- Clean-up crew	\$ 1,450	per day
- Including labor and dump truck		
- Additional crewman	\$ 450	per day
- Tree Care crew	\$ 1,800	per day
- Including labor and dump or bucket truck		
- Additional tree care technician	\$ 500	per day

### B) INDIVIDUAL SERVICE RATES

PALM TREE REMOVAL	< 25'	> 25'
<i>To be done if tree badly damaged or root system critically compromised</i>		
- Sabal, Washingtonia Palm	\$ 195	\$ 275
- Alexander, Foxtail, Vecchia, Xmas Palm	\$ 125	\$ 175
- Royal Palm	\$ 225	\$ 350
- Mejool, Sylvester, Canary Palm	\$ 225	\$ 350
* Stump grinding is extra		

#### HARDWOOD TREE REMOVAL

*To be done if tree badly damaged or root system critically compromised*

- Ornamental Hardwood Tree < 10"	\$ 80
- Small Hardwood Tree - 10' to 15'	\$ 165
- Medium Hardwood Tree - 15' to 22'	\$ 225
- Large Hardwood Tree - 22' to 30'	\$ 480
- X-Large Hardwood Tree - 30' to 40'	\$ 700
- XX-Large Hardwood Tree (Ficus, Banyan)	TBD

\* Stump grinding is extra

\*\* If trees are located in the back of property and require a lot of dragging, a small supplement may be added to cover for extra time

#### TRIMMING / CUTTING OF BROKEN LIMBS

*Selective structural cutting / pruning of damages limbs*

- Hourly tree care crew rate	\$ 225	per hour
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#### TREE STAKING

*To be done if root system is not critically compromised. Done by Landscaping crew*

- Hourly Landscaping crew rate	\$ 150	per hour
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\* Plus material, see below

**C) ADDITIONAL CHARGES**

**DEBRIS DISPOSAL**

- Yards of landscaping debris	\$	18	per yard
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**TREE STAKING MATERIAL**

*\* Plus material, see below*

- Small Hardwood/Palm Tree	\$	16	> rebars & strapping
- Medium/Large Hardwood/Palm Tree	\$	28	> 2x4 & metal banding
- Large/XLarge Hardwood/Palm Tree	\$	42	> 4x4 & metal banding

**STUMP GRINDING**

- Based on size and amount of roots	\$	125	to \$ 750
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**BOBCAT SERVICE**

- Bobcat and operator - Daily Rate	\$	900	or \$150 per hour
------------------------------------	----	-----	-------------------

**Appendix E – Account Manager Bio**

*Jeremiah Palmer  
Account Manager / Project coordinator*

*Experience: 20 years*

Jeremiah Palmer has been an account manager at the Green Experts for 5 years. Where his main responsibilities consist of managing large commercial accounts. Performing duties such as: working side by side with management companies, inspecting large commercial properties, and coordinating daily projects with each division manager.

Jeremiah has been in the industry for over 20 years. Starting at the age of 15 managing landscape crews and now managing large commercial HOA's / Shopping plazas. Jeremiah has a passion for design and has designed everything from large spec homes to large gated entryways to communities. Jeremiah has invested 8 of his years into managing large retail/wholesale nurseries and their daily operations. As a result, Jeremiah is highly knowledgeable of South Florida plants / pests.

Some of Jeremiah's past history includes working for large detail companies such as Stiles Corp as project coordinator of enhancements. Performing duties such as: managing / scheduling daily operations for City of Weston, Doral Isles, Hawks Landings, Sawgrass Corp Park, Downtown Ft. Lauderdale / WPB and Wayne Huizenga properties (Airport/Bubble Dome)

Due to working all angles of the industry, Jeremiah has a very keen eye and identifies problems quickly.

During off time, Jeremiah has volunteered time to saving the everglades (ERM) and weekends to assist customers at retail nurseries with plant guidance. The rest of his off time goes to fishing and spending time with his family.

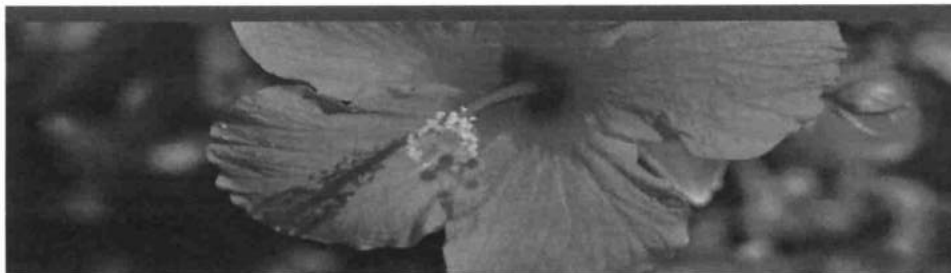
**Appendix F – Tour Notes**

The following pages provides some notes that were accumulated during the extensive walkthrough that was completed by Jeremiah Palmer and Gilbert Aranda (Operations Manager – Lawn Crew).

# ***Monterra Master***

## ***Tour Notes***

***2018***



***presented by:***  
***Jeremiah Palmer***  
***The Green Experts***



# Neglected Areas

## *Locations*

The following neglected areas are areas of concern from touring the property

- A – Large perimeter hedge - empty lot (Future Fire Dept)**
- B – 2 Large perimeter hedges - by lake (13'+ & overgrown)**
- C – Grass along canal – University / Solano (overgrown)**
- D – Median Island – Along Sheridan (overgrown & in street)**
- E – Perimeter Trees – near lake (overgrown/risk fence dmg)**

**\*\*NOTE\*\*** We've included time for initial cleanups to correct these areas in our bid and to keep these areas maintained.  
(See attached pictures)

# Neglected Areas

## Notes

2<sup>nd</sup> Perimeter Hedge by lake



### **\*\*NOTE\*\***

*The hedges haven't been trimmed in quite some time and now exceed 12'. If neglected further the property risks losing privacy and the cost to trim/replace would exceed the cost to maintain. There are currently 3 areas like this.*

*Also note, the grass is very brown. I would suspect that there may be some irrigation issues at these locations.*

*I will be more than happy to tour these areas in person or answer any questions.*

**Thank you,  
Jeremiah**

# Neglected Areas

## *Pictures*

1<sup>st</sup> Perimeter Hedge by lake



Perimeter Trees by lake



Canal along University/Solano



Perimeter Hedge by empty lot (Fire Dept)



# Special Notes

---

The following was noted while touring the site.

**A – Burrowing owls** (Are protected by the state)

*You have several nesting locations on site (unmarked)*

*Some have been damaged due to being unmarked.  
(Primarily along the powerlines in berms)*

**B – Down Cable** (In powerline section) – Near Sterling Entrance

**C – Mulch Differences** (At club house)

*99% of the community is using red mulch. I noticed that the club house has pine bark.  
Pine bark attracts pests such as ants and termites and also tends to float.*

**Appendix G – Other Capabilities**

Please find attached some examples of landscape design and implementation work completed by The Green Experts under the design and execution management of Jeremiah Palmer.

# Project

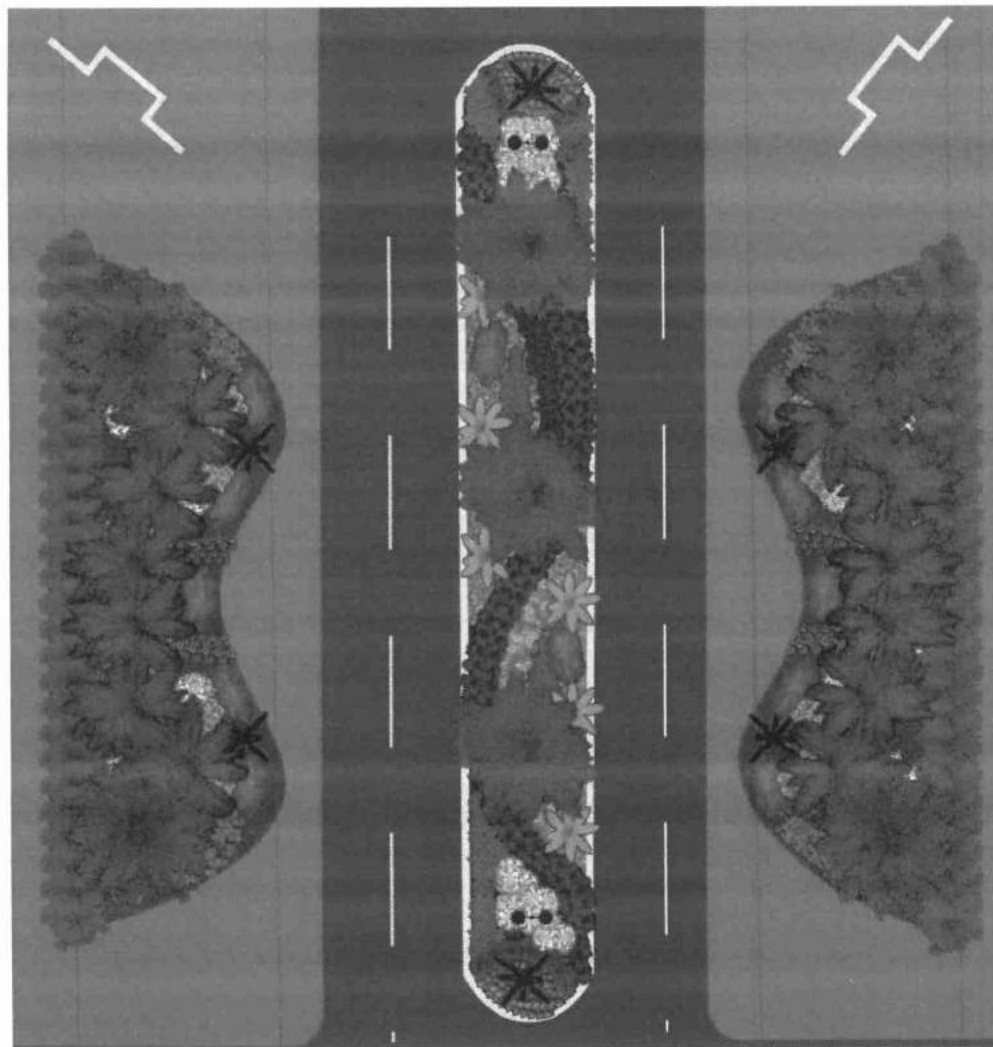
# *Examples*

Before / After

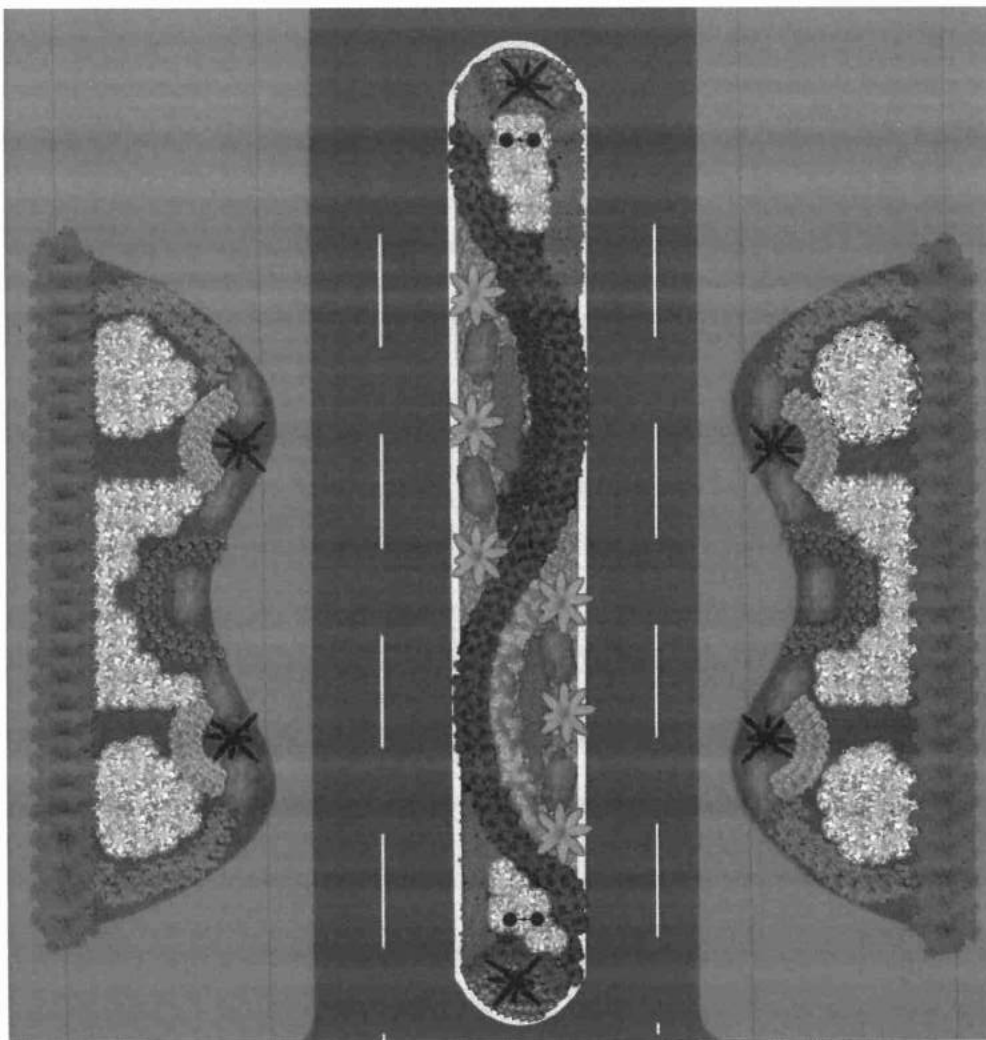


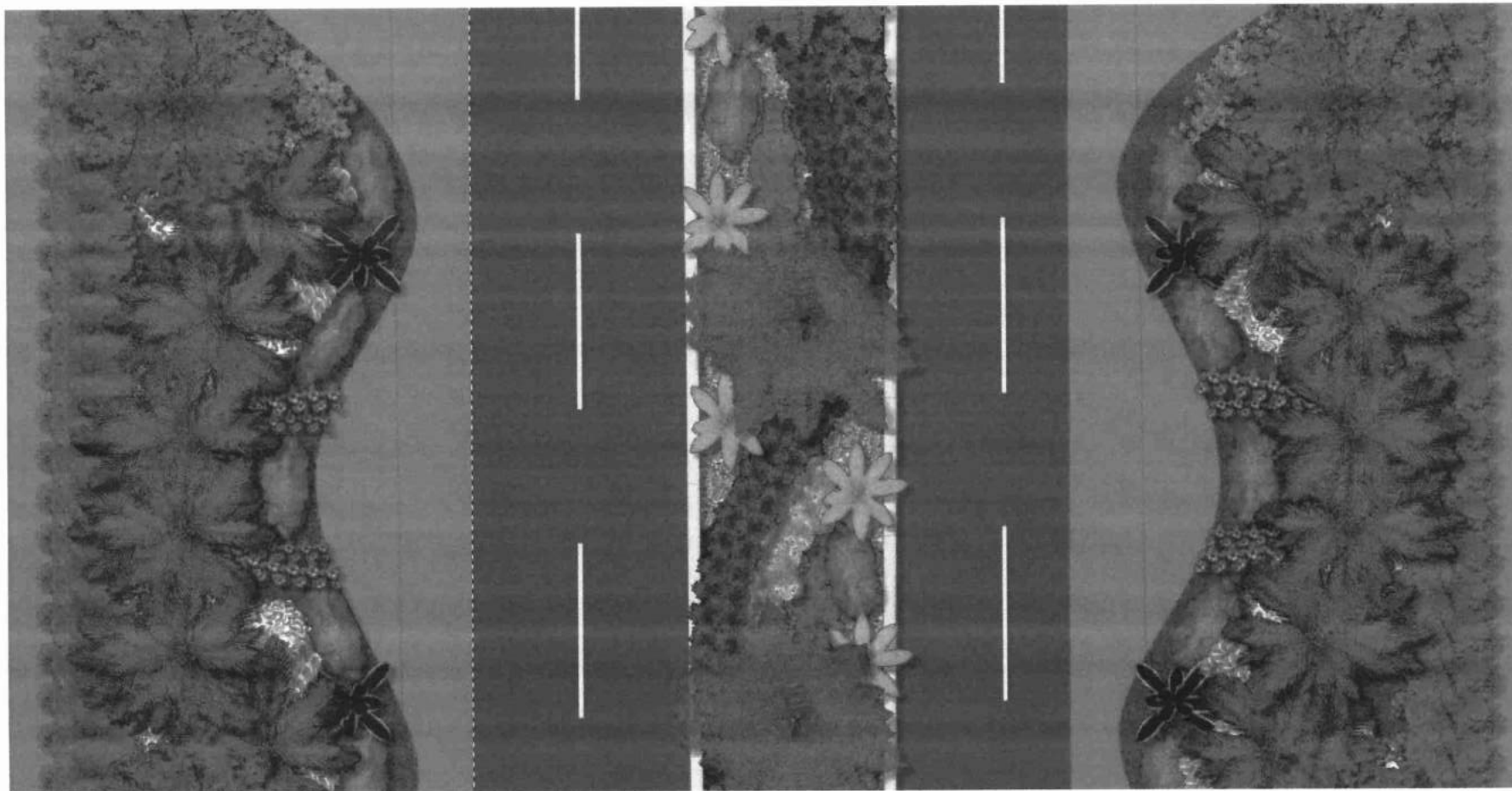


Top view with Palm and Ligustrum showing



Top view with Palm and Ligustrum hidden





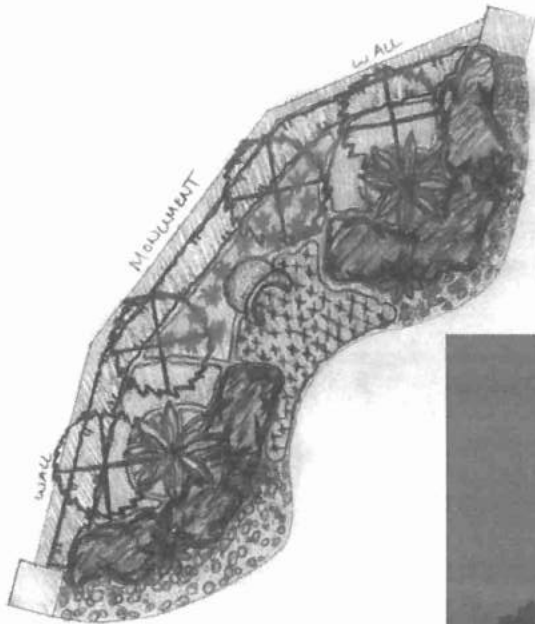




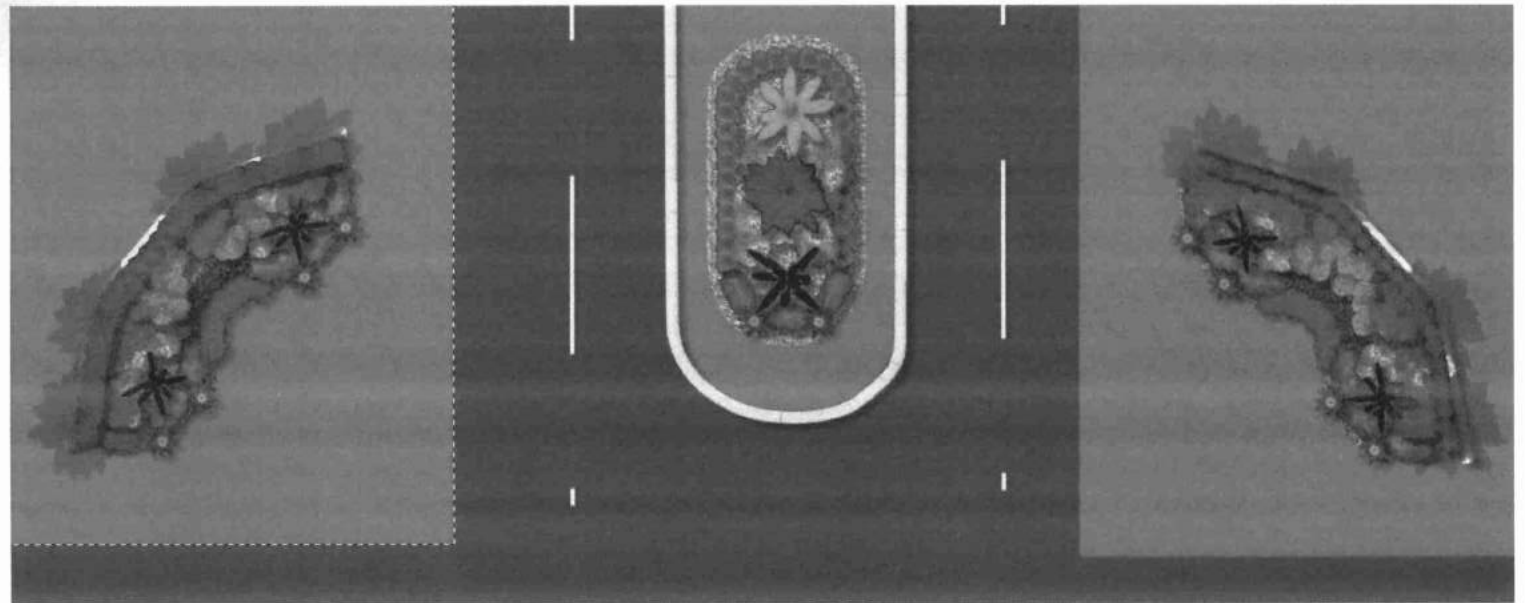




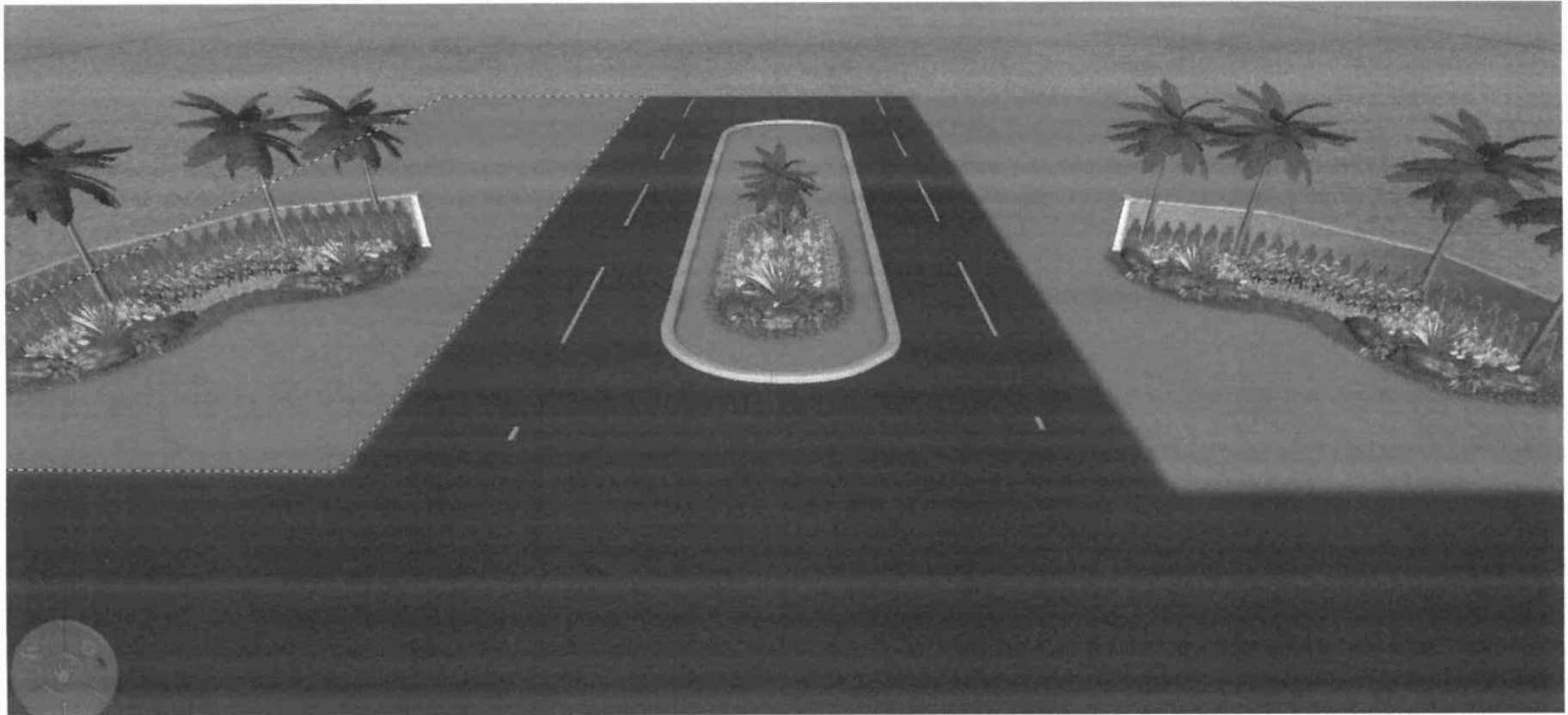
## Landscape Design and drawings - Examples



Hand design translated to computer rendering



## Landscape Design and drawings - Examples

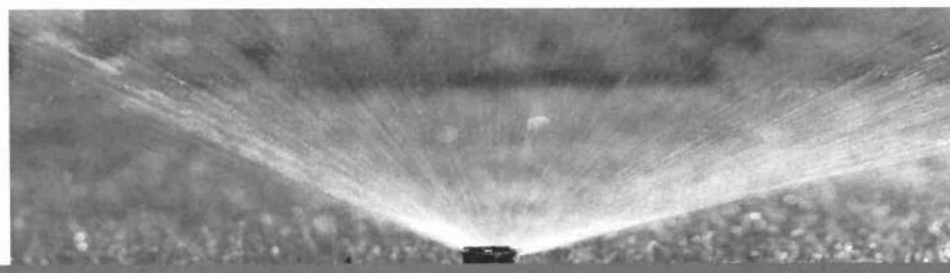


## Landscape Design and drawings - Examples





# ***Grand Oaks Master Landscape Plan 2015***



*presented by:*  
***The Green Experts***

# Plant Catalogue

## *Trees & Accents*

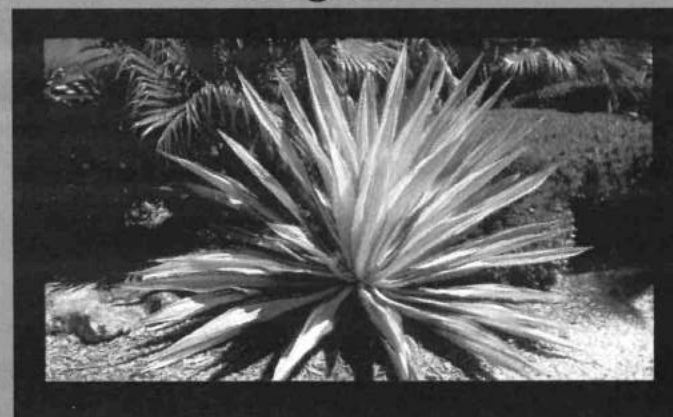
**Italian Cypress (Option 1)**



**Spartan Juniper (Option 2)**



**False Agave**



*Adds character to the landscape. False meaning Soft Thorns*



# Plant Catalogue

## *Low Hedges*

**Juniper Parsoni**



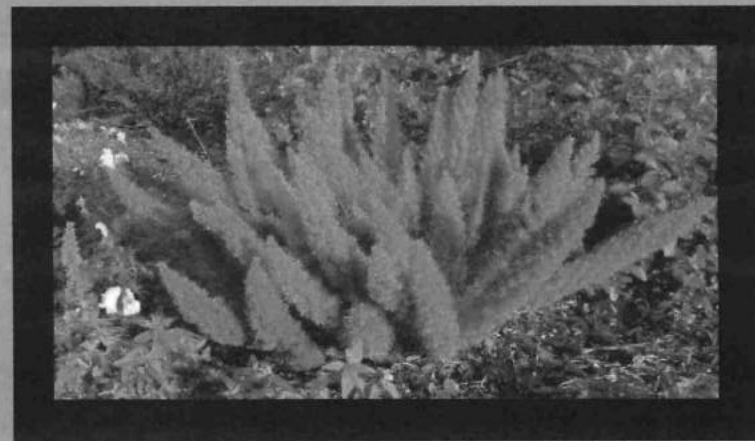
**Juniper Pacific**



**Dwf Podocarpus (Optional)**



**Foxtail Ferns (Optional)**



# Plant Catalogue

## *Hedges*

**Green Island Ficus**



**Podocarpus (Optional)**



**Trinnette**



**Green Island Upclose**



# Plant Catalogue

## *Layers & Fillers*

**Croton "Mammey" (Optional)**



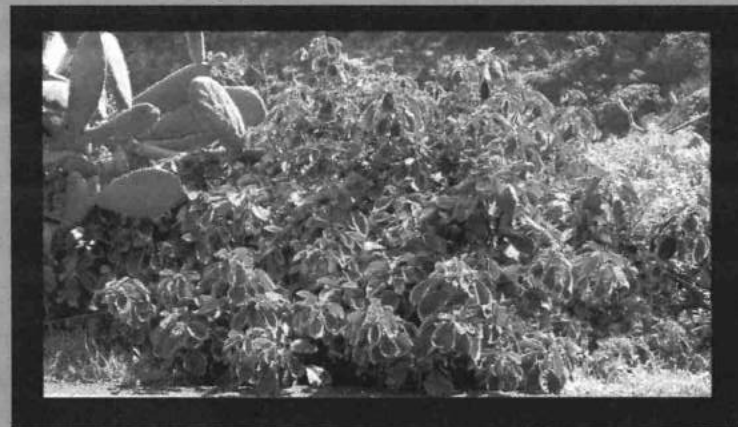
**Croton "Petra" (Optional)**



**Red Copperleaf**



**Copperleaf Firedragon**



# Plant Catalogue

## *Tropical Flares*

**Crinum Lily "Queen Emma"**



*Large Tropical Center Pieces in Pocket Areas*

**Hawaiian Ti (Optional)**



*Used in Small Clusters for Color*

**Black Magic Ti (Optional)**





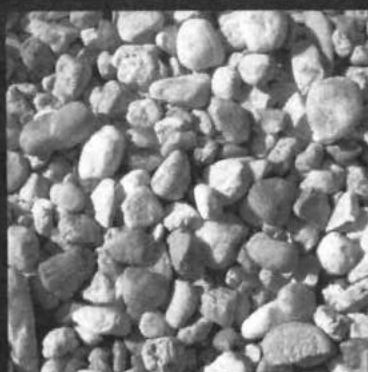
# Plant Catalogue

## Ground Covers

### Rock Gravel



**CRIMSON STONE**



**BROWN EGGROCK**

*Each ground cover was planned and placed carefully*

### Blue Mexican Pebble (Optional)



**MEXICAN PEBBLE BLUE**

*Mexican Pebble will help your accent material pop with lots of color.*

*\*Mexican Pebble is expensive compared to your average gravel. But it really makes a wow statement in landscapes.*

### Mulch Samples



**CYPRESS MULCH**



**CHOCOLATE MULCH**



**RED MULCH**



**BLACK MULCH**



**GOLD MULCH**



**PINE BARK MULCH**

### Gravel vs's Mulch

- \*Gravel is a long term investment (Cheaper in the long run)*
- \*Mulch will have to be replaced and floats.*
- \*We strongly recommend using gravel in the court yard area. This will provide a clean image and allow crews to blow the area without losing soil/mulch.*
- \*If mulch is selected, chocolate mulch would be a great choice.*
- \*It creates a rich natural look and camouflages debris in the beds. (Leaves, soil)*
- \*It doesn't fade like red mulch. So it will last longer.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/17/2018

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

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

PRODUCER	Advanced Insurance Underwriters, LLC 3250 N. 29th Ave Hollywood, FL 33020	CONTACT NAME:		FAX (A/C, No.):	954-963-9776	
		PHONE (A/C, No, Ext):	954-963-6666			
INSURED	The Green Experts, Inc. The Irrigation Experts Inc. The Green Experts Tree Trimming, Inc. PO Box 9318 Coral Springs FL 33075	E-MAIL ADDRESS:				
		INSURER(S) AFFORDING COVERAGE				NAIC #
		INSURER A: Hartford Fire Insurance Company				19682
		INSURER B: Federal Insurance Company				20281
		INSURER C:				
		INSURER D:				
INSURER E:						
INSURER F:						

## COVERAGES

CERTIFICATE NUMBER: 41386336

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded \$500 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21 UEN OK7288	3/30/2018	3/30/2019	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$300,000 MED EXP (Any one person) \$ \$10,000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$2,000,000 PRODUCTS - COM/PO/AGG \$ \$2,000,000 Employee Benefits-Agg \$ \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Coll/Comp Ded \$1,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21 UEN OK7287	3/30/2018	3/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured Motorists \$ \$1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000	<input type="checkbox"/>	<input type="checkbox"/>	21 HHU OK7378	3/30/2018	3/30/2019	EACH OCCURRENCE \$ \$2,000,000 AGGREGATE \$ \$2,000,000 PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Data Breach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21 UEN OK7288	3/30/2018	3/30/2019	\$25,000/Ded \$1,000
B	Schedule Contractor Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BR180330EQU	3/30/2018	3/30/2019	\$231,516/Ded \$1,000 per Occ./Repl.Cost \$100,000 Lease Equipment Cranes/Asphalt Equip. Ded \$5,000

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

Atlantic Crossing ADP, LLC; ADP, LLC; M & J Wilkow Properties, LLC and Principal Life Insurance Company are included as additional insured.

## CERTIFICATE HOLDER

M & J Wilkow Properties, LLC  
20 South Clark Street  
Suite 3000  
Chicago IL 60603

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Michael Christian

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ACORD 25 (2016/03)

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Quality Service  
Complete Care  
Total Peace-of-Mind

Communities  
Commercial  
Estates

# THE GREEN EXPERTS

4101 SW 17th Ave., Suite 1225  
Davie, FL 33314  
B: 954-341-0100  
TF: 954-270-0012  
Fax: 954-270-1919  
www.thegreeneexperts.com  
info@thegreeneexperts.com  
Linda Kitch, Training Director  
Miami-Dade and Palm Beach

BR WARD B  
CLASS:  
FLORIDA

TREE TRIMMER LICENSE  
B-921 08/31/2019

THE GREEN EXPERTS, INC.  
16615 NW 40th ST  
CORAL SPRINGS, FL 33066  
EXPIRES

TRAINED EMPLOYEE: BERTRAND BOLDUC

## CERTIFICATE OF COMPETENCY

BR WARD  
FLORIDA

BERTRAND BOLDUC



TREE TRIMMER "B" CERTIFICATION

THE GREEN EXPERTS, INC.  
OWNER/TRAINED EMPLOYEE BERTRAND BOLDUC

CC#B-921

EXPIRES 08/31/2019

LAWN CARE

LANDSCAPING

IRRIGATION

TREE SERVICE



# BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

DBA:  
Business Name: GREEN EXPERTS LLC THE

Receipt #: 189C-254658  
Business Type: TREE TRIMMING/TREE MAINTENANCE

Owner Name: BERTRAND BOLDUC  
Business Location: 4121 SW 47 AVE #1335  
DAVIE  
Business Phone: 954-341-6100

Business Opened:04/01/2013  
State/County/Cert/Reg:B-921  
Exemption Code:

## Rooms

### Seats

Employees  
10

## Machines

## Professionals

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
27.00	0.00	0.00	0.00	0.00	0.00	27.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

GREEN EXPERTS LLC THE  
P O BOX 9318  
CORAL SPRINGS, FL  
33075-9318

Receipt #1CP-15-00021871  
Paid 09/01/2016 27.00

## 2016 - 2017



# **BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

**VALID OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**DBA:**  
**Business Name:** GREEN EXPERTS THE

**Receipt #:** 324-8303  
**Business Type:** LAWN MAINTENANCE/LANDSCAPE  
(LAWN/LANDSCAPE)

**Owner Name:** BERTRAND BOLDUC  
**Business Location:** 10635 NW 51 ST  
CORAL SPRINGS  
**Business Phone:** 954-609-6239

**Business Opened:** 07/02/2005  
**State/County/Cert/Reg:**  
**Exemption Code:**

**Rooms**                      **Seats**                      **Employees**                      **Machines**                      **Professionals**  
28

For Vending Business Only						
Number of Machines:				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
150.00	0.00	0.00	0.00	0.00	0.00	150.00

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**

**THIS BECOMES A TAX RECEIPT**  
**WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

**Mailing Address:**  
GREEN EXPERTS THE  
PO BOX 9318  
CORAL SPRINGS, FL 33075

**Receipt #** 1CP-16-00018550  
**Paid** 08/07/2017 150.00

**2017 - 2018**

## Monterra RFP Bids

5/3/2018

Received from	Date/time	Quoted Price	Opened by	Observer
Brightview Landscaping	5/3/2018 11:38	\$417,312/YR	George Miller	SL MC
The Green Experts	5/3/2018 12:49	\$517,725/YR	George Miller	SL MC
Earthcare Pro	5/3/2018 12:49	\$339,000/YR	George Miller	SL MC

**Monterra RFP Bids**

5/3/2018

<b>Received from</b>	<b>Date/time</b>	<b>Quoted Price</b>	<b>Opened by</b>	<b>Observer</b>
Brightview Landscaping	5/3/2018 11:38		George Miller	
The Green Experts	5/3/2018 12:49		George Miller	
Earthcare Pro	5/3/2018 12:49		George Miller	

## **Seventh Order of Business**

**RESEARCH IRRIGATION, INC.**11700 N.W. 102nd RD #10 • MIAMI, FLORIDA 33178  
PHONE: 305-863-9390 • FAX: 305-863-9221

Agenda Page #257

**PROPOSAL**

PROPOSAL SUBMITTED TO: <b>MONTERRA CDD</b>		PHONE	DATE <b>03/29/2018</b>
STREET:		JOB NAME <b>MONTERRA</b>	
CITY, STATE, ZIP CODE		JOB LOCATION <b>SHERIDAN STREET</b>	
ATTENTION:	FAX:	NOTE	

We hereby submit specifications and estimates for:

**CONVERT EXISTING ROTOR ZONE ALONG SHERIDAN STREET – (42) ROTORS – APPROX  
1,260' TO SPRAY HEADS****INCLUDES:**

- 84 - #1806 RAINBIRD POP-UP WITH PIPE & FITTINGS (TURF ZONE)
- 84 - #1806 RAINBIRD POP-UP WITH PIPE & FITTINGS (SHRUB ZONE)
- 1 - #200 PEB AUTO VALVE WITH VALVE BOX
- 1 - #FD 101 VALVE DECODER

**DOES NOT INCLUDE:**

- LANDSCAPE RESTORATION

**\$7,980.00****We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:**SEVEN THOUSAND NINE HUNDRED EIGHTY DOLLARS****dollars \$ 7,980.00**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_**KENNETH R. BING, PRESIDENT**

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

**Acceptance of Proposal—**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined as above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## **Eighth Order of Business**

**8Ci.**

2051 NW 112th Ave  
Ste 114  
Miami FL  
33172-1829

ACS-09-63

4/30/2018

Castle Group, Monterra Community  
Josh Antoine  
8451 Monterra Blvd,  
Cooper City, FL 33024

		Terms	Project
Description	Qty	Rate	Total
Demolition 280 sqft Ceramic Tile including disposal of the debris	280	1.25	350.00
Installation of 280 SQFT of Ceramic Tile including installation materials	280	6.50	1,820.00
Ceramic Tiles. Including waste. (Allowance)	308	3.00	924.00
Supply and Installation of 62 LF of wood baseboard 4".	65	3.50	227.50
Supply and Installation of 25 LF of Ceramic Tile baseboard 6".	25	6.50	162.50
Supply and install Commercial Grade Cork Board 3'X2'	1	90.00	90.00
Supply and install wood security desk using same Top	1	3,000.00	3,000.00
<b>Total</b>			<b>\$6,574.00</b>



Architectural Designs By Anthony Inc.

2503 Andros Lane  
 Fort Lauderdale, FL 33312  
 General Contractor Anthony Chiocca  
 Fla.State Lic. # CGC1504485

**ESTIMATE**

Date	Estimate #
5/11/2018	13349

Name / Address
MONTERRA 8451 MONTERRA BLVD. COOPER CITY, FL 33024

		TERM	Due Date	Project
			5/11/2018	
Item	Description	Rate	Qty	Amount
Scope Of Work	WORK TO BE DONE GUARD HOUSE: 12'X 24' REMOVE EXISTING TOP, CABINETS, FLOOR TILE AND BASE BOARD TO A/C UNIT CLOSET AND RESTROOM	0.00		
Scope Of Work	WORK TO BE DONE  REMOVE TOP DEMO, CABINETS TILE AND THINSET INSTALL FLOOR UNDER LAYMENT MINOR MOVEMENT PROTECTION INSTALL AND SUPPLY SHOWN PORCELAIN 18"X18" TILE WITH 3/16" POLY GROUT JOINT INSTALL NEW PLYWOOD BASE CABINETS SHAKER DOOR WHITE OR WINE AS SHOWN REINSTALL EXISTING GRANITE TOP INSTALL NEW 4-1/4" BASE BOARD ALL PAINTING BY OTHERS SUB TOTAL	0.00		
PRICE FOR ABO...		14,750.00		14,750.00
MISC.	OPTIONALS ALL PAINTING BY OTHERS FRAME LAMINATE TO BID NEW GRANITE TOP TO BID ANY UNCOVER ADDITIONAL DAMAGE TO EXISTING CONCRETE SLAB WILL BE ADDITIONAL TO THIS ESTIMATE TO BID	0.00		
PERMIT	ARE TO BE PAID BY OWNER ON A ONE TO ONE BASICS IF NEEDED	0.00		
FL. STATE CERTIFIED GENERAL CGC1504485 CONTRACTORS DESIGN BUILDER		<b>Total</b>		
		S14,750.00		

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
954 829 4861	954 321 9357	sales@archfla.com	www.archfla.com

**8Cii.**

## Security Update Information

Mr. Jorge Castro will be attending the Board meeting to discuss the implementation of a roving security person for the summer months at a cost of \$1,300 per month for the vehicle and \$17.00 per hour for the security person.

He will also be inquiring as to the number and placement of additional cameras so that he can prepare a written proposal.

**8Di**

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

**RESOLUTION 2018-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
MONTERRA COMMUNITY DEVELOPMENT DISTRICT APPROVING  
A PROPOSED BUDGET FOR FISCAL YEAR 2019 AND SETTING A  
PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND  
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Monterra Community Development District (the "Board") prior to June 15, 2018, a Proposed Operating Budget for Fiscal Year 2019; and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required Public Hearing thereon.

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

1. The Operating Budget proposed by the District Manager for Fiscal Year 2019 attached hereto as Exhibit A is hereby approved as the basis for conducting a Public Hearing to adopt said budget.
2. A Public Hearing on said Approved Budget is hereby declared and set for the following date, hour and location:

DATE: Monday, August 20, 2018  
 HOUR: 6:00 p.m.  
 LOCATION: Club at Monterra  
 8451 Monterra Boulevard  
 Cooper City, Florida 33024

3. The District Manager is hereby directed to submit a copy of the Proposed Budget to Broward County at least 60 days prior to the Hearing set above.
4. Notice of this Public Hearing shall be published in the manner prescribed by Florida law.
5. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post this Proposed Budget on the District's website at least two days before the Budget Hearing date, as set forth in Section 2.
6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF MAY, 2018

---

Ricardo Lowe  
 Chairman

---

George Miller  
 Assistant Secretary

**8Dii**

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

# Invoice



**BILL TO**  
 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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
32773	04/03/2018	\$3,535.00	05/01/2018	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
<b>Late fees</b>	101	35.00	3,535.00
Late Fees accumulated from Invoice 32714. 101 days past due billed 11/8/2017 paid 3/12/2018, as per invoice payment terms \$35.00 late fee accrued until payment is received.			
<b>BALANCE DUE</b>			<b>\$3,535.00</b>



**8Div**



## Resident's Fences

A) Resident's fence is attached to the C.D.D property	B) B.C.P.A view fence and other issues	C) Resident modified their backyard and damaged the C.D.D. property	D) Resident's that seem to change the landscape on CDD property and other
8517 NW 39 <sup>th</sup> Court	1) 3706 NW 88 Terrace (landscape)	3893 NW 88 <sup>th</sup> Way	3733 NW 82 <sup>nd</sup> Drive (trampoline)
8527 NW 39 <sup>th</sup> Court	2) 3860 NW 88 Terrace (fence)		3785 NW 82 <sup>nd</sup> Drive (trampoline)
8537 NW 39 <sup>th</sup> Court	3) 3445 NW 87 Avenue (landscape)		3136 NW 83 <sup>rd</sup> Way (landscape)
4097 NW 41 <sup>st</sup> Street	4) 3130 NW 84 Way (trampoline)		3146 NW 83 <sup>rd</sup> Way (landscape) <b><i>This property belongs to Mr. Swarez whose tree we just removed</i></b>
4089 NW 41 <sup>st</sup> Street	5) 3055 NW 84 Terrace (fence)		3086 NW 83 <sup>rd</sup> Way (landscape)
4081 NW 41 <sup>st</sup> Street	6) 3105 NW 84 Terrace (landscape)		
4073 NW 41 <sup>st</sup> Street	7) 3190 NW 84 Way (patio)		
4065 NW 85 <sup>th</sup> Drive	8) 3210 NW 84 Way (fence)		
8505 NW 37 <sup>th</sup> Court	9) 3001 NW 82 Way (fence)		
3606 NW 85 <sup>th</sup> Terrace	10) 2971 NW 82 Way (fence)		
8579 NW 38 <sup>th</sup> Street	11) 2941 NW 82 Way (fence)		
8573 NW 38 <sup>th</sup> Street	12) 3351 NW 82 Way (fence)		
8541 NW 38 <sup>th</sup> Street	13) 3391 NW 82 Way (Landscape)		
3789 NW 82 <sup>nd</sup> Terrace	14) 8325 NW 30 Street (fence)		
8266 NW 28 <sup>th</sup> Street	15) 8365 NW 30 Street (fence)		
2683 NW 83 <sup>rd</sup> Terrace	16) 8383 NW 30 Street (fence)		
2791 NW 83 <sup>rd</sup> Terrace	17) 3093 NW 83 Way (fence)		
2813 NW 83 <sup>rd</sup> Terrace	18) 3253 NW 83 Way (landscape)		
2702 NW 83 <sup>rd</sup> Way	19) 3796 NW 83 Way (landscape)		

2790 NW 83 <sup>rd</sup> Way	20) 3756 NW 83 Way (fence)		
	21) 3726 NW 83 Way (fence)		
	22) 3696 NW 83 Way (fence)		
	23) 8497 NW 40 Street (fence)		
	24) 8363 NW 40 Street (fence)		
	25) 8331 NW 40 Street (fence)		
	26) 8315 NW 40 Street (fence)		
	27) 8299 NW 40 Street (fence)		
	28) 8377 NW 39 Court (fence)		
	29) 8373 NW 39 Court (fence)		
	30) 8359 NW 39 Court (fence)		
	31) 8351 NW 39 Court (fence)		
	32) 8327 NW 39 Court (fence)		
	33) 3944 NW 82 Way (fence)		
	34) 8527 NW 39 Court (extended patio)		
	35) 3948 NW 85 Ave (extended patio/landscape)		
	36) 3964 NW 85 Ave (landscape)		
	37) 3974 NW 82 Drive (extended patio)		
	38) 3189 NW 82 Terrace (fence small area)		
	39) 8505 NW 37 Court (landscape rocks on hedge)		

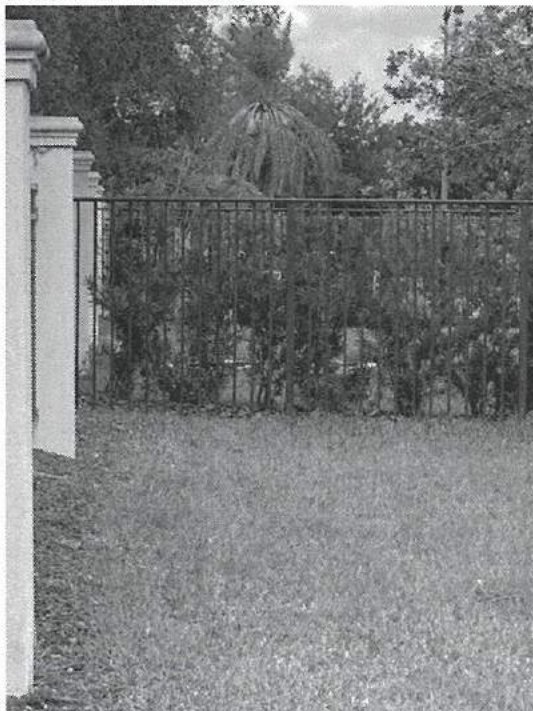
**PICTURES OF RESIDENCES WITH FENCEWORK ATTACHED TO DISTRICT FENCING/WALLS:**

**CORTA BELLA:**

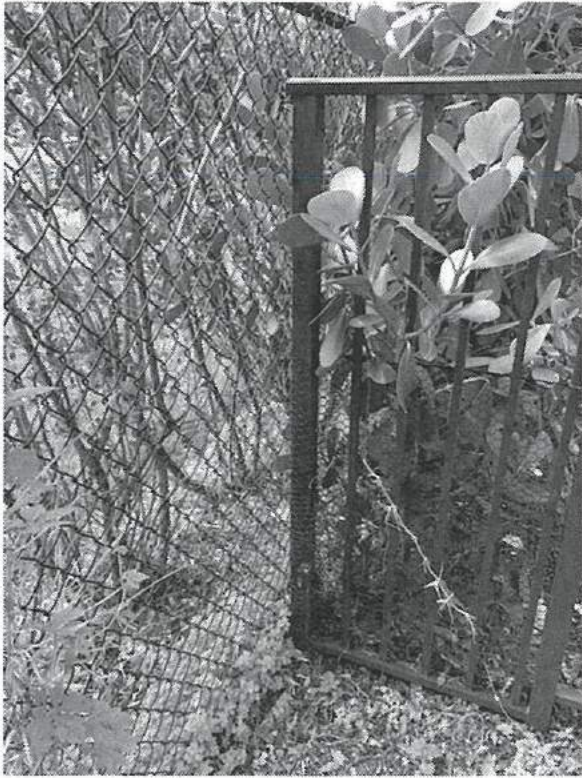
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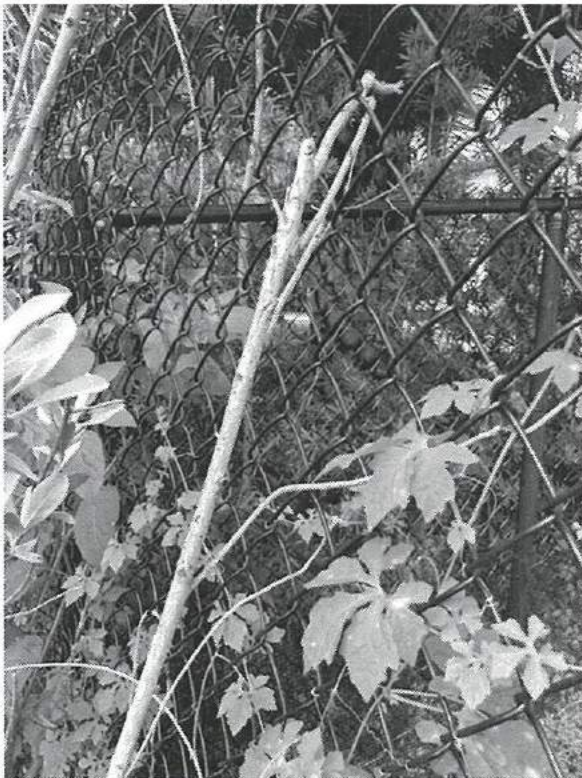
8517 N.W 39 COURT:



4097 N.W. 41<sup>st</sup> STREET:



4089 N.W. 41<sup>st</sup> STREET:





4081 N.W. 41<sup>st</sup> STREET:



4073 N.W. 41<sup>st</sup> STREET:



**BELLA TERRA:**

8579 N.W. 38<sup>TH</sup> STREET:

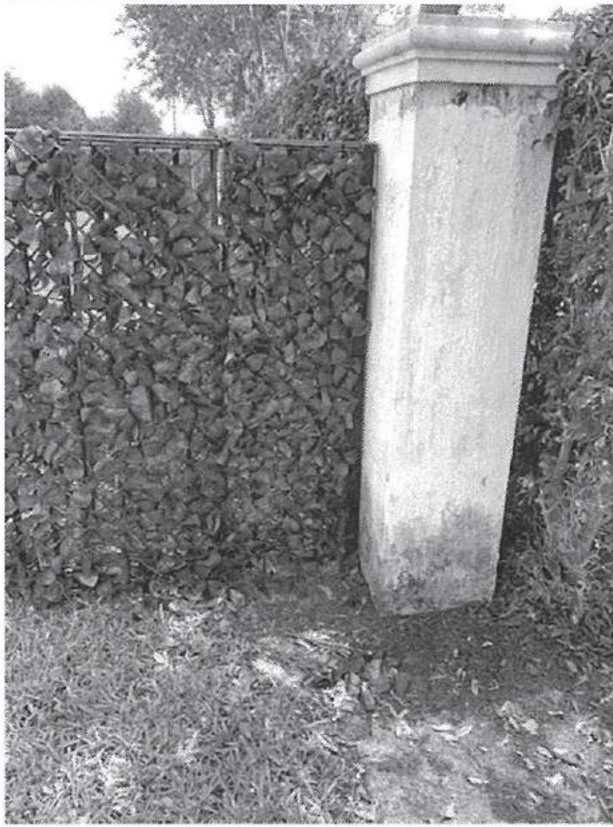


8573 N.W. 38<sup>TH</sup> STREET:





8541 N.W. 38<sup>TH</sup> STREET:



3606 N.W. 85<sup>TH</sup> TERRACE:





8505 N.W. 37<sup>TH</sup> COURT:



VISTA DEL SOL:

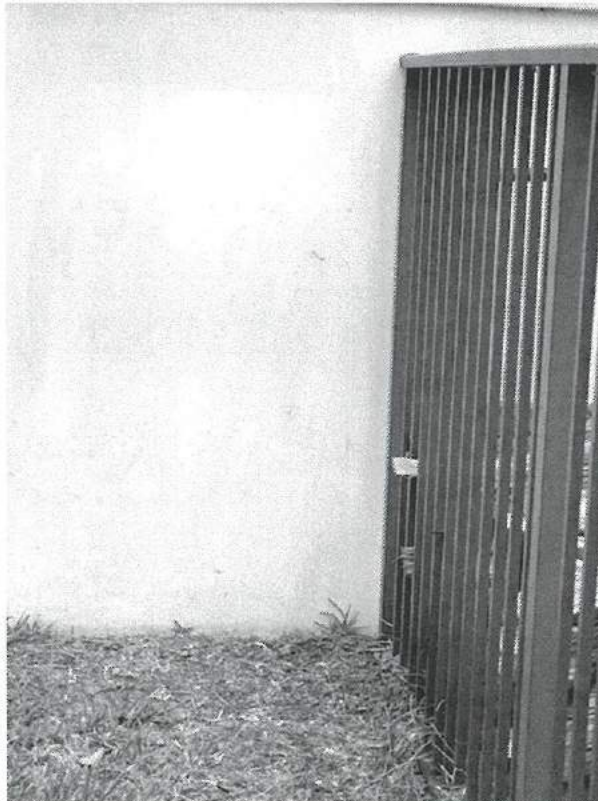
3789 N.W. 82<sup>ND</sup> TERRACE:



8266 N.W. 28<sup>TH</sup> STREET:



2683 N.W. 83<sup>RD</sup> TERRACE:



2813 N.W. 83<sup>RD</sup> TERRACE:



2791 N.W. 83<sup>RD</sup> TERRACE:

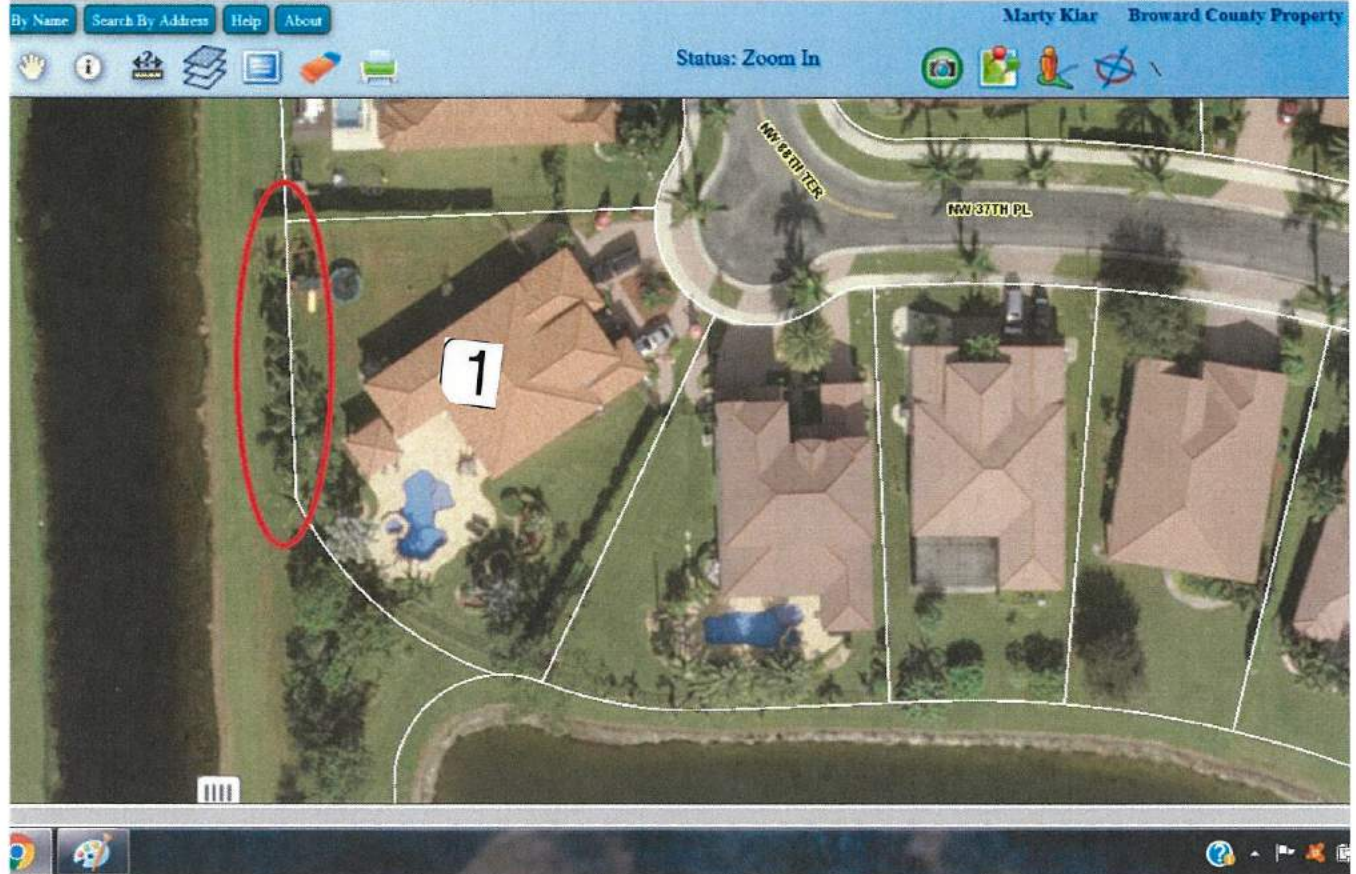




2702 N.W. 83<sup>RD</sup> WAY:



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BCPA



b-adapters.bcpa.net/bcpawebmap\_ex/bcpawebmap.aspx?FOLIO=514104101650

By Name Search By Address Help About

Marty Klar Broward County Property



Status: Zoom In





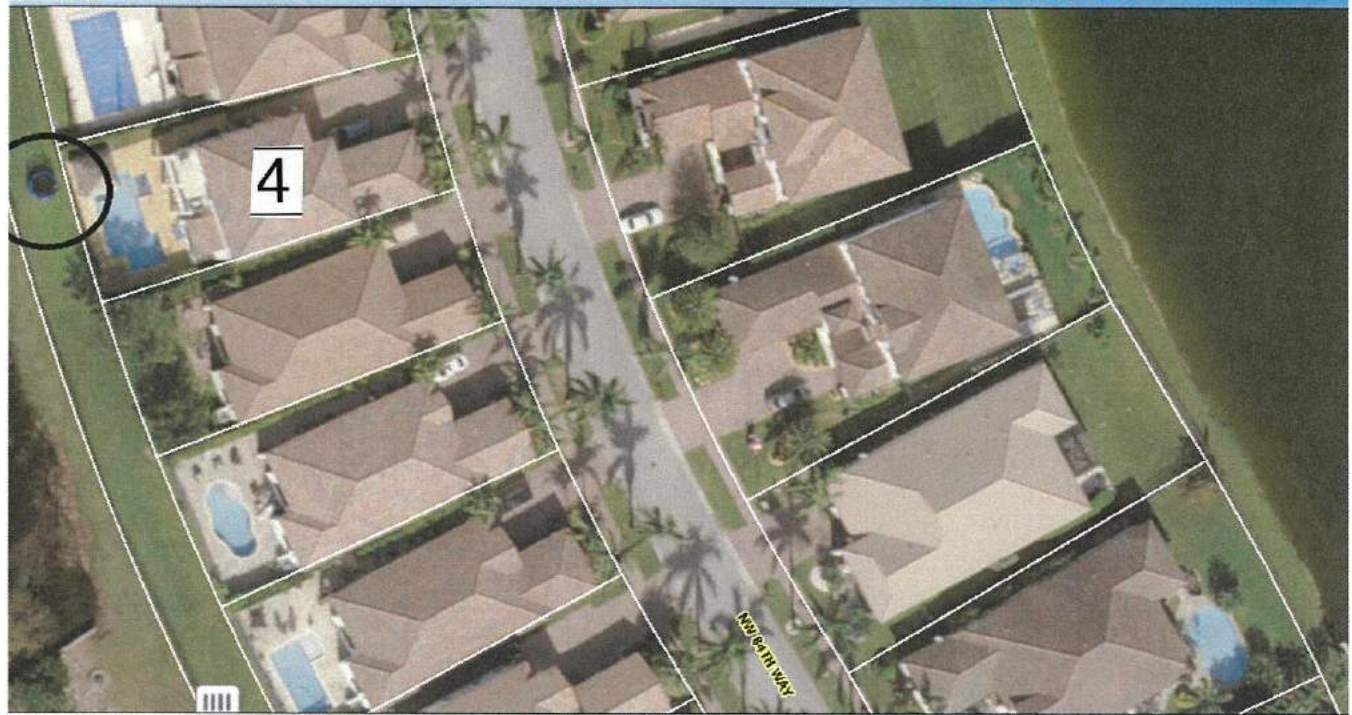


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My Name Search By Address Help About

Marty Kiar Broward County Property

Status: Zoom In





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Name Search By Address Help About

Marty Klar Broward County Property

Status: Zoom In



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Search By Address Help About

Marty Klar Broward County Property

Status: Zoom In





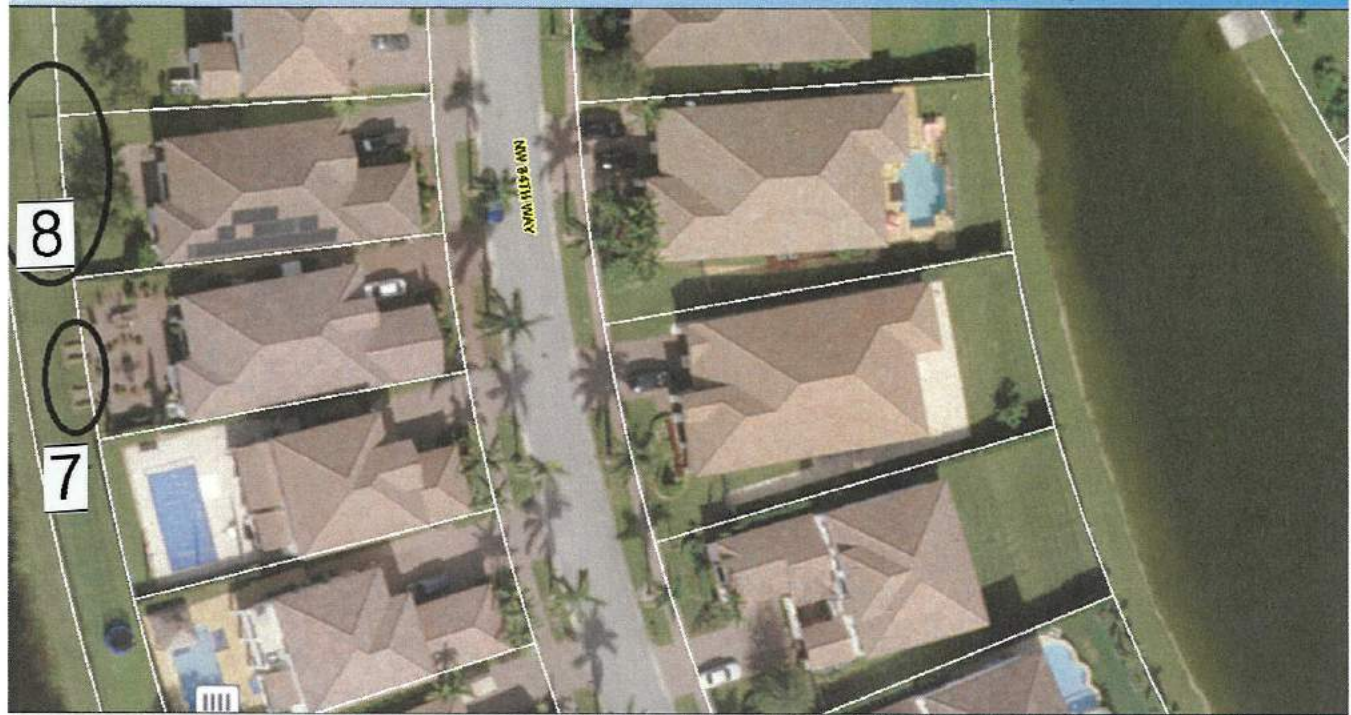
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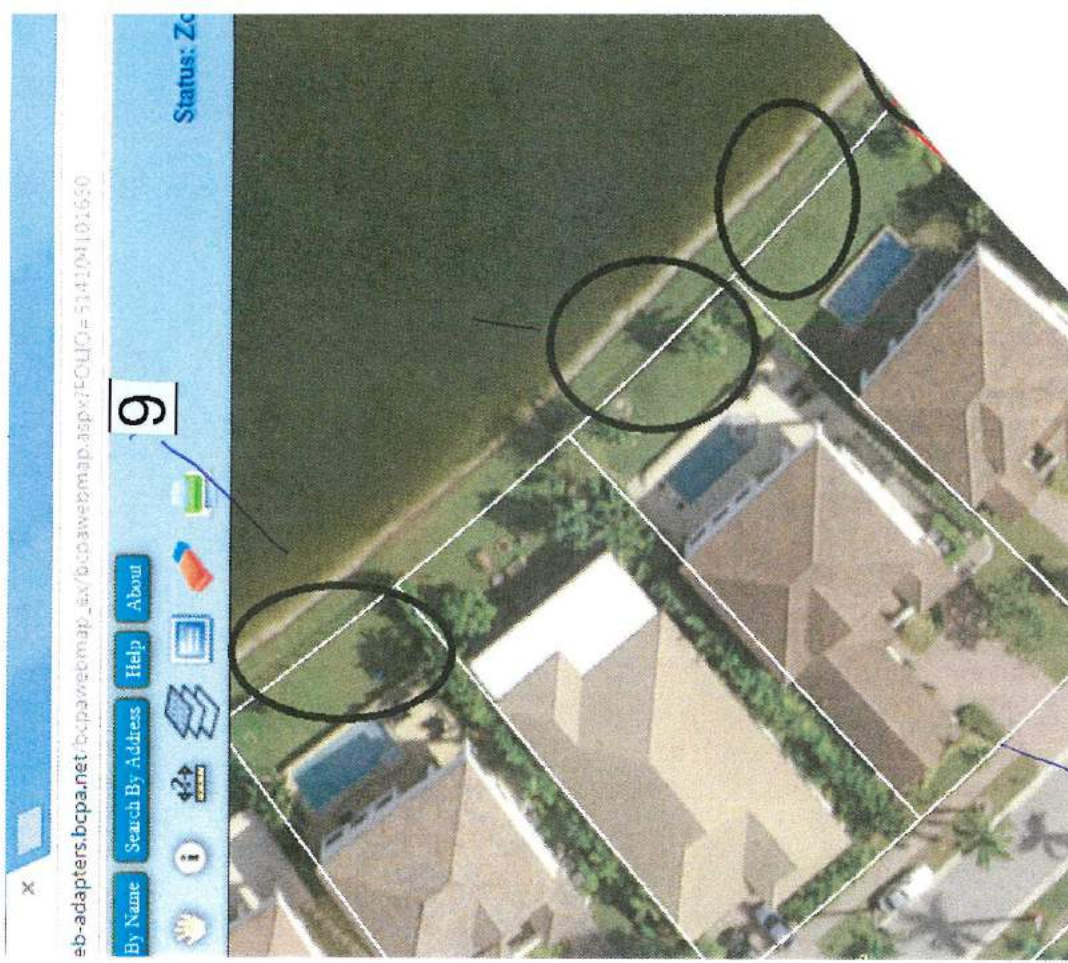
By Name Search By Address Help About

Marty Kiar Broward County Property



Status: Zoom In

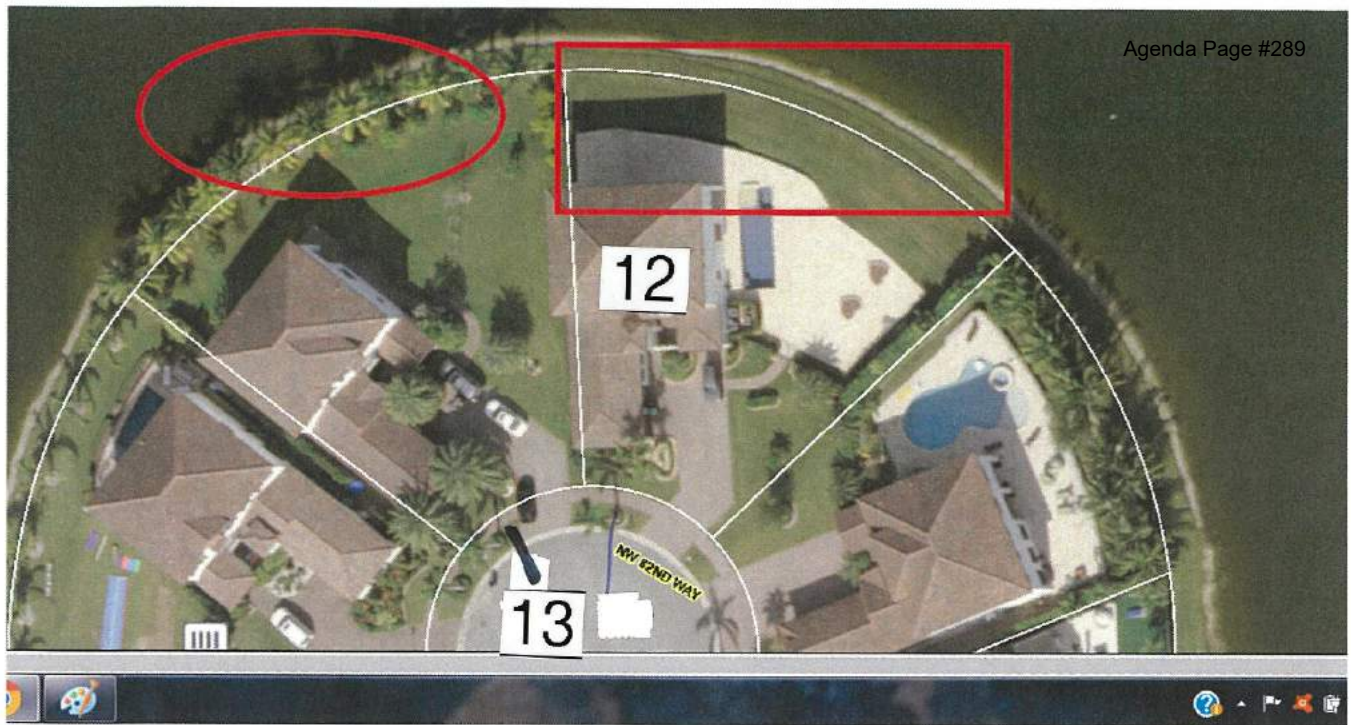


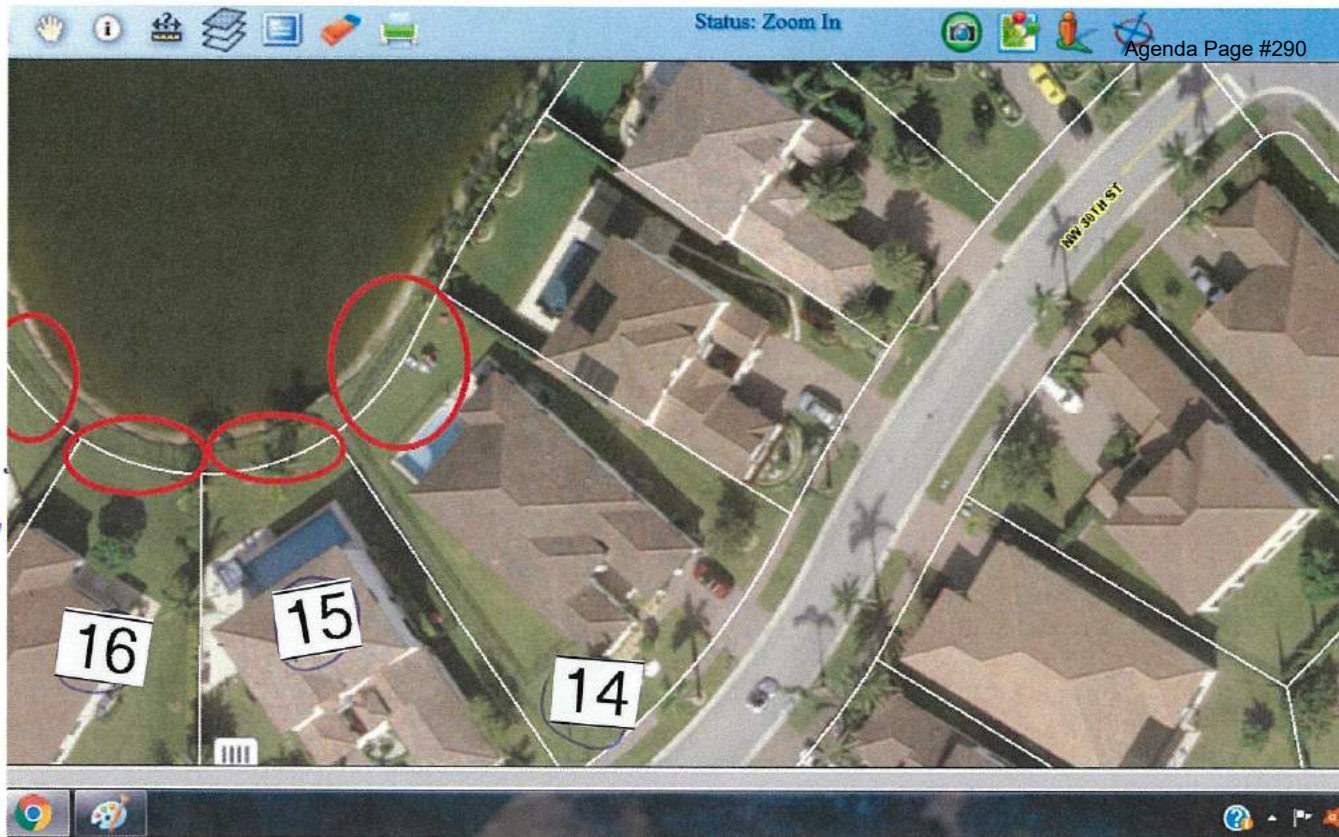


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Search By Address  
Help  
About



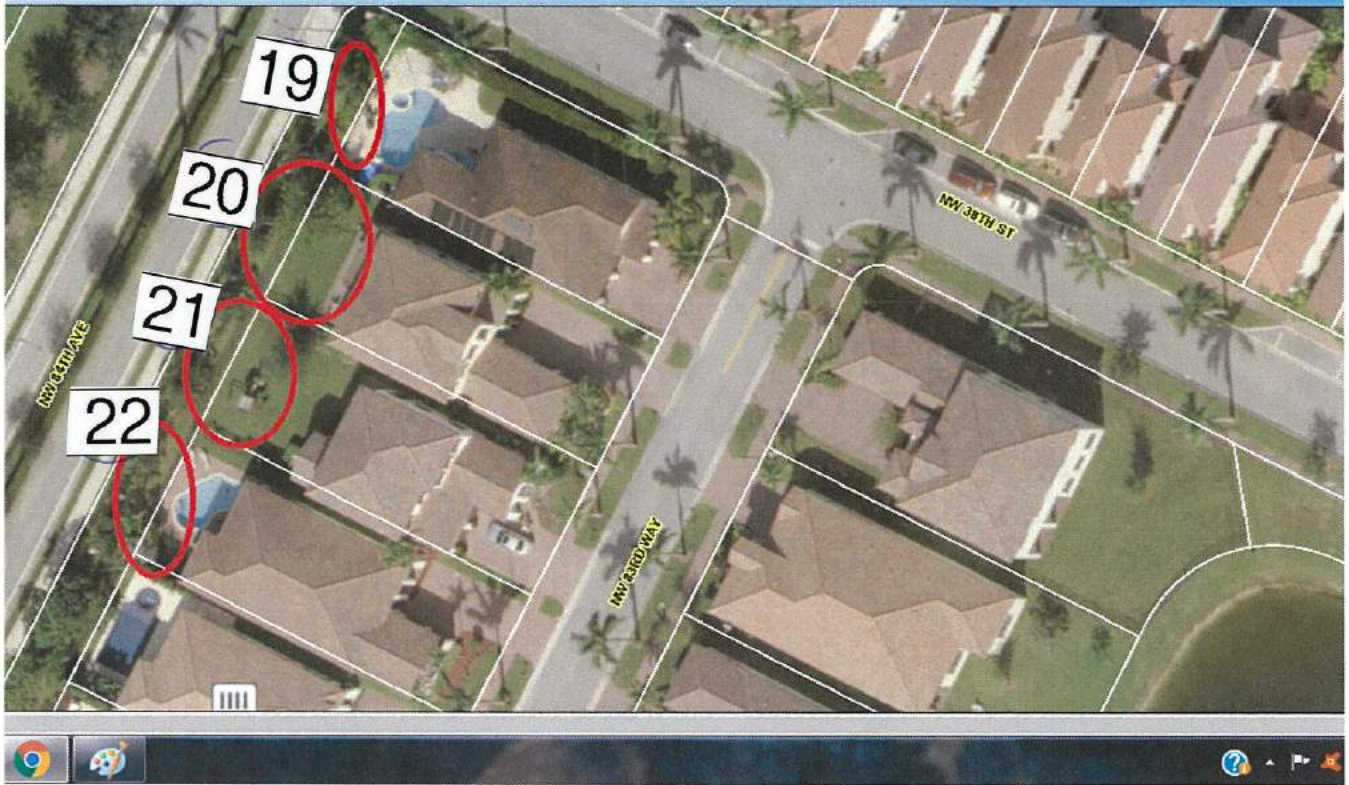
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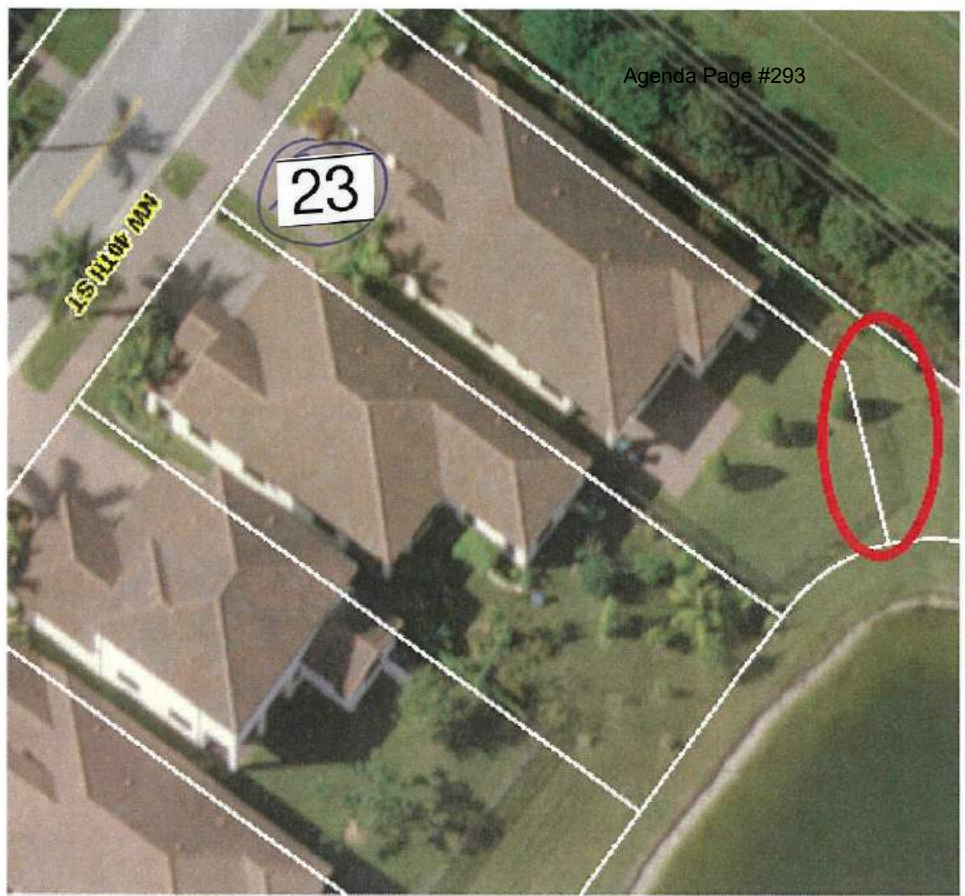
Marty Kiar  
Broward County Pro











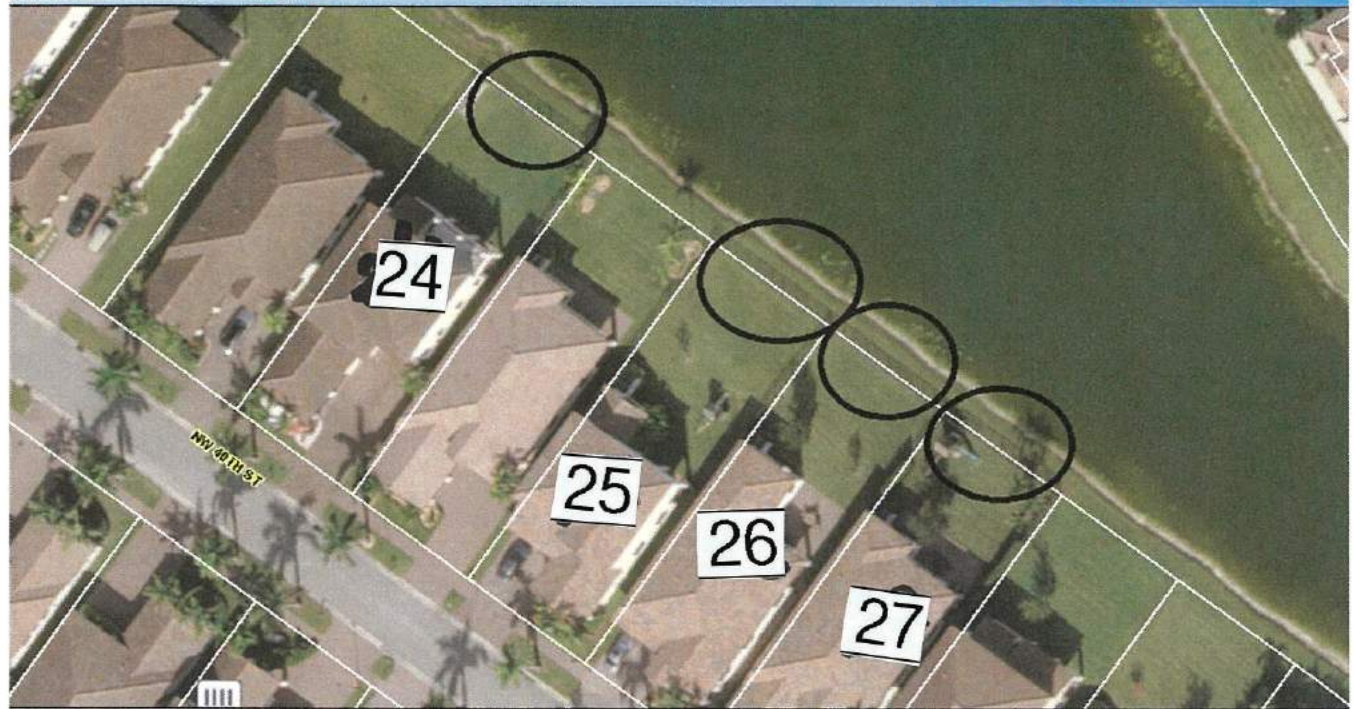
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By Name Search By Address Help About

Marty Kiar Broward County Property



Status: Zoom In





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by Name Search By Address Help About

Marty Kiar Broward County Property



Status: Zoom In



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by Name Search By Address Help About

Marty Kiar Broward County Property

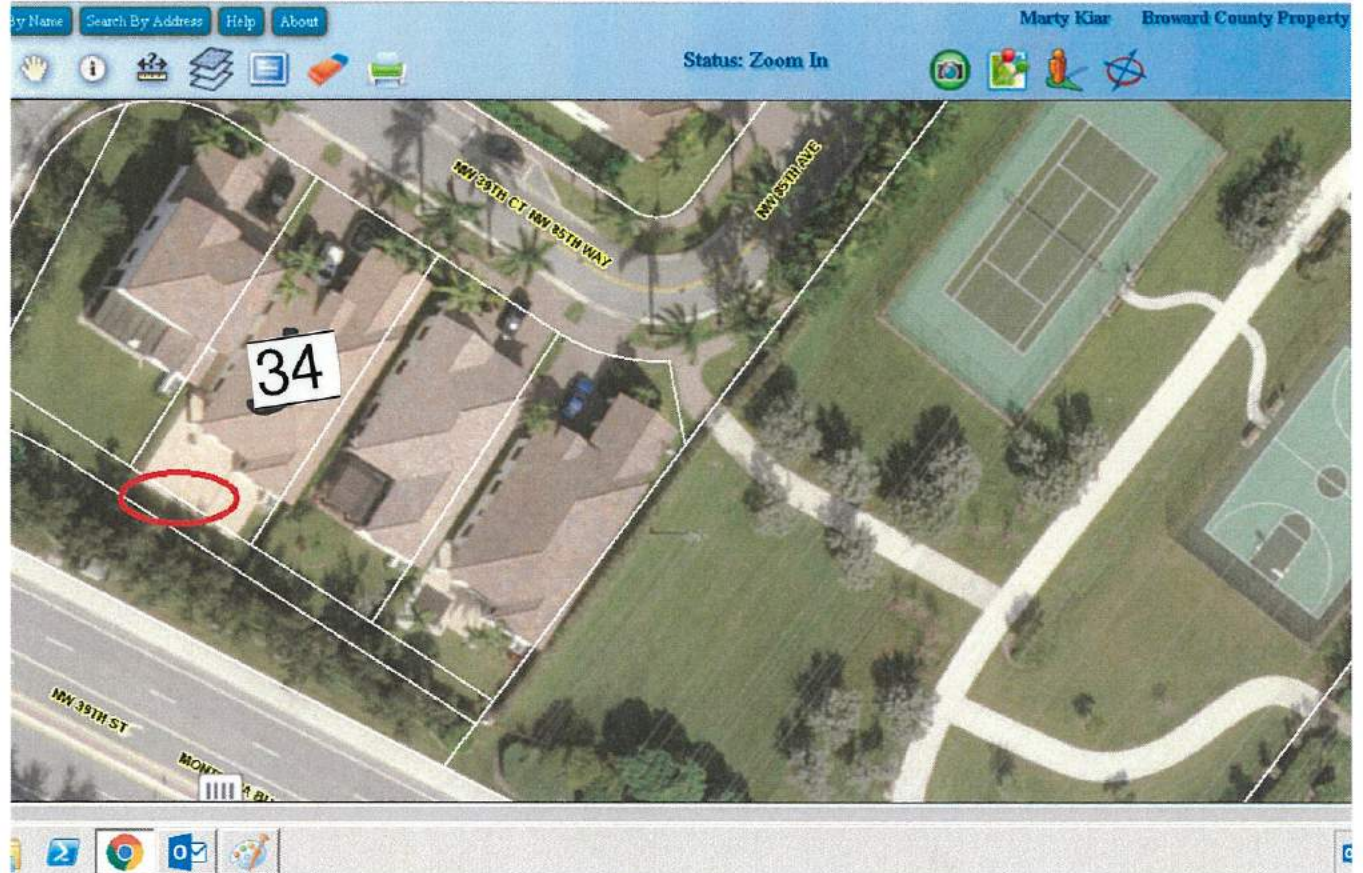


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By Name Search By Address Help About

Marty Kiar Broward County Property



Status: Zoom In











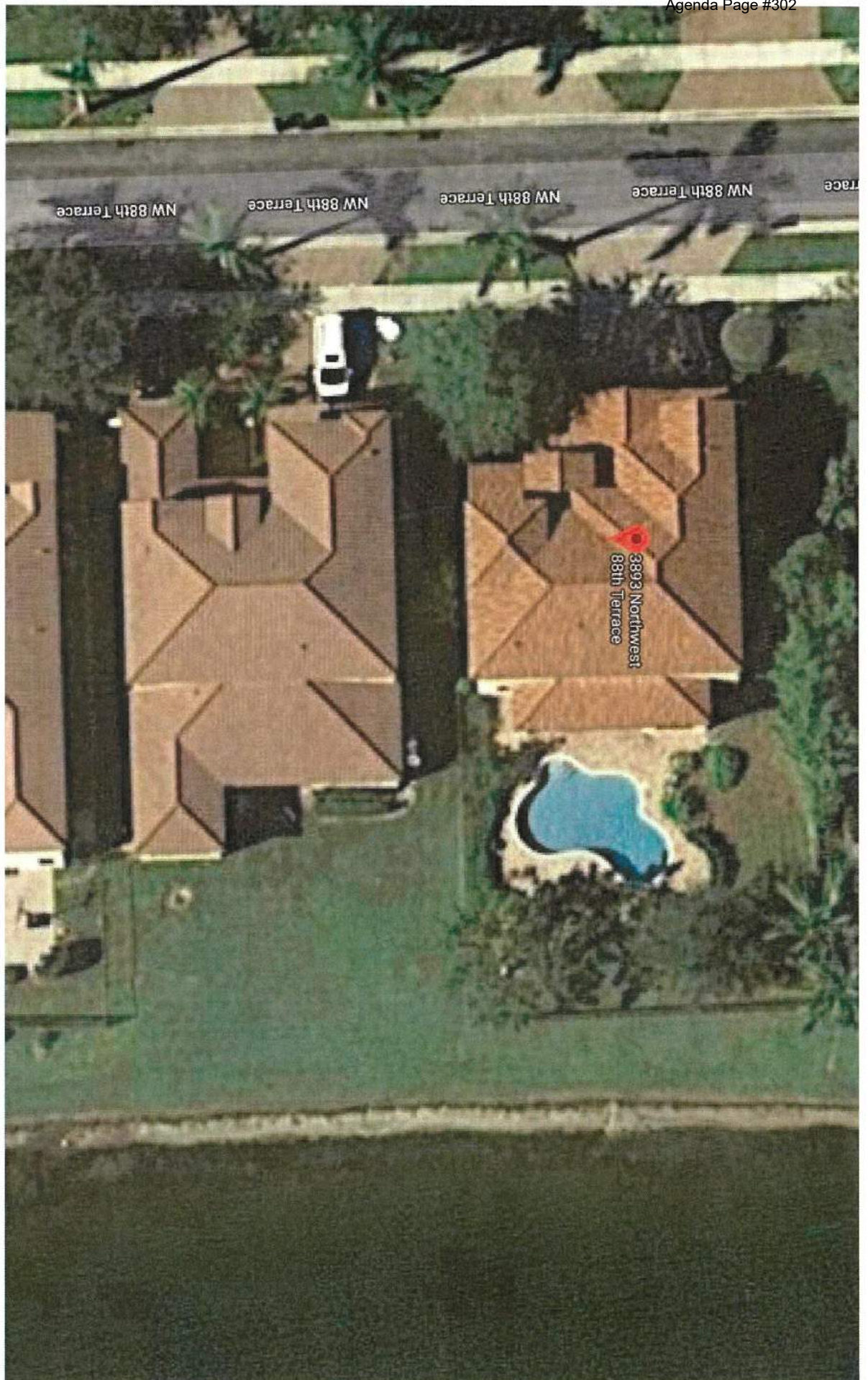






PHOTO #4A: Modified rear yard slope due to pools/deck construction



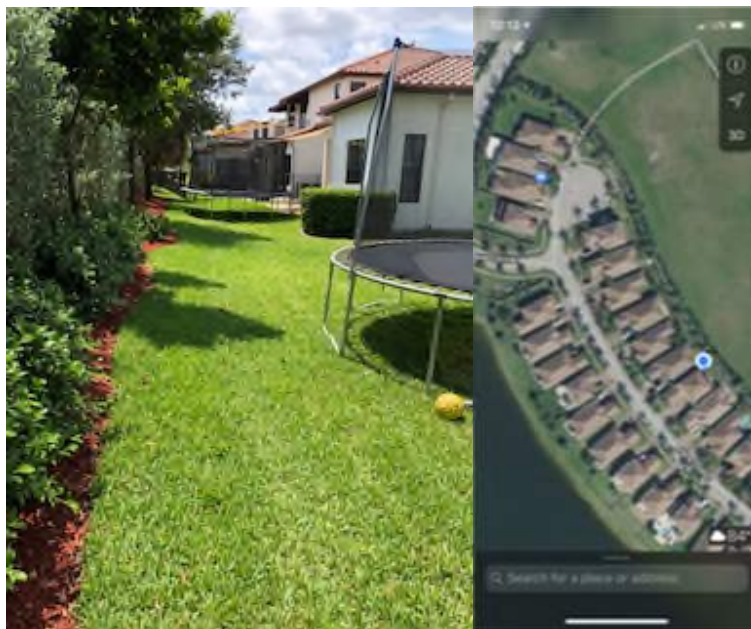


## REPORT ON RESIDENTIAL LANDSCAPING OVERLAP WITH DISTRICT PROPERTY

**Preface:** Various homeowners, and residents of the Monterra C.D.D, have infringed upon District property lines with a combination of personal landscaping fauna/flora, trampolines, decks or other such objects. Much of this material is either potentially damaging to the District's fauna/flora, or obstructs pathways for District personnel, inspectors, vendors, and maintenance staff.

### VISTA DEL PRADO (N.W. 82<sup>ND</sup> DRIVE)

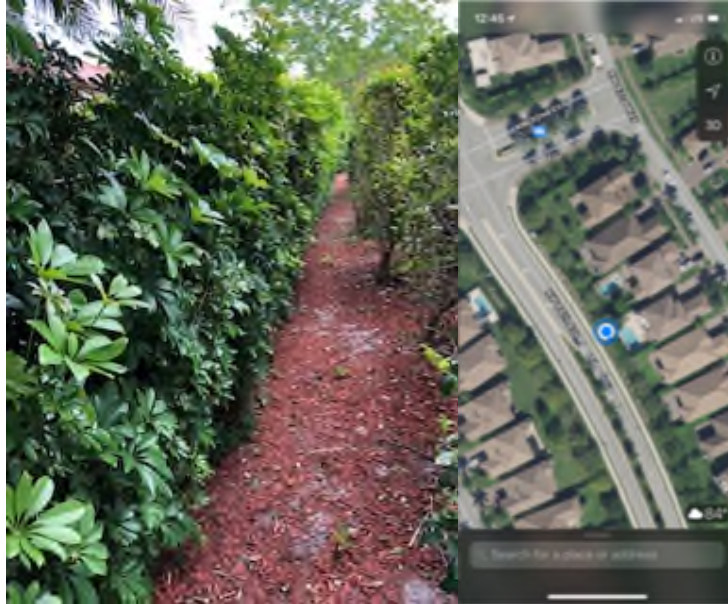
**3733, and 3785 N.W. 82<sup>nd</sup> Drive** – Both have large trampolines either on District property lines, or very close to it.



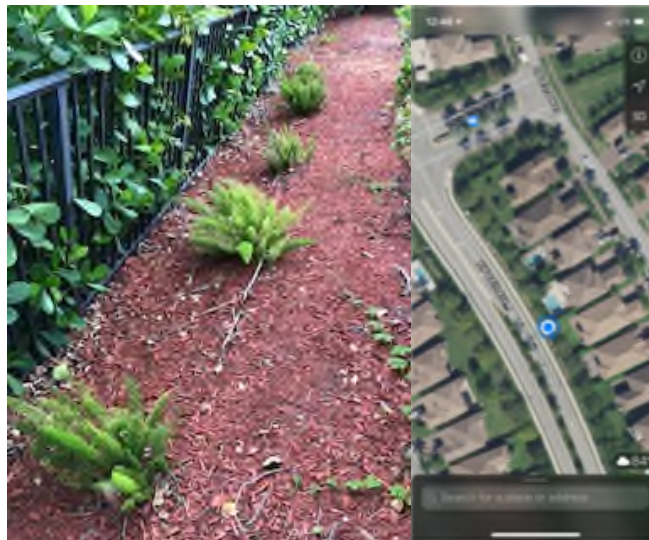


## VISTA DEL SOL (ALONG TARAMEA STRIP)

**Slightly past 3136 N.W. 83<sup>rd</sup> Way** – There is a hedge line along the eastern-facing path on the District's line that appears to not have been planted by the District.

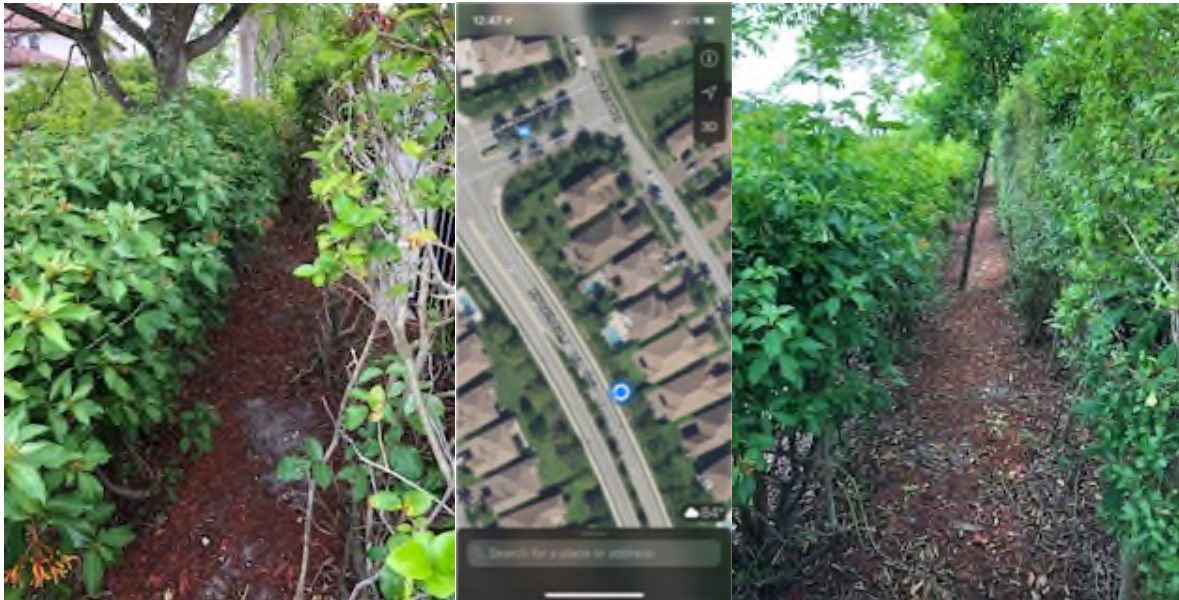


**3146 N.W. 83<sup>rd</sup> Way** – There are a series of shrubs that appear to have been planted by a homeowner or resident along the District's property line. These fern-like shrubs do not appear anywhere else along this line/pathway or on any pathway owned by the C.D.D. This is Mr. Swarez's property.





**Behind 3086 N.W. 83<sup>rd</sup> Way** – There is a hedge planted on the eastern-side of the District’s property line/pathway that appears to not have been planted by any landscaper designer/landscaper employed by the District. Seems to be planted by homeowner, and makes it difficult to walk along pathway. Additionally, there is a leaning tree (seems to be a ficus) in-between both the homeowner’s hedge, and the District’s hedge lines which blocks/impedes path. Area has also not been trimmed or maintained by landscaping.



**8Dvi**





**WITH CONFIDENCE**

**Dr. Brenda C. Snipes**  
Broward County Supervisor of Elections  
Broward Governmental Center  
115 S. Andrews Avenue, Room 102  
Fort Lauderdale, FL 33301  
954-357-7050  
[www.browardsoe.org](http://www.browardsoe.org)

## MEMORANDUM

To: Sandra H. Demarco  
Administrative Recording Department Manager

Through: Brenda C. Snipes, Ed. D.,  
Supervisor of Elections

From: Andrea C. Perri *ACP*  
Public Services Director / Candidate Qualifying Officer

Date: April 16, 2018

Subject: Community Development District Information

Pursuant to your request, please be advised that the number of registered voters as of April 15, 2018 in the Special Districts requested is as follows:

<u>SPECIAL DISTRICT</u>	<u>Number of Registered Voters</u>
Griffin Lakes CDD	560
Maple Ridge CDD	483
Monterra CDD	2,268
Pine Tree Water Control District	10,471
Coral Springs Improvement District	25,807

We hope this information has been of assistance to you.

BCS:ACP:acp  
Voterstats18\_Demarco