

**MONTERRA  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA PACKAGE  
JANUARY 27, 2020**

# Monterra Community Development District

## Inframark, Infrastructure Management Services

210 North University Drive • Suite 702 • Coral Springs, Florida 33071

Tel: (954) 603-0033 • Fax: (954) 345-1292

January 20, 2020

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 Monday, January 27, 2020 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 (**Page 4**)
3. Approval of the Minutes of the December 16, 2019 Meeting (**Page 6**)
4. Approval of December 31, 2019 Financial Statements (**Page 13**)
5. Audience Comments
6. Landscaping – BrightView
7. Primrose School Discussion
  - A. Irrigation Program (**Page 43**)
  - B. Request to Designate a Rally Meeting Point Should the School Evacuate Due to an Emergency (**Page 45**)
8. Continuing Business
  - A. Encroachment Issues
9. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Clubhouse – Items for Approval (**Page 48**)
    - i. LaCosta Sidewalk Pavers (**Page 50**)
    - ii. Lake 17 Aerator (**Page 56**)
    - iii. Splash Pad Cleaning and Resealing (**Page 62**)
    - iv. Pine Island Decal Reader (**Page 67**)
    - v. Tarama Avenue Asphalt Repair (**Page 72**)
 Items for Discussion
    - i. Palm Tree Replacement (**Page 76**)
    - ii. Treadmill (**Page 78**)
    - iii. JCC 5K Run (**Page 86**)
  - D. District Manager
    - i. Consideration of Website Compliance Proposals (**Page 94**)
    - ii. Ratification of District Manager Expenditures (To Be Distributed at Meeting) (**Page 127**)
10. Supervisors' Requests
11. Adjournment

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

Sincerely,

*George Miller*

George Miller

District Manager

## **Second Order of Business**

## Monterra Community Development District

### Board of Supervisors

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>□ Ricardo Lowe, Chairman</li> <li>□ Greg Popowitz, Vice Chairman</li> <li>□ Susan Kooiman, Assistant Secretary</li> <li>□ Hardeep Anand, Assistant Secretary</li> <li>□ Avi Ciechanowiecki, Assistant Secretary</li> </ul> | <ul style="list-style-type: none"> <li>□ George Miller, District Manager/Secretary</li> <li>□ Ginger Wald, District Counsel</li> <li>□ Joaquin Mojica, District Engineer</li> </ul> |
|---|---|

### Agenda for Regular Meeting

Monday, January 27, 2020 – 6:00 p.m.

- 1. Roll Call**
- 2. Approval of Agenda (Page 4)**
- 3. Approval of the Minutes of the December 16, 2019 Meeting (Page 6)**
- 4. Approval of December 31, 2019 Financial Statements (Page 13)**
- 5. Audience Comments**
- 6. Landscaping – BrightView**
- 7. Primrose School Discussion**
  - A. Irrigation Program (**Page 43**)
  - B. Request to Designate a Rally Meeting Point Should the School Evacuate Due to an Emergency (**Page 45**)
- 8. Continuing Business**
  - A. Encroachment Issues
- 9. Staff Reports**
  - A. Attorney
  - B. Engineer
  - C. Clubhouse – Items for Approval (**Page 48**)
    - i. LaCosta Sidewalk Pavers (**Page 50**)
    - ii. Lake 17 Aerator (**Page 56**)
    - iii. Splash Pad Cleaning and Resealing (**Page 62**)
    - iv. Pine Island Decal Reader (**Page 67**)
    - v. Tarama Avenue Asphalt Repair (**Page 72**)
 Items for Discussion
    - i. Palm Tree Replacement (**Page 76**)
    - ii. Treadmill (**Page 78**)
    - iii. JCC 5K Run (**Page 86**)
  - D. District Manager
    - i. Consideration of Website Compliance Proposals (**Page 94**)
    - ii. Ratification of District Manager Expenditures (To be Distributed at Meeting) (**Page 127**)
- 10. Supervisors' Requests**
- 11. Adjournment**

The next Meeting is scheduled for Monday, February 24, 2020 at 6:00 p.m.



## **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, December 16, 2019 and called to order at 6:06 p.m. at the Club at Monterra, located at 8451 Monterra Boulevard, Cooper City, Florida.

Present and constituting a quorum were:

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

Also present were:

George Miller	District Manager
Ginger Wald	District Counsel
Peter Pellerito	District Engineer
Maria Mihailovschi	Castle Group
Broward County Law Enforcement Representative	
BrightView Representative	
Numerous Residents	

*The following is a summary of the discussions and actions taken at the December 16, 2019 Monterra Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call (Recording Time Stamp 0:00:09)**

Mr. Miller called the meeting to order, and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Approval of Agenda (Recording Time Stamp 0:00:47)**

Mr. Miller presented the Agenda for the meeting, and the following amendment was requested:

- *Comments to the Board by Ms. Kooiman should be moved to the Eighth Order of Business.*

There being no further amendments,

On MOTION by Mr. Lowe, seconded by Mr. Popowitz, with all in favor, the Agenda for the Meeting was approved as amended.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 18, 2019 Meeting (Recording Time Stamp 0:01:43)**

Mr. Lowe stated each Board member received a copy of the Minutes of the November 18, 2019 Meeting and requested any additions, corrections or deletions.

There being none,

On MOTION by Ms. Kooiman, seconded by Mr. Popowitz, with all in favor, the Minutes of the November 18, 2019 Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Approval of November 30, 2019 Financial Statements (Recording Time Stamp 0:02:03)**

Mr. Miller presented the November 30, 2019 Financial Statements for the Board's review and approval.

There being no comments or questions,

On MOTION by Ms. Kooiman, seconded by Mr. Popowitz, with all in favor, the November 30, 2019 Financial Statements were approved.

**FIFTH ORDER OF BUSINESS**

**Audience Comments (Recording Time Stamp 0:02:35)**

**A. Presentation by Resident, Mr. Adam Zee, Regarding Power Lines in FPL Easement (Recording Time Stamp 0:02:38)**

Mr. Zee distributed a presentation; a copy of which is attached hereto and made part of the public record.

- There are new FPL power lines in the community which are unsafe for the health of the community.

- The high levels may cause Cancer and other illnesses, according to independent studies.
- There may be other risks, such as the possibility of fire, since the power lines are right above trees.
- The effect is diminished on buried power lines.
- Mr. Miller indicated they are FPL distribution lines.
- Mr. Popowitz believes investigation and possible burial of lines should be the responsibility of FPL, not the CDD, since FPL owns the easement.
- Mr. Miller was directed to contact FPL and request they prepare a safety study in this regard. Mr. Miller will report back at the next meeting whether there is a cost involved.

Safety was addressed by a Broward County law enforcement representative.

- Break-ins were discussed. People need to lock their vehicle doors.
- The passcode to the gate never changes, which may increase this issue.

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

#### **Landscaping – BrightView (Recording Time Stamp 0:41:54)**

- Ms. Kooiman commented staff is addressing concerns with the landscaping crews. It appears to be better.
- Ms. Mihailovschi commented on a few outstanding items. There are issues with Annuals. Some hedges are not being trimmed and there is still an issue with weeds.
- The BrightView representative commented they are caught up with most outstanding items.
- Invasive plants are being sprayed.

#### **SEVENTH ORDER OF BUSINESS**

#### **Continuing Business (Recording Time Stamp 0:55:34)**

##### **A. Encroachment Issues (Recording Time Stamp 0:55:43)**

- The fence was relocated to the property line, and trees were removed.
- The property may need to be surveyed.

#### **EIGHTH ORDER OF BUSINESS**

#### **Comments to the Board by Ms. Kooiman (Recording Time Stamp 0:57:02)**

- There should be a workshop sometime in January to go through the budget and decrease costs on items where necessary.

- Ms. Kooiman is not satisfied with the current landscaper and irrigation company.
- Mr. Miller will obtain quotes and other information from different irrigation companies.
- Mr. Miller will set up a workshop.

**NINTH ORDER OF BUSINESS**

**Staff Reports (Recording Time Stamp 1:04:21)**

**A. Attorney (Recording Time Stamp 1:04:22)**

**B. Engineer (Recording Time Stamp 1:04:22)**

The Invitation to Bid for Lake Bank Erosion was discussed.

- Mr. Pellerito sent the draft Invitation to Mr. Miller.
- The specifications are missing, according to Mr. Miller and Ms. Wald.
- This would have to be advertised.
- The updated Invitation to Bid will be presented at the next meeting.

Sidewalks were discussed.

- It needs to be determined whether sidewalks were paid for with bond funds, thereby making it a CDD responsibility.
- Mr. Lowe suggested the engineer prepare a comprehensive study of which entity owns which parts of the property.

Primrose School was discussed.

- An agreement is not necessary because their drainage empties into the lake.

**C. Clubhouse (Recording Time Stamp 1:23:25)**

- The flowers at the front will be hand-watered, as the irrigation system is not to be used, as the pest control person indicated the water from the irrigation system would cause a fungus.
- Ms. Mihailovschi is in the process of obtaining two more estimates for repair of the pavers by Lake 12 in LaCosta.
- The clubhouse will close at 4:00 p.m. on December 24, and December 31, 2019. It will be closed on Christmas Day and New Year's Day.
- Ms. Kooiman was pleased with the holiday decorations at the clubhouse.
- The tree ring was discussed. The work will be done shortly.

- There has been difficulty obtaining Pine Bark Mulch for around the clubhouse. It will not arrive until next Friday. BrightView cleaned out all the Pine Bark Mulch. The Board prefers Brown Mulch if they cannot get the Pine Bark Mulch.
- D. District Manager (Recording Time Stamp 1:28:07)**
  - i. Discussion of Parking Rules (Recording Time Stamp 1:28:07)**
    - Mr. Miller suggested having a workshop in January with the CDD and HOA to discuss differences.
    - Mr. Popowitz suggested rulemaking authority for parking. Ms. Wald commented the Board would have to engage the services of a towing company.
    - Ms. Wald suggested the HOA can take over everything from the CDD, as long as CDD and HOA rules are compatible.
  - ii. Discussion of Speed Calming Devices (Recording Time Stamp 1:32:01)**
    - The City changed their rules, and they will now consider placement of speed tables. The City requires a traffic analysis.
    - Mr. Ciechanowiecki noted there are many speeding vehicles in the community.
    - Mr. Miller will obtain an estimate for the traffic analysis for the two main streets.
  - iii. Update Regarding Security for the Holidays (Recording Time Stamp 1:38:10)**
    - The \$1,200 cost rose to \$2,400. After much discussion, Kent Security will provide a car at the rate of \$1,200 through early January 2020.
  - iv. Update Regarding Cameras (Recording Time Stamp 1:40:09)**
    - Mr. Miller is looking at entry cameras, using iCloud technology.
    - A variance may be needed for cameras at the tot lot.
    - Mr. Ciechanowiecki suggested a third party, off-site security company if the CDD purchases new cameras.
  - v. Ratification of District Manager Expenditures (Recording Time Stamp 1:47:53)**
    - Mr. Miller distributed a photo of his personal ladder which was used at the District to install panels in Capistrano.

On MOTION by Mr. Ciechanowiecki, seconded by Mr. Popowitz, with all in favor, the claim made by the District Manager whose property was removed from the CDD in an amount not to exceed \$150, was approved.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests (Recording Time Stamp 1:52:26)**

- Mr. Ciechanowiecki commented the main road near LaCosta is deteriorating, and needs to be repaved.

**NINTH ORDER OF BUSINESS**

**Staff Reports (Continued) (Recording Time Stamp 1:52:52)**

- D. District Manager (Continued) (Recording Time Stamp 1:52:52)**
- v. Ratification of District Manager Expenditures (Continued) (Recording Time Stamp 1:52:52)**
- Ms. Kooiman commented the cost for the Cocoplum was high.

On MOTION by Ms. Kooiman, seconded by Mr. Ciechanowiecki, with all in favor, District Manager expenditures were ratified.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment (Recording Time Stamp 1:53:14)**

There being no further business,

On MOTION by Mr. Lowe, with all in favor, the meeting was adjourned at approximately 7:59 p.m.

---

George Miller  
Secretary

---

Ricardo Lowe  
Chairman

## **Fourth Order of Business**



**Monterra  
Community Development District**

*Financial Report  
December 31, 2019*

Prepared by:



## **Table of Contents**

<b><u>FINANCIAL STATEMENTS</u></b>	Page
Balance Sheet - All Funds .....	1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balance	
<u>General Fund</u>	
Summary Report .....	3
Detailed Report .....	4 - 7
<u>Debt Service Funds</u> .....	8 - 9
 <b><u>SUPPORTING SCHEDULES</u></b>	
Non-Ad Valorem Special Assessments Schedule .....	10 - 11
Trend Report - General Fund .....	12
Cash and Investment Report .....	13
Accrued Expenses Report .....	14
Accounts Payable Aging .....	15
Payment Register .....	16 - 19
Summary Contract Schedule - Quarterly Cash Flow .....	20
Detailed Contract Schedules ....	21 - 22
Capital Reserve Plan .....	23

**Monterra  
Community Development District**

**Financial Statements**

**(Unaudited)**

**December 31, 2019**

**Balance Sheet**  
December 31, 2019

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2005A DEBT SERVICE FUND</b>	<b>SERIES 2015 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 3,531,909	\$ -	\$ -	\$ 3,531,909
Cash On Hand/Petty Cash	500	-	-	500
Accounts Receivable	2,239	-	-	2,239
Due From Other Funds	-	-	901,125	901,125
Investments:				
SBA Account	238,191	-	-	238,191
SBA Account Reserves	362,804	-	-	362,804
Interest Account	-	-	100	100
Interest Account A	-	49	-	49
Prepayment Account	-	3,134	-	3,134
Prepayment Account A	-	60	-	60
Principal	-	-	264	264
Redemption Fund	-	-	12,034	12,034
Reserve Fund	-	-	254,126	254,126
Reserve Fund A	-	8	-	8
Revenue Fund	-	-	43,262	43,262
Revenue Fund A	-	381	-	381
Sinking fund	-	9	-	9
Sinking Fund A	-	38	-	38
Prepaid Items	3,200	-	-	3,200
Deposits	16,305	-	-	16,305
<b>TOTAL ASSETS</b>	<b>\$ 4,155,148</b>	<b>\$ 3,679</b>	<b>\$ 1,210,911</b>	<b>\$ 5,369,738</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 51,648	\$ -	\$ -	\$ 51,648
Accrued Expenses	41,828	-	-	41,828
Retainage Payable	6,954	-	-	6,954
Due To Other Funds	901,125	-	-	901,125
<b>TOTAL LIABILITIES</b>	<b>1,001,555</b>	<b>-</b>	<b>-</b>	<b>1,001,555</b>

**Balance Sheet**  
December 31, 2019

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2005A DEBT SERVICE FUND</b>	<b>SERIES 2015 DEBT SERVICE FUND</b>	<b>TOTAL</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	3,200	-	-	3,200
<b>Restricted for:</b>				
Debt Service	-	3,679	1,210,911	1,214,590
<b>Assigned to:</b>				
Operating Reserves	573,736	-	-	573,736
Reserves - Clubhouse	80,654	-	-	80,654
Reserves-Gates/Guardhouses	53,000	-	-	53,000
Reserves - Hurricane	53,000	-	-	53,000
Reserves - Irrigation System	53,000	-	-	53,000
Reserves - Landscape	53,000	-	-	53,000
Reserve - Lighting	26,500	-	-	26,500
Reserves - Pools	53,000	-	-	53,000
Reserves - Roads and Sidewalks	106,000	-	-	106,000
Reserve - Security Features	53,000	-	-	53,000
Reserve - Wall & Fence Perimeter	10,144	-	-	10,144
<b>Unassigned:</b>	2,035,359	-	-	2,035,359
<b>TOTAL FUND BALANCES</b>	<b>\$ 3,153,593</b>	<b>\$ 3,679</b>	<b>\$ 1,210,911</b>	<b>\$ 4,368,183</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 4,155,148</b>	<b>\$ 3,679</b>	<b>\$ 1,210,911</b>	<b>\$ 5,369,738</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds (1)	Total Projected Amount (2)	Variance To Budget Fav (UnFav) (3)	Total Projected As a % of Budget (4)
<b>REVENUES</b>						
<b>TOTAL REVENUES</b>	<b>\$2,548,469</b>	<b>\$2,332,072</b>	<b>265,176</b>	<b>\$2,597,248</b>	<b>\$48,779</b>	<b>101.9%</b>
<b>EXPENDITURES</b>						
Administrative	126,221	43,181	9,794	52,975	73,246	42.0%
Property management and security	529,194	132,426	396,753	529,179	15	100.0%
Maintenance: Gate/Fence	45,000	11,702	16,832	28,534	16,466	63.4%
Maintenance: Lakes	211,476	31,766	74,816	106,582	104,894	50.4%
Maintenance: Landscape/Hardscape	881,750	253,315	587,267	840,582	41,168	95.3%
Maintenance: Pool	26,700	4,382	15,075	19,457	7,243	72.9%
Maintenance: Other	207,054	37,078	52,897	89,975	117,079	43.5%
Utilities	236,090	54,258	3,593	57,851	178,239	24.5%
Other Expenses	67,260	16,402	187	16,589	50,671	24.7%
Contingency	217,724	-	79,183	79,183	138,541	36.4%
<b>TOTAL EXPENDITURES</b>	<b>2,548,469</b>	<b>584,510</b>	<b>1,236,397</b>	<b>1,820,907</b>	<b>727,562</b>	<b>71.5%</b>
Excess (deficiency) of revenues						
Over (under) expenditures	-	1,747,562	(971,221)	776,341	776,341	
Net change in fund balance	-	1,747,562	(971,221)	776,341	776,341	
<b>FUND BALANCE, BEGINNING (10/1/2019)</b>	<b>1,406,031</b>	<b>1,406,031</b>	<b>-</b>	<b>1,406,031</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$1,406,031</b>	<b>\$3,153,593</b>	<b>(\$971,221)</b>	<b>\$2,182,372</b>	<b>\$776,341</b>	

**Notes**

- 1.) Committed Funds are balances from signed contracts which have not been paid yet.
- 2.) Total Projected amounts are the anticipated year-end balances for each category.
- 3.) Compares the total projected amounts to the adopted budget. Favorable variances are positive; Unfavorable variances are negative.
- 4.) 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 December 31, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
<b>REVENUES</b>						
Interest - Investments	\$ -	\$ 3,916	\$ -	\$ 3,916	\$ 3,916	0.0%
Hurricane Irma FEMA Refund	-	40,513	-	40,513	40,513	0.0%
Interest - Tax Collector	-	118	-	118	118	0.0%
Rental Income	-	400	-	400	400	0.0%
Membership Cards	-	165	-	165	165	0.0%
Special Assmnts- Tax Collector	2,548,469	2,283,293	265,176	2,548,469	-	100.0%
Gate repair refunds	-	300	-	300	300	0.0%
Decal headlamp/windshield	-	3,200	-	3,200	3,200	0.0%
Other Miscellaneous Revenues	-	167	-	167	167	0.0%
<b>TOTAL REVENUES</b>	<b>2,548,469</b>	<b>2,332,072</b>	<b>265,176</b>	<b>2,597,248</b>	<b>48,779</b>	<b>101.9%</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	600	-	600	1,200	33.3%
ProfServ-Dissemination Agent	1,800	-	-	-	1,800	0.0%
ProfServ-Engineering	20,000	2,783	4,415	7,198	12,802	36.0%
ProfServ-Property Appraiser	2,216	2,216	-	2,216	-	100.0%
ProfServ-Trustee Fees	7,000	3,500	-	3,500	3,500	50.0%
Attorney Fees	40,000	3,325	-	3,325	36,675	8.3%
ProfServ-Web Site Maintenance	1,400	381	-	381	1,019	27.2%
Auditing Services	4,000	-	4,000	4,000	-	100.0%
Postage and Freight	1,600	61	-	61	1,539	3.8%
Rentals & Leases	2,400	-	-	-	2,400	0.0%
Insurance - Property	27,999	29,726	-	29,726	(1,727)	106.2%
Insurance	7,242	-	-	-	7,242	0.0%
Printing and Binding	1,000	185	-	185	815	18.5%
Legal Advertising	3,000	-	-	-	3,000	0.0%
Other Current Charges	750	229	-	229	521	30.5%
Office Supplies	350	-	1,379	1,379	(1,029)	394.0%
Dues, Licenses, Subscriptions	650	175	-	175	475	26.9%
<b>Total Administrative</b>	<b>126,221</b>	<b>43,181</b>	<b>9,794</b>	<b>52,975</b>	<b>73,246</b>	<b>42.0%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed 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	13,261	39,784	53,045	-	100.0%
Onsite Maintenance	51,999	13,000	38,961	51,961	38	99.9%
Onsite Property Manager	26,697	6,674	20,003	26,677	20	99.9%
Attendant	112,845	28,211	84,552	112,763	82	99.9%
Security	284,608	71,280	213,453	284,733	(125)	100.0%
<b>Total Property management and security</b>	<b>529,194</b>	<b>132,426</b>	<b>396,753</b>	<b>529,179</b>	<b>15</b>	<b>100.0%</b>
<b><u>Maintenance: Gate/Fence</u></b>						
R&M-Fence	7,500	1,608	-	1,608	5,892	21.4%
R&M-Gate	22,000	8,475	16,832	25,307	(3,307)	115.0%
R&M-Access&Surveillance Systems	12,000	1,619	-	1,619	10,381	13.5%
Gate Transponders	3,500	-	-	-	3,500	0.0%
<b>Total Maintenance: Gate/Fence</b>	<b>45,000</b>	<b>11,702</b>	<b>16,832</b>	<b>28,534</b>	<b>16,466</b>	<b>63.4%</b>
<b><u>Maintenance: Lakes</u></b>						
R&M-Pump Station	24,000	10,834	10,565	21,399	2,601	89.2%
Lake & Wetlands Maintenance	91,306	12,892	40,131	53,023	38,283	58.1%
Pest Control-Midge Lake Banks	39,180	8,040	24,120	32,160	7,020	82.1%
Pest Control-Midge Lakes	20,000	-	-	-	20,000	0.0%
Mitigation Maintenance	19,800	-	-	-	19,800	0.0%
Mitigation Reporting	1,500	-	-	-	1,500	0.0%
Misc-Contingency	7,890	-	-	-	7,890	0.0%
Pump Station Reserve	7,800	-	-	-	7,800	0.0%
<b>Total Maintenance: Lakes</b>	<b>211,476</b>	<b>31,766</b>	<b>74,816</b>	<b>106,582</b>	<b>104,894</b>	<b>50.4%</b>
<b><u>Maintenance: Landscape/Hardscape</u></b>						
Landscape Contract Administration	12,000	-	-	-	12,000	0.0%
R&M-Mulch	43,500	50,100	-	50,100	(6,600)	115.2%
R&M-Pest Control	100,854	33,809	117,561	151,370	(50,516)	150.1%
R&M-Trees and Trimming	39,500	-	-	-	39,500	0.0%
Royal Palm Treatment	3,868	967	-	967	2,901	25.0%
R&M-Pressure Washing	61,980	15,495	46,485	61,980	-	100.0%
Rust Control	9,600	2,400	7,200	9,600	-	100.0%
Landscape Maintenance	417,968	104,328	313,476	417,804	164	100.0%
Landscape Replacement	77,382	18,819	39,500	58,319	19,063	75.4%
Landscape Replacement-Annals	10,738	838	9,900	10,738	-	100.0%



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Irrigation Maintenance	70,860	17,715	53,145	70,860	-	100.0%
Irrigation Repairs & Replacem.	33,500	8,844	-	8,844	24,656	26.4%
<b>Total Maintenance: Landscape/Hardscape</b>	<b>881,750</b>	<b>253,315</b>	<b>587,267</b>	<b>840,582</b>	<b>41,168</b>	<b>95.3%</b>
<b><u>Maintenance: Pool</u></b>						
Payroll-Pool Monitors	4,800	-	-	-	4,800	0.0%
R&M-Pools	20,400	4,382	15,075	19,457	943	95.4%
Pool Furniture	1,000	-	-	-	1,000	0.0%
Pool Permits	500	-	-	-	500	0.0%
<b>Total Maintenance: Pool</b>	<b>26,700</b>	<b>4,382</b>	<b>15,075</b>	<b>19,457</b>	<b>7,243</b>	<b>72.9%</b>
<b><u>Maintenance: Other</u></b>						
Gym Equipment Maintenance	7,000	971	1,575	2,546	4,454	36.4%
R&M-General	55,000	8,016	-	8,016	46,984	14.6%
R&M-Storm Drain Cleaning	64,000	-	-	-	64,000	0.0%
Janitorial Maintenance	66,254	16,564	49,642	66,206	48	99.9%
R&M - Water Feature	3,300	6,025	-	6,025	(2,725)	182.6%
IT Maintenance	3,000	525	-	525	2,475	17.5%
A/C Maintenance	3,500	4,977	1,680	6,657	(3,157)	190.2%
Tot Lot Maintenance	5,000	-	-	-	5,000	0.0%
<b>Total Maintenance: Other</b>	<b>207,054</b>	<b>37,078</b>	<b>52,897</b>	<b>89,975</b>	<b>117,079</b>	<b>43.5%</b>
<b><u>Utilities</u></b>						
Communication - Telephone	19,500	5,090	-	5,090	14,410	26.1%
Electricity - Entrance	13,500	1,833	-	1,833	11,667	13.6%
Electricity - Pump Station	57,000	12,705	-	12,705	44,295	22.3%
Electricity - Streetlighting	109,000	26,215	-	26,215	82,785	24.1%
Utility - Water	9,000	1,089	-	1,089	7,911	12.1%
Utility - Refuse Removal	4,790	1,433	3,593	5,026	(236)	104.9%
Electric - Monuments	300	67	-	67	233	22.3%
Electricity	23,000	5,826	-	5,826	17,174	25.3%
<b>Total Utilities</b>	<b>236,090</b>	<b>54,258</b>	<b>3,593</b>	<b>57,851</b>	<b>178,239</b>	<b>24.5%</b>
<b><u>Other Expenses</u></b>						
Fire Alarm Monitoring	1,050	110	-	110	940	10.5%
Contracts-Fire Exting. Insp.	105	-	-	-	105	0.0%
Lease - Copier	2,700	611	-	611	2,089	22.6%
Golf Cart	250	-	187	187	63	74.8%
Backflow Assembly Testing	170	-	-	-	170	0.0%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	Annual Adopted Budget	Year to date Actual	Committed Funds	Total Projected Amount	Variance To Budget Fav (UnFav)	Total Projected As a % of Budget
Gym Wipes	3,000	260	-	260	2,740	8.7%
Misc-Holiday Lighting	8,650	8,650	-	8,650	-	100.0%
Misc-Special Events	3,000	388	-	388	2,612	12.9%
Misc-Licenses & Permits	835	70	-	70	765	8.4%
Entry System-Key Fob	1,500	1,139	-	1,139	361	75.9%
Office Supplies	20,000	988	-	988	19,012	4.9%
Janitorial Supplies	2,500	-	-	-	2,500	0.0%
Op Supplies - Clubhouse	500	-	-	-	500	0.0%
Food and Beverage	9,500	2,730	-	2,730	6,770	28.7%
Cleaning Supplies	5,500	1,456	-	1,456	4,044	26.5%
Water Cooler	3,000	-	-	-	3,000	0.0%
Electrical Supplies	3,000	-	-	-	3,000	0.0%
Reserve - Equipment	2,000	-	-	-	2,000	0.0%
<b>Total Other Expenses</b>	<b>67,260</b>	<b>16,402</b>	<b>187</b>	<b>16,589</b>	<b>50,671</b>	<b>24.7%</b>
<b><u>Contingency</u></b>						
Misc-Contingency	139,376	-	69,668	69,668	69,708	50.0%
Capital Reserve	78,348	-	9,515	9,515	68,833	12.1%
<b>Total Contingency</b>	<b>217,724</b>	<b>-</b>	<b>79,183</b>	<b>79,183</b>	<b>138,541</b>	<b>36.4%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,548,469</b>	<b>584,510</b>	<b>1,236,397</b>	<b>1,820,907</b>	<b>727,562</b>	<b>71.5%</b>
Excess (deficiency) of revenues						
Over (under) expenditures	-	1,747,562	(971,221)	776,341	776,341	
Net change in fund balance	-	1,747,562	(971,221)	776,341	776,341	
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>1,406,031</b>	<b>1,406,031</b>	<b>-</b>	<b>1,406,031</b>	<b>-</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,406,031</b>	<b>\$ 3,153,593</b>	<b>(\$971,221)</b>	<b>\$2,182,372</b>	<b>\$776,341</b>	

**Monterra  
Community Development District**

**Debt Service**

**December 31, 2019**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 108	\$ 108
Special Assmnts- CDD Collected	383,250	114,125	114,125	-
<b>TOTAL REVENUES</b>	<b>383,250</b>	<b>114,125</b>	<b>114,233</b>	<b>108</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	155,000	-	-	-
Interest Expense	228,250	114,125	114,125	-
<b>Total Debt Service</b>	<b>383,250</b>	<b>114,125</b>	<b>114,125</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>383,250</b>	<b>114,125</b>	<b>114,125</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	108	108
Net change in fund balance	\$ -	\$ -	\$ 108	\$ 108
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>3,571</b>	<b>3,571</b>	<b>3,571</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 3,571</b>	<b>\$ 3,571</b>	<b>\$ 3,679</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 1,958	\$ 1,958
Special Assmnts- Tax Collector	1,075,066	938,440	901,125	(37,315)
Special Assmnts- Discounts	(43,003)	(37,364)	-	37,364
<b>TOTAL REVENUES</b>	<b>1,032,063</b>	<b>901,076</b>	<b>903,083</b>	<b>2,007</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Financial and Administrative</u></b>				
Misc-Assessmnt Collection Cost	21,501	18,681	-	18,681
<b>Total Financial and Administrative</b>	<b>21,501</b>	<b>18,681</b>	<b>-</b>	<b>18,681</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	605,000	-	-	-
Interest Expense	412,013	206,007	206,006	1
<b>Total Debt Service</b>	<b>1,017,013</b>	<b>206,007</b>	<b>206,006</b>	<b>1</b>
<b>TOTAL EXPENDITURES</b>	<b>1,038,514</b>	<b>224,688</b>	<b>206,006</b>	<b>18,682</b>
Excess (deficiency) of revenues Over (under) expenditures	(6,451)	676,388	697,077	20,689
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(6,451)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(6,451)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (6,451)	\$ 676,388	\$ 697,077	\$ 20,689
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>513,834</b>	<b>513,834</b>	<b>513,834</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 507,383</b>	<b>\$ 1,190,222</b>	<b>\$ 1,210,911</b>	

**Monterra**  
**Community Development District**

**Supporting Schedules**

**December 31, 2019**

**Non-Ad Valorem Special Assessments**  
**Broward County Tax Collector - Collection Report**  
For the Fiscal Year Ending September 30, 2020

**TOTAL - ALL PRODUCT TYPES**

Date	Description	Gross Amount (1)	(Discounts)/ Penalties	(Collection Cost)	Net Amount Received (2)
<b>ASSESSMENTS LEVIED FY 2020</b>		\$ 3,786,204			\$ 3,559,031
Allocation %		100%			100%
11/21/2019	11/1 - 11/14/18	373,038	(15,106)	(6,961)	350,971
12/7/2018	11/1 - 11/30/18	2,684,160	(107,366)	(51,309)	2,525,486
12/12/2018	12/01 - 12/05/18	120,285	(4,539)	(2,220)	113,526
12/28/2018	12/06 - 12/19/18	203,617	(7,464)	(1,717)	194,436
<b>TOTAL</b>		<b>\$ 3,381,100</b>	<b>\$ (134,475)</b>	<b>\$ (62,207)</b>	<b>\$ 3,184,418</b>

% Collected 89.3% 89.5%

<b>TOTAL OUTSTANDING</b>	<b>\$ 405,105</b>	<b>\$ 374,613</b>
--------------------------	-------------------	-------------------

Allocation by Fund		
General Fund	Series 2005 DS	Series 2015 DS
\$ 2,548,469	\$ -	\$ 1,010,561
71.61%	0.00%	28.39%
244,306	-	106,664
1,795,321	-	730,164
73,764	-	39,761
169,901	-	24,535
<b>\$ 2,283,293</b>	<b>\$ -</b>	<b>\$ 901,125</b>

89.6% 0.0% 89.2%

<b>\$ 265,176</b>	<b>\$ -</b>	<b>\$ 109,436</b>
-------------------	-------------	-------------------

(1) Amount Levied As Certified on Tax Collector Recap DR-502 from Broward.Org website.

(2) Levied amount less 6% for early payment discount (4%) and Broward County collection fees (2%)

**TOTAL - BREAKDOWN BY PRODUCT TYPE**

Product Code	Product Description	Amount Levied	Net Amount Levied	Net Amount Received	Net Amount Outstanding
MR	MultiFamily - 2F	125,194	117,682	117,782	-100
MS	Townhome - 2F	246,033	231,271	210,946	20,325
MT	SF 34'	230,903	217,049	211,178	5,871
MU	SF 34' -La Costa	118,691	111,570	105,788	5,782
MV	SF 50'	1,232,782	1,158,815	1,010,378	148,437
MW	SF 50' - Bella Terra	238,015	223,734	194,146	29,589
MX	SF 65'	814,017	765,176	646,171	119,004
MY	SF 65' Estada	392,899	369,325	340,083	29,242
MZ	Townhome - 2H	245,695	230,953	211,649	19,304
MN	Commercial	141,976	133,457	136,297	-2,840
<b>TOTAL</b>		<b>\$ 3,786,204</b>	<b>\$ 3,559,032</b>	<b>\$ 3,184,418</b>	<b>\$ 374,614</b>

**Non-Ad Valorem Special Assessments - CDD Collected**  
**(Monthly Collection Distributions)**  
For the Fiscal Year Ending September 30, 2020

						Allocation by Fund		
Date	Description	Gross Amount	(Discounts)/ Penalties	(Collection Cost)	Net Amount Received	General Fund	Series 2005 DS	Series 2015 DS
<b>ASSESSMENTS LEVIED FY 2020</b>		\$ 383,250			\$ 383,250	\$ -	\$ 383,250	\$ -
Allocation %								
10/15/2019	2005 DS 1st Installment	114,125	-	-	114,125		114,125	
<b>TOTAL</b>		\$ 114,125	\$ -	\$ -	\$ 114,125	\$ -	\$ 114,125	\$ -
					% Collected	0%	30%	0%
<b>TOTAL OUTSTANDING</b>						\$ -	\$ 269,125	\$ -



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending December 31, 2019

Account Description	Oct Actual	Nov Actual	Dec Actual	YTD Total
<b>Total Revenues</b>	<b>3,732</b>	<b>253,042</b>	<b>2,075,298</b>	<b>2,332,072</b>
<b><u>Expenditures</u></b>				
Administrative	3,019	34,180	5,982	43,181
Property management and security	43,651	44,450	44,325	132,426
Maintenance: Gate/Fence	4,519	1,339	5,844	11,702
Maintenance: Lakes	8,481	9,783	13,503	31,767
Maintenance: Landscape/Hardscape	56,671	78,554	118,090	253,315
Maintenance: Pool	1,400	1,400	1,582	4,382
Maintenance: Other	15,564	6,479	15,033	37,076
Utilities	13,853	23,629	16,776	54,258
Other Expenses	1,412	3,659	11,330	16,401
Contingency	-	-	-	-
<b>Total Expenditures</b>	<b>148,570</b>	<b>203,473</b>	<b>232,465</b>	<b>584,510</b>
Excess (deficiency) of revenues Over (under) expenditures	<b>(144,838)</b>	<b>49,569</b>	<b>1,842,833</b>	<b>1,747,562</b>

**Cash and Investment Report**  
*December 31, 2019*

<u>Investment Type</u>	<u>Bank Name</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
<b><u>General Fund</u></b>				
Checking Account - Operating #0134	Suntrust	N/A	0.00%	\$ 137,935
Checking Account - Operating #6534	Suntrust	N/A	0.00%	\$ 3,393,974 <sup>(1)</sup>
<b>Subtotal Checking</b>				<b>\$ 3,531,909</b>
SBA Excess Funds #2511	Florida Prime	N/A	2.56%	238,191
SBA Capital Reserve #2400	Florida Prime	N/A	2.56%	362,804
<b>Subtotal SBA</b>				<b>600,996</b>
<b>GF Subtotal</b>				<b>4,132,905</b>
 <b><u>Debit Service</u></b>				
<b><u>Fund 201</u></b>				
2005A SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	381
2005A SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.17%	49
2005A SERIES SINKING FUND	Wells Fargo	N/A	0.19%	47
2005A SERIES RESERVE ACCOUNT	Wells Fargo	N/A	0.13%	8
2005A SERIES PREPAYMENT ACCOUNT	Wells Fargo	N/A	0.16%	3,194
<b>Total Fund 201</b>				<b>3,678</b>
 <b><u>Fund 202</u></b>				
2015 SERIES REVENUE ACCOUNT	Wells Fargo	N/A	0.16%	43,262
2015 SERIES PRINCIPAL ACCOUNT	Wells Fargo	N/A	0.16%	264
2015 SERIES INTEREST ACCOUNT	Wells Fargo	N/A	0.16%	100
2015 SERIES RESERVE FUND	Wells Fargo	N/A	0.16%	254,126
2015 SERIES REDEMPTION ACCOUNT	Wells Fargo	N/A	0.16%	12,034
<b>Total Fund 202</b>				<b>309,785</b>
<b>DS Subtotal</b>				<b>313,463</b>
<b>Grand Total</b>				<b>\$ 4,446,369</b>

Note:

1) Amount to be transferred in January to a/c# 2511 Excess Funds - \$2.75M.

**Accrued Expenses**  
**December 31, 2019**

<u>Vendor</u>	<u>Service Period</u>	<u>Description</u>	<u>Amount</u>
ASAP Gate Plus	Dec	Gate / Fence Repair	\$ 430
Brightview Landscaping	Dec	Landscape Replacement	384
Great American	Dec	Office Supplies	152
Kent Security	Dec	Monthly Security	24,166
Magical Displays	Dec	Christmas Lighting Deposit	4,325
Research Irrigation	Dec	IRR Maintenance	1,799
Tropical Plant and Pest Svcs	Dec	Pest Control and Fertilization Svcs	8,333
Viss Technology	Aug & Sep	Monthly Video Surveillance	2,239
<b>Grand Total</b>			<b><u>\$ 41,828</u></b>

**Aged Accounts Payable**

Monterra CDD

(Summary, aged as of December 31, 2019)

Aged by due date.

No.	Name	Balance Due	Aged Overdue Amounts			
			Current	Up To 30 Days	31 - 60 Days	Over 60 Days
V00002	AT&I	Phone:	(866) 436-3516	Contact:		
	Total Amount Due	89.00	89.00	0.00	0.00	0.00
			100.00%	0.00%	0.00%	0.00%
V00004	FPL - ACH	Phone:		Contact:		
	Total Amount Due	15,132.54	0.00	15,132.54	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00008	City of Cooper City - ACH	Phone:		Contact:		
	Total Amount Due	308.66	0.00	308.66	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00013	Magical Displays	Phone:		Contact:		
	Total Amount Due	4,325.00	0.00	4,325.00	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00031	XEROX FINANCIAL SERVICES LLC -	Phone:	888-435-6333	Contact: COPIER LEASE		
	Total Amount Due	153.13	0.00	153.13	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00046	A-ADVANCED FIRE & SAFETY, INC.	Phone:		Contact:		
	Total Amount Due	35.00	0.00	35.00	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00088	BRIGHTVIEW LANDSCAPING	Phone:		Contact:		
	Total Amount Due	31,298.71	0.00	31,298.71	0.00	0.00
			0.00%	100.00%	0.00%	0.00%
V00111	MARIA MIHAILOVSCHI	Phone:		Contact:		
	Total Amount Due	305.89	305.89	0.00	0.00	0.00
			100.00%	0.00%	0.00%	0.00%
	Report Total Amount Due (USD)	51,647.93	394.89	51,253.04	0.00	0.00
			0.76%	99.24%	0.00%	0.00%

**MONTERRA**  
**Community Development District**

Payment Register by Fund  
For the Period from 12/1/2019 to 12/31/2019  
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	7243	12/04/19	5 STAR POOLS INC	45389	DEC FOUNTAIN MAINT	2019-2020	546191-53970	\$275.00
001	7243	12/04/19	5 STAR POOLS INC	45390	DEC POOL MAINT	2019-2020	546074-53965	\$1,400.00
001	7243	12/04/19	5 STAR POOLS INC	45612	NEW SPLASH PAD TIMER	2019-2020	546074-53965	\$182.00
001	7271	12/18/19	5 STAR POOLS INC	45613	NEW FRONT FNTN PUMP, MOTOR, & VALVES	2019-2020	546191-53970	\$5,200.00
001	7280	12/27/19	A-ADVANCED FIRE & SAFETY, INC.	Y 61924	4 ANNUAL MAINT/CERTIFICATION	Misc-Licenses & Permits	549066-53980	\$70.00
001	7239	12/04/19	AT&I	23409	GATE PREVENTIVE MAINT DEC 19	2019-2020	546034-53950	\$340.00
001	7239	12/04/19	AT&I	WO-021006	UNIVERSITY EXIT GATE REPAIR	2019-2020	546034-53950	\$89.00
001	7250	12/12/19	AT&I	WO-021064	REPLACED CONTROL BRD EXIT SWING GATE	2019-2020	546034-53950	\$895.50
001	7250	12/12/19	AT&I	WO-021079	GATE REPR PINE ISLAND ENTRANCE	2019-2020	546034-53950	\$133.98
001	7273	12/27/19	AT&I	WO-021297	GATE REPR PINE ISLAND ENTRANCE	2019-2020	546034-53950	\$139.00
001	7273	12/27/19	AT&I	WO-021341	VISTA DEL SOL ENTRANCE REPAIR	2019-2020	546034-53950	\$89.00
001	7286	12/31/19	AT&I	WO-021419	GATE REPAIR - RESIDENT SIDE	2019-2020	546034-53950	\$89.00
001	7286	12/31/19	AT&I	23721	HEADLAMP AND WINDSHIELD TAGS	2019-2020	546034-53950	\$2,778.50
001	7279	12/27/19	Billing, Cochran, Lyles,	159787	GEN MATTERS THRU NOV 2019	Attorney Fees	531058-51302	\$2,225.00
001	7246	12/04/19	BRIGHTVIEW LANDSCAPING	6584894	NEW SHRUBS PERENNIAL & COCOPLUM	Landscape Replacement	546338-53960	\$1,508.43
001	7258	12/12/19	BRIGHTVIEW LANDSCAPING	6602431	LA COSTA NW 84TH WAY REM OF DEBRIS	Landscape Replacement	546338-53960	\$370.50
001	7258	12/12/19	BRIGHTVIEW LANDSCAPING	6602511	FALLEN 4 TREES REMOVED PINE ISL MEDIAN	Landscape Replacement	546338-53960	\$1,000.50
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6564776	NOV EXTERIOR MAINT	Landscape Maintenance	546300-53960	\$695.40
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6564776	NOV EXTERIOR MAINT	Landscape Maintenance	546300-53960	\$15,996.96
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6564776	NOV EXTERIOR MAINT	Landscape Maintenance	546300-53960	\$4,868.64
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6564776	NOV EXTERIOR MAINT	Landscape Maintenance	546300-53960	\$13,215.00
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6564776	NOV EXTERIOR MAINT	Retainage Payable	205500	(\$3,477.29)
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6599932	LA COSTA GUMBO LIMBO TREE INSTALL	Landscape Replacement	546338-53960	\$879.58
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6628326	ANNUALS @ CLUBHOUSE ENTRANCE	Landscape Replacement-Annals	546339-53960	\$838.34
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6626742	FALLEN TREE REMOVAL	Landscape Replacement	546338-53960	\$840.00
001	7264	12/13/19	BRIGHTVIEW LANDSCAPING	6601134	GUMBO LIMBO REMOVAL	Landscape Replacement	546338-53960	\$810.00
001	7272	12/19/19	BRIGHTVIEW LANDSCAPING	6381298A	JULY MAINTENANCE RETAINAGE	Retainage Payable	205500	\$3,477.29
001	7241	12/04/19	Castle Group	MGT-120119-160	DEC CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$1,250.00
001	7241	12/04/19	Castle Group	MGT-120119-160	DEC CONTRACT MANAGEMENT	WO 1737-1737	534200-51320	\$4,333.25
001	7241	12/04/19	Castle Group	MGT-120119-160	DEC CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$392.25
001	7241	12/04/19	Castle Group	MGT-120119-160	DEC CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$1,046.00
001	7241	12/04/19	Castle Group	MGT-120119-160	DEC CONTRACT MANAGEMENT	WO 1737-1737	534202-51320	\$9,403.75
001	7241	12/04/19	Castle Group	MGT-120119-160	DEC CONTRACT MANAGEMENT	WO 1737-1737	546190-53970	\$2,832.92
001	7241	12/04/19	Castle Group	MGT-120119-160	DEC CONTRACT MANAGEMENT	WO 1737-1737	534201-51320	\$2,224.75
001	7282	12/27/19	EAST COAST MULCH CORP	6187	MULCH FOR ENTRANCES	R&M-Mulch	546059-53960	\$21,300.00
001	7282	12/27/19	EAST COAST MULCH CORP	6187	MULCH FOR ENTRANCES	R&M-Mulch	546059-53960	\$7,500.00
001	7282	12/27/19	EAST COAST MULCH CORP	6187	MULCH FOR ENTRANCES	R&M-Mulch	546059-53960	\$19,300.00
001	7282	12/27/19	EAST COAST MULCH CORP	6187	MULCH FOR ENTRANCES	R&M-Mulch	546059-53960	\$2,000.00
001	7248	12/09/19	ESTATE MANAGEMENT SERVICES, INC	11821	DEC MTHLY POND SERVICES	Lake & Wetlands Maintenance	546366-53955	\$4,459.00
001	7249	12/12/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9177522753	DRY LUBE/FLAGS/SCREWDRIVER/NUT DRIVER	R&M-General	546001-53970	\$67.94

**MONTERRA**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 12/1/2019 to 12/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	7288	12/31/19	HD SUPPLY FACILITIES MAINTENANCE, LTD.	9178016279	PLASTIC WP SINGLE GANG COVER	R&M-General	546001-53970	\$50.76
001	7255	12/12/19	HOOVER PUMP	151610	PUMP MAINTENANCE	R&M-Pump Station	546075-53955	\$5,378.56
001	7247	12/09/19	INFRAMARK, LLC	46496	NOV MANAGEMENT FEES	DOMAIN RENEWALS	531094-51302	\$120.17
001	7247	12/09/19	INFRAMARK, LLC	46496	NOV MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51320	\$4,420.42
001	7247	12/09/19	INFRAMARK, LLC	46496	NOV MANAGEMENT FEES	Printing and Binding	547001-51302	\$49.20
001	7247	12/09/19	INFRAMARK, LLC	46496	NOV MANAGEMENT FEES	Postage and Freight	541006-51302	\$20.00
001	7285	12/31/19	INFRAMARK, LLC	47419	DEC MANAGEMENT FEES	DOMAIN RENEWALS	531094-51302	\$120.17
001	7285	12/31/19	INFRAMARK, LLC	47419	DEC MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51320	\$4,420.42
001	7285	12/31/19	INFRAMARK, LLC	47419	DEC MANAGEMENT FEES	Printing and Binding	547001-51302	\$43.90
001	7285	12/31/19	INFRAMARK, LLC	47419	DEC MANAGEMENT FEES	Postage and Freight	541006-51302	\$19.00
001	7253	12/12/19	KENT SECURITY OF PALM BEACH, INC.	20033390	NOV SECURITY SERVICES	Security	534203-51320	\$23,445.28
001	7256	12/12/19	LSJ CORP	53183	8 PARKING SIGNS	R&M-General	546001-53970	\$2,120.00
001	7283	12/27/19	LSJ CORP	53212	RESIDENTS ONLY SIGN INSTALLATION	R&M-General	546001-53970	\$240.00
001	7284	12/27/19	M&J ECOLOGICAL, LLC	0046	11/18-12/18/19 ANIMAL TRAPPING	R&M-Pest Control	546070-53960	\$4,279.00
001	7266	12/13/19	MARIA MIHAILOVSKI	113019	NOV PETTY CASH	Misc-Special Events	549052-53980	\$79.32
001	7266	12/13/19	MARIA MIHAILOVSKI	113019	NOV PETTY CASH	R&M-General	546001-53970	\$94.99
001	7266	12/13/19	MARIA MIHAILOVSKI	113019	NOV PETTY CASH	R&M-General	546001-53970	\$151.14
001	7266	12/13/19	MARIA MIHAILOVSKI	113019	NOV PETTY CASH	Office Supplies	551002-53980	\$15.52
001	7242	12/04/19	OFFICE DEPOT	405765515001	CLEANING SUPPLIES	Cleaning Supplies	552077-53980	\$58.13
001	7242	12/04/19	OFFICE DEPOT	405765514001	CLEANING SUPPLIES	Cleaning Supplies	552077-53980	\$34.39
001	7242	12/04/19	OFFICE DEPOT	405764858001	OFFICE SUPPLIES	Cleaning Supplies	552077-53980	\$376.02
001	7242	12/04/19	OFFICE DEPOT	404277430001	OFFICE SUPPLIES	Office Supplies	551002-53980	\$84.87
001	7260	12/13/19	OFFICE DEPOT	407838785001	DOG WASTE BAGS	Cleaning Supplies	552077-53980	\$107.29
001	7274	12/27/19	OFFICE DEPOT	410003995001	CLEANING SUPPLIES/COMPUTER EQUIP	Office Supplies	551002-53980	\$183.11
001	7274	12/27/19	OFFICE DEPOT	410003995001	CLEANING SUPPLIES/COMPUTER EQUIP	Cleaning Supplies	552077-53980	\$20.86
001	7274	12/27/19	OFFICE DEPOT	411029401001	TISSUE/DISPENSER	Cleaning Supplies	552077-53980	\$34.61
001	7274	12/27/19	OFFICE DEPOT	411029737001	DISPENSER/PAPER TOWELS	Cleaning Supplies	552077-53980	\$12.99
001	7274	12/27/19	OFFICE DEPOT	411029735001	BATTERIES/SOAP/DISPENSER	Cleaning Supplies	552077-53980	\$29.91
001	7274	12/27/19	OFFICE DEPOT	411029735001	BATTERIES/SOAP/DISPENSER	Office Supplies	551002-53980	\$59.38
001	7274	12/27/19	OFFICE DEPOT	415532130001	TOWELS/CLEANER/POLISH/OFF SUPPLIES	Cleaning Supplies	552077-53980	\$352.47
001	7274	12/27/19	OFFICE DEPOT	415532130001	TOWELS/CLEANER/POLISH/OFF SUPPLIES	Office Supplies	551002-53980	\$17.08
001	DD204	12/09/19	City of Cooper City - ACH	111819 ACH	10/16- 11/17/19 WTR UTILITY ACH	Utility - Water	543018-53975	\$98.42
001	DD207	12/12/19	COMCAST - ACH	112119-4707 ACH	DECEMBER SERVICES	Communication - Telephone	541003-53975	\$157.37
001	DD208	12/12/19	COMCAST - ACH	112119-0131 ACH	11/30-12/29/19 SERVICE ACH	Communication - Telephone	541003-53975	\$179.57
001	DD209	12/12/19	COMCAST - ACH	92459540	DEC SERVICE	Communication - Telephone	541003-53975	\$290.59
001	DD209	12/12/19	COMCAST - ACH	92459540	DEC SERVICE	Communication - Telephone	541003-53975	\$162.41
001	DD211	12/13/19	COMCAST - ACH	112619-4432 ACH	12/6-1/5/20 SERVICE ACH	Communication - Telephone	541003-53975	\$146.85
001	DD212	12/13/19	COMCAST - ACH	112619-6934 ACH	12/6-1/5/20 SERVICE #8495752511016934	Communication - Telephone	541003-53975	\$208.90
001	DD210	12/13/19	FPL - ACH	111819 ACH	10/18-11/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$112.94
001	DD210	12/13/19	FPL - ACH	111819 ACH	10/18-11/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$890.35
001	DD210	12/13/19	FPL - ACH	111819 ACH	10/18-11/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$338.82
001	DD210	12/13/19	FPL - ACH	111819 ACH	10/18-11/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$2,671.06

**MONTERRA**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 12/1/2019 to 12/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD210	12/13/19	FPL - ACH	111819 ACH	10/18-11/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$28.21
001	DD210	12/13/19	FPL - ACH	111819 ACH	10/18-11/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$301.17
001	DD210	12/13/19	FPL - ACH	111819 ACH	10/18-11/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$2,374.28
001	DD213	12/27/19	COMCAST - ACH	120219-6762 ACH	12/10-1/09/20 SERVICE ACH	Communication - Telephone	541003-53975	\$550.82
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$486.77
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$398.76
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electric - Monuments	543054-53975	\$14.29
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$1,460.30
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$1,196.27
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity - Pump Station	543012-53975	\$1,298.04
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity - Streetlighting	543013-53975	\$1,063.35
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity - Entrance	543008-53975	\$626.49
001	DD217	12/31/19	FPL - ACH	111819-ACH	10/18-11/18/19 ELEC ACH	Electricity	543075-53975	\$2,110.14
001	7245	12/04/19	People's Choice Pressure Cleaning	15322	PRESSURE WASHING SIDEWALKS/SWALES	WO1867-1867	546171-53960	\$2,324.25
001	7245	12/04/19	People's Choice Pressure Cleaning	15322	PRESSURE WASHING SIDEWALKS/SWALES	WO1867-1867	546171-53960	\$774.75
001	7245	12/04/19	People's Choice Pressure Cleaning	15322	PRESSURE WASHING SIDEWALKS/SWALES	WO1867-1867	546171-53960	\$2,066.00
001	7287	12/31/19	People's Choice Pressure Cleaning	15409	PRESSURE WASHING SIDEWALKS/SWALES/CURBS	WO1867-1867	546171-53960	\$2,324.25
001	7287	12/31/19	People's Choice Pressure Cleaning	15409	PRESSURE WASHING SIDEWALKS/SWALES/CURBS	WO1867-1867	546171-53960	\$774.75
001	7287	12/31/19	People's Choice Pressure Cleaning	15409	PRESSURE WASHING SIDEWALKS/SWALES/CURBS	WO1867-1867	546171-53960	\$2,066.00
001	7251	12/12/19	Research Irrigation, Inc	37336	NOV IRR MATERIALS	Irrigation Repairs & Replacem.	546932-53960	\$1,403.82
001	7275	12/27/19	Research Irrigation, Inc	37365	DECEMBER VALVE MAINTENANCE	Irrigation Maintenance	546930-53960	\$3,295.00
001	7275	12/27/19	Research Irrigation, Inc	37366	DEC IRR MAINT	Irrigation Maintenance	546930-53960	\$1,044.00
001	7275	12/27/19	Research Irrigation, Inc	37366	DEC IRR MAINT	Irrigation Maintenance	546930-53960	\$1,175.00
001	7275	12/27/19	Research Irrigation, Inc	37366	DEC IRR MAINT	Irrigation Maintenance	546930-53960	\$391.00
001	7254	12/12/19	RUST TECH SERVICES, INC.	193031	WELL WTR STAINING SERVICE	WO 1964-1964	546193-53960	\$360.00
001	7254	12/12/19	RUST TECH SERVICES, INC.	193031	WELL WTR STAINING SERVICE	WO 1964-1964	546193-53960	\$320.00
001	7254	12/12/19	RUST TECH SERVICES, INC.	193031	WELL WTR STAINING SERVICE	WO 1964-1964	546193-53960	\$120.00
001	7263	12/13/19	SPECIALIZED HOME ELECTRONICS	189114	DEC GRD HSE RADIO MONITORING	R&M-General	546001-53970	\$39.95
001	7259	12/12/19	STEVEN DEMOPOULOS	120619	A/C REPRS TO COMPRESSOR	A/C Maintenance	546194-53970	\$835.00
001	7276	12/27/19	THE GYM DOC FITNESS REPAIR LLC	5987	DECEMBER EQUIP MAINT	2019-2020	534159-53970	\$175.00
001	7257	12/12/19	TINLOF OF TECHNOLOGIES, INC	AR1209	COPIER LEASE	Lease - Copier	544008-53980	\$92.24
001	7244	12/04/19	Tropical Plant and Pest Services	11252019EMONT	NOV PEST/FERTILIZATION MAINT	R&M-Pest Control	546070-53960	\$3,584.50
001	7244	12/04/19	Tropical Plant and Pest Services	11252019EMONT	NOV PEST/FERTILIZATION MAINT	R&M-Pest Control	546070-53960	\$1,262.50
001	7244	12/04/19	Tropical Plant and Pest Services	11252019EMONT	NOV PEST/FERTILIZATION MAINT	R&M-Pest Control	546070-53960	\$3,164.00
001	7244	12/04/19	Tropical Plant and Pest Services	11252019EMONT	NOV PEST/FERTILIZATION MAINT	Royal Palm Treatment	546149-53960	\$322.34
001	7261	12/13/19	Tropical Plant and Pest Services	12062019MONTMOSQUITO	DEC MOSQUITO TREATMENT	R&M-Pest Control	546070-53960	\$203.00
001	7261	12/13/19	Tropical Plant and Pest Services	12062019MONTMOSQUITO	DEC MOSQUITO TREATMENT	R&M-Pest Control	546070-53960	\$203.00
001	7261	12/13/19	Tropical Plant and Pest Services	12062019MONTMOSQUITO	DEC MOSQUITO TREATMENT	Lake & Wetlands Maintenance	546366-53955	\$585.00
001	7277	12/27/19	Tropical Plant and Pest Services	12112019MM	LAKE BANK MIDGE CONTROL	Pest Control-Midge Lake Banks	546367-53955	\$2,680.00
001	7281	12/27/19	ULTIMATE WATER LLC	PR-68178	COFFEE SUPPLIES	Food & Beverage	552076-53980	\$436.34
001	7281	12/27/19	ULTIMATE WATER LLC	PR-68559	COFFEE SUPPLIES	Food & Beverage	552076-53980	\$525.13
001	7252	12/12/19	VISS Technology, LLC	314068	10/3/19 SERV CALL FOR CAMERA REPAIR	R&M-Access&Serveillance Systems	546349-53950	\$780.00

**MONTERRA**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 12/1/2019 to 12/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	7262	12/13/19	VISS Technology, LLC	314085	DEC MAINT/MONITORING	R&M-Access&Serveillance Systems	546349-53950	\$250.00
001	7240	12/04/19	WASTE MANAGEMENT INC	1198630-2237-0	DEC WASTE SERVICE & OVERAGE	Utility - Refuse Removal	543020-53975	\$412.37
001	7265	12/13/19	WELLS FARGO BANK	1719229	7/13/18-6/28/19 TRUSTEE FEE	ProfServ-Trustee Fees	531045-51302	\$3,500.00
001	7278	12/27/19	Zogics, LLC	122019	WELLNESS CENTER WIPES	2019-2020	546961-53980	\$259.90
<b>Fund Total</b>								<b>\$232,393.41</b>

<b>Total Checks Paid</b>	<b>\$232,393.41</b>
--------------------------	---------------------



**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**  
**Summary Contract Schedule - Quarterly Cash Flow**  
As of December 31, 2019

	Estimated Spending by Quarter					
Projects	Q2	Q3	Q4	Total	Budget Acct No.	Budget Line Description
Approved / Committed Contracts						
<u>Reoccurring Services</u>						
A/C Maintenance	\$560	\$560	\$560	\$1,680	546194-53970	A/C Maintenance
Annuals - Flowers	\$0	\$4,950	\$4,950	\$9,900	546339-53960	Annuals - Flowers
Auditing Services	\$4,000	\$0	\$0	\$4,000	532002-51302	Auditing Services
Field Services	\$64,449	\$64,449	\$64,449	\$193,347	Multiple	Multiple
Gym - R&M	\$525	\$525	\$525	\$1,575	534159-53970	Gym Equipment Maintenance
Irrigation Maintenance	\$18,915	\$18,915	\$19,494	\$57,324	546930-53960	Irrigation Maintenance
Lake & Wetlands Maintenance	\$13,377	\$13,377	\$13,377	\$40,131	546366-53955	Lake & Wetlands Maintenance
Landscaping	\$104,492	\$104,492	\$104,492	\$313,476	546300-53960	Landscape Maintenance
Management Services	\$13,261	\$13,261	\$13,261	\$39,784	531027-51320	ProfServ-Mgmt Consulting Serv
Office Equipment	\$459	\$459	\$459	\$1,378	551002-53980	Office Supplies
Pest Control	\$47,227	\$47,227	\$47,227	\$141,681	Multiple	Multiple
Pool / Fountain - R&M	\$5,025	\$5,025	\$5,025	\$15,075	546074-53965	R&M-Pools
Pressure washing	\$15,495	\$15,495	\$15,495	\$46,485	546171-53960	R&M-Pressure Washing
Refuse Service	\$1,198	\$1,198	\$1,198	\$3,593	543018-53975	Utility - Water
Rust Control	\$2,400	\$2,400	\$2,400	\$7,200	546193-53960	Rust Control
Security Services	\$71,151	\$71,151	\$71,151	\$213,453	534203-51320	Security
Subtotal	\$362,534	\$363,484	\$364,063	\$1,090,081		
<u>Project / One-time R&amp;M Costs</u>						
Gate - R&M	\$5,611	\$5,611	\$5,611	\$16,832	546034-53950	R&M-Gate
Engineering	\$1,472	\$1,472	\$1,472	\$4,415	531013-51302	Engineering Services
Hydrology Study	\$3,223	\$3,223	\$3,223	\$9,668	531013-51302	SFWM D Water Use Permit
Landscaping - Tree Replacement	\$33,167	\$33,167	\$33,167	\$99,500	Multiple	Multiple
Pump Repairs	\$2,695	\$2,195	\$1,495	\$6,386	546075-53955	R&M-Pump Station
Walls - R&M	\$3,171	\$3,171	\$3,171	\$9,514	568018-53985	Capital Reserve
Subtotal	\$49,338	\$48,838	\$48,138	\$146,315		
GRAND TOTAL APPROVED	\$411,872	\$412,322	\$412,201	\$1,236,397		

# **MONTERRA COMMUNITY DEVELOPMENT DISTRICT**

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

As of December 31, 2019

Contractor / Vendor	Project/Service Category	Date Board Approved	Work Order #	Description of Project / Service	Account Code	Account Description	Annual Amount	Amount Spent YTD	Amount Remaining
5 Star Pool	Pool / Fountain - R&M	10/1/2013	WO-1609-1609	Pool / Fountain Maintenance	546074-53965	R&M-Pools	\$20,100	\$5,025	\$15,075
5 Star Pool	Pool / Fountain - R&M	11/18/2019		Replace Entry Fountain Pump	546075-53955	R&M Pump Station	\$5,785	\$5,200	\$585
A/C Technologies	A/C Maintenance	9/14/2015	WO-1641-1641	Preventative Maintenance (2 times per yr / 5 A/C systems)	546194-53970	A/C Maintenance	\$1,920	\$240	\$1,680
AT&I Systems	Gate - R&M	10/25/2017	WO-1673-1673	Gates Preventative Maintenance	546034-53950	R&M-Gate	\$4,080	\$1,020	\$3,060
AT&I Systems	Gate - R&M	11/4/2017	WO-1705-1705	Entry Gates maintenance	546034-53950	R&M-Gate	\$17,920	\$4,148	\$13,772
Brightview Landscaping	Landscaping	5/21/2018	WO-1545-1545	Landscaping	546300-53960	Landscape Maintenance	\$417,968	\$104,492	\$313,476
Brightview Landscaping	Annuals - Flowers	8/20/2018		Annuals - Flowers	546339-53960	Landscape Replacement	\$10,738	\$838	\$9,900
Brightview Landscaping	Landscaping	2/18/2019	Project	Tree Replacement & Removal	546099-53960	Landscape Replacement	\$39,500	\$0	\$39,500
Castle Group, LLC	Field Services	2/28/2017	WO-1737-1737	Management Fees	534200-51320/ 534201-51302/ 534202-51302/ 534159-53970/ 546190-53970	Onsite Maintenance & Property Management / Attendant / Gym Equip Maint. / Janitorial Maint. / Golf Cart	\$257,795	\$64,449	\$193,346
East Coast Mulch	Mulch Services	11/18/2019		Mulch Services	546059-53960	R&M Mulch	\$50,100	\$50,100	\$0
Estate Management Services	Lake & Wetlands Maintenance	9/16/2019		Lake Maintenance	546366-53955	Lake & Wetlands Maintenance	\$53,508	\$13,377	\$40,131
Geology & Groundwater Consultants	Hydrology Study	8/19/2019		SFWMD Water Use Permit	531013-51302	Hydrology Study	\$12,450	\$2,783	\$9,668
Grau & Associates	Auditing Services			Auditing Services	532002-51302	Auditing Services	\$4,000	\$0	\$4,000
HIQ Services Corp	Landscaping Projects	8/20/2018		Tree Replacement	546300-53960	Landscaping	\$60,000	\$0	\$60,000
Hoover Pump	R&M Pump Station	11/18/2019		1 YR. Flow Agreement	546075-53955	R&M Pump Station	\$5,379	\$1,200	\$4,179
The Gym Doc	Gym - R&M	5/18/2015	WO-1577-1577	Gym Source Preventative Maintenance	534159-53970	Gym Equipment Maintenance	\$2,100	\$525	\$1,575
Inframark	Management Services	10/25/2017	WO-1738-1738	District Management Services	531027-51320	ProfServ-Mgmt Consulting Serv	\$53,045	\$13,261	\$39,784
Kent Security of Palm Beach Inc.	Security Services	10/19/2015	WO-1770-1770	Security	534203-51320	Security	\$284,604	\$71,151	\$213,453

**MONTERRA COMMUNITY DEVELOPMENT DISTRICT****Detailed Contract Schedule - (Approved / Committed)**

As of December 31, 2019

Contractor / Vendor	Project/Service Category	Date Board Approved	Work Order #	Description of Project / Service	Account Code	Account Description	Annual Amount	Amount Spent YTD	Amount Remaining
Magical Displays	Christmas Lights		One Time	Christmas Lights	549028-53980	Christmas Lights	\$8,650	\$8,650	\$0
M & J Ecological LLC	R&M Pest Control	8/19/2019		Iguana Control	546070-53960	R&M Pest Control	\$56,748	\$14,187	\$42,561
Miller, Legg & Associates, Inc.	Engineering	9/16/2019		Additional work authorization	531013-51302	Engineering	\$5,000	\$585	\$4,415
People's Choice	Walls - R&M	10/25/2017	WO-1835-1835	Columns and Perimeter wall painting	568018-53985	Capital Reserve	\$9,514	\$0	\$9,514
People's Choice	Pressure washing		WO-1867-1867	Pressure washing	546171-53960	R&M-Pressure Washing	\$61,980	\$15,495	\$46,485
Research Irrigation, Inc	Irrigation Maintenance		WO-1932-1932	Irrigation Maintenance	546930-53960	Irrigation Maintenance	\$70,860	\$17,715	\$53,145
Rust Tech Services	Rust Control		WO-1964-1964	Rust Control	546193-53960	Rust Control	\$9,600	\$2,400	\$7,200
Sullivan Pump & Electric	R&M-Pump Station	5/20/2019		Capistrano Irrigation pump repair	546075-53955	R&M-Pump Station	\$6,798	\$997	\$5,801
Tropical Plant and Pest Services	Pest Control		WO-2000-2000	Pest Control	546367-53955	Pest Control-Midge Lake Banks	\$32,160	\$8,040	\$24,120
Tropical Plant and Pest Services	Pest Control	1/15/2018	WO-2032-2032	Pest Control	546070-53960	R&M-Pest Control	\$100,000	\$25,000	\$75,000
Waste Management	Refuse Service		WO-2064-2064	Refuse Service	543020-53975	Utility - Refuse Removal	\$4,790	\$1,198	\$3,593
Xerox	Office Equipment	2/19/2018	WO-2096-2096	Copier contract	551002-53980	Office Supplies	\$1,838	\$459	\$1,379

**Total**                      **\$1,668,930**      **\$432,533**      **\$1,236,397**

**MONTERRA COMMUNITY DEVELOPMENT DISTRICT**  
**CAPITAL RESERVE PLAN**  
Fund Balance Report - (Fiscal Year 2020-2023)

Description	Balance as of FY2019	Estimated Reserve Additions by Fiscal Year				Estimated Balance as of FY2023
		2020	2021	2022	2023	
Fund Balance						
Reserved Balances (Assigned)						
Operating Reserves	572,410	-	-	-	-	572,410
Clubhouse	80,654	50,000	50,000	50,000	50,000	280,654
Gates/Guardhouses	53,000	-	-	-	-	53,000
Hurricane	53,000	-	-	-	-	53,000
Irrigation System	53,000	50,000	50,000	50,000	-	203,000
Landscape	53,000	-	-	-	-	53,000
Lighting	26,500	-	-	-	-	26,500
Pools	53,000	15,000	-	-	-	68,000
Roads and Sidewalks	106,000	15,000	-	25,000	5,000	151,000
Security Features	53,000	-	-	-	-	53,000
Wall & Fence Perimeter	10,144	100,000	250,000	100,000	100,000	560,144
Total Fund Balance	\$ 1,113,708	\$ 230,000	\$ 350,000	\$ 225,000	\$ 155,000	\$ 2,073,708
All Other Fund Balances						
Unreserved Balance	292,323	-	-	-	-	292,323
Total	292,323	-	-	-	-	292,323
Cummulative Total	\$ 1,406,031	1 230,000	580,000	805,000	960,000	2,366,031

Note

1) The FY2019-20 Fund Balance changed by \$7,650 (increase) due to the reversal of the Eco Blue accruals.

## **Seventh Order of Business**

**7A**

**Monterra CDD**

# Memo

**To:** Board of Supervisors

**From:** George Miller

**Date:** January 20, 2020

**Re:** Primrose School – Discussion item Irrigation

---

Recently we received clarification of the boundaries of the Primrose School property and have determined that there are several irrigation issues which need to be addressed.

The first is the fact that our irrigation supply piping is running through their property and we have distribution lines to irrigate the lawn and plantings adjacent to the walls fences. I believe that the easiest solution can be addressed by entering into an agreement or easement for the supply pipe. With respect to the distribution system, I recommend that we offer it to Primrose. They could tie their irrigation into that piping saving them the trouble and cost of installing a new distribution system to cover that area. I believe that this would be a quality inducement for them to approve our supply pipe easement/agreement. You may ask why we even need to retain the supply pipe. We need to continue to provide irrigation to the Tarama median endcap between the gate and Sheridan Street, and the area along Sheridan between the Primrose School property and the overgrown lot owned by the church in Miami.

A second issue that I wish to discuss is the Monterra sign on the west side of the Tarama entrance. I am sure that we want to maintain the sign and immediate area surrounding it so that it will reflect continuity with the signage and landscaping on the east side of the entrance. Again, I believe that an agreement could be drafted to afford us the rights and duties to maintain the Monterra sign and landscaping immediately adjacent.

I request the Board's authorization to explore these ideas with Primrose, and if they are in agreement direct our District Counsel to draft the required documents.

George Miller, District Manager

**7B**



**Monterra CDD**

# Memo

**To:** Board of Supervisors

**From:** George Miller

**Date:** January 20, 2020

**Re:** Primrose School Evacuation Plan

---

The CDD has been approached by the Primrose School inquiring if ever there was a need to evacuate their school (because of an actual fire or some such reason) if it would be possible for the teachers and staff to bring the students to our clubhouse as was suggested by the fire department.

From my substitute teaching experience, it is my understanding that an evacuation point should be able to provide: adequate space, protection from weather and toilet facilities. It should be located within reasonable walking distance and ideally not have to cross major roadways.

I have looked at the clubhouse's occupancy on a room by room basis, and we could legally house 150 persons and still have some areas available. The clubhouse is less than a mile from the school and all the roads are in a controlled environment with the only major road to be crossed is Monterra Boulevard. We also have the advantage of a parking lot where the parents could come to retrieve their students should that become necessary.

In the event this plan went in to effect, we would have to take measures to enhance the safety of our guests by closing the exercise rooms and the pool area. The safety and control of the students should be the responsibility of the Primrose staff and teachers.

It is my recommendation that Monterra CDD enter into an agreement with Primrose School spelling out the specifics of this arrangement.

George Miller, District Manager

## **Ninth Order of Business**

**9C.**

## **Monterra Community Development District**

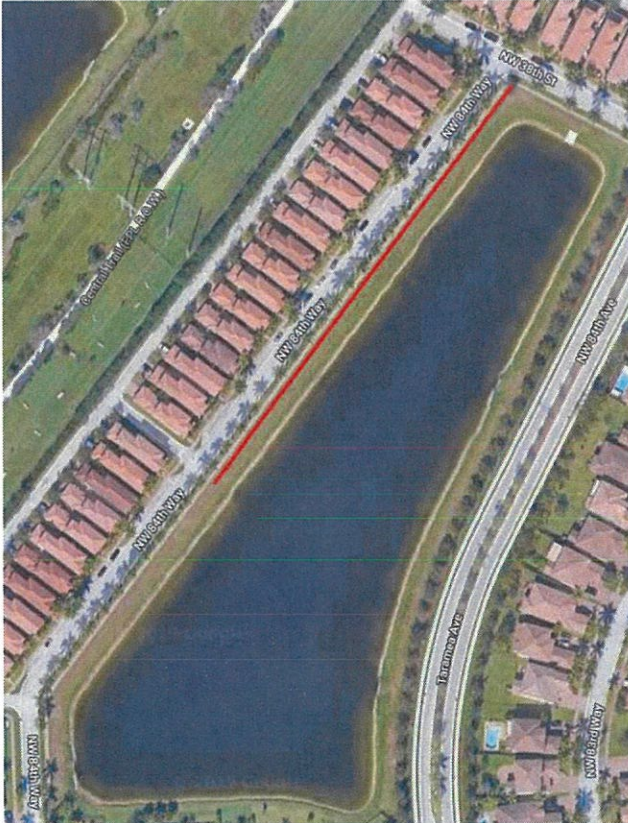
### **Request for items approval**

Item	Location	Estimate 1	Estimate 2	Estimate 3	Notes/Additional estimate
Pavers	La Costa by Lake 12	Apex \$12,000	Anything Asphalt \$17,500	H.I.Q. Services \$7,140	Paver seal Doctor \$15,200
Aerator	Lake 17	Estate Management \$ 5,009.38	Fountain Design \$12,949	Solitude \$2,147.32	
Splash Pad	Clubhouse	Specialty Surfaces \$3,003			
Decal Reader	Pine Island	AT&I \$3,270	ASAP \$3,200		Total Entry quoted us in April 2019 for the Vista del Sol reader \$3,650.50
Asphalt repair	Tarama Ave. by La costa entrance	Anything Asphalt \$2,500	The Paving Lady \$6,250	Driveway Maintenance \$2,929	

9Ci

## La Costa paved sidewalk by Lake 12 (NW 84<sup>th</sup> Way)

Some areas on the paved sidewalk located in La Costa by Lake 12 have been identified as tripping hazard. Proposals have been requested to have it repair.





# APEX TOTAL CONSTRUCTION LLC DBA APEX PAVERS CONCEPTS

Estimate No: 1335  
 Date: 01/11/2020  
 For: CASTLE GROUP AND MONTERRA CDD  
 jantoine@castlegroup.com  
 8451 Monterra Blvd  
 Cooper City, FL, 33024

## Estimate

20423 STATE RD 7 ,F6 Suite 444,Boca Raton,FL,  
 33498  
 apexpaversconcepts@gmail.com  
 apexpaversconcepts.com  
 5612104699  
 Lic#CGC1516050

Description	Quantity	Rate	Amount
Scope of Work : walk way pavers repair R & R 3000 sq.ft of 4x8 cement pavers, 1.Remove roots from palm trees, not level and broken areas , 2. Install and compact concrete paver sand for Long lasting 3. Supply any pavers as needed to match existing 3. Re do concrete border with steel rebar in areas repaired to prevent shifting	3,000	\$4.00	\$12,000.00
All material and workmanship to meet or exceed South Florida building codes .	1	\$0.00	\$0.00
2 YEARS MANUFACTURER'S STRUCTURAL GUARANTEE . PRICE INCLUDES 2 YEARS LABOR WARRANTY ALL DUMP FEES,LABOR,MATERIAL,TAXES AND FREIGHT ( Note: no city permits included in this price )	1	\$0.00	\$0.00
50% AT SIGNING 50% UPON COMPLETION. CREDIT CARD PAYMENTS A 3 % FEE WILL APPLY.	1	\$0.00	\$0.00
Subtotal			\$12,000.00
Total			\$12,000.00
<b>Total</b>			<b>\$12,000.00</b>



Licenses  
CC#90-1193  
Occ. #211043



## Anything Asphalt

4301 South Flamingo Road Suite #106-140  
Davie, Florida 33330  
Phone (954) 577-9255

Name: Castle Group	Date: 10/18/19	954 374-9936
Job Location: Montera Paver walkway on NW 84 Way Cooper City, FL 33024	Bill To: same	jantoine@castlegroup.com

Job specifications for materials and labor to remove, level and re-install approx. 680 feet of the brick paver walkway along NW 84 Way. Specifications are as follows:

- ◆ All the existing brick pavers will be removed from the walkway and the surface tree roots will be removed and pruned back from the edge of the walkway.
- ◆ Contractor will excavate and install a concrete barrier between the palms and the walkway approx. 1 foot away from the edge of the walkway to prevent roots from growing back into the paver walkway in the near future..
- ◆ The existing base will then be leveled and re-compacted in preparation for the installation of the brick pavers.
- ◆ The brick pavers will then be re-installed on a sand base, level and flat with no trip hazards.
- ◆ The soldier course will then be concreted in.
- ◆ Contractor will block off work areas to avoid use while work is in progress.
- ◆ Owner to provide a copy of property survey for permit. (if needed)
- ◆ Permit and permit service fees are additional to below price. (if needed)

Anything Asphalt hereby proposes to furnish labor and materials in accordance with above specifications for the sum of **Seventeen Thousand Five Hundred** dollars (\$17,500.00) with payment to be made: \$8,750.00 deposit and balance due upon completion.

Material is guaranteed as specified, and all work completed according to standard practices. Any changes from above specifications will be extra costs and will be added to the above price. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal may be withdrawn if not accepted within 10 days. See notes and conditions on reverse side.

\_\_\_\_\_  
Authorized Signature, Anything Asphalt

### Acceptance of proposal

The prices, specifications, notes and conditions are hereby accepted. Anything Asphalt is authorized to do the work. Payment will be as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**9213 AFFIRMED LN**  
**BOCA RATON, FL 33496**  
**Office: (561)465-5939**  
**Hugo Cell: (754)245-8422**

**11/19/2019**

Proposal prepared for:

**Maria Mihalovschi**  
**Monterra CDD**

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

**DESCRIPTION:**

**La Costa paver walkway repair:**

- Remove pavers and cement edge
- Remove all necessary roots
- Install, compact, and level new sand bedding
- Reinstall and releve pavers
- Install new cement edging
- Re-sand paver joints as needed
- Properly dispose of all waste
- Walkway Measurement: 680' x 6'
  - Approximately 4,080 ft<sup>2</sup>

**Price: \$7,140.00**

*Note: Prices include labor, material and dumpster rental*

---

**Acceptance**

Thank you,

**Hugo Izquierdo | Owner**  
**H.I.Q. SERVICES CORP.**

<https://www.hiqservicescorp.com/>



## Repair Proposal Pavers

**Date:** 12/26/2019

**Contact:** Josh Antoine ( Castle Group)

**Job Addresses:** 8451 Monterra Blvd

**Cooper City FL**

**Phone:** 954-374-9936

**Mail :** [jantoine@castlegroup.com](mailto:jantoine@castlegroup.com)

**We hereby submit this proposal for the following line items:**

- 1. Lift away all separated pavers and loose pavers on walkway identified by association, that is approximately 4,000 sqft , set pavers to the side, and take away root systems that are disrupting pavers , cut away with saw. Remove all old broken concrete edge restraints.**
- 2. Supply and deliver and wheel barrel all screen base sand to site, spread to make grade, and compact with plate compactor, to sure up sub base.**
- 3. Re install all existing pavers over cleared prepared area, in same pattern.**
- 4. Install new concrete edge restraints, and brush in mason sand in new joints.**
- 5. Dispose of all waste, concrete, and debris.**

**4,000 sqft @ \$ 3.80.... \$ 15,200.00**

**Deposit of 50% at start balance upon completion.**

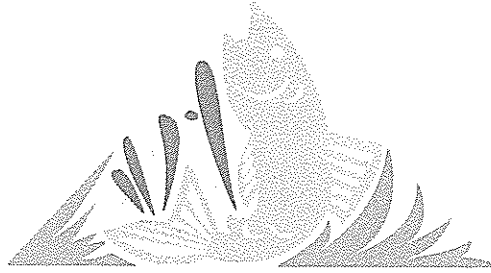
**If any additional pavers are needed, to apply a change order for pallet purchase and delivery**

**Accepted Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

9Cii

## **Lake aerator equipment replacement by Lake 17**

Both aerator compressors in Lake 17 are burnt out, they need replacement together with the cooling fan and box, in order to avoid dirt and water intrusion the new compressors will be placed on a pedestal like the ones by lake 12. Proposals to replace it attached.



**ESTATE MANAGEMENT SERVICES, Inc.**

305 Indigo Drive, Brunswick, GA 31525

888-307-6637 Toll Free

(912) 466-9800 Main Office

(912) 261-8882 Fax

[www.A2Zponds.com](http://www.A2Zponds.com)

December 5, 2019

George Miller  
Monterra CDD  
Ph: 954-821-4454  
Email: [george.miller2@inframark.com](mailto:george.miller2@inframark.com)

Re: Aeration Systems

Dear George Miller,

Per your request, I am providing you with a repair costs for three of your aeration systems.

**Pond 12:**

Repair two airlines that have dry rotted. The replacement hose will be high heat resistant. We will also replace the timer. Cost: \$323.38 plus tax

Initial: \_\_\_\_\_

**Pond 17:**

This unit needs a complete replacement of the cabinet and their contents. We will supply and install an Aqua Master Air 6 High Flow system and use the existing weighted hose and diffuser heads that are on there now. Cost: \$5,009.38 plus tax

Initial: \_\_\_\_\_

**Pond 18:**

I would like to try a manifold adjustment on this system before we recommend a repair. I may be able to get a little more life out of this unit. Cost: \$67.35 plus tax

Initial: \_\_\_\_\_

\*Warranty does not include shipping to and from the manufacturer or crane use if needed.

\*In order to process this order we will need **50% down** with the remaining balance to be paid upon installation.

**Prices are good for 60 days.**

Upon your approval, please sign, date and fax back to 912-261-8882. If you would like to discuss this further, please call 912-466-9800.

_____	_____
Customer Print Name	Title
_____	_____
Customer Signature	Date
_____	12/05/2019
Joey Louks/ESTATE MANAGEMENT SERVICES, Inc.	Date
_____	_____
Customer Billing Information: _____	
_____	

**FOUNTAIN DESIGN GROUP, INC.**  
**dba CASCADE FOUNTAINS DIV.**

7628 N.W 6th AVENUE BOCA RATON, FL. 33487  
**SERVICE CENTERS : ORLANDO AND TAMPA**  
**PHONE: (800) 446-1537 FAX (561) 994-3944**

**PROPOSAL # 7869**

**Date: December. 16, 2019**

**To:** Monterra CCD  
c/o Castle Group  
8451 Monterra Blvd.  
Cooper City, Fl. 33024

**Ship To:** Monterra  
8451 Monterra Blvd.  
Cooper City, Fl. 33024

**Attn:** Maria Mihailovschi  
**Phone:** 954-374-9936

**Fax:**

**Email:** [mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com)

**Equipment: Aeration System**

**Scope of Work:**

Deliver and install one (1) PS 60 Aeration System with (6) six diffuser's and 2,600' of weighted tubing. Fountain Design Group, Inc. / Cascade Fountains will place the compressor on a wooden pedestal near the lake area in a designated location, run a trench to the lake edge, install necessary weighted air tubing from the compressor to each diffuser, and set each of the diffuser's on the bottom of the lake bed in the appropriate location to derive maximum aeration for the location.

Fountain Design Group, Inc. / Cascade Fountains will connect the aeration compressor system to an existing power supply, install a Timer for the new system, start the system, and make any necessary adjustments in the operating aeration system.

All necessary permits are the responsibility of others.

\* A one year limited warranty on all aeration components, including labor.

6 Diffuser Aeration System	\$	4,699.00
2,600' of Weighted Tubing	\$	5,850.00
Wooden Pedestal	\$	200.00
Installation with Timer	\$	2,200.00
<b>TOTAL COST</b>	<b>\$</b>	<b>12,949.00</b>

**Respectfully Submitted,**  
**FOUNTAIN DESIGN GROUP**

Acceptance of Proposal: The above price, specifications, and conditions are satisfactory and are hereby accepted.  
Fountain Design Group, Inc. is authorized to complete the work as specified.

Signature:

Date of Acceptance:

**CONDITIONS**

All work is to be completed in a workmanlike manner . Any alteration from specifications involving extra costs will be executed only upon written approval from the client, and will become an additional charge from the approved proposal amount

**Service Quote**

Page 1

**Solitude Lake Management**

1320 Brookwood Drive

Suite H

Little Rock, AR 72202

Phone No. (888) 480-5253

Fax No. (888) 358-0088

No. SMQT-000680

Status Pending

Order Date 11/26/19

Order Time 1:37:04 PM

**Quote Provided to:**

Monterra CDD

Castle Group

8451 Monterra Blvd

Hollywood, FL 33024

United States

Phone No. (954) 374-9936

Email jantoine@castlegroup.com

Replace compressors and fan. Install platform to raise system 6-12 inches and add power wire and bottom line hose to reach the system at the new position. 1 year warranty on compressors and fan. 90 day warranty on other parts and labor.

Service Item No.	Service Item Group Code	Item No.	Serial No.	Description
5570-AERATOR-003	AERATOR			Monterra CDD - Lk #17 Aerator

**Service Line**

No.	Quantity	Unit Price Excl. Tax	Amount	Amount Incl. Tax
VER-COM405-CK 1/2 HP Dual Cylinder 230V Compressor	2	676.95	1,353.90	1,353.90
VER-FAN111 290 CFM Cooling Fan (230V)	1	137.44	137.44	137.44
SERVICE FEE Service Fee	1	82.00	82.00	82.00
LABOR-REPAIRS REPAIR LABOR	4	107.00	428.00	428.00
VER-AT050 Self-Weighted Tubing (50ft) .58"	1	70.58	70.58	70.58
FOUNT SERV Wood and Fasteners for Platform	1	75.40	75.40	75.40
<b>Total</b>			<b>2,147.32</b>	<b>2,147.32</b>

Service quote price expires 90 days following order date.

Quote Approved By: \_\_\_\_\_



**9Ciii**

## **Splash Pad cleaning and re-seal.**

Some loose pellets from the splash pad flooring were found on the pool deck. The flooring was installed on 12/2017. The manufacturer was called, and they adjusted some settings on the equipment, but they also recommended to pressure wash the area (at a low psi) and re seal it to prolong the life of the surface. Proposal attached.





## Price Quotation

**SPECIALTY SURFACES, LLC.**

3899 Mannix Dr. Suite 424  
Naples, FL 34114-5411  
Phone 239-352-7151  
Fax 239-352-7153

Date: 12/30/19  
Quote Expiration Date: 03/29/20

<b>Sales Rep:</b> Nikki Barney <b>Email:</b> <a href="mailto:nbarney@specialtysurfacesllc.com">nbarney@specialtysurfacesllc.com</a> <b>Cell:</b> (407) 925-7873
---

[specialtysurfacesllc.com](http://specialtysurfacesllc.com)

Contact Name: <b>Maria Mihailovschi</b> Customer Name: <b>Monterra CDD</b> Street Address: <b>8451 Monterra Blvd</b> City, ST. & Zip <b>Cooper City, FL 33024</b> Office: <b>954-374-9936</b> Cell: Email: <a href="mailto:mailto:mmihailovschi@castlegroup.com">mailto:mmihailovschi@castlegroup.com</a>	Site Contact: <b>0</b> Job Name: <b>Monterra CDD Splash pad Clean and Roll Co</b> Street Address: City, ST. & Zip Office: Cell: Email:
---	--

Installation Product Description	Critical Fall Height	Total System Height (inches)	Quantity / Square Footage	NOTES	Amount
Deep Clean AquaFlex Surface	N/A		900		\$1,350.00
Roll-Coat AF Binder on Surface	N/A		900		\$1,653.00

Terms: 50% Due upon acceptance / 50% to be paid upon completion **TOTAL: \$3,003.00**

Price quoted includes all materials, shipping and installation - Any difference in final SF will be reflected in the final price.  
 Price does not include Custom Design Work, Prevailing Wage Rates and Field Security if required unless noted above.  
 Trash and / or Demolition remains will be bagged and disposed of in a customer supplied dumpster unless otherwise agreed on.  
 Department of Health Variance AND FEES may be required and is the sole responsibility of the Owner or General Contractor.  
 Price is not inclusive of on site storage or container fees unless otherwise noted above.  
 Pebble Flex is only installed on flat surface, it will terminate at the tangent point of the radius.  
 Sales Tax is NOT included unless noted above.  
 The price reflected in this quote is valid for 60 days from date of this quote as noted above.  
 All Permits and/or fees are the sole responsibility of the Owner or General Contractor.  
 Customer is responsible to provide an adequate dumpster on site if required.  
 New concrete at a 4 inch average thickness requires a 28 day minimum cure time before installation  
 Specialty Surfaces and AquaFlex material is NOT responsible for puddles or the positive slope for drainage. Concrete slab must have

**BUY THE BEST, IT WILL OUTLAST THE REST**

## Maria Mihailovschi

---

**From:** Nikki Barney <nbarney@specialtysurfacesllc.com>  
**Sent:** Monday, December 30, 2019 3:27 PM  
**To:** Maria Mihailovschi  
**Cc:** Eric Hinkel; Dave Hinkel  
**Subject:** Re: Monterra Cooper City  
**Attachments:** SS-Monterra CDD Clean and RC.pdf; SS-Monterra CDD Replacement.pdf; SS Logo.tiff

Maria,

Like we discussed earlier, please find attached proposal for a deep cleaning and roll coat of your AquaFlex surface. Also attached is the replacement cost for your budget for 4 years from now.

Since the pitting around the nozzles is apparent now, it is a good idea to get the cleaning and roll-coat done as soon as possible. Also, please do not let anyone dial up the acid injection stonier pump. The higher it is dialed, the worse it is, this pump setting does not affect the set point of your pH / water balance.

Let me know of any questions.

Nikki Barney  
Specialty Surfaces LLC  
[nbarney@specialtysurfacesllc.com](mailto:nbarney@specialtysurfacesllc.com)  
direct: 407-925-7873  
[www.specialtysurfacesllc.com](http://www.specialtysurfacesllc.com)

On Dec 30, 2019, at 11:15 AM, Maria Mihailovschi <[mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com)> wrote:

Hi Nikki

I have not pressured washed it, I'm not so not sure what it is going on

**Maria Mihailovschi**  
General Manager | Castle Group  
Monterra CDD "Proudly Managed by Castle Group" 8451 Monterra Blvd., Cooper City, FL 33024  
[mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com) | [www.castlegroup.com](http://www.castlegroup.com)  
P: [954-374-9936](tel:954-374-9936) | C: | F: [954-827-0289](tel:954-827-0289)

<[119123011150303109.jpg](#)>

**From:** Nikki Barney <nbarney@specialtysurfacesllc.com>  
**Sent:** Monday, December 30, 2019 11:07 AM  
**To:** Maria Mihailovschi <[mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com)>

**Cc:** Eric Hinkel <[ehinkel@specialtysurfacesllc.com](mailto:ehinkel@specialtysurfacesllc.com)>; Dave Hinkel <[dhinkel@specialtysurfacesllc.com](mailto:dhinkel@specialtysurfacesllc.com)>

**Subject:** Re: Monterra Cooper City

Maria,

Hi, it seems like the surface is "pitting". Is someone pressure washing your Aquaflex deck? It's ok if they do, but at a lower PSI, like 2800 psi or less.

Our team has an install in Tamarac. Was supposed to be today, but the rain held them off. It will be soon though. I asked Eric, copied here, to come take a look at your deck and see if it needs service.

Also, make to make sure there is not any acid damage, if there is, I will address the correction to the pump room acid injection with you or your water quality staff then.

Thank you,

Nikki Barney  
Specialty Surfaces LLC  
407-925-7873  
[Nbarney@specialtysurfacesllc.com](mailto:Nbarney@specialtysurfacesllc.com)

Sent from my iPhone

> On Dec 30, 2019, at 10:36 AM, Maria Mihailovschi <[mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com)> wrote:

>

> Good Morning Nikki

>

> I hope this email finds you well, as I was walking by the splash pad this morning I noticed some loose pebbles. What should I do? Is this normal?

>

> Maria

>

> Maria Mihailovschi

> General Manager | Castle Group

> Monterra CDD "Proudly Managed by Castle Group" 8451 Monterra Blvd., Cooper City, FL 33024

> P: 954-374-9936 | C: | F: 954-827-0289

> [mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com) | [www.castlegroup.com](http://www.castlegroup.com)

> -----Original Message-----

> From: Maria Mihailovschi <[mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com)>

> Sent: Monday, December 30, 2019 10:08 AM

> To: Maria Mihailovschi <[mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com)>

> Subject:

>

>

>

> Maria Mihailovschi

> General Manager | Castle Group

> Monterra CDD "Proudly Managed by Castle Group" 8451 Monterra Blvd., Cooper City, FL 33024

> P: 954-374-9936 | C: | F: 954-827-0289

> [mmihailovschi@castlegroup.com](mailto:mmihailovschi@castlegroup.com) | [www.castlegroup.com](http://www.castlegroup.com)

**9Civ**

## **Pine Island reader**

For the past couple of months many residents have been complaining that they have issues with the gate in Pine Island, the most common complain is that their decal doesn't open the gate right away, in some cases it doesn't work or that they have to keep moving the car back and forth in order to get the gate to open. AT&I checked the equipment and they couldn't find any issue, but I was told that the reader is one of the old ones (University & Vista del Sol have been replaced) and that the residents might be comparing the way that the other two readers are working in terms of fast response.

I suggest considering replacing the reader before it fails and stops reading all the decals. Proposal to replace it attached.

**AT&I SYSTEMS**  
 12260 SW 53rd Street, Suite 608  
 Cooper City, FL 33330  
 Tel: 866-436-3516 Fax: 866-316-3596  
 www.ATISecuritySystems.com



# PROPOSAL

DATE

12/4/2019

PROPOSAL #

8537

REQUEST BY

PREPARED BY

JM

## BILL TO

Monterra CDD  
 8451 Monterra Blvd  
 Cooper City, FL 33024

## SHIP TO/SITE LOCATION

Monterra CDD  
 8451 Monterra Blvd  
 Cooper City, FL 33024

QTY	DESCRIPTION	Each	Total
	This proposal is for the replacement of the entrance reader at Pine Island that is defective, the existing reader is not manufactured any longer and is not repairable, the replacement reader is from a different manufacturer that has the ability to read the existing tags at Monterra.		
1	Sirit Compatible Long Range Reader/ 12dbi Linear Antenna/ Power Supply/ Mpounting Bracket/ Wiegand Module/	2,750.00	2,750.00
1	Sirit Compatible 20' communication Cable	265.00	265.00
1	Translation list to read existing tags	0.00	0.00
1	Programming/ Installation/ Testing	255.00	255.00
	Warranty: 1 Year Manufacturers Warranty		
	Installation: Within 2 weeks after approval		
	Payment Terms: Signed proposal to start, balance due upon completion.		
	Thank you for allowing AT&I Systems to provide this proposal, we can be contacted anytime at 954-727-1724.		
	Thank you. Jonathan Morales		

**SUBTOTAL** \$3,270.00

**SALES TAX (0.0%)** \$0.00

**TOTAL** \$3,270.00

Date: Print Name:

Signature:

We hereby propose to furnish materials in accordance with the above specifications.

Unless prior arrangements are made, payment to be made as follows: 50% Deposit, 50% Balance due upon completion.

Warranty Policy: A standard manufacturer warranty is included on the equipment (manufacturer defect) and one (1) year warranty on services (workmanship) for installation on new complete units. A thirty (30) day warranty applies to equipment and labor for all other service related repairs. This warranty does not cover vandalism, damage due to gates being pushed/pulled open, acts of nature such as lightning damage, floods, hurricanes etc., voltage wiring problems etc. Unless otherwise stated, invoice amount does not include electrical wiring, control wiring, concrete pads, removal and replacement of paving stone, saw cutting of asphalt, telephone lines, computer, Knox box, permits (if required) or any unforeseen damage. A wiring diagram will be provided upon acceptance of proposal and paid deposit. Footage for linear fencing is approximate and will be confirmed upon acceptance of proposal. Some landscaping or debris may need to be installation. All material is guaranteed to be inspected. AT&I reserves the right to substitute any equipment, that has been discontinued or otherwise made unavailable, with models of equal or superior performance. All work will be completed in a workman like manner according to standard practices. Any alteration or deviation from the 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 are contingent upon strikes, accidents or delays that are beyond our control. Unless otherwise stated, this proposal is subject to acceptance within 30 days and is void otherwise. The above prices, specifications and conditions are hereby accepted upon is authorized to perform work as specified. Payment will be made as outlined above and is due by the Due Date indicated on the invoice. A finance charge of 1.5% per month (minimum \$2.00 charge), an 18% annual percentage rate, shall be applied to invoices that are not paid in full by the Due Date. All materials will remain property of AT&I until all invoices pertaining to this job, including finance charges, are paid in full. Right of access and removal is granted to AT&I in the event of non-payment under the terms of this contract. Client is responsible for any legal fees and/or collection fees associated with collecting the balance owed on the account. If this contract is terminated prior to completion, regardless of reason, the client is obligated to remit payment for services completed prior to the termination.

## THANK YOU FOR YOUR BUSINESS!





**ASAP GATE PLUS**  
QUALITY MATTERS

www.asapgateplus.com

13762 W State Road 84  
Suite 406  
Davie, FL. 33325  
Tel: (954) 538-3626  
Fax: (954) 538-1819  
Email: accounting@asapgateplus.com

# Estimate

Date	Expiration Date	Estimate #
1/9/2020	2/8/2020	5489

<b>Bill To</b>
Monterra CDD 8451 Monterra Boulevard Cooper City FL 33024

<b>Ship To</b>
Monterra CDD

If you have any questions regarding this estimate please email accounting@asapgateplus.com or call 954-538-3626.	P.O. No.	Terms
		Net 30

Item	Description	Qty	Rate	Total
Labor	*** Pine Island Resident Entrance ***	1	3,200.00	3,200.00
Terms	Remove existing RFID Sirit 3M reader. Install new integrated UHF RFID Pro reader compatible with 3M Sirit transponders. Power supply, mounting bracket, 3M Sirit enabled Wiegand module, and 20' communications cable included. Price includes parts, materials and labor.			
Warranty	TERMS & CONDITIONS: Fifty Percent (50%) Deposit upon APPROVAL of ESTIMATE, before any work can commence. Balance is to be paid Net 15. Any delay in payment may be subject to a Late Charge of 1.5% monthly. his warranty covers workmanship for a period of ninety (90) days from the completion of installation. ASAP honors the manufacturer warranty, if any. This warranty specifically excludes any damages resulting from acts of nature, Accidents, Vandalism, Lightning, Flood and Fire.			

Licenses: EC13005041 CC10-F-16625-X 16BS00009

**Subtotal**

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sales Tax (7.0%)**

**Total**



**ASAP GATE PLUS**  
QUALITY MATTERS

www.asapgateplus.com

13762 W State Road 84  
Suite 406  
Davie, FL. 33325  
Tel: (954) 538-3626  
Fax: (954) 538-1819  
Email: accounting@asapgateplus.com

# Estimate

Date	Expiration Date	Estimate #
1/9/2020	2/8/2020	5489

<b>Bill To</b>
Monterra CDD 8451 Monterra Boulevard Cooper City FL 33024

<b>Ship To</b>
Monterra CDD

If you have any questions regarding this estimate please email accounting@asapgateplus.com or call 954-538-3626.	P.O. No.	Terms
		Net 30

Item	Description	Qty	Rate	Total
Clause	<p>ASAP Gate Plus, LLC reserves the right to adjust above pricing in the event the Owner(s) request change, alterations and/or modifications to scope of work/materials described above.</p> <p>Approval of this estimate constitutes a contract between the Seller and the Buyer. In the event of the Buyer seeking reimbursement from a third party for payments due under this contract, whether partial or full, the Buyer shall comply with the terms of this contract and remit any payments due the Seller, regardless of any pending contracts with third parties.</p> <p>Title to goods shall remain in Seller's possession until above amount is fully paid. Products shall remain personal property despite the fact that they may be affixed or attached to real property. When delivered to job site, products may not be removed from the job site prior to full payment. In the event of Buyer's failure to make timely payments, or comply with any of the terms hereof, or of any material change in Buyer's financial status the balance due under this contract shall become immediately due and payable. Seller has the right in such event to take immediate possession of the products described herein which are unpaid for at the time, without process of law, and thereafter may enter premises where products may be an remove them; further Seller may exercise any and all rights and remedies of a secured party under the uniform Commercial Code, or otherwise available under law.</p> <p>Unless otherwise withdrawn, this quote is valid for 30 days from the Estimate date, above. Cancellations after acceptance shall result in a charge of 15% of the total proposal cost. The balance of any funds paid shall be returned. No cancellation after the commencement of installation. Any parts and or materials shall become property of ASAP Gates Plus, LLC.</p>			
Licenses: EC13005041 CC10-F-16625-X 16BS00009		<b>Subtotal</b>		\$3,200.00
<b>Accepted by:</b> _____		<b>Date:</b> _____		<b>Sales Tax (7.0%)</b> \$0.00
		<b>Total</b>		\$3,200.00

**9Cv**

## Asphalt repair on Tarama Ave. in front of La Costa's entrance

The asphalt in front of La Costa's entrance on Tarama Ave. is declining. Proposals to repair it attached.





Licenses  
CC#90-1193  
Occ. #211043



## Anything Asphalt

4301 South Flamingo Road Suite #106-140  
Davie, Florida 33330  
Phone (954) 577-9255

Name: Castle Group	Date: 10/18/19	954 374-9936
Job Location: Montera Roadway in front of La Costa Cooper City, FL 33024	Bill To: same	jantoine@castlegroup.com

Job specifications for materials and labor to repair an area approx. 6' x 75' on front of the entrance to La Costa. Specifications are as follows:

- ◆ The area of repair will be saw cut on edges and the old asphalt will be removed.
- ◆ The existing rock base will then be re-compacted and prepared for new paving.
- ◆ Tack material will then be applied to the rock base to insure the adhesion of the new asphalt to the rock base.
- ◆ The area will then be paved with an average of 1 1/2" of new Hot Plant Mix Asphalt and rolled to the existing grade.
- ◆ Contractor will block off work areas to avoid use while work is in progress.
- ◆ Owner to provide a copy of property survey for permit. (if needed)
- ◆ Permit and permit service fees are additional to below price. (if needed)

Anything Asphalt hereby proposes to furnish labor and materials in accordance with above specifications for the sum of **Two Thousand Five Hundred** dollars (\$2,500.00) with payment to be made: \$1,250.00 deposit and balance due upon completion.

Material is guaranteed as specified, and all work completed according to standard practices. Any changes from above specifications will be extra costs and will be added to the above price. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal may be withdrawn if not accepted within 10 days. See notes and conditions on reverse side.

\_\_\_\_\_  
Authorized Signature, Anything Asphalt

### Acceptance of proposal

The prices, specifications, notes and conditions are hereby accepted. Anything Asphalt is authorized to do the work. Payment will be as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



1000 W. Industrial Ave., Boynton Beach, FL 33426 Tel. 561-572-2600 Fax 561-572-2601

CGC1524317

Date: Tuesday, January 14, 2020

Proposal # 2020-0013

**Submitted To:**

Maria Mihailovschi  
Castle Group  
8451 Monterra Blvd.  
Cooper City, FL 33024  
**Contact Information:**  
Phone: (954) 374-9936  
Mobile:  
E-mail: mmihailovschi@castlegroup.com

**Site Description: # S125340**

Taramea Avenue  
8451 Monterra Blvd.  
Cooper City, FL 33024

**Prepared By:**

Scottie Mittelstaedt  
**Contact Information:**  
Mobile: 561-459-6970  
Office: (561) 572-2600  
E-mail: scottie@pavinglady.com

## Taramea Avenue Asphalt Repair

Qty	Proposed Service(s) & Description(s)	
66.7 Sq. Yds.	<b>MILL AND PAVE IN (1) MOBILIZATIONS</b> <i>Set up proper Maintenance of Traffic (cones, barricades, etc.).</i> <i>Mill asphalt area up to 2" deep.</i> <i>Haul milled asphalt to local asphalt plant for recycling.</i> <i>Apply tack coat to milled area in preparation of new asphalt.</i> <i>Install 2" of new hot plant mixed asphalt, Type S-III.</i> <i>Roll and compact new asphalt to 2" average, matching elevations of new asphalt to existing surfaces.</i>	\$6,250.00

PAYMENT TERMS 50% Deposit Due Upon Completion

Project Total: **\$6,250.00**

This proposal may be withdrawn at our option if not accepted within 30 days of Jan 14, 2020

Pavement Consultant Scottie Mittelstaedt

Accepted Authorized Signature

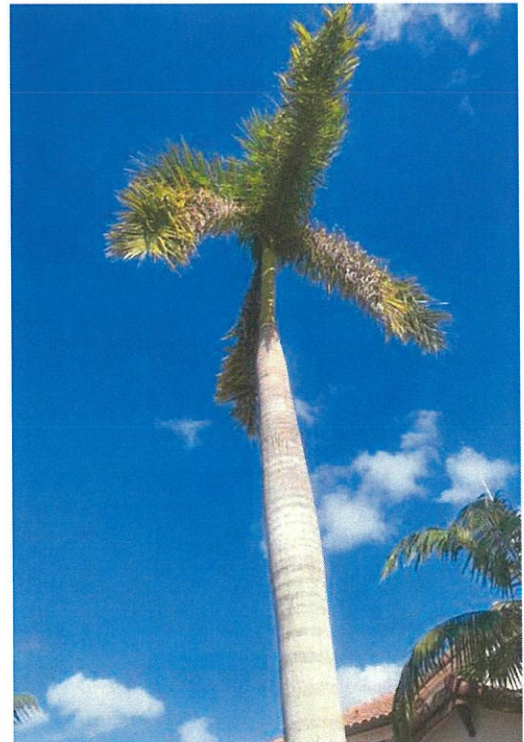
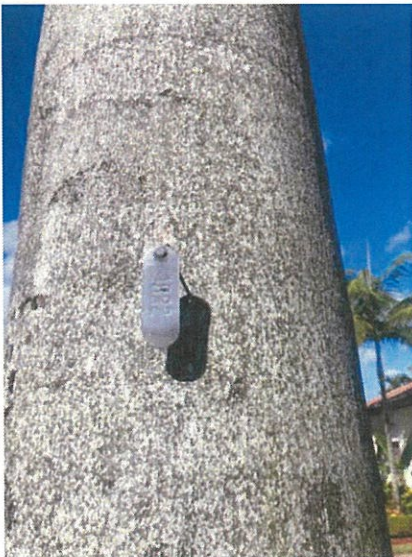
9Ci



## Discussion-Palm tree replacement at 2915 NW 84 Terr

The resident that lives in the address above in La Costa has been complaining for a year that the palm tree in front of his house is declining and he would like to have it replaced. I checked with Rusty from Tropical Plant and Pest and his report on April 2019 was that the palm was on a list for extra treatment and it was doing good. Later in the year the resident asked again to have it removed and replaced, when I checked with Rusty, he said that the palm was doing good and it was off the list, when I communicated this to the resident he told me that he feels that the palm tree even though the reports say that it is doing good, that it doesn't look as healthy as the other ones around his street.

In the past the cost to remove a palm tree was \$490 and for a new palm (4GW) back in 12/2018 the cost was \$752.50 other costs need to be added (soil, staking material, etc.) plus a \$100 for a bubbler.





9Cii



**GYM  
SOURCE**  
FIT FOR YOUR LIFE

Salesperson	Store	Quote Dt	ACCOUNT ID	CUSTOMER NAME
Jason Mattson	020	01/07/2020	24-334450	MONTERRA CDD

**Bill To**

MONTERRA CDD  
8451 MONTERRA BLVD  
HOLLYWOOD FL 33024

**Ship To**

MONTERRA CDD  
8451 MONTERRA BLVD  
  
HOLLYWOOD FL 33024

LN	Product	Description	List	Price	Qty	Total
1	CYBEX-R50T	R50 TREAD BASE	8200.00	5,245.00	1	5,245.00
2	CYBEX-R50T/LED	R50 TRD LED CONSOLE		.00	1	.00
3	DEL-INST	DELIVERY & INSTALLATION & FREIGHT	375.00	375.00	1	375.00
4		SIGNATURE REQUIRED:				
5		PRINT NAME:				
6		DATE:				
7	STAIRS	NOTE SPECIFICS		.00	1	.00
8	CROSS STREET	indicate here		.00	1	.00
9		50% DOWN, BALANCE DUE PRIOR TO DELIVERY				
10	12 PT.CHECK LIST	12 POINT CHECKS COMPLETED		.00	1	.00
11	WARRANTY	3 YEARS PARTS / 3 YEARS LABOR		.00	1	.00
<b>TOTAL SAVINGS =</b>						
<b>\$2955.00 !!</b>						
<b>Subtotal</b>			<b>8,575.00</b>			<b>5,620.00</b>
<b>TOTAL</b>			<b>8,575.00</b>			<b>5,620.00</b>

GYM SOURCE RESERVES THE RIGHT TO ASSESS A 3% PROCESSING FEE FOR PAYMENTS MADE BY CREDIT CARD IN EXCESS OF \$15,000

# R Series

## R Series Treadmill

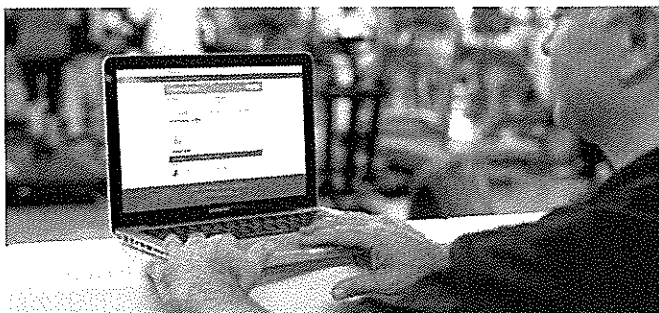
The R Series Treadmill combines an intuitive exerciser experience, results-driven design and an inviting modern aesthetic.



Interval Training Zone allows exercisers to easily change speed at the touch of a button.



The optional Service Wheel allows for the treadmill to be moved easily during equipment rotation and routine maintenance.



### FACILITY MANAGEMENT

Easily connect to the [LFconnect.com](http://LFconnect.com) for detailed equipment use information, exerciser insights and preventive maintenance alerts. Connection also enables LFconnect Protect remote equipment monitoring, which allows our knowledgeable technicians to alert you in the rare case of a problem, often before you know one exists.



### SPECIFICATIONS

Product Name	R Series Treadmill
Dimensions (L x W x H)	83" x 36" x 62.5" (210 x 91.5 x 159 cm)
Speed	0.5 - 14 mph (0.8 - 23 kph)
Incline Levels	0% - 15%
Running Area (L x W)	60" x 21" (152 x 52.5 cm)
Max User Weight	400 lbs (181 kg)
Drive	4.0hp (8.0hp Peak) AC Motor
Power	120V, 20A or 230V, 10A (varies by country) outlet with dedicated line, neutral, ground wires and dedicated circuit breaker Japan: 100V, 20A or 200V, 10A outlet with dedicated line, neutral, ground wires and dedicated circuit breaker.
Entertainment Options	MYE and attachable TV option for 50L Console
Charging	USB port for software updates & device charging
Compliance	TUV CUE certificate to UL1647, CSA C22.2-60335-1, IEC60335-1; EN ISO 20957-1, EN 957-6, FCC Class A (domestic), CE General Product Safety, Low Voltage, EMC and RoHS Directives, ASTM
Heart Rate Monitoring	Contact Ergo Handles
Safety	Emergency Stop System and Safety Stop Pull Cord
Color	Platinum Sparkle
Warranty	Mechanical: 2 years
	Labor: 1 year
	Cosmetics: 6 months
	Frame and motor: 7 years



**GYM  
SOURCE**  
FIT FOR YOUR LIFE

Salesperson	Store	Quote Dt	ACCOUNT ID	CUSTOMER NAME
Jason Mattson	020	01/07/2020	24-334450	MONTERRA CDD

**Bill To**

MONTERRA CDD  
8451 MONTERRA BLVD  
HOLLYWOOD FL 33024

**Ship To**

MONTERRA CDD  
8451 MONTERRA BLVD  
  
HOLLYWOOD FL 33024

LN	Product	Description	List	Price	Qty	Total
1	TRU-B/C650T.19	BASE C650 TREAD CHARCOAL TC650	7310.00	4,020.00	1	4,020.00
2	TRU-C/EMG	EMERGE CON-C400/650/900 TRD, ALP CNLEDTM	550.00	350.00	1	350.00
3	DEL-INST	DELIVERY & INSTALLATION & FREIGHT	375.00	375.00	1	375.00
4		SIGNATURE REQUIRED:				
5		PRINT NAME:				
6		DATE:				
7	STAIRS	NOTE SPECIFICS		.00	1	.00
8	CROSS STREET	indicate here		.00	1	.00
9	12 PT.CHECK LIST	12 POINT CHECKS COMPLETED		.00	1	.00
10		50% DOWN, BALANCE DUE PRIOR TO DELIVERY				
11	WARRANTY	LIFE FRAME/5Y PARTS /3Y LABOR		.00	1	.00
<b>TOTAL SAVINGS =</b>						
<b>\$3490.00 !!</b>						
<b>Subtotal</b>			<b>8,235.00</b>			<b>4,745.00</b>
<b>TOTAL</b>			<b>8,235.00</b>			<b>4,745.00</b>

GYM SOURCE RESERVES THE RIGHT TO ASSESS A 3% PROCESSING FEE FOR PAYMENTS MADE BY CREDIT CARD IN EXCESS OF \$15,000

## 650 TREADMILL

With a combination of the latest technology options and the reliability of TRUE's premium warranty, the C650 treadmill provides the performance and efficiency needed for your commercial facility. Patented items like HRC Heart Rate Control® and TRUE's low-impact Soft System® allows your users to have a first-class exercise experience. In addition, a variety of consoles are available to provide multiple levels of features, technology, and asset management.



### FEATURES

- 15.0 MPH (24 KPH) Maximum speed with 15% Maximum incline
- Patented HRC Cruise Control® and Soft System® deck
- Reversible Deck

### SPECIFICATIONS

#### DIMENSIONS (L X W X H)

82" x 33" x 60.3" / 208.28 cm x 83.82 cm x 153.16 cm

#### SPEED

0.5 to 12 MPH / 0.8 to 19 KPH (0.5 to 15.0 MPH / 0.8 to 24 KPH with Decline)

#### INCLINE/DECLINE LEVELS

0% to 15%, (-3% to 15% with Decline)

#### PRODUCT WEIGHT

428 lbs / 194.1 kg

#### COLOR

Charcoal/Black



### CONSOLE OPTIONS



ENVISION



ENVISION  
WITH COMPASS



ENVISION 9



EMERGE



IGNITE

# PREMIUM 650 SERIES



## C650 TREADMILL

TECHNICAL SPECIFICATIONS	Power Source	120V/20A (NEMA 5-20R receptacle) 230V/15A
	Cord Length	12' / 3.7 M
	Drive Motor	5 HP AC Self-Cooling Max Drive
	Power Factor Correction (PFC)	Standard
	Incline Motor	1,200 lbs. of Thrust
	Speed Sensor	Optical
	Deck	Reversible 1" / 2.54 cm Medium-Density Fiberboard
	Reversible Deck	Standard
	Belt	Lubricant Infused Siegling Multi-Ply with PVC Coating
	Rollers	3" / 8 cm w/ Shielded Bearings
	Impact System	True Soft System®
	Frame Construction	Robotically Welded Heavy-Gauge Steel
	Lubrication	Silax
	Speed Range	0.5 to 12 MPH / 0.8 to 19 KPH (0.5 to 15.0 MPH / 0.8 to 24 KPH with Decline)
	Incline/Decline Range	0% to 15%, (-3% to 15% with Decline)
	Quick Access Control	Speed and Incline on Hand Grips with Start and Stop on Quick Access Point
	Handrail Design	Extended Handrails with Molded Rubber, Moisture-Resistant Grips
	Contact Heart Rate Monitoring	Yes
	Wireless Heart Rate Monitoring	Polar®
	AVAILABLE CONSOLES	Envision, Envision with Compass, Envision 9, Emerge, Ignite
	ASSET TRACKING	EcoFit Compatible
SAFETY	Safety Clip	Standard/Non-Removable
	Extended Handrails	Standard
	Large Straddle Cover	Standard
	User Detection	User Present Detection™
REGULATORY APPROVALS		ETL UL1647, CSA, CE, EN957, (ISO 20957), FCC
EXTRAS	Accessories	Water Bottle Holder, Accessory Tray, Over Molded Reading Rack/Tablet Holder, Power Cord Management, Optional Medical Rails, Optional Decline Feet Kit
PHYSICAL SPECIFICATIONS	Footprint	82" L x 33" W x 60.3" H / 208.28 cm x 83.82 cm x 153.16 cm
	Footprint with Decline	82" L x 33" W x 62.5" H / 208.28 cm x 83.82 cm x 158.75 cm
	Running Surface	60" L x 22" W / 152.4 cm x 55.8 cm
	Machine Weight	428 lbs / 194.1 kg
	Shipping Weight	470 lbs / 213.1 kg
	Maximum User Weight	500 lbs / 226.7 kg
	Step-Up Height	7" / 17.7 cm (9" / 22.86 cm with Optional Decline)
	Portability	2 Front Transport Wheels
WARRANTY	Warranty Type	Commercial (all dues paying facilities, regardless of usage)
	Frame	Lifetime
	Motor	5 Years
	Parts	3 Years
	Labor	3 Years

Warranties outside the U.S. and Canada may vary - Please contact your dealer for details. Specifications subject to change without notice.



truefitness.com | 800.426.6570 | 636.272.7100

©2019 TRUE Fitness Technology, Inc



**GYM  
SOURCE**  
FIT FOR YOUR LIFE

Salesperson	Store	Quote Dt	ACCOUNT ID	CUSTOMER NAME
Jason Mattson	020	01/07/2020	20-290119	5TH AVENUE AT DELRAY

**Bill To**

5TH AVENUE DELRAY LLC  
101 S EOLA DRIVE  
#1205  
ORLANDO FL 32801

**Ship To**

5TH AVENUE AT DELRAY  
151 NE 5TH AVE  
DELRAY BEACH FL 33483

LN	Product	Description	List	Price	Qty	Total
1	ST-B/10-TR	BASE-10 SERIES FREERUNNER TRD QNTMSLVR	14395.00	8,060.00	1	8,060.00
2	ST-C/10-TR	CONSOLE-10 SERIES FREERUNNER TR LCD		.00	1	.00
3	DEL-INST	DELIVERY & INSTALLATION & FREIGHT	375.00	375.00	1	375.00
4		SIGNATURE REQUIRED:				
5		PRINT NAME:				
6		DATE:				
7	CROSS STREET	indicate here		.00	1	.00
8	12 PT.CHECK LIST	12 POINT CHECKS COMPLETED		.00	1	.00
9	STAIRS	NOTE SPECIFICS		.00	1	.00
10		50% DOWN, BALANCE DUE PRIOR TO DELIVERY				
11	WARRANTY	10Y FRAME/5Y PARTS /5Y LABOR		.00	1	.00
<b>TOTAL SAVINGS = \$6778.45 !!</b>		<b>Subtotal</b>	<b>14,770.00</b>			<b>8,435.00</b>
		<b>Tax</b>	<b>1,033.90</b>			<b>590.45</b>
		<b>TOTAL</b>	<b>15,803.90</b>			<b>9,025.45</b>

GYM SOURCE RESERVES THE RIGHT TO ASSESS A 3% PROCESSING FEE FOR PAYMENTS MADE BY CREDIT CARD IN EXCESS OF \$15,000

## 10TRx FreeRunner™ Treadmill



### Features



- ▶ Revolutionary new patented HexDeck technology features an aluminum running deck, supported by a proprietary, hexagonal polymer suspension system that creates a treadmill with unprecedented cushion and responsiveness
- ▶ Easily accessible Hot Bar® is located closer to the user with one-finger speed and elevation controls, integrated stop button and contact heart rate grips
- ▶ 20% max incline | 15 mph max speed
- ▶ 21.5" (54.6 cm) wide belt
- ▶ 11" (28 cm) step-up height
- ▶ User weight capacity of 500 lbs (227 kg)

### Connect to Apple Watch

GymKit allows OpenHub™ Consoles to connect directly with Apple Watch for real-time data sharing between the equipment and watch using NFC technology to allow a simple tap to pair connection.

### OpenHub Consoles

Our affordable, flexible, innovative OpenHub consoles are available on every piece of 8 Series Star Trac. They offer best in class entertainment, fitness tracking and asset management solutions. With the ability to select just the features you want, and add new features in the future, this open platform offers you the ability to have exactly what you want, when you want it.

### GET OPENHUB

### TAKE HOME YOUR WORKOUT

The FreeRunner™ treadmill is a revolutionary new indoor running experience. The heart of this new experience is the patent-pending HexDeck System, featuring an aluminum deck supported by a proprietary, hexagonal polymer suspension system. The result is unprecedented cushion and responsiveness, for a feel that test users describe as "buttery," "easy on the joints" and "like running on a track."

Length: 81.5 in (207 cm)

Width: 34.8 in (88 cm)

Height: 60 in (152 cm)

User Weight Capacity: 500 lbs (227 kg)

Product Weight: 447 lbs (203 kg)

### SKUs:

9-9271-10TRX-110-LCDQ

9-9271-10TRX-110-19-ATSC

9-9271-10TRX-110-LCDQ-KM

9-9274-10TRX-220CE-19-ATSC

9-9274-10TRX-220CE-19-PAL

9-9274-10TRX-220CE-LCDQ-KM

9-9274-10TRX-220CE-LCDQ



**9Ciii**

This 5k has been done for the past 8 years now and this year the run has been scheduled for Sunday, March 15 2020 at 8:00am. This race is done in order to collect funds for the special needs summer camp. The JCC has obtained a permit from the cities of Cooper City and Davie, also B.S.O. will be hired to stay during the event.

The route starts at the J.C.C. and then we will come to Monterra thru Pine Island resident side, turn on Tarama turn before the Sheridan exit go back to Tarama, turn on Monterra towards to University turn before University exit and back on Monterra Blvd. to exit on Pine Island (see map). In total, it would take the runners ½ hour to do it. The only request that we have from the C.D.D. is for the guard to open Pine Island gate entry and exit gates. Cones will be placed on the lane that the runners will be utilizing and the other side will stay open for traffic.



**ENTRY & SPONSORSHIP FEES**

Event	Pre-registration Fee	Race Day Fee
5K or 1 Mile Run/Walk ADULT	25	\$30
5K or 1 Mile Run/Walk CHILD under 13	\$10	\$10
5K or 1 Mile Run/Walk GIBORIM FAMILY	\$50	\$50

**TO REGISTER, VISIT JCCRUN.COM**

**SPONSORSHIP DETAILS**

Yes, I/we wish to be a **SPONSOR** for the David Posnack JCC & Superhero 5K Classic Run/Walk

Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Sponsorship Level \_\_\_\_\_ \$ \_\_\_\_\_ # of Run \_\_\_\_\_

\$10,000 / 30 entries <b>AVENGER</b>	\$5,000 / 25 Entries <b>DARE DEVIL</b>	\$5,500 / 18 Entries <b>FLASH</b>	\$1,800 / Entries <b>MARVEL</b>
\$1,000 / 8 Entries <b>CAPT. AMERICA</b>	\$500 / 4 Entries <b>STORM</b>	\$250 / 2 Entries <b>SIDE KICK</b>	\$180 <b>DIRECT DONATION</b>

T-Shirt Sizes S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_

Name as you to appear on printed and digital materials: (provide logo)

.. ..

**VENDOR TABLE**

Yes, I/we wish to have a **VENDOR TABLE** (7 a.m.—12 p.m.)

**PAYMENT**

**Send payment and completed brochure to:**  
David Posnack JCC, Attn: 5K Classic  
5850 S. Pine Island Road, Davie, FL 33328-5933

**\$100 / 1 table      \$175 / 2 tables**

In the amount of: \$ \_\_\_\_\_

☐ Visa ☐ MasterCard ☐ American Express ☐ Check

Credit Card # \_\_\_\_\_

Signature \_\_\_\_\_

Expiration \_\_\_\_\_ / \_\_\_\_\_ Zip \_\_\_\_\_ CID # \_\_\_\_\_

For additional information for race and vendors, call  
Ysaac Kaplan at 954-434-0499, ext. 117

Email - [ykaplan@dpjcc.org](mailto:ykaplan@dpjcc.org)

Giborim Families & Sponsorships, call Debra Lombard  
at 954-434-0499, ext. 208 / E: [dlombard@dpjcc.org](mailto:dlombard@dpjcc.org)

**ABOUT 5K CLASSIC RUN/WALK**

*Race day packet pick up starts at 6:30 a.m.*

**RACE TIME**

8 a.m.: 5K Run

8:05 a.m.: 5K Walk and 1 Mile Walk/Buggy/stroller

**AWARDS CEREMONY**

All participants with developmental disabilities will receive an award.

**5K Run Awards**

Male/Female Overall	Top 3 M/F
Male/Female Masters (40 & over)	Top 3 M/F
Male/Female Age Division	Top 3 M/F
Wheelchair	1 Overall
Costume awards ceremony	Pet costume award
Ages: 13 and under	1 Best costume
Ages: 14 and older	1 Best costume

**AGE DIVISIONS**

12 & Under	20-24	35-39	50-54	65-69
13-14	25-29	40-44	55-59	70 & Over
15-19	30-34	45-49	60-64	

**Liability Waiver & Release**

Changes/Cancellations: Program/event schedules, prices, content are subject to change without notice. Registration deadlines: Registration deadlines is one week prior to the race date. If the event is cancelled for any reason or I am denied entry due to my falsification of any information or due to my failure to pick up my race number and chip prior to the race, I hereby donate my entry fee to the event host. I acknowledge that this waiver will be used by the event hosts and that it will govern my actions and responsibilities at this event and shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. DPJCC Program Policy and Liability Waiver Participation in any DPJCC activities and use of any recreational facilities involve a risk of accidental injury despite all safety precautions. Having been informed of the activities to be conducted by the DPJCC, I/we as an individual and/or as a parent and/or legal guardian of the participants named herein, assume all risks and hazards incidental to the activities, and release from all responsibility and agree to indemnify and hold harmless the David Posnack Jewish Community Center, its officers, directors, independent contractors, volunteers and all employees for any illness or injury to me or my children and/or family members occurring during his/her/my/our participation in any activities or use of any recreational facilities at or conducted by the David Posnack Jewish Community Center. I/we hereby grant permission for the DPJCC and/or its agents to photograph and/or videotape the named registrant during his/her/my/our participation in activities or use of recreational facilities at the DPJCC. I further authorize the use of any such photos and/or videos for any promotional and/or documentary purpose without compensation. Please check the box below.

☐ I have read and agree to the DPJCC's policies on refunds, cancellations, credits and transfers and the DPJCC program policy and liability waiver.

Participant \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



David Posnack JCC 5K Superhero Run/Walk to benefit enrichment classes and summer camp for the intellectually and developmentally disabled.



**Sunday, March 15, 2020**

**8 a.m.**

At the

**David Posnack JCC**

**5850 S. Pine Island Rd, Davie**

**To register for the  
5K walk/run, go to:  
[jccrun.com](http://jccrun.com)**

*Enriching Lives by Connecting People*





## STROLLERS & DOGS WELCOME

After the race, stay for the day.  
Enjoy refreshments. Work out in our  
gym. Swim. Bring your kids to play in  
our splash pad. Enjoy.

- ◆ Clean, air-conditioned indoor facilities
- ◆ Locker rooms & showers
- ◆ Color alley—fun for the kids!
- ◆ Food & drinks
- ◆ FREE one-week guest pass for the J
- ◆ Indoor awards presentation
- ◆ Kids' activities—indoor and outdoor
- ◆ Swimming pools, splash pad
- ◆ Pickleball, tennis & squash courts

### Giborim U Mission

*Giborim U is a program for children, teens and adults with special needs. Its catalog includes courses in fitness, the arts, sports, recreation, life skills and health and wellness. Participants will enrich their lives socially and behaviorally while gaining independence and communication skills, as they forge genuine connections to each other and the community.*



Pre-register online at [jccrun.com](http://jccrun.com)  
before Thursday, March 12, 2020

Race day registration on Sunday, March 15, 2020  
starting at 6:30 a.m. at the  
David Posnack Jewish Community Center

## SPONSORSHIP OPPORTUNITIES

*Making a meaningful difference in the lives of others!*

### AVENGER \$10,000

- ⇒ Recognition as AVENGER TITLE SPONSOR
- ⇒ 30 run/walk entries
- ⇒ 30 capes with TITLE SPONSOR logo
- ⇒ Exhibition booth day of the event (prime location)
- ⇒ TITLE SPONSOR logo on all media promotions, including print, social media, digital, email notifications, etc.
- ⇒ TITLE SPONSOR logo included on 5K race banners
- ⇒ Link on JCCrun .com
- ⇒ TITLE SPONSOR logo on race-day T-shirts
- ⇒ TITLE SPONSOR logo on race-day step and repeat

### FLASH \$5,000

- ⇒ Recognition as FLASH SIGNIFICANT SPONSOR
- ⇒ 25 run/walk entries
- ⇒ 25 capes with sponsor logo
- ⇒ Exhibition booth day of the event (prime location)
- ⇒ Logo on all media promotions, including print, social media, digital, email notifications, etc.
- ⇒ Link on JCCrun .com
- ⇒ SPONSOR logo on race-day T-shirts
- ⇒ SPONSOR logo on race-day step and repeat

### MARVEL \$ 2,500

- ⇒ Recognition as MARVEL SIGNIFICANT SPONSOR
- ⇒ 18 run/walk entries
- ⇒ 18 capes with sponsor logo
- ⇒ Exhibition booth day of the event
- ⇒ Logo on all media promotions, including print, social media, digital, email notifications, etc.
- ⇒ Link on JCCrun .com
- ⇒ SPONSOR logo on race-day T-shirts
- ⇒ SPONSOR logo on race-day step and repeat

## SPONSORSHIP OPPORTUNITIES

Agenda Page #89

*Making a meaningful difference in the lives of others!*

### CAPTAIN AMERICA \$1,800

- ⇒ Recognition as CAPTAIN AMERICA SIGNIFICANT SPONSOR
- ⇒ 14 run/walk entries
- ⇒ Exhibition booth day of the event
- ⇒ Logo on all digital promotions, including social media, and email notifications, etc.
- ⇒ Link on JCCrun .com
- ⇒ SPONSOR logo on race-day T-shirts
- ⇒ SPONSOR logo on race-day step and repeat

### THOR \$1,000

- ⇒ Recognition as THOR SPONSOR
- ⇒ 8 run/walk entries
- ⇒ Exhibition booth day of the event
- ⇒ Logo on all digital promotions, including social media, and email notifications, etc.
- ⇒ Link on JCCrun .com
- ⇒ SPONSOR logo on race-day T-shirts

### DARE DEVIL \$500

- ⇒ Recognition as DARE DEVIL SPONSOR
- ⇒ 4 run/walk entries
- ⇒ Logo on all digital promotions, including social media, and email notifications, etc.
- ⇒ SPONSOR logo on race-day T-shirts

### SIDEKICK \$250

- ⇒ Recognition as SIDEKICK SPONSOR
- ⇒ 2 run/walk entries
- ⇒ Logo on all digital promotions, including social media, and email notifications, etc.
- ⇒ SPONSOR logo on race-day T-shirts







# David Posnack JCC 5K Superhero Run/Walk

## Get to know a Superhero

### fun facts

Agenda Page #90



Superhero name: \_\_\_\_\_

Birthday: \_\_\_\_\_ Gender: \_\_\_\_\_

#### Your Favorite Things!

Flower: \_\_\_\_\_

Animal: \_\_\_\_\_

Drink: \_\_\_\_\_

Food: \_\_\_\_\_

Movie: \_\_\_\_\_

Actor/Actress: \_\_\_\_\_

Sport: \_\_\_\_\_

Sports Team: \_\_\_\_\_

Music/Artist: \_\_\_\_\_

Song: \_\_\_\_\_

Color: \_\_\_\_\_

Hobby: \_\_\_\_\_

Favorite season: \_\_\_\_\_

Ice cream flavor: \_\_\_\_\_

Place to shop: \_\_\_\_\_

Favorite book: \_\_\_\_\_

Place to relax: \_\_\_\_\_

Nickname: \_\_\_\_\_

Candy: \_\_\_\_\_

Donuts or bagels: \_\_\_\_\_

Do you have a big/little brother(s) or sister(s)? \_\_\_\_\_

Is there anything else you'd like to share? \_\_\_\_\_

#### Liability Waiver & Release

Changes/Cancellations: Program/event schedules, prices, content are subject to change without notice. Registration deadlines: Registration deadlines is one week prior to the race date. If the event is cancelled for any reason or I am denied entry due to my falsification of any information or due to my failure to pick up my race number and chip prior to the race, I hereby donate my entry fee to the event host. I understand that this event uses AccuchipUSA, Inc. for official results. I acknowledge that this waiver will be used by the event hosts and that it will govern my actions and responsibilities at this event and shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. DPJCC Program Policy and Liability Waiver Participation in any DPJCC activities and use of any recreational facilities involve a risk of accidental injury despite all safety precautions. Having been informed of the activities to be conducted by the DPJCC, I/we as an individual and/or as a parent and/or legal guardian of the participants named herein, assume all risks and hazards incidental to the activities, and release from all responsibility and agree to indemnify and hold harmless the David Posnack Jewish Community Center, its officers, directors, independent contractors, volunteers and all employees for any illness or injury to me or my children and/or family members occurring during his/her/my/our participation in any activities or use of any recreational facilities at or conducted by the David Posnack Jewish Community Center. I/we hereby grant permission for the DPJCC and/or its agents to photograph and/or videotape the named registrant during his/her/my/our participation in activities or use of recreational facilities at the DPJCC. I further authorize the use of any such photos and/or videos for any promotional and/or documentary purpose without compensation. Please check the box below.

- ☐ I have read and agree to the DPJCC's policies on refunds, cancellations, credits and transfers and the DPJCC program policy and liability waiver.  
☐ I/my Giborim family will participate in the 5K walk/run. Fee for entire family is \$50. ☐ I/we will not be participating.

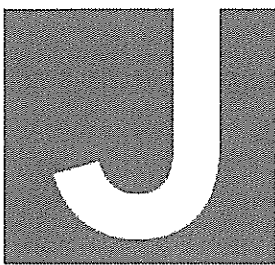
Name	Age	Gender	T-shirt size		Name	Age	Gender	T-shirt size

Participant signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Guardian name: \_\_\_\_\_

Date: \_\_/\_\_/\_\_



**David Posnack Jewish Community Center**  
On the Nina & Louis Silverman Campus

**EXECUTIVE OFFICERS**

Diane Wilen, Ph.D.  
Board Chair  
Jared Blaut  
Vice Chair Adult Services/Cultural Arts  
M. Scott Kleiman, Esq.  
Vice Chair Building  
Adriane Rosen  
Vice Chair Children and Family Services  
Larry W. Genet  
Vice Chair Fundraising  
Ilisa Sarbey  
Vice Chair Membership and Marketing  
Scott Liebman  
Vice Chair Personnel  
Debby Eisinger  
Vice Chair Sports and Wellness  
Kevin Riggott, CPA, CMA  
Treasurer  
Heather Gilbert  
Secretary  
Jim Mazur  
Immediate Past Board Chair  
Laurie Suskind  
Executive Member-at-Large  
Jason Steinman, Esq.  
Executive Member-at-Large  
Scott Ehrlich, MA  
Chief Executive Officer  
Elaine M. Turner, CPA  
Chief Financial Officer  
Mark Sherman  
Executive Director Emeritus

**BOARD OF DIRECTORS**

Lauren Alperstein, Esq.  
Bunny Blattner  
Rebecca Bratter, Esq.  
Einav Cabrera, Ph.D.  
Lynda Farber, M.A.Ed.  
Marissa Feig  
Cheryl Frost  
Lori Green  
Craig Greene, Esq.  
Brad Hacker, CPA  
Craig Konhauzer  
Dana Konhauzer  
Jared Kornfeld  
Missy Longman  
Tony Milian, MBA, ATC, LAT  
Randy Paul  
Robert Pomerantz, M.D.  
Ran Regev  
John F. Rinella  
Paul Rosenberg, Esq.  
Ilyssa Shacter  
Leonard Suskind  
Fran Vaupen  
Hillary Waksman  
William Wildstein  
Jackie Korenstein, PTO Co-president  
Galit Lipnik, PTO Co-president

**HONORARY MEMBERS**

Steven Becker  
Lou Brickman\*  
Robert Klausner, Esq.  
Nat & Dina Sedley\*  
Ben & Dorothy Spencer\*

**PAST PRESIDENTS/BOARD CHAIRS**

Lee Kadin  
Daniel Newman, Esq.  
Jeffrey A. Sopshin, CPA, CISA  
Amy Rosenberg  
Anne Sopshin  
Craig Konhauzer  
Carolyn Frieman Shapir  
Lori Green  
Bernie Friedman, Esq.  
Martin Schwartz, Esq.  
Margo Golos  
Laurence A. Greenberg, Esq.  
Nancy R. Brizel\*  
Joel Schneider, M.D.  
L. Michael Orlove  
Brenda Greenman  
Samuel M. Meline, D.M.D.  
Hon. Ronald J. Rothschild

\*Deceased



Dear Giborim Families,

We are excited to announce that, for the first time ever, the annual **JCC 5K Classic Superhero Run/Walk** is offering businesses, families, and community organizations the opportunity to honor your child and/or adult (superhero). This acknowledgement will provide our sponsors with a wonderful chance to support our Giborim programming and scholarships.

Attached is a superhero fact sheet, which should be filled out by you, if you wish to have your superhero honored. It is important to note that participation in the run/walk is not mandatory for your superhero to be honored, but participation is welcome and encouraged. The superhero fact sheet will be shared with participating community businesses, families and organizations.

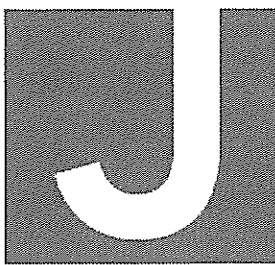
The JCC 5K Classic Superhero Run/Walk will be held at the **David Posnack JCC on Sunday, March 15, 2020**. The race starts promptly at **8 a.m.** If your superhero is being honored, whether they are racing or not, **your presence is required for the post-race festivities**, which will include photos and a meet-and-greet. Please arrive no later than **8:45 a.m.** After post-race festivities, everyone is invited to stay and enjoy a day at the J!

If you would like your superhero to be honored, please fill out the attached sheet and email back to [ykaplan@dpjcc.org](mailto:ykaplan@dpjcc.org) by January 15. The committee will pair each superhero with one of the many generous teams who are anxiously looking forward to honoring them.

Best Regards,

Ysaac Kaplan & Debra Lombard

5K Classic Superhero Run/Walk Directors



David Posnack Jewish Community Center  
On the Nina & Louis Silverman Campus

Agenda Page #92



EXECUTIVE OFFICERS

Diane Wilen, Ph.D.  
Board Chair  
Jared Blaut  
Vice Chair Adult Services/Cultural Arts  
M. Scott Kleiman, Esq.  
Vice Chair Building  
Adriane Rosen  
Vice Chair Children and Family Services  
Larry W. Genet  
Vice Chair Fundraising  
Ilisa Sarbey  
Vice Chair Membership and Marketing  
Scott Liebman  
Vice Chair Personnel  
Debby Eisinger  
Vice Chair Sports and Wellness  
Kevin Riggott, CPA, CMA  
Treasurer  
Heather Gilbert  
Secretary  
Jim Mazur  
Immediate Past Board Chair  
Laurie Suskind  
Executive Member-at-Large  
Jason Steinman, Esq.  
Executive Member-at-Large  
Scott Ehrlich, MA  
Chief Executive Officer  
Elaine M. Turner, CPA  
Chief Financial Officer  
Mark Sherman  
Executive Director Emeritus

BOARD OF DIRECTORS

Lauren Alperstein, Esq.  
Bunny Blattner  
Rebecca Bratter, Esq.  
Einav Cabrera, Ph.D.  
Lynda Farber, M.A.Ed.  
Marissa Feig  
Cheryl Frost  
Lori Green  
Craig Greene, Esq.  
Brad Hacker, CPA  
Craig Konhauzer  
Dana Konhauzer  
Jared Kornfeld  
Missy Longman  
Tony Milian, MBA, ATC, LAT  
Randy Paul  
Robert Pomerantz, M.D.  
Ran Regev  
John F. Rinella  
Paul Rosenberg, Esq.  
Ilyssa Shacter  
Leonard Suskind  
Fran Vaupen  
Hillary Waksman  
William Wildstein  
Jackie Borenstein, PTO Co-president  
Galit Lipnik, PTO Co-president

HONORARY MEMBERS

Steven Becker  
Lou Brickman\*  
Robert Klausner, Esq.  
Nat & Dina Sedley\*  
Ben & Dorothy Spencer\*

PAST PRESIDENTS/BOARD CHAIRS

Lee Kadin  
Daniel Newman, Esq.  
Jeffrey A. Sopshin, CPA, CISA  
Amy Rosenberg  
Anne Sopshin  
Craig Konhauzer  
Carolyn Frieman Shapir  
Lori Green  
Bernie Friedman, Esq.  
Martin Schwartz, Esq.  
Margo Golos  
Laurence A. Greenberg, Esq.  
Nancy R. Britzel\*  
Joel Schneider, M.D.  
L. Michael Orlove  
Brenda Greenman  
Samuel M. Meline, D.M.D.  
Hon. Ronald J. Rothschild  
Deceased

In the spirit of *tikkun olam*, making the world a better place, this year's annual JCC 5K Classic Superhero Run/Walk offers families, businesses, and community groups the opportunity to honor a child and/or adult with intellectual and developmental disabilities (IDD).

This is a great community teambuilding event that promotes health and fitness, provides everyone with the chance to make new connections, and make a positive difference for our Giborim programs.

In Hebrew, **Giborim** means "**hero.**" At the David Posnack Jewish Community Center, we believe that our Giborim participants are real-life **superheroes**. By choosing to honor a superhero, you will experience the privilege of getting to know them and their family.

The JCC 5K Classic Superhero Run/Walk will be held at the David Posnack JCC on **Sunday, March 15, 2020**. The race starts promptly at **8 a.m.** If you're honoring a superhero, **your presence is required for the post-race festivities**, which will include photos and a meet-and-greet beginning promptly at **8:45 a.m.**

After post-race festivities, everyone is invited to stay and enjoy a day at the J and will be given a **free week guest pass** to experience our fitness center, state-of-the-art splash pad, pool, and tennis and pickleball courts.

Monies raised from this event will support Giborim U, our year-round program for youth ages 6+ and adults 18+, and also provide scholarships for Camp Giborim, our eight-week summer camp program for children and young adults.

Sponsorship opportunities are provided in the enclosed brochure.

As part of honoring a superhero, you will receive a superhero fact sheet. The fact sheet will include information about your honoree—their hobbies, favorite things, etc. The informational sheet will be provided to you by March 1 along with a photo of your superhero. The committee will pair your business, family, or organization with one of the many superheroes who are anxiously looking forward to this special day.

"Giving is not just about making a donation; it is about making a difference."

— Kathy Calvin

Best Regards,

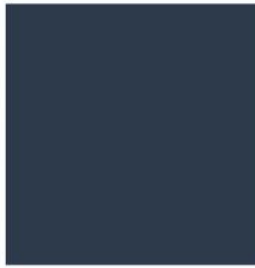
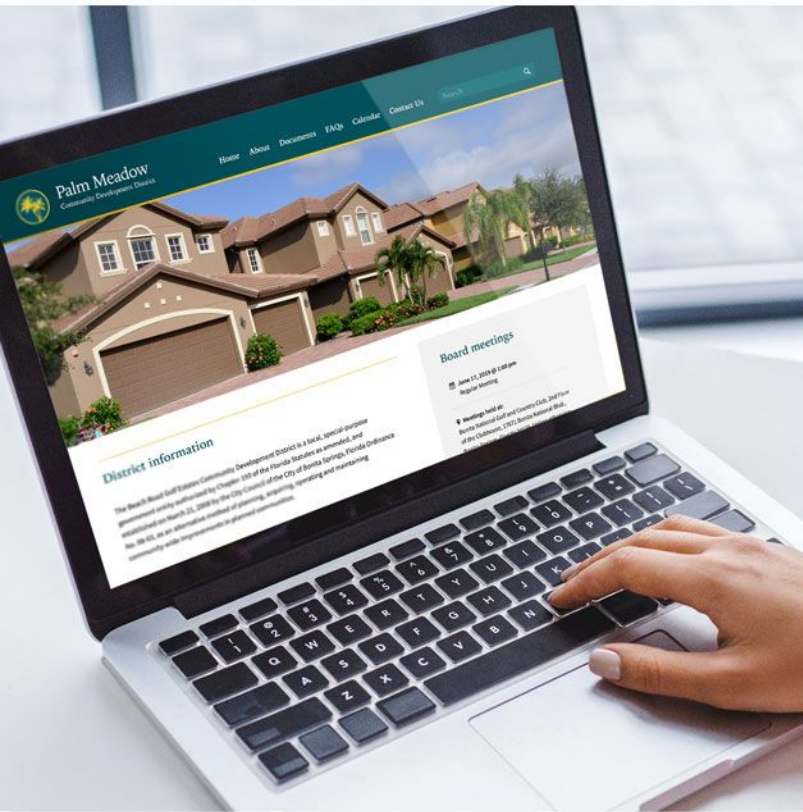
Missy Longman & Debby Eisinger  
5K Classic Superhero Run/Walk Co-Chairs

5850 S. Pine Island Road | Davie, Florida 33328-5933

Phone: 954-434-0499 | Fax: 954-434-1741 | [www.dpjcc.org](http://www.dpjcc.org)



**9Di.**



# Keeping your community informed. And you compliant.

Monterra Community Development District

Proposal date: 2019-12-13

Proposal ID: CEJYH-QIKUI-CXDNU-T6TZG

Pricing.....	2
Services.....	3-5
FAQs.....	6
Statement of work.....	7-8
Terms and conditions.....	9-12



**Ted Saul**

*Director - Digital Communication*

 *Certified Specialist*

**campus**  
suite

# Pricing

Effective date: 2020-01-01

Implementation	Quantity	Subtotal
<b>On-boarding of ADA Compliant Website and Remediation of Historical Documents</b> <ul style="list-style-type: none"> <li>• Migration website pages and present on a staged website for approval</li> <li>• Initial PDF Accessibility Compliance Service for 1500 pages of remediation</li> </ul>	1	\$1,512.30
<hr/>		
Annual ongoing services	Quantity	Subtotal
<b>Website services</b> <ul style="list-style-type: none"> <li>• Hosting, support and training for users</li> <li>• Website management tools to make updates</li> <li>• Secure certification (https)</li> <li>• Monthly accessibility site reporting, monitoring and error corrections</li> </ul>	1	\$615.00
<hr/>		
<b>Ongoing PDF Accessibility Compliance Service</b> <ul style="list-style-type: none"> <li>• Remediation of all PDFs stored on your website</li> <li>• Remediation of up to 750 PDF pages</li> <li>• Dashboard for reporting and managing all PDFs</li> <li>• 48-hour turnaround for fixes for board agendas</li> <li>• PDF manager dashboard</li> </ul>	750*	\$937.50
<hr/>		
<b>Social Media Manager</b>		Included

\*Maximum PDF pages per 12 month period

**Total: \$3,064.80**





## Accountable, compliant communications

Keeping your residents and property owners informed is a big responsibility – one that requires constant diligence. Staying current with the laws that apply to public access to district records, reports and other legal requirements presents a big challenge for many CDD communities.

When it comes to your website and all the web-based documents you are required to publish, they all need to be fully accessible. Florida statutes and federal laws require you and every special district be compliant with ADA (Americans with Disabilities Act) and accessibility regulations.

### Keeping it all accessible – and legal

Campus Suite provides the total accessibility solution to keep all your web communications and web documents on the right side of these laws – specifically chapters 189 and 282 of the Florida Statutes.

### Designed for districts



**Easy-to-update website, hosting and support**



**Worry-free ADA-compliance, auditing and full reporting**



**Meets Florida statutes and federal laws**



**Save CDD board time and money**



# Keeping your community informed and compliant.



**Accessibility Compliance**  
with Campus Suite

## We'll handle all your website and document accessibility.

We take on the responsibility of making and keeping your website fully accessible to people with disabilities. We know what's at stake if your website is not ADA-compliant, so we handle it all – monitoring, reporting, and remediation.

### We stand behind our seal of approval.

Each page of your website will have our official certification of a website that meets the required accessibility standards.

## A website with all the features your district needs.

Communication is key to success in any organization, and your community development district is no exception. At Campus Suite, we understand the unique communication needs of CDDs and create a comprehensive website that serves as your communication hub.

Your property owners and residents will come to depend on the wealth of information at their fingertips. And your board members, management team and staff will come to rely on the role your website serves in streamlining the critical communications functions you're required by law to provide.

### Maintain ADA compliance:

- ✓ Website and documents meet WCAG 2.1 requirements
- ✓ Monthly accessibility scanning audits and reporting
- ✓ In-house team that fixes all of the accessibility errors
- ✓ On-demand PDF remediation (48-hour turnaround)

### Your district website features:

- ✓ Professional website design
- ✓ Easy-to-use tools to make updates
- ✓ Total document management
- ✓ Support and training for users
- ✓ Calendar of events
- ✓ Clubhouse and rental scheduling
- ✓ Meeting notices and minutes

The logo for Campus Suite, with 'campus' in a bold, green, sans-serif font and 'suite' in a smaller, italicized, green, sans-serif font below it.

## A trusted name for compliance.

For over 15 years, Campus Suite has built a reputation helping public schools across the country eliminate communication barriers and improve school community engagement. We do it by creating easy-to-use, affordably priced websites featuring professional design, unmatched customer service, and paving a leadership role in website accessibility.

We've helped districts build web accessibility policies and websites, and even created contingency plans for responding to web issues and complaints from the OCR (U.S. Office for Civil Rights). These include detailed resolution plans when clients need to respond to avoid fines and the negative publicity that sometimes surrounds non-compliance.

Campus Suite has also pioneered educating public institutions about website accessibility by establishing the Website Accessibility Education Center, a valuable resource for website administrators..



**W3C**<sup>®</sup>  
WCAG 2.0



**Campus Suite Academy  
Website Accessibility Center**

[www.campussuite.com/accessibility-center](http://www.campussuite.com/accessibility-center)

# Frequently asked questions

## **For PDF service, what is the price per page?**

Pricing can range based on the volume of PDFs you have on your website and if it is part of the initial remediation or the on-demand service. The price range is between \$1.05 per page to \$1.75 per page.

## **What does the PDF scan and remediation process look like?**

You'll upload your documents to the dashboard. We are notified and begin setting up the scan. After the fixes are made, we put the documents back onto the dashboard and you are notified. You then put them back to the appropriate location on your website.

## **What does the ADA managed service process for our website look like?**

Our team performs monthly scans of your site utilizing software. Our team then goes through the results and fixes the content-related errors by hand. A report is produced for your records and uploaded to your ADA dashboard. Any outlying issues we may encounter, you will be notified until the issue is resolved.

## **How long does it take?**

For non-urgent doc remediation, we can scan and fix up to 2000 pages per week. We also have urgent services available for an additional fee with a turnaround time of 48 hours.

## **What standards do you follow for ADA?**

We follow WCAG AA 2.1 guidelines

## **Are there any hidden fees?**

No.

## **How long does it take to build the website?**

It depends upon your responsiveness, but generally only a couple of weeks.

## **Can we change the design of our website?**

Our themes are customizable to address your preferences. There are some guardrails in place to help ensure ADA compliance to a degree, but you can select colors, images, etc...

## **Do your sites offer a calendar?**

Yes. This site can be utilized in many different ways. One of which is a calendar to help with your clubhouse availability/rental schedule.

# Statement of work

1. **On-boarding of ADA Compliant Website and Remediation of Historical Documents.** Contractor will deliver a functional, responsive, working ADA compliant website that can display content submitted to the Contractor by the District. At a minimum, the website and the documents on the website will:
  1. Comply with the guidelines provided by Web Content Accessibility Guidelines 2.1, as amended and/or replaced by new releases from time to time (“WCAG”);
  2. Contain a website accessibility policy that includes: a commitment to accessibility for persons with disabilities, the accessibility standard used and applied to the website (at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) in case users encounter any problems;
  3. Display an ADA compliance shield, seal, or certification;
  4. Provide options to create a CDD-branded design (colors, logo, etc...)
  5. Be accessible on modern versions of Internet Explorer, Edge, Mozilla, Safari, and Chrome web browsers and be “mobile friendly” and offer a “mobile version” of the sites content for access from tablets or smart phones.
  6. Be free of any commercial advertising;
  7. Be free of any known spyware, virus, or malware;
  8. Secure certification (https)
  9. Secure cloud hosting with fail-overs
  10. Allow for data backups, and record retention as required by law;
  11. Allow for the display a calendar, reservation request form, and newsletter;
  12. Creation of a dashboard for the District to upload and remove content, manage all documents, manage document remediation, and review reports generated by the Contractor; and
  13. Remediate 1500 pages identified by the District for the new website in an ADA compliant format.\*
2. **Domain Fee.** The Contractor shall pay the annual fee for the domain name of the District’s website.
3. **Maintenance and Management of the Website.**
  1. Contractor will manage and maintain the website;
  2. Remediate in an ADA compliant format new documents (a not to exceed 750 pages per year) uploaded by the District Manager to the document portal;\*
    1. For Agenda Packages, the Contractor shall turn around the documents within 2 business days
  3. District shall be responsible for uploading the documents onto the document portal for the website. Upon completion of the remediation services, Contractor shall ensure that the remediated documents are live on the website. Contractor shall ensure that the District only has the ability to upload documents to the document portal (not the ability to make documents go live on the website) or remove documents on the website and cannot alter any other aspect of the website;
  4. Contractor will store all District data, including files, text and parameters; data will be backed-up on a separate storage system at regular intervals; and



5. The ADA compliant website will be on-line at all times unless maintenance or upgrades require it to be unavailable. When maintenance or upgrades require the website to be unavailable, Contractor will provide the District with reasonable advance notice in writing.

**4. Monthly Auditing and Remediation Services.**

1. Every month Contractor will comprehensively audit the website's compliance with (1) WCAG and (2) any applicable laws, rules, and regulations (including, the Department of Justice);
2. After the audit, Contractor will remediate any web accessibility deficiencies of the website or content on the website; and
3. The Contractor will provide a written report to the District that summarizes the audit and any remediations made.

**5. Support Services.**

Contractor will supply telephone and/or email support to the District on a reasonable and necessary basis to within business hours – Monday to Friday 9 am to 6 pm EST, exclusive of holidays. The Contractor will provide a listing of detailed hours, holidays, and service availability on their website, and reserves the right to modify the times technical support is available.

\*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.

# Website Creation and Management Agreement

This Website Creation and Management Agreement (this “Agreement”) is entered into as of 2020-01-01, between the Monterra Community Development District, whose mailing address is 210 N University Dr, STE 702, Coral Springs, FL 33071 (the “District”) and Innersync Studio, LLC., an Ohio limited liability company (d/b/a Campus Suite), whose mailing address is 752 Dunwoodie Dr., Cincinnati, Ohio 45230 (the “Contractor”).

## Background Information:

The District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes. The District is required to have a website and desires to have a website created, regularly updated, managed, inspected, and remediated to ensure compliance with the Americans with Disabilities Act (the “ADA”). The Contractor has the technical expertise to provide the above-mentioned services. The District desires to retain the Contractor to provide services as described in this Agreement.

## Operative Provisions:

**1. Incorporation of Background Information.** The background information stated above is true and correct and by this reference is incorporated as a material part of this Agreement.

**2. Scope of Services.** The Contractor will perform all work, including all labor, equipment, and supervision necessary to perform the services described in the “Statement of Work” attached hereto.

**3. Term and Renewal.** The initial term of this Agreement will be for one year from the date of this Agreement. At the end of the initial term, this Agreement will automatically renew for subsequent one-year terms pursuant to the same price and contract provisions as the initial term, until terminated by either party pursuant to the termination provisions below.

### 4. Termination.

a. Either party may terminate this Agreement without cause, with an effective termination date of the next scheduled renewal date, by providing at least thirty (30) days written (letter, facsimile, email) notice to the other party prior to the next renewal date.

b. Either party may terminate this Agreement with cause for material breach provided, however, that the terminating party has given the other party at least thirty (30) days written (letter, facsimile, email) of, and

the opportunity to cure the breach.

c. Upon termination of this Agreement:

- i. The Contractor will be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor. If any deposit or advanced payments exceeds these costs, Contractor will refund the appropriate amount to the District.
- ii. The Contractor will provide the District or its designee with all domain names, authorizations, usernames, passwords, and content (including remediated content) in the format in which it was stored on the server, at a cost not to exceed \$50 to the District.
- iii. The Contractor will be permitted to remove its name and ADA compliance shield, seal, or certificate from the website on the effective date of the termination.
- iv. If the Contractor was using certain software (including content management software) that is proprietary and was licensed to the District during the term of the Agreement, then the Contractor shall coordinate with the District as to the end of the license or simply create a simple splash page of the District with information on the transition to a new website.

## **5. Compensation and Prompt Payment.**

- a. Upon execution of this Agreement, the District agrees to pay Contractor for a one-time payment of \$1,512.30 for the Onboarding of ADA Compliant Website and Remediation of Historical Documents.
- b. Starting on October 1, 2019 the District agrees to compensate the Contractor \$1,552.50 for Domain Fee, Maintenance and Management of the Website, Monthly Auditing and Remediation Services, and Support Services as described in the Statement of Work. The District shall make such payments in advance of the services to be provided. Contractor will provide the District with an invoice on a annual basis for work to be performed. The District will pay Contractor within 15 days of receipt of the invoice.

**6. Additional Work.** If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the parties will agree in writing to an addendum (for changes to the regular services) or work authorization order (for all other services). The Contractor will be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing.

**7. Ownership of Website, Domain Name, and Content.** The District will be the owner of the website, domain name, and all content (including remediated content provided by the Contractor) on the website.

**8. No Infringement of Intellectual Property.** Contractor warrants and represents that neither the Statement of Work nor any product or services provided by Contractor will infringe, misappropriate, or otherwise violate the intellectual property rights of any third-party. Contractor shall take all steps to ensure that the District has no access to confidential software or data that is proprietary (whether it's the Contractor's or another provider's through a license agreement).

**9. Promotion.** The District permits Contractor to identify the District as a customer of Contractor in Contractor's marketing materials (including using the District's name and logo for such limited purposes).

**10. Warranty.** The Contractor warrants that the work: (a) will conform to the requirements of the Statement of Work, (b) will be performed in a prompt, diligent, good, safe and workmanlike manner in accordance with all laws, industry standards, and all applicable ADA and WCAG regulations, and (c) will be performed without defects in workmanship or in code. To the extent that any defects are found and reported to the Contractor, the Contractor shall correct such defects within thirty (30) days.

**11. Relationship Between the Parties.** It is understood that the Contractor is an independent contractor and will perform the services contemplated under this Agreement. As an independent contractor, nothing in this Agreement will be deemed to create a partnership, joint venture, or employer-employee relationship between the Contractor and the District. The Contractor will not have the right to make any contract or commitments for, or on behalf of, the District without the prior written approval of the District. The Contractor assumes full responsibility for the payment and reporting of all local, state, and federal taxes and other contributions imposed or required of the Contractor during the performance of services to the District.

**12. Compliance with Governmental Regulations.** The Contractor will comply with necessary economic, operational, safety, insurance, and other compliance requirements imposed by federal, state, county, municipal or regulatory bodies, relating to the contemplated operations and services hereunder. The Contractor warrants and represents the Contractor is currently in compliance with and will hereafter comply with all federal, state and local laws and ordinances relating in any way to the services provided hereunder. Contractor is solely responsible for complying with all applicable laws pertaining to website accessibility, including but not limited to the ADA and those certain WCAG standards, and other web accessibility guidelines as amended from time to time.

**13. Insurance.** Contractor will, at its own expense, maintain commercial general liability insurance coverage of no less than \$1,000,000 for the duration of the term of this Agreement and for any renewals of the term, as mutually agreed upon by the parties, which names the District, its officers, agents, staff, and employees as an additional insured. The Contractor will deliver to the District proof of insurance referred to herein or a certificate evidencing the coverage provided pursuant to this Agreement. Such insurance policy may not be canceled without a thirty-day written notice to the District. The Contractor will maintain Workers

Compensation insurance as required by law.

**14. Limitation of Liability.** Either party's total liability under this Agreement, regardless of cause or theory of recovery, will not exceed the total amount of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim. Contractor shall not be liable for ADA compliance of any content posted by the District without first being remediated by the Contractor.

**15. Indemnification.** Contractor agrees to, subject to the limitation of liability described above, indemnify, defend and hold the District and its supervisors, officers, managers, agents and employees harmless from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries or damage of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein will constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute or law. Any subcontractor retained by the Contractor will acknowledge the same in writing. Obligations under this section will include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

**16. Conditions Precedent Prior to Any Litigation.** In the event that either party is dissatisfied with the other party and as a condition precedent prior to commencing any litigation, such party shall communicate in writing to the other party with their specific concerns. The parties shall make a good faith effort toward the resolution of any such issues. If the parties are not able to reach a mutually acceptable solution, then either party may request arbitration at their own expense. If such arbitration is requested, it shall be held within sixty (60) days of such request.

**17. Remedies in the Event of Default.** Subject to the limitation of liability described above, a default by either party under this Agreement will entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages and/or specific performance. Nothing contained in this Agreement will limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

**18. Controlling Law.** This Agreement is governed under the laws of the State of Florida with venue in the county the District is located in.

**19. Enforcement of Agreement.** Only after satisfying the conditions precedent prior to any litigation above, in the event it becomes necessary for either party to institute legal proceedings in order to enforce the terms

of this Agreement, the prevailing party will be entitled to all costs, including reasonable attorney's fees at both trial and appellate levels against the non-prevailing party, with a not to exceed limit of the total amount of fees paid by the District to the Contractor during the twelve-month period immediately preceding the occurrence or act or omission giving rise to any claim.

**20. Public Records.** Contractor acknowledges the District is a special purpose unit of local government in the State of Florida, and that all documents of any kind provided to or in possession of Contractor in connection with this Agreement are subject to Florida's public records laws, pursuant to Chapter 119, Florida Statutes. As required under Section 119.0701, Florida Statutes, Contractor will (a) keep and maintain public records that would ordinarily and necessarily be required by the District in order to perform the Service Provided, b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost of reproduction permitted by law, (c) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost to the District, all public records in possession of the Contractor upon termination of this Agreement, and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District. Upon receipt by Contractor of any request for copies of public records, Contractor will immediately notify the District of such request. Failure of Contractor to comply with public records laws to the extent required by statute may result in immediate termination of the Agreement.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 854-603-0033, OR BY EMAIL AT SANDRA.DEMARCO@INFRAMARK.COM, OR BY REGULAR MAIL AT 210 N. UNIVERSITY DR. STE 702, CORAL SPRINGS, FL. 33071.**

**21. Scrutinized Companies.** Pursuant to Section 287.135, Florida Statutes, Contractor represents that in entering into this Agreement, the Contractor has not been designated as a "scrutinized company" under the statute and, in the event that the Contractor is designated as a "scrutinized company", the Contractor will immediately notify the District whereupon this Agreement may be terminated by the District.

**22. Severability.** If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will remain in full force and effect.

**23. Assignment.** This Agreement is not transferrable or assignable by either party without the written approval of both parties.

**24. Amendment.** This Agreement may not be altered, changed or amended, except by an instrument in writing, signed by both parties hereto.

**25. Arm's Length Transaction.** This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**26. Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered will be an original; however, all such counterparts together will constitute, but one and the same instrument.

**27. Entire Agreement.** This Agreement contains the entire agreement and neither party is to rely upon any oral representations made by the other party, except as set forth in this Agreement. This Agreement supersedes and subsumes any prior agreements. To the extent that any provisions of this Agreement conflict with the provisions in any exhibit, the provisions in this Agreement controls over provisions in any exhibit.

Innersync Studio, LLC.	Monterra
_____	_____
Steve Williams VP of Marketing	Print name
Date	Date
	_____

## Exhibit A: Proposal for Services

<b>Implementation</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>Onboarding of ADA Compliant Website and Remediation of Historical Documents</b> <ul style="list-style-type: none"> <li>• Migration website pages and present on a staged website for approval</li> <li>• Initial PDF Accessibility Compliance Service for 1500 pages of remediation</li> </ul>	1	\$1,512.30
<b>Ongoing services</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>Website services</b> <ul style="list-style-type: none"> <li>• Hosting, support and training for users</li> <li>• Website management tools to make updates</li> <li>• Secure certification (https)</li> <li>• Monthly site reporting, monitoring and error corrections</li> </ul>	1	\$615.00
<b>Ongoing PDF Accessibility Compliance Service</b> <ul style="list-style-type: none"> <li>• Remediation of all PDFs stored on your website</li> <li>• Remediation of up to 750 PDF pages</li> <li>• Dashboard for reporting and managing all PDFs</li> <li>• 48-hour turnaround for fixes for board agendas</li> <li>• PDF manager dashboard</li> </ul>	750*	\$937.50
<b>Social Media Manager</b>		Included



# Statement of work

1. **On-boarding of ADA Compliant Website and Remediation of Historical Documents.** Contractor will deliver a functional, responsive, working ADA compliant website that can display content submitted to the Contractor by the District. At a minimum, the website and the documents on the website will:
  1. Comply with the guidelines provided by Web Content Accessibility Guidelines 2.1, as amended and/or replaced by new releases from time to time (“WCAG”);
  2. Contain a website accessibility policy that includes: a commitment to accessibility for persons with disabilities, the accessibility standard used and applied to the website (at a minimum WCAG), and contact information of the District Manager or their designee (email and phone number) in case users encounter any problems;
  3. Display an ADA compliance shield, seal, or certification;
  4. Provide options to create a CDD-branded design (colors, logo, etc...)
  5. Be accessible on modern versions of Internet Explorer, Edge, Mozilla, Safari, and Chrome web browsers and be “mobile friendly” and offer a “mobile version” of the sites content for access from tablets or smart phones.
  6. Be free of any commercial advertising;
  7. Be free of any known spyware, virus, or malware;
  8. Secure certification (https)
  9. Secure cloud hosting with fail-overs
  10. Allow for data backups, and record retention as required by law;
  11. Allow for the display a calendar, reservation request form, and newsletter;
  12. Creation of a dashboard for the District to upload and remove content, manage all documents, manage document remediation, and review reports generated by the Contractor; and
  13. Remediate 1500 pages identified by the District for the new website in an ADA compliant format.\*
2. **Domain Fee.** The Contractor shall pay the annual fee for the domain name of the District’s website.
3. **Maintenance and Management of the Website.**
  1. Contractor will manage and maintain the website;
  2. Remediate in an ADA compliant format new documents (a not to exceed 750 pages per year) uploaded by the District Manager to the document portal;\*
  1. For Agenda Packages, the Contractor shall turn around the documents within 2 business days
  3. District shall be responsible for uploading the documents onto the document portal for the website. Upon completion of the remediation services, Contractor shall ensure that the remediated documents are live on the website. Contractor shall ensure that the District only has the ability to upload documents to the document portal (not the ability to make documents go live on the website) or remove documents on the website and cannot alter any other aspect of the website;
  4. Contractor will store all District data, including files, text and parameters; data will be backed-up on a separate storage system at regular intervals; and

5. The ADA compliant website will be on-line at all times unless maintenance or upgrades require it to be unavailable. When maintenance or upgrades require the website to be unavailable, Contractor will provide the District with reasonable advance notice in writing.

**4. Monthly Auditing and Remediation Services.**

1. Every month Contractor will comprehensively audit the website's compliance with (1) WCAG and (2) any applicable laws, rules, and regulations (including, the Department of Justice);
2. After the audit, Contractor will remediate any web accessibility deficiencies of the website or content on the website; and
3. The Contractor will provide a written report to the District that summarizes the audit and any remediations made.

**5. Support Services.**

Contractor will supply telephone and/or email support to the District on a reasonable and necessary basis to within business hours – Monday to Friday 9 am to 6 pm EST, exclusive of holidays. The Contractor will provide a listing of detailed hours, holidays, and service availability on their website, and reserves the right to modify the times technical support is available.

\*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.

# Proposal For Monterra CDD

Agenda Page #111

(URL: <https://www.monterracdd.com/>) Website Type: Large

## Website Accessibility for People with Disabilities as per Nondiscrimination requirements of Title II of the American Disabilities Act (ADA) & WCAG

Date	Version#	Comments	Author
August 13, 2018	1.0	Updated "The Law, ADA and WCAG" section details	VB Joshi, Kristen T
January 10 <sup>th</sup> , 2019	2.0	Updated conversion and support costs based on discussed scope	VB Joshi
February 25, 2019	2.2	Updated fee-simple pricing and human audit seal	VB Joshi
March 21, 2019	2.3	Added quarterly audit as per insurance requirement	VB Joshi
March 28, 2019	2.4	Updated Annual Maintenance price for ADA support only	VB Joshi
May 7, 2019	2.5	Updated for CDD specific info after conversing with CDD Manager	VB Joshi
May 20, 2019	2.6	Added Human Audit Details	VB Joshi
June 9, 2019	2.7	Added Hosting and Backup to Maintenance	VB Joshi
July 7, 2019	2.8	Updated maintenance with full content compliance as per insurance needs	VB Joshi
December 12, 2019	2.9	Updated after detailed current site review	VB Joshi



BBB Rating: A+

[Click for Profile](#)

**Your website gets 2 Compliance Seals**

**VGlobalTech's Technical Compliance Seal & Human Audit Compliance Seal\***

(\* Human Audit Contract required)



*VGlobalTech is the ADA, WCAG Compliance Expert, with over 250 ADA & WCAG compliant websites created (....and counting) to-date! We have partnered with a non-profit agency to conduct Human Audit and Certification Seal.*

Visit <https://vglobaltech.com/website-compliance/> for details.

**COPYRIGHT ©:** This proposal and the contents within this document are solely created by VGlobalTech team for its customers and cannot be reproduced, copied, modified or distributed (including forwarding to other customers, competitors, web designers etc.) without the written consent of VGlobalTech. VGlobalTech company holds Intellectual Property details along with company software details that must not be shared with others without the written permission of the company. The proposal and software details are customized for the requesting customer and cannot be applied to any other customer / asset / solution. This document does not apply to a case if it is not exclusively sent to you by VGlobalTech upon request.

**Any violations are punishable under the law and shall be prosecuted.**

## Table of Contents

1.0	The Law.....	4
2.0	ADA & WCAG Compliance – Introduction .....	6
2.1	Common Problems and Solutions in Website Accessibility? .....	7
2.1.1	Problem: Images Without Text Equivalents .....	7
2.1.2	Problem: Documents Are Not Posted In an Accessible Format.....	7
2.1.3	Problem: Specifying Colors and Font Sizes .....	7
2.1.4	Problem: Videos and Other Multimedia Lack Accessible Features.....	7
2.1.5	Web Content Accessibility Guidelines (WCAG) .....	8
3.0	Pricing.....	10
3.1	Existing Website Remediation / New Website Build: .....	10
3.2	ADA Compliance Monthly Maintenance and Hosting.....	11
3.3	Quarterly Technical and Human Audit.....	12
	.....	12
4.0	Proposal Acceptance:.....	14
5.0	References: .....	15

## 1.0 The Law

Source: [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0189/Sections/0189.069.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/Sections/0189.069.html)

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

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

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

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

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

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy

of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.

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

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

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

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

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

14. The public facilities report, if applicable.

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

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

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

## 2.0 ADA & WCAG Compliance – Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven day a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

The World Wide Web Consortium (W3C) sets the main international standards for the World Wide Web and its accessibility. W3C created the Web Content Accessibility Guidelines (WCAG 2.0 and 2.1) which are similar to Section 508, but on an international level. WCAG 2.0 and 2.1 requires specific techniques for compliance and is more current than Section 508.

Many countries and international organizations require compliance with WCAG 2.0 and 2.1. The guidelines are categorized into three levels of compliance: A (must support), AA (should support), and AAA (may support). Representatives from the accessibility community around the world participate in the evolution of these guidelines.

Source: <https://www.w3.org/WAI/standards-guidelines/wcag/>

**Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.**



### 2.1.1 Problem: Images Without Text Equivalents

#### **Solution: Add a Text Equivalent to Every Image**

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

### 2.1.2 Problem: Documents Are Not Posted In an Accessible Format

#### **Solution: Post Documents in a Text-Based Format**

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

### 2.1.3 Problem: Specifying Colors and Font Sizes

#### **Solution: Avoid Dictating Colors and Font Settings**

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

### 2.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

#### **Solution: Include Audio Descriptions and Captions**

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

## Understanding the Four Principles of Accessibility

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
  - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
  - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
  - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
  - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

**If any of these are not true, users with disabilities will not be able to use the Web.**

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

**VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.**

**Visit <https://vglobaltech.com/website-compliance/> for details of our compliance process and expertise in this area.**

Please see References section for several resources on compliance.

### 3.0 Pricing

#### Website Complexity: **Small Level Websites**

**VGlobalTech team shall complete the following critical tasks for client website.  
All costs below are per website / CDD:**

#### 3.1 Existing Website Remediation / New Website Build:

	Task
1.	Remediate existing website / Build new website from start as per Florida Statute Chapter 189 requirements. Ensure ADA & WCAG compliance requirements. Customer shall provide all documents and content required. ALL webpages on the website. Create accessibility document, code review, html updates, plugins / security updates required for ADA and WCAG compliance
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc.). Braille Readers, Other assistance technology compatibility
3.	<b>ADA Standards application (as per Section 1 above). ADA.gov, Web Content Accessibility Guidelines (WCAG)</b>
4.	PDF Documents conversion (to Text, HTML etc.) as needed for ADA Compliance / Reader Compliance (up to 2 years of documents shall be converted)
5.	Create a webpage showing websites ADA Compliance efforts
6.	Create customized footer with <b>VGlobalTech's ADA Compliance Seal</b> (valid for 1 year only)
7.	<b>Web Design Total: \$4550/- (one time)</b>

### 3.2 ADA Compliance Monthly Maintenance and Hosting

Maintenance contract starts after initial conversion is completed (It is critical to maintain compliance as websites get updated):

The Annual Maintenance **DOES NOT** include the quarterly audits proposed in the next section.

Maintenance contract is required for VGlobalTech's proprietary document conversion software (PDF to RTF) to be used that allows faster, accurate and batch processing for document conversion.

	Task
1.	Full content upload support to regularly keep site updated (includes all documents, audit reports, agendas, meeting minutes, events etc). Ensure content is in ADA and WCAG compliance for the entire site. Section 508 stipulations (applicable to CDD) and FIA /eGIS insurance requirements are met. These points are very critical to maintain a fully compliant website at all times. <b><i>Update turnaround time – less than 24 hrs from customer sending the content and documents to be updated to VGT team.</i></b>
2.	PDF Documents conversion (to Text, HTML etc) as needed ( <b><i>new documents during the maintenance year only</i></b> ) for ADA Compliance / Reader Compliance. VGlobalTech's <b>proprietary batch conversion software</b> shall be used by our team for faster batch-conversion processing as long as the contract is valid (big time saver that creates compliant documents that can be uploaded to the website). <b>There is no limit on how many documents or pages per documents can be converted per month using VGlobalTech's software.</b> If Auto conversion fails, VGlobalTech team shall perform manual OCR and conversion within 24 hrs.
3.	Update footer with VGlobalTech's ADA Compliance Seal (extended for current year)
4.	Website hosting and backups – Premium hosting, unlimited file space, bandwidth, fast website response, regular automated backups, SSL certificates for secure site access (https protocol), 99.9% website uptime:
	<p><b>Total Monthly Maintenance with full content upload, document conversion and Hosting:</b></p> <p><b>\$250 / month</b></p> <p>*support beyond 8 hrs. / month / CDD shall be billed at \$55 / hr. separately (VGlobalTech team shall be responsible to track and report hours exceeded, if any)</p> <p>***Monthly maintenance must be paid before the 10<sup>th</sup> of every month</p>

This audit is as per the Florida Insurance Alliance guidelines. Please check with your insurance agency for specific requirements. **Read more here:** [https://vglobaltech.com/wp-content/uploads/2019/03/FIA\\_ADA\\_Guidelines-2019-2020.pdf](https://vglobaltech.com/wp-content/uploads/2019/03/FIA_ADA_Guidelines-2019-2020.pdf)

VGlobalTech has partnered with a local agency for the visually impaired – LightHouse Works. LightHouse has developed a unique program for digital accessibility that is run by visually impaired personnel that are highly skilled in human auditing of websites and software as per the section 508 stipulations. Read more about our partnership here: <https://vglobaltech.com/website-compliance/>

**Together we are now able to provide not one but two compliance seals for all our customers:**

### 1. Digital Asset Technical Compliance Seal:



VGlobalTech in-house technical team shall remediate / test the website / software for ADA, WCAG compliance. VGlobalTech's technical design & development team is fully aware of the Americans with Disability Act (ADA), Web Content Accessibility Guidelines (WCAG), **Section 508** of the Rehabilitation Act of 1973 and overall the design principles of a professional, accessible, functional and responsive web design. The entire team has taken dedicated time and efforts to learn these design principles first hand. Our purpose is clear – **Universal, Creative Web design that works for everyone, everywhere and every time!**

### 2. Human Audit Seal:



LightHouse Works' visually impaired personnel shall actually test the website for compliance as per the section 508 and ADA requirements. The VGlobalTech technical team shall remediate any points discovered by LightHouse team and send the site for re-certification. Upon satisfactory completion LightHouse shall provide the Human Audit Seal that will be specific to the site and the VGlobalTech team shall put the seal on the site. This is an added layer of true Human Audit testing that provides full ADA compliance.

**Cost for Audit: \$400 / per audit**

- Can be paid yearly for all 4 audits (\$1600) or can be paid per audit every quarter \$400
- Seals renewed every quarter
- Audits are conducted by VGlobalTech and LightHouse Agency together
- Full Audit reports shall be provided

\*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps *\*unless otherwise noted*

\* email and phone communication

\*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

\*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

\*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the final authority in the ADA or WCAG compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues and cannot be held responsible for any legal or other lawsuits.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on [www.VGlobalTech.com](http://www.VGlobalTech.com) website. If client requests a refund within seven days of the date of signing their agreement, they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

## 4.0 Proposal Acceptance:

The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech can proceed with the project. All payments shall be made according to this agreement.

**Select Proper Option Below, Sign and Date, Return to [contact@vglobaltech.com](mailto:contact@vglobaltech.com):**

---

☐ **Option1: Website only**

*Section 3.1: One time (website conversion and compliance cost):*

☐ **Option2: Website and Monthly Maintenance w/ Hosting**

*Section 3.1: One time (website conversion and compliance cost)*

+

*Section 3.2 ADA Compliance Monthly Maintenance and Hosting*

☐ **Option3: Website and Quarterly Audits**

*Section 3.1: One time (website conversion and compliance cost)*

+

*Section 3.3 Quarterly Technical and Human Audit Testing*

☐ **Option4: Website, Monthly Maintenance w/ Hosting and Quarterly Audits**

*Section 3.1: One time (website conversion and compliance cost)*

+

*Section 3.2 ADA Compliance Monthly Maintenance and Hosting*

+

*Section 3.3 Quarterly Technical and Human Audit Testing*

**Signatures:**

---

For Customer

Date

VB Joshi

---

For VGlobalTech

Date



### ADA Best Practices Tool Kit for State and Local Governments:

<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

### U.S. Department of Justice, Civil Rights Division, *Disability Rights Section*

<https://www.ada.gov/websites2.htm>

Web design Standards: <https://www.w3schools.com/>

Web Content Accessibility Guidelines (WCAG) <https://www.w3.org/TR/WCAG21/>

### VGlobalTech Web Content Accessibility Implementation and Checkpoints:

<http://vglobaltech.com/website-compliance/>



ACCREDITED  
BUSINESS

BBB Rating: A+

[Click for Profile](#)

**9Dii.**

**DOCUMENT TO BE DISTRIBUTED  
AT THE MEETING**