

*Saddle Creek Preserve of Polk County
Community Development District*

Meeting Agenda

May 27, 2025

AGENDA

Saddle Creek Preserve of Polk County

Community Development District

219 East Livingston Street, Orlando, Florida 32801

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

May 20, 2025

Board of Supervisors Meeting

Saddle Creek Preserve of Polk County Community Development District

Dear Board Members:

A Board of Supervisors Meeting of the **Saddle Creek Preserve of Polk County Community Development District** will be held **Tuesday, May 27, 2025 at 2:00 PM** at **The Hampton Inn—Lakeland, 4420 North Socrum Loop Road, Lakeland, FL 33809.**

Zoom Link: <https://us06web.zoom.us/j/85458044464>

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

Meeting ID: 854 5804 4464

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (Public Comments will be limited to three (3) minutes each)
3. Approval of Minutes of the April 22, 2025 Board of Supervisors Meeting & the April 22, 2025 Audit Committee Meeting
4. Consideration of Resolution 2025-14 Declaring Series 2020 Project Complete
5. Consideration of Resolution 2025-15 Declaring Series 2022 Project Complete
6. Ratification of Acquisition Package
7. Ratification of Facility Use Agreement for May 24, 2025 Event
8. Organizational Matters
 - A. Review of Resumes and Letters of Interest Received for Board Appointment Consideration
 - B. Consideration of Proposals Received for District Management Services
 - i. Inframark
 - ii. Kai
 - iii. PFM
 - iv. Rizzetta & Company
 - v. Vesta
9. Consideration of Resolutions Related to District Management Transition
 - A. Resolution 2025-09 Appointing a District Manager
 - B. Resolution 2025-10 Appointing & Removing Certain District Officers
 - C. Resolution 2025-11 Re-Designating a Registered Agent for the District
 - D. Resolution 2025-12 Re-Designating Primary Administrative Office and Principal Headquarters for the District
 - E. Resolution 2025-13 Re-Designating Bank Account Location & Signatories for the District

10. Presentation of Letter of Resignation from District's Landscape Maintenance Services Provider Prince & Sons
11. Presentation of Termination of Services Letter from District's Pool Maintenance Services Provider Resort Pool Services
12. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - i. Consideration of Addendum to Janitorial Services Agreement
 - D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
 - iii. Presentation of Number of Registered Voters—597
13. Other Business
14. Supervisors Requests and Audience Comments
15. Adjournment

MINUTES

**MINUTES OF MEETING
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held **Tuesday, April 22, 2025** at 2:12 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Lori Campagna	Chairperson
Erica Miro Smith	Vice Chairperson
Kelly Evans <i>by Zoom</i>	Assistant Secretary
Abby Morrobel	Assistant Secretary
Sean Finotti	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Jill Burns	District Manager, GMS
Katie O'Rourke <i>by Zoom</i>	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Clayton Smith <i>by Zoom</i>	Field Manager, GMS
Emily Grimes <i>by Zoom</i>	Amenity Management, GMS

The following is a summary of the discussions and actions taken at the April 22, 2025 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order at 2:12 p.m. and called roll. Four Board members were present constituting a quorum. Ms. Evans participated by Zoom.

Ms. Burns stated she has monitored correspondence with a member of this Board and various members of staff and found a lot of it to be unproductive and hostile. She noted it has gotten to the point where she doesn't think it is in the best interest of GMS to continue to serve as District Manager anymore. She doesn't want to subject staff members to that kind of environment

and doesn't feel it is necessary. Effective today, GMS will be submitting their resignation from being District Manager. Their contract has a 60-day termination period. During those 60 days, GMS will continue to fulfill all of their duties and facilitate a professional transition to whoever the Board chooses to take over per that contract effective June 21st. Ms. Rinaldi stated this will be an informal RFP process. The District has District Manager services, dissemination services, field maintenance services, and amenity management services through GMS. She will confirm those are still the categories of service that the District would like to proceed with proposals for. Her office will prepare the RFP and bring back the proposals they receive for review and presentation by proposers at the May meeting. Ms. Campagna stated she is 100% coming off the Board next month and doesn't feel it's right that she votes on new management.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen opened the public comment period for agenda items.

Resident – stated they were confused about resignation of the District Manager. Ms. Burns noted GMS serves as District Manager to the CDD but has decided to resign so all of the services they provide, the Board will need to solicit somebody else to provide.

Diane Williams (1530 Landmark) – spoke on leaning tree on Old Mining. There is a proposal.

Veronica Thomas (1934 Red Loop) – noted women's restroom fan is constantly running. This will be reviewed by the field maintenance team and necessary repairs will be brought to the Board for consideration. Mildew on the tables at amenity center. The Board directed staff to bring proposals from an outside vendor to the next meeting. What is the scope of work for the cleaning team?

Mark Pagan – spoke on parking issues & pool mailbox area, non-residents parking at the amenity center. Ms. Virgen stated the parking lot is not restricted for only residents. They cannot tow away or remove access from the general public from the parking lot during operating hours.

Lachelle Webster (1928 Red Loop) – expressed concern about parking layout issues, maneuvering around vehicles. Ms. Virgen stated the intention of the Board is to address the parking situation again in the future.

Napo (4328 Trotters Way) – commented the empty lot being used as a dog park. Ms. Virgen stated residents and dogs can be on that open space but dogs are not to be off leash in public areas,

per county ordinance. Ms. Campagna stated HOA can send violations for not picking up after your dog.

Nicole (4270 Bridal Booster) – stated parking on both sides of the road is an issue.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Review of Resumes and Letters of Interest Received for Board Appointment Consideration

Ms. Virgen received letters of interest from Veronica Thomas, Miguel Morrobel, Miguel Reyes, Lachelle Webster, Chi Trinh, Tamal Smith and Vickie Davis. Ms. Smith and Ms. Davis were not present at the meeting. Ms. Campagna asked anyone interested in being on the Board to review the agenda prior to next month's meeting.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 25, 2025 Board of Supervisors Meeting & the March 25, 2025 Audit Committee Meeting

Ms. Virgen presented the minutes from the March 25, 2025 Board of Supervisors meeting and March 25, 2025 Audit Committee meeting. The minutes have been reviewed by District Manager. She offered to take questions or corrections, if not, a motion to approve.

On MOTION by Ms. Smith, seconded by Mr. Finotti, with all in favor, the Minutes of the March 25, 2025 Board of Supervisors Meeting and March 25, 2025 Audit Committee Meeting, were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send Notice of Intent to Award

Ms. Virgen stated Grau & Associates was ranked #1 and DiBartolomeo, McBee, Hartley and Barnes ranked #2. She asked for a motion to accept the rankings.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, Accepting the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award to Grau & Associates, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-08
Approving the Proposed Fiscal Year
2025/2026 Budget (Suggested Date: July
22, 2025) and Setting the Public Hearing
on the Adoption of the Fiscal Year
2025/2026 Budget**

Ms. Virgen stated approval of Resolution 2025-08 sets the public hearing for Tuesday, July 22, 2025 at 2:00 p.m. at Hampton Inn, Lakeland, 4420 North Socrum Loop Rd, Lakeland FL 33809. At least three Board members need to be present in person for the adoption. The public hearing will be noticed in accordance with Florida Statute. Approval of the proposed budget does not mean the Board can't change anything within the budget. It just sets the cap for the assessments. It allows GMS to transmit the proposed budget to Polk County at least 60 days prior to the public hearing and allows District staff to post the proposed budget on the District website and publish a notice in the newspaper. She reviewed the proposed budget starting on page 93 of the agenda. There is no assessment increase proposed.

On MOTION by Ms. Smith, seconded by Mr. Finotti, with all in favor, Resolution 2025-08 Approving the Proposed Fiscal Year 2025/2026 Budget and Setting the Public Hearing on Adoption of the Fiscal Year 2025/2026 Budget for July 22, 2025 at 2:00 p.m., was approved.

SEVENTH ORDER OF BUSINESS**Discussion Regarding Pool Closure on
April 4–5, 2025**

Ms. Morrobel stated the women's bathroom was out of order so had to be closed. Signage was not produced. She feels like the management company dropped the ball on a lot of things. Ms. Burns stated GMS was notified the women's bathroom was broken. The janitorial vendor was contacted and was in meetings the next morning. Within 12 hours of being notified, Allen went out and cleared the plug but the bathroom was ultimately broken. The 24-hour plumber was scheduled for the next day. He contacted the amenity team who after hours on a Friday closed the facility, locked it down and sent notice to residents. That entire thing was fixed within 36 hours. There is camera footage of people breaking into the pool. If someone breaks into the pool, they are to be trespassed. The Board member who reached out got responses from the amenity access

team after hours on Friday and on Saturday and were treated very rudely by that Board member when they were taking time out of their day to provide those responses.

EIGHTH ORDER OF BUSINESS**Discussion Regarding Landscape Maintenance Services**

Ms. Virgen stated recently there was an incident where the landscape vendor got a mower stuck in the pond bank. A rope and another mower were used to try to pull that mower out and it did get on another resident's property. The resident contacted her directly with photos and videos. They also had gone onto the resident's front property which was sent over to the landscape management company to address directly with the workers as well as the homeowner for repair. Ms. Miro stated they have had a lot of troubles with them in the past few months. Ms. Campagna recommended she talk to the new homeowner Board to see what they believe is acceptable or not acceptable. Ms. Burns suggested they wait until the homeowner Board and new manager come on as far as soliciting proposals but would not suggest switching landscape vendors in the middle of the summer.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Rinaldi didn't have any updates but offered to answer any questions.

B. Engineer

Ms. Virgen noted the engineer is not on the line today.

C. Field Manager's Report

Mr. Bailey reviewed the Field Manager's Report on page 110 of the agenda package.

i. Consideration of Landscape Proposals from Prince & Sons, Inc.**a) Proposal to Straighten Pine Tree**

Mr. Bailey presented a proposal for \$375 straighten the pine tree then rebrace it.

On MOTION by Ms. Smith, seconded by Mr. Finotti, with all in favor, the Prince & Sons Proposal to Straighten the Pine Tree, was approved.

b) Proposal to Demo Front Monument Sign Area Plant Beds to Prep for Annuals Replanting

c) Proposal to Remove Blue Daze Plants from Front Monument Sign Area Plant Beds and Install Annuals

Mr. Bailey stated this proposal is to demo the front monument sign area where annuals will be planted for \$1,760 and would be tied into the quote for using annuals to be installed 4 times a year. They would be rotated in and out four times a year which would be a \$5K increase to the contract. No action was taken on items B or C.

d) Consideration of Addendum to Add Red Loop to Landscape Maintenance Contract

Mr. Bailey stated a section behind Red Loop that had to be adjusted, regraded and resodded. Prince is ready to maintain it and provided a proposal to add it to the contract for an extra \$4,020 yearly or \$335 monthly.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Addendum to Add Red Loop to Landscape Maintenance Contract, was approved.

ii. Consideration of Proposals for Community Trash Pick-Up (*Map Included for Reference*)

a) Proposal to Clean One Area at a Time (*as denoted on map*)

Mr. Bailey presented the proposal for trash pick-up in the community in three parts for \$550 each time they come out and would be done three times.

b) Proposal to Clean All Areas at One Time (*as denoted on map*)

Mr. Bailey presented the proposal for trash pickup in the community all at once for \$1,050.

On MOTION by Ms. Smith, seconded by Ms. Morrobel, with all in favor, the Proposal to Clean All Areas at One Time, was approved.

iii. Consideration of Proposals for Dog Park Hours Signage

a) Proposal from GMS for Purchase and Installation

b) Proposal from FastSigns for Purchase and Installation

Mr. Bailey presented a proposal from GMS to install a dog station sign at the entrance gate of the dog park for \$209.32. Ms. Miro Smith would like to donate the sign and have the board revisit the proposal on installation. No action was taken at this time.

iv. Ratification of Proposal to Pressure Wash Pool Furniture, Clean Umbrella, Change Amenity Showerhead & Pressure Wash 3 Lift Station Fences

Ms. Virgen stated this proposal was presented to the Chair outside of the meeting and was approved. The work has been completed so she asked for a motion to ratify.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Proposal to Pressure Wash Pool Furniture, Clean Umbrella, Change Amenity Showerhead & Pressure Wash 3 Lift Station Fences, was ratified.

Ms. Campagna suggested getting a proposal from an outside company to do pressure washing of the chairs.

v. Consideration of Proposals for Community Message Board *(to be provided under separate cover)*

a) Option for Outside Amenity Building

b) Option for Standalone Structure by Mailboxes

Ms. Virgen stated Allen was not able to get proposals from the other vendor. He does have the GMS numbers but the Board wants to compare. This will be brought back to the next meeting.

vi. Consideration of Proposal to Address Ant Mounds at Entrance of Community

Mr. Bailey reviewed a proposal to address ant mounds at the entrance of the community for \$11,000 – revised to \$2,600.

On MOTION by Ms. Morrobel, seconded by Ms. Smith, with all in favor, the Proposal to Address Ant Mounds at Entrance of Community for \$2,600, was approved as amended.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from March 13, 2025 through April 9, 2025 totaling \$357,280.03. Immediately following is the detailed run summary.

On MOTION by Ms. Campagna, seconded by Ms. Smith, with all in favor, the Check Register totaling \$357,280.03, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen presented the unaudited financials. These are provided for informational purposes. No Board action was required.

TENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Chi Trinh – Pool closure question, when was management notified about? Ms. Burns stated late Thursday and Allen was out there by about 5:30 the next day.

Diane Williams – Can residents receive text updates? Ms. Virgen noted that can be addressed with the new management team. Where is pine tree located? Mr. Finotti noted the leaning tree is on Old Mining. Ms. Miro noted it can be reported to the HOA. Any areas with trees in front of a resident's home between the sidewalk and roadway is to be maintained by the resident. Community clean up questions. Will side gate at amenity be soldered? Ms. Virgen stated the bike lock has been there. Allen stated it won't allow any movement through the doorway. A second gate is required there.

Veronica Thomas - Stated if you go to the gate and your key code doesn't work that is all the notice needed that the pool is not open. Jumping the fence and squeezing children through is causing liability for all of the residents and that is not acceptable. She asked for clarification of scope of work for janitorial services. Allen reviewed services. She stated there are apps to text residents.

Mark Pagan – Asked how many residents were trespassed during pool closure. Ms. Campagna noted none. Ms. Burns stated there is a trespass order in place and it is up to police discretion if they trespass or not.

Resident – Disturbed by email he received. Spoke about Spectrum and when they came in. A Board member stated that the HOA issued those letters.

Aime Porras (1897 Red Loop) – Agrees with Veronica Thomas regarding trespassing at amenity. Residents should abide by community rules.

Vickie Davis - Expressed interest in Board Vacancies and provided a brief summary of her experience and what she can provide to the Board.

Ms. Virgen urged residents to contact their District Management team and not Board members. The District Management team will ensure that you are responded to in a timely fashion, report any concerns to the Board and bring those up for discussion or consideration.

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Campagna, seconded by Ms. Smith, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

**MINUTES OF MEETING
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held **Tuesday, April 22, 2025** at 2:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present for the Audit Committee were:

Lori Campagna
Erica Miro Smith
Kelly Evans *by Zoom*
Abby Morrobel
Sean Finotti

Also present were:

Monica Virgen	District Manager, GMS
Jill Burns	District Manager, GMS
Katie O’Rourke <i>by Zoom</i>	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS
Clayton Smith <i>by Zoom</i>	Field Manager, GMS
Emily Grimes <i>by Zoom</i>	Amenity Mangement, GMS

The following is a summary of the discussions and actions taken at the April 22, 2025 Saddle Creek Preserve of Polk County Community Development District’s Audit Committee meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order at 2:00 p.m. and called roll. Four Board members were present in person constituting a quorum. Ms. Evans participated by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen opened public comments on the audit committee meeting only.

THIRD ORDER OF BUSINESS

**Review of Proposals and Tally of Audit
Committee Members Rankings**

A. DiBartolomeo, McBee, Hartley & Barnes**B. Grau & Associates**

Ms. Virgen stated the Board approved the request for proposals at the last meeting. A notice was published for the audit RFP and two responses were received from DiBartolomeo, McBee, Hartley and Barnes and from Grau & Associates. The proposals can be found on page 8 and 29 of your agenda packages respectively. An audit ranking sheet was provided to each Board member. There are 20 points allocated to the ability of personnel, 20 points for proposers' experience, 20 points for the understanding of the scope of work, 20 points for ability to furnish the required services and 20 points for price. The selection ranking sheet is on page 52 of the agenda package. District staff recommendation is to award 20 points to both firms for all of the items except for price. Grau & Associates came out lower in price so 20 points was recommended for a total of 100 points. DiBartolomeo, McBee, Hartley and Barnes were awarded 19 points for price for a total of 99 points. Grau & Associates was ranked #1.

On MOTION by Ms. Miro Smith, seconded by Ms. Morrobel, with all in favor, Ranking Grau & Associates as the #1 Proposer, was approved.

FOURTH ORDER OF BUSINESS**Adjournment**

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2025-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT ACCEPTING THE CERTIFICATION OF THE DISTRICT ENGINEER THAT THE ASSESSMENT AREA ONE PROJECT IS COMPLETE; DECLARING THE ASSESSMENT AREA ONE PROJECT COMPLETE; FINALIZING THE SPECIAL ASSESSMENTS SECURING THE DISTRICT'S SERIES 2020 BONDS; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the Saddle Creek Preserve of Polk County Community Development District ("**District**") was established by Ordinance No. 19-067 by the Board of County Commissioners of Polk County, Florida (the "**County**"), effective on November 20, 2019 (the "**Ordinance**") for the purpose of providing infrastructure improvements, facilities, and services to the lands within the District as provided in Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (the "**Board**") of the District adopted Resolutions 2020-23 and 2020-32 on December 11, 2019, and February 25, 2020, respectively, authorizing the issuance of its Saddle Creek Preserve of Polk County Community Development District Special Assessment Bonds, Series 2020 (the "**Series 2020 Bonds**"), for the purpose of funding the construction, installation, and acquisition of public infrastructure, improvements, and services; and

WHEREAS, the Series 2020 Bonds financed a portion of the District's master project infrastructure for Phase 1 (the "**Assessment Area One Project**"), as such is further identified and described in that certain *Amended & Restated Master Engineer's Report for Capital Improvements*, dated February 25, 2020, as supplemented by that certain *Supplemental Engineer's Report for Capital Improvements*, dated August 31, 2020, which is attached to this Resolution as **Exhibit A** (together, the "**Engineer's Report**"); and

WHEREAS, the Engineer's Report estimates capital costs totaling \$12,649,000.00 for the entire capital improvement plan (the "**Total Project Costs**") and \$7,554,000.00 for the Assessment Area One Project (the "**Assessment Area One Project Costs**"); and

WHEREAS, pursuant to the terms of the *Master Assessment Methodology for Saddle Creek Preserve of Polk County Community Development District*, dated December 11, 2019, as supplemented by the *Supplemental Assessment Methodology for Assessment Area One for Saddle Creek Preserve of Polk County Community Development District*, dated September 23, 2020, attached to this Resolution as **Composite Exhibit B** (the "**Assessment Methodology**"), the estimated Assessment Area One Project Costs to be funded by the sale of bonds and secured by assessments, inclusive of capital costs, financing costs, capitalized interest, reserve funds, original issue discounts, and contingencies totaled approximately \$5,152,261.00; and

WHEREAS, on December 11, 2019, the Board adopted Resolution 2020-24, declaring that the Total Project Costs would be defrayed by the imposition of special assessments pursuant to

Chapters 170 and 190, *Florida Statutes*, and that such special assessments would be paid in annual installments commencing in the year in which the special assessments were confirmed; and

WHEREAS, on January 28, 2020, the Board, after notice and public hearing, met as an Equalizing Board pursuant to the provision of Section 170.08, *Florida Statutes*, and adopted Resolution 2020-28, authorizing the projects described therein, equalizing and levying special assessments to defray all or a portion of the Total Project Costs and providing that this levy shall be a lien on the property so assessed co-equal with the lien of all state, county, district, municipal or other governmental taxes, all in accordance with Section 170.08, *Florida Statutes*; and

WHEREAS, the Assessment Area One Project specially benefits the developable acreage in the District as set forth in Resolution 2020-37 and the Assessment Methodology, and it is reasonable, proper, just and right to assess the portion of the costs of the Assessment Area One Project financed with the Series 2020 Bonds to the specially benefitted properties within the District as set forth in Resolution 2020-37 and this Resolution; and

WHEREAS, pursuant to Chapter 170, *Florida Statutes*, and the Master Trust Indenture dated October 1, 2020 (the “**Master Indenture**”), as supplemented by that First Supplemental Trust Indenture dated October 1, 2020 (the “**First Supplemental Indenture**” and, together with the Master Indenture, the “**Indenture**”) both by and between the District and U.S. Bank National Association, as Trustee, the District Engineer executed and delivered a Certificate of Completion of the Assessment Area One Project dated May 27, 2025 (the “**Engineer’s Certification**”), attached hereto as **Exhibit C**, wherein the District Engineer certified the Assessment Area One Project to be complete; and

WHEREAS, upon receipt of and in reliance upon the Engineer’s Certification evidencing the completion date of the Assessment Area One Project as described above, the Board desires to certify the Assessment Area One Project complete in accordance with the Indenture; and

WHEREAS, the remaining balance of Two Dollars and Twenty-Three Cents (\$2.23) in the Series 2020 Acquisition and Construction Account within the Acquisition and Construction Fund shall be transferred to the Series 2020 General Redemption Subaccount pursuant to Section 4.01(a) of the First Supplemental Trust Indenture.

NOW, THEREFORE, be it resolved by the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Chapters 170 and 190, *Florida Statutes*, and in accordance with the provisions of Resolution 2020-37, as supplemented.

SECTION 3. ACCEPTANCE AND CERTIFICATION OF COMPLETION OF THE ASSESSMENT AREA ONE PROJECT. The Board of Supervisors hereby accepts the Engineer’s Certification,

attached hereto as **Exhibit C**, certifying the Assessment Area One Project complete and upon reliance thereon, certifies the Assessment Area One Project complete in accordance with Resolution 2020-37 and the Indenture. The Completion Date, as that term is defined in the Indenture, for the Assessment Area One Project shall be the date of the Engineer's Certification.

SECTION 4. FINALIZATION OF SPECIAL ASSESSMENTS SECURING SERIES 2020 BONDS. Pursuant to Section 170.08, *Florida Statutes*, and Resolution 2020-37, special assessments securing the Series 2020 Bonds are to be credited any difference in the assessment as originally made, approved, and confirmed and the proportionate part of the total actual costs of the Assessment Area One Project. The remaining balance of the Series 2020 Acquisition and Construction Account within the Series 2020 Acquisition and Construction Fund, together with any interest earning therein, shall be transferred to the Series 2020 General Redemption Subaccount, pursuant to Section 4.01(a) of the First Supplemental Indenture. **Exhibit D** attached hereto and incorporated herein by this reference reflects the amortization schedule of the Series 2020 Bonds after the closing of the Series 2020 Acquisition and Construction Account within the Series 2020 Acquisition and Construction Fund. As provided in Resolution 2020-37, the assessments levied reflect the outstanding debt due on the Series 2020 Bonds. Pursuant to Section 170.08, *Florida Statutes*, and Resolution 2020-37, the special assessments on parcels specially benefitted by the Assessment Area One Project are hereby finalized in accordance with the Assessment Methodology, attached hereto as **Composite Exhibit B**, which reflects the assessments on the parcels benefitted by the Series 2020 Bonds.

SECTION 5. IMPROVEMENT LIEN BOOK. Immediately following the adoption of this Resolution, these special assessments as reflected herein shall be recorded by the Secretary of the Board of the District in the District's "Improvement Lien Book." The special assessment or assessments against each respective parcel shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be co-equal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

SECTION 6. OTHER PROVISIONS REMAIN IN EFFECT. This Resolution is intended to supplement Resolution 2020-37, which remains in full force and effect. This Resolution and Resolution 2020-37 shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution.

SECTION 7. SEVERABILITY. If any section or part of a section of this resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 8. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 9. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

APPROVED AND ADOPTED this 27th day of May 2025.

ATTEST:

**SADDLE CREEK PRESERVE OF
POLK COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: *Supplemental Engineer's Report for Capital Improvements*, dated August 31, 2020
Comp. Exhibit B: *Master Assessment Methodology for Saddle Creek Preserve of Polk County Community Development District*, dated December 11, 2019; *Supplemental Assessment Methodology for Assessment Area One for Saddle Creek Preserve of Polk County Community Development District*, dated September 23, 2020
Exhibit C: Engineer's Certification, dated May 27, 2025
Exhibit D: Amortization Schedule of the Series 2020 Bonds

EXHIBIT A

Supplemental Engineer's Report for Capital Improvements, dated August 31, 2020

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

**SUPPLEMENTAL ENGINEER'S REPORT
FOR CAPITAL IMPROVEMENTS**

Prepared for:

**BOARD OF SUPERVISORS
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

Prepared by:

**ECON SOUTH, LLC
6700 SOUTH FLORIDA AVENUE, SUITE 4
LAKELAND, FL 33813
PH: 863-686-0544**

August 31, 2020

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

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ENGINEER'S REPORT
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT

I. PURPOSE

The purpose of this report is to amend the Engineer's Report for the Saddle Creek Preserve of Polk County CDD. The Engineer's Report adopted December 11th, 2019 has been modified to reflect anticipated costs now that permitting is near complete. The permit summary has also been revised to reflect current permitting status.

II. REVISED PERMIT SUMMARY

PHASE 1

Permits / Approvals	Approval / Expected Date
Zoning Approval	August 2019 (Approved)
Preliminary Plat/Construction Plans	April 2020 (Approved)
SWFWMD ERP	April 2020 (Approved)
Construction Permits	April 2020 (Approved)
Polk County Health Department Water	April 2020 (Approved)
FDEP Sewer	April 2020 (Approved)
FDEP NOI	September 2020 (In Process)
ACOE	Not applicable

PHASE 2

Permits / Approvals	Approval / Expected Date
Zoning Approval	August 2019 (Approved)
Preliminary Plat/Construction Plans	April 2020 (Approved)
SWFWMD ERP	April 2020 (Approved)
Construction Permits	April 2020 (Approved)
Polk County Health Department Water	April 2020 (Approved)
FDEP Sewer	April 2020 (Approved)
FDEP NOI	September 2020 (In Process)
ACOE	Not applicable

Exhibit 7
Saddle Creek Preserve of Polk County
Community Development District
Summary of Probable Cost

<u>Infrastructure</u> ⁽¹⁾	<u>Phase 1</u> <u>(224 Lots)</u> <u>2019-2021</u>	<u>Phase 2</u> <u>(201 Lots)</u> <u>2019-2023</u>	<u>Total</u> <u>(425 Lots)</u>
Offsite Improvements ⁽⁵⁾⁽⁶⁾	\$ 238,000.00	\$ 205,000.00	\$ 443,000.00
Stormwater Management ⁽²⁾⁽³⁾⁽⁵⁾⁽⁶⁾	\$3,000,000.00	\$1,900,000.00	\$4,900,000.00
Utilities (Water, Sewer, & Street Lighting) ^{(5)(6) (8)}	\$2,090,000.00	\$1,200,000.00	\$3,290,000.00
Roadway ⁽⁴⁾⁽⁵⁾⁽⁶⁾	\$ 960,000.00	\$ 940,000.00	\$1,900,000.00
Entry Feature ⁽⁶⁾⁽⁷⁾	\$ 180,000.00	\$ 305,000.00	\$ 485,000.00
Parks and Recreational Facilities ⁽⁶⁾	\$ 750,000.00	\$ 200,000.00	\$ 950,000.00
Contingency	\$ 336,000.00	\$ 345,000.00	\$ 681,000.00
TOTAL	\$7,554,000.00	\$5,095,000.00	\$12,649,000.00

Notes:

1. Infrastructure consists of public roadway improvements, stormwater management facilities, master sanitary sewer lift station and utilities, entry feature, landscaping and signage, and parks and recreational facilities.
2. Excludes grading of each lot both for initial pad construction and in conjunction with home construction, which will be provided by developer or homebuilder.
3. Includes stormwater pond excavation. Costs do not include transportation to or placement of fill on private property.
4. Includes sub-grade, base, asphalt paving, curbing, and civil/site engineering.
5. Includes subdivision infrastructure and civil/site engineering.
6. Estimates are based on actual current bids for site development work and other costs based on 2020 cost.
7. Includes entry features, signage, hardscape, landscape, irrigation and fencing.
8. CDD will enter into a Lighting Agreement with Lakeland Electric for the streetlight poles and lighting service. Only undergrounding of wire in public right-of-way and on District land is included.
9. Estimates based on Master Infrastructure to support development of 425 lots.

COMPOSITE EXHIBIT B

*Master Assessment Methodology for Saddle Creek Preserve of Polk County Community
Development District, dated December 11, 2019*
*Supplemental Assessment Methodology for Assessment Area One for Saddle Creek Preserve of
Polk County Community Development District, dated September 23, 2020*

**MASTER
ASSESSMENT METHODOLOGY**

FOR

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

Date: December 11, 2019

Prepared by

**Governmental Management Services – Central Florida, LLC
219 E. Livingston St.
Orlando, FL 32801**

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GMS-CF, LLC does not represent the Saddle Creek Preserve of Polk County Community Development District as a Municipal Advisor or Securities Broker nor is GMS-CF, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, GMS-CF, LLC does not provide the Saddle Creek Preserve of Polk County Community Development District with financial advisory services or offer investment advice in any form.

1.0 Introduction

The Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes as amended. The District anticipates the issuance at this time of not to exceed \$16,750,000 of tax exempt bonds in one or more series (the “Bonds”) for the purpose of financing certain infrastructure improvements (“Capital Improvement Plan”) within the District more specifically described in the Engineer’s Report dated December 11, 2019 prepared by Econ South, LLC, as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of all or a portion of the improvements contained in the Capital Improvement Plan (“Capital Improvements”) that benefit property owners within the District.

1.1 Purpose

This Master Assessment Methodology (the “Assessment Report”) provides for an assessment methodology that allocates the debt to be incurred by the District to benefiting properties within the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the Capital Improvements. This Assessment Report will be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds issued to finance all or a portion of the Capital Improvements. This Assessment Report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to impose non ad valorem special assessments (“Special Assessments”) on the benefited lands within the District based on this Assessment Report to secure repayment of the Bonds. It is anticipated that all of the proposed Special Assessments will be collected through the Uniform Method of Collection described in Section 197.3632, Florida Statutes or any other legal means available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 141.80 acres within Polk County, Florida. The development program for the District currently envisions approximately 425 residential units. The proposed development program is depicted in Table 1. It is recognized that such development plan may change, and this Assessment Report will be modified or supplemented accordingly.

The Capital Improvements contemplated by the District in the Capital Improvement Plan will provide infrastructure necessary to support development of the property within the District. Specifically, the District will construct and/or acquire certain offsite improvements, stormwater management facilities, utility facilities, roadways, entry

features, and park and amenity features. The acquisition and construction costs are summarized in Table 2.

The assessment methodology is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the Capital Improvements.
2. The District Engineer determines the assessable acres that benefit from the District's Capital Improvements.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct the Capital Improvements.
4. This amount is initially divided equally among the benefited properties on a prorated assessable acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number and type of platted units.

1.3 Special Benefits and General Benefits

Capital Improvements undertaken by the District create special and peculiar benefits to the property, different in kind and degree, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within the District. The implementation of the Capital Improvement Plan enables properties within the boundaries of the District to be developed. Without the District's Capital Improvement Plan, there would be no infrastructure to support development of land within the District. Without these improvements, development of the property within the District would be prohibited by law.

The general public and property owners outside of the District may benefit from the provision of the Capital Improvements. However, any such benefit will be incidental for the purpose of the Capital Improvement Plan, which is designed specifically to meet the needs of property within the District. Properties outside of the District boundaries do not depend upon the District's Capital Improvements. The property owners within the District are therefore receiving special benefits not received by the general public and those outside the District's boundaries.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the Capital Improvements being paid for.

- 2) The assessments must be fairly and reasonably allocated or apportioned to the properties being assessed based on the special benefit such properties receive.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

1.5 Special Benefits Will Equal or Exceed the Costs Allocated

The special benefits provided to the property within the District will be equal to or greater than the costs associated with providing these benefits. The District Engineer estimates that the District's Capital Improvement Plan that is necessary to support full development of property within the District will cost approximately \$12,865,000. The District's Underwriter projects that financing costs required to fund the Capital Improvement Plan costs, the cost of issuance of the Bonds, the funding of a debt service reserve account and capitalized interest, will be approximately \$16,750,000. Without the Capital Improvement Plan, the property within the District would not be able to be developed and occupied by future residents of the community.

2.0 Assessment Methodology

2.1 Overview

The District anticipates issuing approximately \$16,750,000 in Bonds in one or more series to fund the District's entire Capital Improvement Plan, provide for capitalized interest, a debt service reserve account and pay cost of issuance. It is the purpose of this Assessment Report to allocate the \$16,750,000 in debt to the properties within the District benefiting from the Capital Improvement Plan. This report will be supplemented to reflect actual bond terms at the time of issuance.

Table 1 identifies the land uses and lot sizes in the development as identified by the Developer within the District. The District has commissioned an Engineer's Report that includes estimated construction costs for the Capital Improvements needed to support the development; these construction costs are outlined in Table 2. The Capital Improvements needed to support the development are described in detail in the Engineer's Report and are estimated to cost \$12,865,000. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for the Capital Improvements and related costs was determined by the District's Underwriter to total approximately \$16,750,000. Table 3 shows the breakdown of the Bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan for the District is completed. Until the platting process occurs, the Capital Improvements funded by District Bonds benefits all acres within the District.

The initial assessments will be levied on an equal basis to all gross acreage within the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the Capital Improvements.

Once platting or the recording of a declaration of condominium of any portion of the District into individual lots or units ("Assigned Properties") has begun, the Special Assessments will be levied to the Assigned Properties based on the benefits they receive, on a first platted, first assigned basis. The "Unassigned Properties" defined as property that has not been platted or subjected to a declaration of condominium, will continue to be assessed on a per acre basis. Eventually the development plan will be completed and the debt relating to the Bonds will be allocated to the assigned properties within the District, which are the beneficiaries of the Capital Improvement Plan, as depicted in Table 5 and Table 6. If there are changes to development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The Capital Improvement Plan consists of offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features and professional fees along with related incidental costs. There are currently two product types within the planned development. The single-family 40' home has been set as the base unit and has been assigned one equivalent residential unit ("ERU"). Table 4 shows the allocation of benefit to the particular product type. It is important to note that the benefit derived from the Capital Improvements on a particular unit will exceed the assessments allocated to that unit to repay the costs for the improvements providing such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed Capital Improvements will provide several types of infrastructure systems, facilities and services for its

residents. These include offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The benefit from the Capital Improvements accrue in differing amounts and are somewhat dependent on the product type receiving the special benefits peculiar to that property type, which flow from the logical relationship of the Capital Improvements to the assigned properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their logical connection from the Capital Improvements actually provided.

For the provision of the Capital Improvement Plan, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual Special Assessment levied for the Capital Improvement as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Capital Improvement Plan is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type). This is also shown on Table 7 depicting Allocation of Par Debt per Product Type.

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of Capital Improvement Plan have been apportioned to the property within the District according to reasonable estimates of the special and peculiar benefits provided consistent with the product type of assignable properties.

Accordingly, no acre or parcel of property within the boundaries of the District will have a lien for the payment of any Special Assessment more than the determined special benefit particular to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated assigned properties are built and sold as planned, and the entire proposed Capital Improvement Plan is constructed.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto, it does have an important role to play during the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is approved, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein ("Assigned Property"). In addition, the District must also prevent any buildup of debt on property or land that could be fully conveyed and/or platted without all of the debt being allocated ("Unassigned Property"). To preclude this, when platting for 25%, 50%, 75% and 100% of the units planned for platting has occurred within the District, the District will determine the amount of anticipated Bond Special Assessment revenue that remains on the Unassigned Properties, taking into account the full development plan of the District. If the total anticipated Bond Special Assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service then no debt reduction or true-up payment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required.

If a true-up payment is made less than 45 days prior to an interest payment date, the amount of accrued interest will be calculated to the next succeeding interest payment date.

4.0 Assessment Roll

The District will initially distribute the Special Assessments across the property within the District boundaries on a gross acreage basis. As Assigned Properties become known with certainty, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 6. If the land use plan or product type changes, then the District will update Table 6 to reflect the changes as part of the foregoing true-up process. As a result, the assessment liens are not finalized with certainty on any acre of land in the District prior to the time final Assigned Properties become known. The preliminary assessment roll is attached as Table 7.

TABLE 1
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
DEVELOPMENT PROGRAM
MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	Total Assessable Units	ERUs per Unit (1)	Total ERUs
Single Family - 40'	142	1.00	142
Single Family - 50'	283	1.20	340
Total Units	425		482

(1) Benefit is allocated on an ERU basis; based on density of planned development, with Single Family 40' = 1 ERU

* Unit mix is subject to change based on marketing and other factors

TABLE 2
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 CAPITAL IMPROVEMENT PLAN COST ESTIMATES
 MASTER ASSESSMENT METHODOLOGY

Capital Improvement Plan ("CIP") (1)	Phase 1	Phase 2	Cost Estimate
Offsite Improvements	\$ 444,000	\$ 305,000	\$ 749,000
Stormwater Management	\$ 3,108,000	\$ 2,030,000	\$ 5,138,000
Utilities (Water, Sewer, & Street Lighting)	\$ 1,221,000	\$ 1,172,000	\$ 2,393,000
Roadway	\$ 976,000	\$ 939,000	\$ 1,915,000
Entry Feature	\$ 333,000	\$ 305,000	\$ 638,000
Parks and Amenities	\$ 999,000	\$ 244,000	\$ 1,243,000
Contingencies	\$ 444,000	\$ 345,000	\$ 789,000
	\$ 7,525,000	\$ 5,340,000	\$ 12,865,000

(1) A detailed description of these improvements is provided in the Engineer's Report dated December 11, 2019.

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
BOND SIZING
MASTER ASSESSMENT METHODOLOGY

Description	Total
Construction Funds	\$ 12,866,000
Debt Service Reserve	\$ 1,216,869
Capitalized Interest	\$ 2,010,000
Underwriters Discount	\$ 220,000
Cost of Issuance	\$ 335,000
Contingency	\$ 102,131
Par Amount*	\$ 16,750,000

Bond Assumptions:

Interest Rate	6.00%
Amortization	30 years
Capitalized Interest	24 months
Debt Service Reserve	Max Annual
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the bonds

TABLE 4

SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF IMPROVEMENT COSTS
 MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements Costs Per Product Type	Improvement Costs Per Unit
Single Family - 40'	142	1	142	29.49%	\$ 3,793,547	\$26,715
Single Family - 50'	283	1.20	340	70.51%	\$ 9,072,453	\$32,058
Totals	425		482	100.00%	\$ 12,866,000	

* Unit mix is subject to change based on marketing and other factors

TABLE 5
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF TOTAL PAR DEBT TO EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	No. of Units *	Total Improvements Costs Per Product Type	Allocation of Par Debt Per Product Type	Par Debt Per Unit
Single Family - 40'	142	\$ 3,793,547	\$ 4,938,746	\$34,780
Single Family - 50'	283	\$ 9,072,453	\$ 11,811,254	\$41,736
Totals	425	\$ 12,866,000	\$ 16,750,000	

* Unit mix is subject to change based on marketing and other factors

TABLE 6
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Single Family - 40'	142	\$ 4,938,746	\$34,780	\$ 358,794	\$ 2,527	\$ 2,717
Single Family - 50'	283	\$ 11,811,254	\$41,736	\$ 858,075	\$ 3,032	\$ 3,260
Totals	425	\$ 16,750,000		\$ 1,216,869		

(1) This amount includes 7% collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform method.

* Unit mix is subject to change based on marketing and other factors

TABLE 7
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 PRELIMINARY ASSESSMENT ROLL
 MASTER ASSESSMENT METHODOLOGY

Owner	Property ID #'s*	Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
SCHALLER GARY A	242801-000000-024010	84.48	\$118,124	\$ 9,979,126	\$ 724,972	\$ 779,540
SCHALLER GARY A	242812-000000-031010	57.32	\$118,124	\$ 6,770,874	\$ 491,897	\$ 528,921
Totals		141.80			\$ 1,216,869	\$ 1,308,461

(1) This amount includes 7% to cover collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform method.

Annual Assessment Periods	30
Projected Bond Rate (%)	6.00%
Maximum Annual Debt Service	\$1,216,869

* - See Legal Description attached as Exhibit A

Prepared by: Governmental Management Services - Central Florida, LLC

EXHIBIT "A"
METES AND BOUNDS LEGAL DESCRIPTIONS
SADDLE CREEK ROAD PROPERTY
POLK COUNTY, FLORIDA

OVERALL PARCEL

ALL THAT PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4; AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, LESS THE SOUTH 413.70 FEET OF THE EAST 271.00 FEET THEREOF, AND THE NORTH 894.00 FEET OF THE WEST 460.00 FEET OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, LYING AND BEING IN SECTION 1, TOWNSHIP 28 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, AND THAT PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, AND THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4, LESS THE EAST 271.00 FEET THEREOF, LYING AND BEING IN SECTION 12, TOWNSHIP 28 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF SAID SECTION 1, THE SAME ALSO BEING THE NORTHWEST CORNER OF SAID SECTION 12; THENCE NORTH 00°26'44" WEST ALONG THE WEST BOUNDARY OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 1, A DISTANCE OF 1277.76 FEET TO THE SOUTH RIGHT-OF-WAY OF SADDLE CREEK ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 684, PAGE 796 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE EASTERLY ALONG SAID SOUTH RIGHT-OF-WAY, THE FOLLOWING FIVE (5) COURSES: 1.) NORTH 89°49'53" EAST, 1373.57 FEET; THENCE 2.) SOUTH 00°10'07" EAST, 10.00 FEET; THENCE 3.) NORTH 89°49'53" EAST, 1100.00 FEET; THENCE 4.) NORTH 00°10'07" WEST, 10.00 FEET; THENCE 5.) NORTH 89°49'53" EAST, 678.82 FEET TO THE EAST LINE OF THE WEST 460.00 FEET OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4 OF SAID SECTION 1; THENCE SOUTH 00°02'00" EAST, ALONG SAID EAST LINE, A DISTANCE OF 844.70 FEET TO THE SOUTH LINE OF THE NORTH 894.00 FEET OF THE WEST 460.00 FEET OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4; THENCE NORTH 89°46'21" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 460.15 FEET TO THE WEST BOUNDARY OF SOUTHWEST 1/4 OF THE SOUTHEAST 1/4; THENCE SOUTH 89°20'52" WEST, ALONG THE NORTH LINE OF THE SOUTH 413.70 FEET OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 1, A DISTANCE OF 271.00 FEET TO THE WEST LINE OF THE EAST 271.00 FEET OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 1; THENCE SOUTH 00°00'10" WEST, ALONG SAID WEST LINE, A DISTANCE OF 413.70 FEET TO THE SOUTH BOUNDARY OF SAID SECTION 1 AND THE NORTH BOUNDARY OF THE AFOREMENTIONED SECTION 12; THENCE SOUTH 00°32'04" EAST, ALONG THE WEST LINE OF THE EAST 271.00 FEET OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12, A DISTANCE OF 668.50 FEET TO THE SOUTH LINE OF THE NORTH 1/2 OF THE OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12; THENCE SOUTH 89°23'32" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 1071.37 FEET TO THE EAST LINE OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12; THENCE SOUTH 00°21'17" EAST, ALONG SAID EAST LINE, A DISTANCE OF 671.20 FEET TO THE SOUTH LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 12; THENCE SOUTH 89°39'49" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 1343.15 FEET TO THE WEST LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4; THENCE NORTH 00°20'00" WEST, ALONG SAID WEST LINE, A DISTANCE OF 1331.59 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED LANDS CONTAIN 141.80 ACRES, MORE OR LESS.

**SUPPLEMENTAL
ASSESSMENT METHODOLOGY FOR
ASSESSMENT AREA ONE**

FOR

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

Date: September 23, 2020

Prepared by

**Governmental Management Services – Central Florida, LLC
219 E. Livingston St.
Orlando, FL 32801**

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1.0 Introduction

The Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes as amended. The District has issued \$5,500,000 of tax exempt bonds (the “Bonds”) for the purpose of financing certain Assessment Area One infrastructure improvements (“Assessment Area One Capital Improvement Plan”) within the District more specifically described in the Supplemental Engineer’s Report as Phase 1 (known as “Assessment Area One”) on Exhibit 7, dated August 31, 2020 prepared by Econ South, LLC , as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of all or a portion of the improvements contained in the Capital Improvement Plan (“Capital Improvements”) that benefit property owners within Assessment Area One of the District.

1.1 Purpose

This Supplemental Assessment Methodology (the “Supplemental Report”) which supplements the certain Master Assessment Methodology dates December 11, 2019 (the “Master Report”) and together with the Supplemental Report (the “Assessment Report”) provides for an assessment methodology that allocates the debt to be incurred by the District to benefiting properties within Assessment Area One of the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the Capital Improvements. This Assessment Report may be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds issued to finance all or a portion of the Capital Improvements. This Assessment Report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to impose non ad valorem special assessments (“Special Assessments”) on the benefited lands within Assessment Area One of the District based on this Assessment Report to secure repayment of the Bonds. It is anticipated that all of the proposed Special Assessments will be collected through the Uniform Method of Collection described in Section 197.3632, Florida Statutes or any other legal means available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 141.80 acres within Polk County, Florida. Assessment Area One consists of 78.19 acres. The development program for Assessment Area One of the District currently envisions approximately 224 residential units. The proposed development program is depicted in Table 1. It is recognized that such development plan may change, and this Assessment Report will be modified or supplemented accordingly.

The Capital Improvements contemplated by the District in the Assessment Area One Capital Improvement Plan will provide infrastructure necessary to support development of the property within the District. Specifically, the District will construct and/or acquire certain offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The acquisition and construction costs are summarized in Table 2.

The assessment methodology is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the Capital Improvements.
2. The District Engineer determines the assessable acres that benefit from the District's Capital Improvements.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct the Capital Improvements.
4. This amount is initially divided equally among the benefited properties on a prorated assessable acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number and type of platted units.

1.3 Special Benefits and General Benefits

Capital Improvements undertaken by the District create special and peculiar benefits to the property, different in kind and degree, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within Assessment Area One of the District. The implementation of the Assessment Area One Capital Improvement Plan enables properties within the boundaries of the District to be developed. Without the District's Assessment Area One Capital Improvement Plan, there would be no infrastructure to support development of land within the District. Without these improvements,

development of the property within Assessment Area One of the District would be prohibited by law.

The general public and property owners outside of Assessment Area One of the District may benefit from the provision of the Assessment Area One Capital Improvement Plan. However, any such benefit will be incidental for the purpose of the Assessment Area One Capital Improvement Plan, which is designed specifically to meet the needs of property within Assessment Area One of the District. Properties outside of the District's Assessment Area One boundaries do not depend upon the District's Assessment Area One Capital Improvement Plan. The property owners within Assessment Area One of the District are therefore receiving special benefits not received by the general public and those outside the District's Assessment Area One boundaries.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the Capital Improvements being paid for.
- 2) The assessments must be fairly and reasonably allocated or apportioned to the properties being assessed based on the special benefit such properties receive.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

1.5 Special Benefits Will Equal or Exceed the Costs Allocated

The special benefits provided to the property within Assessment Area One of the District will be equal to or greater than the costs associated with providing these benefits. The District Engineer estimates that the District's Assessment Area One Capital Improvement Plan that is necessary to support full development of property within the District will cost approximately \$7,554,00. The District's Underwriter projects that financing costs required to fund a portion of the Capital Improvement Plan costs, the cost of issuance of the Bonds, and the funding of a debt service reserve account, is \$5,500,000. The remainder of the Assessment Area One Capital Improvement Plan will be funded by the developer. Without the Assessment Area One Capital Improvement Plan, the property within Assessment Area One of the District would not be able to be developed and occupied by future residents of the community.

2.0 Assessment Methodology

2.1 Overview

The District has issued \$5,500,000 in Bonds to fund a portion of the District's Assessment Area One Capital Improvement Plan, provide for a debt service reserve account and pay cost of issuance. It is the purpose of this Assessment Report to allocate the \$5,500,000 in debt to the properties within the Assessment Area One of the District benefiting from the Assessment Area One Capital Improvement Plan. This report will be supplemented to reflect actual bond terms at the time of issuance.

Table 1 identifies the land uses and lot sizes in the development as identified by the Developer within Assessment Area One of the District. The District has commissioned an Engineer's Report that includes estimated construction costs for the Capital Improvements needed to support the development; these construction costs are outlined in Table 2. The Capital Improvements needed to support the development of Assessment Area One are described in detail in the Engineer's Report and are estimated to cost \$7,555,000. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for a portion of the Assessment Area One Capital Improvement Plan and related costs was determined by the District's Underwriter to total approximately \$5,500,000. Table 3 shows the breakdown of the Bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan for Assessment Area One of the District is completed. Until the platting process occurs, the Assessment Area One Capital Improvement Plan funded by District Bonds benefits all acres within Assessment Area One of the District.

The initial assessments will be levied on an equal basis to all gross acreage within Assessment Area One of the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the Assessment Area One Capital Improvement Plan.

Once platting of any portion of the District into individual lots or units ("Assigned Properties") has begun, the Special Assessments will be levied to the Assigned Properties based on the benefits they receive, on a first platted, first assigned basis.

The “Unassigned Properties” defined as property that has not been platted or subjected to a declaration of condominium, will continue to be assessed on a per acre basis. Eventually the development plan will be completed and the debt relating to the Bonds will be allocated to the assigned properties within Assessment Area One of the District, which are the beneficiaries of the Assessment Area One Capital Improvement Plan, as depicted in Table 5 and Table 6. If there are changes to the development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The Assessment Area One Capital Improvement Plan consists of offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features and professional fees along with related incidental costs. There are currently two product types within the planned development. The single-family 40’ home has been set as the base unit and has been assigned one equivalent residential unit (“ERU”). Table 4 shows the allocation of benefit to the particular product type. It is important to note that the benefit derived from the Assessment Area One Capital Improvement Plan on a particular unit will exceed the assessments allocated to that unit to repay the costs for the improvements providing such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed Assessment Area One Capital Improvement Plan will provide several types of infrastructure systems, facilities and services for its residents. These include offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The benefit from the Assessment Area One Capital Improvement Plan accrue in differing amounts and are somewhat dependent on the product type receiving the special benefits peculiar to that property type, which flow from the logical relationship of the Assessment Area One Capital Improvement Plan to the assigned properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their

logical connection from the Assessment Area One Capital Improvement Plan actually provided.

For the provision of the Assessment Area One Capital Improvement Plan, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual Special Assessment levied for the Assessment Area One Capital Improvement Plan as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Assessment Area One Capital Improvement Plan is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type). This is also shown on Table 7 depicting Allocation of Par Debt per Product Type.

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of Assessment Area One Capital Improvement Plan have been apportioned to the property within the District according to reasonable estimates of the special and peculiar benefits provided consistent with the product type of assignable properties.

Accordingly, no acre or parcel of property within the boundaries of Assessment Area One of the District will have a lien for the payment of any Special Assessment more than the determined special benefit particular to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated assigned properties are built and

sold as planned, and the entire proposed Assessment Area One Capital Improvement Plan is constructed.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto, it does have an important role to play during the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is approved, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein ("Assigned Property"). In addition, the District must also prevent any buildup of debt on property or land that could be fully conveyed and/or platted without all of the debt being allocated ("Unassigned Property"). To preclude this, when platting for 25%, 50%, 75% and 100% of the units planned for platting has occurred within the District, the District will determine the amount of anticipated Bond Special Assessment revenue that remains on the Unassigned Properties, taking into account the full development plan of Assessment Area One of the District. If the total anticipated Bond Special Assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service, then no debt reduction or true-up payment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required.

If a true-up payment is made less than 45 days prior to an interest payment date, the amount of accrued interest will be calculated to the next succeeding interest payment date.

4.0 Assessment Roll

The District will initially distribute the Special Assessments across the property within Assessment Area One of the District boundaries on a gross acreage basis. As Assigned Properties become known with certainty through platting or a declaration of condominium, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 6. If the land use plan or product type changes, then the District will update Table 6 to reflect the changes as part of the foregoing true-up process. As a result, the assessment liens are not finalized with certainty on any acre of land in the District prior to the time final Assigned Properties become known. The preliminary assessment roll is attached as Table 7.

TABLE 1
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 DEVELOPMENT PROGRAM
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA ONE

Land Use/Product Type	Total Assessable Units	ERUs per Unit (1)	Total ERUs
Single Family - 40'	89	1.00	89
Single Family - 50'	135	1.20	162
Total Units	224		251

(1) Benefit is allocated on an ERU basis; based on density of planned development, with Single Family 40' = 1 ERU

* Unit mix is subject to change based on marketing and other factors

TABLE 2
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 CAPITAL IMPROVEMENT PLAN COST ESTIMATES
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA ONE

Capital Improvement Plan - Assessment Area One("CIP") (1)

Offsite Improvements	\$	238,000
Stormwater Management	\$	3,000,000
Utilities (Water, Sewer, & Street Lighting)	\$	2,090,000
Roadway	\$	960,000
Entry Feature	\$	180,000
Parks and Amenities	\$	750,000
Contingencies	\$	336,000
	\$	7,554,000

(1) A detailed description of these improvements is provided in the Engineer's Report dated August 31, 2020.

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
BOND SIZING
SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA ONE

Description	Total
Construction Funds	\$ 5,152,262
Less Net Original Issue Premium	\$ (91,512)
Debt Service Reserve	\$ 156,750
Underwriters Discount	\$ 110,000
Cost of Issuance	\$ 172,500
Contingency	\$ -
Par Amount*	\$ 5,500,000

Bond Assumptions:

Average Coupon Rate	3.93%
Amortization	30 years
Capitalized Interest	0 months
Debt Service Reserve	50 % Max Annual
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the bonds

TABLE 4
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF IMPROVEMENT COSTS
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA ONE

Land Use/Product Type	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements Costs Per Product Type	Improvement Costs Per Unit
Single Family - 40'	89	1	89	35.46%	\$ 2,678,510	\$ 30,096
Single Family - 50'	135	1.20	162	64.54%	\$ 4,875,490	\$ 36,115
Totals	224		251	100.00%	\$ 7,554,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 5
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF TOTAL PAR DEBT TO EACH PRODUCT TYPE
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA ONE

Land Use/Product Type	No. of Units *	Total Improvements Costs Per Product Type		Allocation of Par Debt Per Product Type		Par Debt Per Unit
Single Family - 40'	89	\$	2,678,510	\$	1,950,199	\$ 21,912
Single Family - 50'	135	\$	4,875,490	\$	3,549,801	\$ 26,295
Totals	224	\$	7,554,000	\$	5,500,000	

* Unit mix is subject to change based on marketing and other factors

TABLE 6
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA ONE

Land Use/Product Type	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Single Family - 40'	89	\$ 1,950,199	\$ 21,912	\$ 111,161	\$ 1,250	\$ 1,344
Single Family - 50'	135	\$ 3,549,801	\$ 26,295	\$ 202,339	\$ 1,500	\$ 1,612
Totals	224	\$ 5,500,000		\$ 313,500		

(1) This amount includes estimated 7% collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform

* Unit mix is subject to change based on marketing and other factors

TABLE 7
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 PRELIMINARY ASSESSMENT ROLL
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA ONE

Owner	Property ID #'s	Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
LENNAR	See Legal Attached	78.19	\$ 70,341	\$ 5,500,000	\$ 313,500	\$ 337,097
Totals		78.19			\$ 313,500	\$ 337,097

(1) This amount includes estimated 7% to cover collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform

Annual Assessment Periods	30
Projected Bond Rate (%)	3.93%
Maximum Annual Debt Service	\$313,500

Prepared by: Governmental Management Services - Central Florida, LLC

EXHIBIT "A"
METES AND BOUNDS LEGAL DESCRIPTIONS
SADDLE CREEK ROAD PROPERTY
POLK COUNTY, FLORIDA

PHASE ONE PARCEL

ALL THAT PART OF THE SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 28 SOUTH, RANGE 24 EAST AND THAT PART OF THE NORTHWEST 1/4 OF SECTION 12, TOWNSHIP 28 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF SAID SECTION 1, THE SAME ALSO BEING THE NORTHWEST CORNER OF SAID SECTION 12; THENCE NORTH 00°26'44" WEST ALONG THE WEST BOUNDARY OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 1, A DISTANCE OF 73.48 FEET; THENCE DEPARTING SAID WEST BOUNDARY, NORTH 89°40'00" EAST, 130.14 FEET; THENCE SOUTH 00°20'00" EAST, 58.66 FEET; THENCE NORTH 89°40'00" EAST, 160.00 FEET; THENCE NORTH 00°20'00" WEST, 33.31 FEET TO THE POINT OF CURVATURE FOR A CURVE CONCAVE SOUTHEASTERLY HAVING A RADIUS OF 20.00 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 71°57'28" (CHORD = 23.50 FEET, CHORD BEARING = NORTH 35°38'44" EAST), FOR A DISTANCE OF 25.12 FEET TO THE POINT OF TANGENCY; THENCE NORTH 71°37'28" EAST, A DISTANCE OF 502.13 FEET TO THE POINT OF CURVATURE FOR A CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 340.00 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 12°23'34" (CHORD = 73.40 FEET, CHORD BEARING = NORTH 65°25'41" EAST), FOR A DISTANCE OF 73.54 FEET TO THE POINT OF TANGENCY; THENCE NORTH 59°13'54" EAST, A DISTANCE OF 578.63 FEET TO THE POINT OF CURVATURE FOR A CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 370.00 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 55°54'33" (CHORD = 346.89 FEET, CHORD BEARING = NORTH 31°16'38" EAST) FOR A DISTANCE OF 361.05 FEET TO THE POINT OF REVERSE CURVATURE WITH A CURVE CONCAVE SOUTHEASTERLY HAVING A RADIUS OF 60.00 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 86°30'31" (CHORD = 82.23 FEET, CHORD BEARING = NORTH 46°34'37" EAST) FOR A DISTANCE OF 90.59 FEET TO THE POINT OF TANGENCY; THENCE NORTH 89°49'53" EAST, A DISTANCE OF 466.86 FEET TO A NON-TANGENT, NON-RADIAL INTERSECTION WITH A CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 170.00 FEET; THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 18°19'44" (CHORD = 54.15 FEET, CHORD BEARING = NORTH 28°34'52" EAST) FOR A DISTANCE OF 54.38 FEET; THENCE DEPARTING SAID CURVE ALONG A NON-TANGENT, NON-RADIAL LINE, NORTH 00°20'00" WEST, A DISTANCE OF 268.35 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 50.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 89°50'07" (CHORD = 70.61 FEET, CHORD BEARING = NORTH 45°15'04" WEST) FOR A DISTANCE OF 78.40 FEET TO THE POINT OF CUSP INTERSECTION WITH THE SOUTH RIGHT-OF-WAY OF SADDLE CREEK ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 684, PAGE 796 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE NORTH 89°49'53" EAST, ALONG SAID SOUTH RIGHT-OF-WAY, A DISTANCE OF 359.86 FEET; THENCE DEPARTING SAID SOUTH RIGHT-OF-WAY, SOUTH 00°20'00" EAST, A DISTANCE OF 120.58 FEET; THENCE SOUTH 89°40'00" WEST, A DISTANCE OF 100.00 FEET; THENCE NORTH 00°20'00" WEST, A DISTANCE OF 35.18 FEET; THENCE SOUTH 89°49'53" WEST, A DISTANCE OF 130.00 FEET; THENCE SOUTH 00°20'00" EAST, A DISTANCE OF 164.85 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 230.00 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 45°00'00" (CHORD = 176.03 FEET, CHORD BEARING = SOUTH 22°10'00" WEST), FOR A DISTANCE OF 180.64 FEET TO THE POINT OF TANGENCY; THENCE SOUTH 44°40'00" WEST, A DISTANCE OF 241.80 FEET TO THE POINT OF CUSP WITH A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 30.00 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 90°00'00" (CHORD = 42.43 FEET, CHORD BEARING = NORTH 89°40'00" EAST) FOR A DISTANCE OF 47.12 FEET TO THE POINT OF TANGENCY; THENCE SOUTH 45°20'00" EAST, A DISTANCE OF 100.00 FEET; THENCE SOUTH

44°40'00" WEST, A DISTANCE OF 115.00 FEET; THENCE SOUTH 45°20'00" EAST, A DISTANCE OF 215.56 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 65.00 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE/DELTA OF 45°00'00" (CHORD = 49.75 FEET, CHORD BEARING = SOUTH 22°50'00" EAST) FOR A DISTANCE OF 51.05 FEET TO THE POINT OF TANGENCY; THENCE SOUTH 00°20'00" EAST, A DISTANCE OF 427.16 FEET; THENCE NORTH 89°40'00" EAST, A DISTANCE OF 155.00 FEET; THENCE SOUTH 00°20'00" EAST, A DISTANCE OF 25.58 FEET; THENCE NORTH 89°40'00" EAST, A DISTANCE OF 130.50 FEET TO THE WEST LINE OF THE EAST 271.00 FEET OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF THE AFOREMENTIONED SECTION 12; THENCE SOUTH 00°32'04" EAST, ALONG SAID WEST LINE OF THE EAST 271.00 FEET OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12, A DISTANCE OF 526.42 FEET TO THE SOUTH LINE OF THE NORTH 1/2 OF THE OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12; THENCE SOUTH 89°23'32" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 1071.37 FEET TO THE EAST LINE OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12; THENCE SOUTH 00°21'17" EAST, ALONG SAID EAST LINE, A DISTANCE OF 671.20 FEET TO THE SOUTH LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 12; THENCE SOUTH 89°39'49" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 1343.15 FEET TO THE WEST LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4; THENCE NORTH 00°20'00" WEST, ALONG SAID WEST LINE, A DISTANCE OF 1331.59 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED LANDS CONTAIN 78.19 ACRES, MORE OR LESS.

EXHIBIT C

Engineer's Certification

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

**DISTRICT ENGINEER'S CERTIFICATE OF COMPLETION OF THE
SERIES 2022 PROJECT**

May 27, 2025

Saddle Creek Preserve of Polk County Community Development District
c/o Governmental Management Services – Central Florida, LLC
219 East Livingston Street
Orlando, Florida 32801

Re: Certification of Completion
Saddle Creek Preserve of Polk County Community Development District
Series 2022 Bonds – Series 2022 Project

This certificate is furnished in accordance with Section 5.01(c) of the Master Trust Indenture dated October 1, 2020 (the “**Master Indenture**”), between the Saddle Creek Preserve of Polk County Community Development District (the “**District**”) and U.S. Bank National Association (the “**Trustee**”) and is intended to evidence the completion of the Series 2022 Project, as both terms are defined in the Master Indenture, as supplemented by that certain Second Supplemental Trust Indenture dated February 1, 2022, between the District and U.S. Bank Trust Company, National Association (successor to U.S. Bank, National Association) (together with the Master Indenture, the “**Indenture**”), and as further described in that certain *Amended & Restated Master Engineer's Report for Capital Improvements*, dated February 25, 2020, as supplemented by that certain *Second Supplemental Engineer's Report for Capital Improvements*, dated December 15, 2021, and undertaken by the District. All capitalized terms used herein shall have the meaning ascribed to them in the Indenture.

- I. The Series 2022 Project has been completed in substantial compliance with the specifications therefore and all labor, services, materials, and supplies used in the Series 2022 Project have been paid for and acknowledgments of such payments have been obtained from all contractors and suppliers.
- II. All other facilities necessary in connection with the Series 2022 Project have been constructed, acquired, and installed in accordance with the specifications therefore and all costs and expenses incurred in connection therewith (“**Cost**”) have been paid or adequate provision has been made for such payment by the District.
- III. All plans, permits and specifications necessary for the operation and maintenance of the improvements made pursuant to the Series 2022 Project are complete and on file with the District Engineer or have been transferred to the appropriate governmental entity having charge of such operation and maintenance.

This Certificate is given without prejudice to any rights against third parties which exist as of the date of this Certificate or which may subsequently come into being.

**LANDMARK ENGINEERING &
SURVEYING CORPORATION**

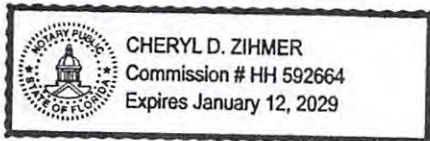


By: Todd Amaden, District Engineer

STATE OF FLORIDA

COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me this 22nd day of May 2025, by Todd Amaden, District Engineer of the Saddle Creek Preserve of Polk County Community Development District, who is personally known to me or who has produced identification.



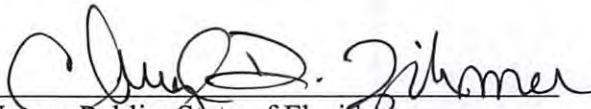

Notary Public, State of Florida
Print Name: Cheryl D. Zihmer
Commission No.: HH 592664
My Commission Expires: 1/12/2029

EXHIBIT D

Amortization Schedule of the Series 2020 Bonds

SECTION V

RESOLUTION 2025-15

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT ACCEPTING THE CERTIFICATION OF THE DISTRICT ENGINEER THAT THE SERIES 2022 PROJECT IS COMPLETE; DECLARING THE SERIES 2022 PROJECT COMPLETE; FINALIZING THE SPECIAL ASSESSMENTS SECURING THE DISTRICT'S SERIES 2022 BONDS; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the Saddle Creek Preserve of Polk County Community Development District ("**District**") was established by Ordinance No. 19-067 by the Board of County Commissioners of Polk County, Florida (the "**County**"), effective on November 20, 2019 (the "**Ordinance**") for the purpose of providing infrastructure improvements, facilities, and services to the lands within the District as provided in Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (the "**Board**") of the District adopted Resolutions 2020-23 and 2022-01 on December 11, 2019 and December 15, 2021, respectively, authorizing the issuance of its Saddle Creek Preserve of Polk County Community Development District Special Assessment Bonds, Series 2022 (the "**Series 2022 Bonds**"), for the purpose of funding the construction, installation, and acquisition of public infrastructure, improvements, and services; and

WHEREAS, the Series 2022 Bonds financed a portion of the District's master project infrastructure for Phase 2 (the "**Series 2022 Project**"), as such is further identified and described in that certain *Amended & Restated Master Engineer's Report for Capital Improvements*, dated February 25, 2020, as supplemented by that certain *Second Supplemental Engineer's Report for Capital Improvements*, dated December 15, 2021, which is attached to this Resolution as **Exhibit A** (together, the "**Engineer's Report**"); and

WHEREAS, the Engineer's Report estimates capital costs totaling \$12,649,000.00 for the master capital improvement plan (the "**Total Project Costs**") and \$5,950,000.00 for the Series 2022 Project (the "**Series 2022 Project Costs**"); and

WHEREAS, pursuant to the terms of the *Master Assessment Methodology for Saddle Creek Preserve of Polk County Community Development District*, dated December 11, 2019, as supplemented by the *Supplemental Assessment Methodology for Assessment Area Two for Saddle Creek Preserve of Polk County Community Development District*, dated January 27, 2022, attached to this Resolution as **Composite Exhibit B** (the "**Assessment Methodology**"), the portion of the Series 2022 Project Costs to be funded by the sale of bonds and secured by assessments, inclusive of capital costs, financing costs, capitalized interest, reserve funds, original issue discounts, and contingencies totaled approximately \$4,818,697.10; and

WHEREAS, on December 11, 2019, the Board adopted Resolution 2020-24, declaring that the Total Project Costs would be defrayed by the imposition of special assessments pursuant to

Chapters 170 and 190, *Florida Statutes*, and that such special assessments would be paid in annual installments commencing in the year in which the special assessments were confirmed; and

WHEREAS, on January 28, 2020, the Board, after notice and public hearing, met as an Equalizing Board pursuant to the provisions of Section 170.08, *Florida Statutes*, and adopted Resolution 2020-28, authorizing the projects described therein, equalizing and levying special assessments to defray all or a portion of the Total Project Costs and providing that this levy shall be a lien on the property so assessed co-equal with the lien of all state, county, district, municipal or other governmental taxes, all in accordance with Section 170.08, *Florida Statutes*; and

WHEREAS, the Series 2022 Project specially benefits the developable acreage in the District as set forth in Resolution 2022-04 and the Assessment Methodology, and it is reasonable, proper, just and right to assess the portion of the costs of the Series 2022 Project financed with the Series 2022 Bonds to the specially benefitted properties within the District as set forth in Resolution 2022-04 and this Resolution; and

WHEREAS, pursuant to Chapter 170, *Florida Statutes*, and the Master Trust Indenture dated October 1, 2020, by and between the District and U.S. Bank National Association, as Trustee (the “**Master Indenture**”), as supplemented by that Second Supplemental Trust Indenture dated February 1, 2022, by and between the District and U.S. Bank Trust Company, National Association (successor to U.S. Bank, National Association), as Trustee (the “**Second Supplemental Indenture**” and, together with the Master Indenture, the “**Indenture**”), the District Engineer executed and delivered a Certificate of Completion of the Series 2022 Project dated May 27, 2025, (the “**Engineer’s Certification**”) attached hereto as **Exhibit C**, wherein the District Engineer certified the Series 2022 Project to be complete; and

WHEREAS, upon receipt of and in reliance upon the Engineer’s Certification evidencing the completion date of the Series 2022 Project as described above, the Board desires to certify the Series 2022 Project complete in accordance with the Indenture; and

WHEREAS, the actual costs incurred to complete the Series 2022 Project exceeded the amount deposited in the Series 2022 Acquisition and Construction Account within the Acquisition and Construction Fund, resulting in expenditure of all proceeds from the Series 2022 Bonds in the Series 2022 Acquisition and Construction Account within the Acquisition and Construction Fund.

NOW, THEREFORE, be it resolved by the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Chapters 170 and 190, *Florida Statutes*, and in accordance with the provisions of Resolution 2022-04, as supplemented.

SECTION 3. ACCEPTANCE AND CERTIFICATION OF COMPLETION OF THE SERIES 2022 PROJECT. The Board of Supervisors hereby accepts the Engineer's Certification, attached hereto as **Exhibit C**, certifying the Series 2022 Project complete and upon reliance thereon, certifies the Series 2022 Project complete in accordance with Resolution 2022-04 and the Indenture. The Completion Date, as that term is defined in the Indenture, for the Series 2022 Project shall be the date of the Engineer's Certification.

SECTION 4. FINALIZATION OF SPECIAL ASSESSMENTS SECURING SERIES 2022 BONDS. Pursuant to Section 170.08, *Florida Statutes*, and Resolution 2022-04, special assessments securing the Series 2022 Bonds are to be credited the difference, if any, in the assessment as originally made, approved, and confirmed and the proportionate part of the total actual costs of the Series 2022 Project. **Exhibit D** attached hereto and incorporated herein by this reference reflects the amortization schedule of the Series 2022 Bonds after the closing of the Series 2022 Acquisition and Construction Account within the Series 2022 Acquisition and Construction Fund. As provided in Resolution 2022-04, the assessments levied reflect the outstanding debt due on the Series 2022 Bonds. Pursuant to Section 170.08, *Florida Statutes*, and Resolution 2022-04, the special assessments on parcels specially benefitted by the Series 2022 Project are hereby finalized in accordance with the Assessment Methodology, attached hereto as **Composite Exhibit B**, which reflects the assessments on the parcels benefitted by the Series 2022 Bonds.

SECTION 5. IMPROVEMENT LIEN BOOK. Immediately following the adoption of this Resolution, these special assessments as reflected herein shall be recorded by the Secretary of the Board of the District in the District's "Improvement Lien Book." The special assessment or assessments against each respective parcel shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be co-equal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

SECTION 6. OTHER PROVISIONS REMAIN IN EFFECT. This Resolution is intended to supplement Resolution 2022-04, which remains in full force and effect. This Resolution and Resolution 2022-04 shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution.

SECTION 7. SEVERABILITY. If any section or part of a section of this resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 8. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 9. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

APPROVED AND ADOPTED this 27th day of May 2025.

ATTEST:

**SADDLE CREEK PRESERVE OF
POLK COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: *Second Supplemental Engineer's Report for Capital Improvements*, dated December 15, 2021

Comp. Exhibit B: *Master Assessment Methodology for Saddle Creek Preserve of Polk County Community Development District*, dated December 11, 2019; *Supplemental Assessment Methodology for Assessment Area Two for Saddle Creek Preserve of Polk County Community Development District*, dated January 27, 2022

Exhibit C: Engineer's Certification, dated May 27, 2025

Exhibit D: Amortization Schedule of the Series 2022 Bonds

EXHIBIT A

Second Supplemental Engineer's Report for Capital Improvements, dated December 15, 2021

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

**SECOND SUPPLEMENTAL ENGINEER'S REPORT
FOR CAPITAL IMPROVEMENTS**

Prepared for:

**BOARD OF SUPERVISORS
SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

Prepared by:

**ECON SOUTH, LLC
6700 SOUTH FLORIDA AVENUE, SUITE 4
LAKELAND, FL 33813
PH: 863-686-0544**

December 15, 2021

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

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ENGINEER'S REPORT

SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT

I. PURPOSE

The purpose of this report is to amend the Amended and Restated Master Engineer's Report for Capital Improvements approved February 25, 2020 by the Board of Supervisors of Saddle Creek Preserve of Polk County CDD, as supplemented by the Supplemental Engineer's Report approved August 31, 2020 (collectively, the "Engineer's Report"). The Engineer's Report is hereby modified to reflect updated projected costs for Phase 2 based on 2021 pricing.

Exhibit A
Saddle Creek Preserve of Polk County
Community Development District
Summary of Probable Cost

Infrastructure ⁽¹⁾	Phase 2 (201 Lots)
Offsite Improvements ⁽⁵⁾⁽⁶⁾⁽⁹⁾	\$ 350,000.00
Stormwater Management ⁽²⁾⁽³⁾⁽⁵⁾⁽⁶⁾⁽⁹⁾	\$1,700,000.00
Utilities (Water, Sewer, & Street Lighting) ⁽⁵⁾⁽⁶⁾⁽⁸⁾⁽⁹⁾	\$1,800,000.00
Roadway ⁽⁴⁾⁽⁵⁾⁽⁶⁾⁽⁹⁾	\$ 950,000.00
Entry Feature ⁽⁶⁾⁽⁷⁾⁽⁹⁾	\$ 200,000.00
Parks and Recreational Facilities ⁽⁶⁾⁽⁹⁾	\$ 450,000.00
Contingency	\$ 500,000.00
TOTAL	\$5,950,000.00

Notes:

1. Infrastructure consists of public roadway improvements, stormwater management facilities, master sanitary sewer lift station and utilities, entry feature, landscaping and signage, and parks and recreational facilities.
2. Excludes grading of each lot both for initial pad construction and in conjunction with home construction, which will be provided by developer or homebuilder.
3. Includes stormwater pond excavation. Costs do not include transportation to or placement of fill on private property.
4. Includes sub-grade, base, asphalt paving, curbing, and civil/site engineering.
5. Includes subdivision infrastructure and civil/site engineering.
6. Estimates are based on costs for similar projects based on 2021 cost.
7. Includes entry features, signage, hardscape, landscape, irrigation and fencing.
8. CDD will enter into a Lighting Agreement with Lakeland Electric for the streetlight poles and lighting service. Only undergrounding of wire in public right-of-way and on District land is included.
9. Includes cost funded by developer during the construction of phase 1 that benefited phase 2.
10. Estimates based on Master Infrastructure to support development of 425 lots.

COMPOSITE EXHIBIT B

*Master Assessment Methodology for Saddle Creek Preserve of Polk County Community
Development District, dated December 11, 2019*
*Supplemental Assessment Methodology for Assessment Area Two for Saddle Creek Preserve of
Polk County Community Development District, dated January 27, 2022*

**MASTER
ASSESSMENT METHODOLOGY**

FOR

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

Date: December 11, 2019

Prepared by

**Governmental Management Services – Central Florida, LLC
219 E. Livingston St.
Orlando, FL 32801**

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GMS-CF, LLC does not represent the Saddle Creek Preserve of Polk County Community Development District as a Municipal Advisor or Securities Broker nor is GMS-CF, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, GMS-CF, LLC does not provide the Saddle Creek Preserve of Polk County Community Development District with financial advisory services or offer investment advice in any form.

1.0 Introduction

The Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes as amended. The District anticipates the issuance at this time of not to exceed \$16,750,000 of tax exempt bonds in one or more series (the “Bonds”) for the purpose of financing certain infrastructure improvements (“Capital Improvement Plan”) within the District more specifically described in the Engineer’s Report dated December 11, 2019 prepared by Econ South, LLC, as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of all or a portion of the improvements contained in the Capital Improvement Plan (“Capital Improvements”) that benefit property owners within the District.

1.1 Purpose

This Master Assessment Methodology (the “Assessment Report”) provides for an assessment methodology that allocates the debt to be incurred by the District to benefiting properties within the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the Capital Improvements. This Assessment Report will be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds issued to finance all or a portion of the Capital Improvements. This Assessment Report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to impose non ad valorem special assessments (“Special Assessments”) on the benefited lands within the District based on this Assessment Report to secure repayment of the Bonds. It is anticipated that all of the proposed Special Assessments will be collected through the Uniform Method of Collection described in Section 197.3632, Florida Statutes or any other legal means available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 141.80 acres within Polk County, Florida. The development program for the District currently envisions approximately 425 residential units. The proposed development program is depicted in Table 1. It is recognized that such development plan may change, and this Assessment Report will be modified or supplemented accordingly.

The Capital Improvements contemplated by the District in the Capital Improvement Plan will provide infrastructure necessary to support development of the property within the District. Specifically, the District will construct and/or acquire certain offsite improvements, stormwater management facilities, utility facilities, roadways, entry

features, and park and amenity features. The acquisition and construction costs are summarized in Table 2.

The assessment methodology is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the Capital Improvements.
2. The District Engineer determines the assessable acres that benefit from the District's Capital Improvements.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct the Capital Improvements.
4. This amount is initially divided equally among the benefited properties on a prorated assessable acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number and type of platted units.

1.3 Special Benefits and General Benefits

Capital Improvements undertaken by the District create special and peculiar benefits to the property, different in kind and degree, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within the District. The implementation of the Capital Improvement Plan enables properties within the boundaries of the District to be developed. Without the District's Capital Improvement Plan, there would be no infrastructure to support development of land within the District. Without these improvements, development of the property within the District would be prohibited by law.

The general public and property owners outside of the District may benefit from the provision of the Capital Improvements. However, any such benefit will be incidental for the purpose of the Capital Improvement Plan, which is designed specifically to meet the needs of property within the District. Properties outside of the District boundaries do not depend upon the District's Capital Improvements. The property owners within the District are therefore receiving special benefits not received by the general public and those outside the District's boundaries.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the Capital Improvements being paid for.

- 2) The assessments must be fairly and reasonably allocated or apportioned to the properties being assessed based on the special benefit such properties receive.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

1.5 Special Benefits Will Equal or Exceed the Costs Allocated

The special benefits provided to the property within the District will be equal to or greater than the costs associated with providing these benefits. The District Engineer estimates that the District's Capital Improvement Plan that is necessary to support full development of property within the District will cost approximately \$12,865,000. The District's Underwriter projects that financing costs required to fund the Capital Improvement Plan costs, the cost of issuance of the Bonds, the funding of a debt service reserve account and capitalized interest, will be approximately \$16,750,000. Without the Capital Improvement Plan, the property within the District would not be able to be developed and occupied by future residents of the community.

2.0 Assessment Methodology

2.1 Overview

The District anticipates issuing approximately \$16,750,000 in Bonds in one or more series to fund the District's entire Capital Improvement Plan, provide for capitalized interest, a debt service reserve account and pay cost of issuance. It is the purpose of this Assessment Report to allocate the \$16,750,000 in debt to the properties within the District benefiting from the Capital Improvement Plan. This report will be supplemented to reflect actual bond terms at the time of issuance.

Table 1 identifies the land uses and lot sizes in the development as identified by the Developer within the District. The District has commissioned an Engineer's Report that includes estimated construction costs for the Capital Improvements needed to support the development; these construction costs are outlined in Table 2. The Capital Improvements needed to support the development are described in detail in the Engineer's Report and are estimated to cost \$12,865,000. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for the Capital Improvements and related costs was determined by the District's Underwriter to total approximately \$16,750,000. Table 3 shows the breakdown of the Bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan for the District is completed. Until the platting process occurs, the Capital Improvements funded by District Bonds benefits all acres within the District.

The initial assessments will be levied on an equal basis to all gross acreage within the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the Capital Improvements.

Once platting or the recording of a declaration of condominium of any portion of the District into individual lots or units ("Assigned Properties") has begun, the Special Assessments will be levied to the Assigned Properties based on the benefits they receive, on a first platted, first assigned basis. The "Unassigned Properties" defined as property that has not been platted or subjected to a declaration of condominium, will continue to be assessed on a per acre basis. Eventually the development plan will be completed and the debt relating to the Bonds will be allocated to the assigned properties within the District, which are the beneficiaries of the Capital Improvement Plan, as depicted in Table 5 and Table 6. If there are changes to development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The Capital Improvement Plan consists of offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features and professional fees along with related incidental costs. There are currently two product types within the planned development. The single-family 40' home has been set as the base unit and has been assigned one equivalent residential unit ("ERU"). Table 4 shows the allocation of benefit to the particular product type. It is important to note that the benefit derived from the Capital Improvements on a particular unit will exceed the assessments allocated to that unit to repay the costs for the improvements providing such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed Capital Improvements will provide several types of infrastructure systems, facilities and services for its

residents. These include offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The benefit from the Capital Improvements accrue in differing amounts and are somewhat dependent on the product type receiving the special benefits peculiar to that property type, which flow from the logical relationship of the Capital Improvements to the assigned properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their logical connection from the Capital Improvements actually provided.

For the provision of the Capital Improvement Plan, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual Special Assessment levied for the Capital Improvement as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Capital Improvement Plan is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type). This is also shown on Table 7 depicting Allocation of Par Debt per Product Type.

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of Capital Improvement Plan have been apportioned to the property within the District according to reasonable estimates of the special and peculiar benefits provided consistent with the product type of assignable properties.

Accordingly, no acre or parcel of property within the boundaries of the District will have a lien for the payment of any Special Assessment more than the determined special benefit particular to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated assigned properties are built and sold as planned, and the entire proposed Capital Improvement Plan is constructed.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto, it does have an important role to play during the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is approved, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein ("Assigned Property"). In addition, the District must also prevent any buildup of debt on property or land that could be fully conveyed and/or platted without all of the debt being allocated ("Unassigned Property"). To preclude this, when platting for 25%, 50%, 75% and 100% of the units planned for platting has occurred within the District, the District will determine the amount of anticipated Bond Special Assessment revenue that remains on the Unassigned Properties, taking into account the full development plan of the District. If the total anticipated Bond Special Assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service then no debt reduction or true-up payment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required.

If a true-up payment is made less than 45 days prior to an interest payment date, the amount of accrued interest will be calculated to the next succeeding interest payment date.

4.0 Assessment Roll

The District will initially distribute the Special Assessments across the property within the District boundaries on a gross acreage basis. As Assigned Properties become known with certainty, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 6. If the land use plan or product type changes, then the District will update Table 6 to reflect the changes as part of the foregoing true-up process. As a result, the assessment liens are not finalized with certainty on any acre of land in the District prior to the time final Assigned Properties become known. The preliminary assessment roll is attached as Table 7.

TABLE 1
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
DEVELOPMENT PROGRAM
MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	Total Assessable Units	ERUs per Unit (1)	Total ERUs
Single Family - 40'	142	1.00	142
Single Family - 50'	283	1.20	340
Total Units	425		482

(1) Benefit is allocated on an ERU basis; based on density of planned development, with Single Family 40' = 1 ERU

* Unit mix is subject to change based on marketing and other factors

TABLE 2
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 CAPITAL IMPROVEMENT PLAN COST ESTIMATES
 MASTER ASSESSMENT METHODOLOGY

Capital Improvement Plan ("CIP") (1)	Phase 1	Phase 2	Cost Estimate
Offsite Improvements	\$ 444,000	\$ 305,000	\$ 749,000
Stormwater Management	\$ 3,108,000	\$ 2,030,000	\$ 5,138,000
Utilities (Water, Sewer, & Street Lighting)	\$ 1,221,000	\$ 1,172,000	\$ 2,393,000
Roadway	\$ 976,000	\$ 939,000	\$ 1,915,000
Entry Feature	\$ 333,000	\$ 305,000	\$ 638,000
Parks and Amenities	\$ 999,000	\$ 244,000	\$ 1,243,000
Contingencies	\$ 444,000	\$ 345,000	\$ 789,000
	\$ 7,525,000	\$ 5,340,000	\$ 12,865,000

(1) A detailed description of these improvements is provided in the Engineer's Report dated December 11, 2019.

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
BOND SIZING
MASTER ASSESSMENT METHODOLOGY

Description	Total
Construction Funds	\$ 12,866,000
Debt Service Reserve	\$ 1,216,869
Capitalized Interest	\$ 2,010,000
Underwriters Discount	\$ 220,000
Cost of Issuance	\$ 335,000
Contingency	\$ 102,131
Par Amount*	\$ 16,750,000

Bond Assumptions:

Interest Rate	6.00%
Amortization	30 years
Capitalized Interest	24 months
Debt Service Reserve	Max Annual
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the bonds

TABLE 4

SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF IMPROVEMENT COSTS
 MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements Costs Per Product Type	Improvement Costs Per Unit
Single Family - 40'	142	1	142	29.49%	\$ 3,793,547	\$26,715
Single Family - 50'	283	1.20	340	70.51%	\$ 9,072,453	\$32,058
Totals	425		482	100.00%	\$ 12,866,000	

* Unit mix is subject to change based on marketing and other factors

TABLE 5
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF TOTAL PAR DEBT TO EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	No. of Units *	Total Improvements Costs Per Product	Allocation of Par Debt Per Product	Par Debt Per Unit
		Type	Type	
Single Family - 40'	142	\$ 3,793,547	\$ 4,938,746	\$34,780
Single Family - 50'	283	\$ 9,072,453	\$ 11,811,254	\$41,736
Totals	425	\$ 12,866,000	\$ 16,750,000	

* Unit mix is subject to change based on marketing and other factors

TABLE 6
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
MASTER ASSESSMENT METHODOLOGY

Land Use/Product Type	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Single Family - 40'	142	\$ 4,938,746	\$34,780	\$ 358,794	\$ 2,527	\$ 2,717
Single Family - 50'	283	\$ 11,811,254	\$41,736	\$ 858,075	\$ 3,032	\$ 3,260
Totals	425	\$ 16,750,000		\$ 1,216,869		

(1) This amount includes 7% collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform method.

* Unit mix is subject to change based on marketing and other factors

TABLE 7
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 PRELIMINARY ASSESSMENT ROLL
 MASTER ASSESSMENT METHODOLOGY

Owner	Property ID #'s*	Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
SCHALLER GARY A	242801-000000-024010	84.48	\$118,124	\$ 9,979,126	\$ 724,972	\$ 779,540
SCHALLER GARY A	242812-000000-031010	57.32	\$118,124	\$ 6,770,874	\$ 491,897	\$ 528,921
Totals		141.80			\$ 1,216,869	\$ 1,308,461

(1) This amount includes 7% to cover collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform method.

Annual Assessment Periods	30
Projected Bond Rate (%)	6.00%
Maximum Annual Debt Service	\$1,216,869

* - See Legal Description attached as Exhibit A

Prepared by: Governmental Management Services - Central Florida, LLC

EXHIBIT "A"
METES AND BOUNDS LEGAL DESCRIPTIONS
SADDLE CREEK ROAD PROPERTY
POLK COUNTY, FLORIDA

OVERALL PARCEL

ALL THAT PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4; AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, LESS THE SOUTH 413.70 FEET OF THE EAST 271.00 FEET THEREOF, AND THE NORTH 894.00 FEET OF THE WEST 460.00 FEET OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, LYING AND BEING IN SECTION 1, TOWNSHIP 28 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, AND THAT PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, AND THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4, LESS THE EAST 271.00 FEET THEREOF, LYING AND BEING IN SECTION 12, TOWNSHIP 28 SOUTH, RANGE 24 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHWEST CORNER OF SAID SECTION 1, THE SAME ALSO BEING THE NORTHWEST CORNER OF SAID SECTION 12; THENCE NORTH 00°26'44" WEST ALONG THE WEST BOUNDARY OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 1, A DISTANCE OF 1277.76 FEET TO THE SOUTH RIGHT-OF-WAY OF SADDLE CREEK ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 684, PAGE 796 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE EASTERLY ALONG SAID SOUTH RIGHT-OF-WAY, THE FOLLOWING FIVE (5) COURSES: 1.) NORTH 89°49'53" EAST, 1373.57 FEET; THENCE 2.) SOUTH 00°10'07" EAST, 10.00 FEET; THENCE 3.) NORTH 89°49'53" EAST, 1100.00 FEET; THENCE 4.) NORTH 00°10'07" WEST, 10.00 FEET; THENCE 5.) NORTH 89°49'53" EAST, 678.82 FEET TO THE EAST LINE OF THE WEST 460.00 FEET OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4 OF SAID SECTION 1; THENCE SOUTH 00°02'00" EAST, ALONG SAID EAST LINE, A DISTANCE OF 844.70 FEET TO THE SOUTH LINE OF THE NORTH 894.00 FEET OF THE WEST 460.00 FEET OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4; THENCE NORTH 89°46'21" WEST ALONG SAID SOUTH LINE, A DISTANCE OF 460.15 FEET TO THE WEST BOUNDARY OF SOUTHWEST 1/4 OF THE SOUTHEAST 1/4; THENCE SOUTH 89°20'52" WEST, ALONG THE NORTH LINE OF THE SOUTH 413.70 FEET OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 1, A DISTANCE OF 271.00 FEET TO THE WEST LINE OF THE EAST 271.00 FEET OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 1; THENCE SOUTH 00°00'10" WEST, ALONG SAID WEST LINE, A DISTANCE OF 413.70 FEET TO THE SOUTH BOUNDARY OF SAID SECTION 1 AND THE NORTH BOUNDARY OF THE AFOREMENTIONED SECTION 12; THENCE SOUTH 00°32'04" EAST, ALONG THE WEST LINE OF THE EAST 271.00 FEET OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12, A DISTANCE OF 668.50 FEET TO THE SOUTH LINE OF THE NORTH 1/2 OF THE OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12; THENCE SOUTH 89°23'32" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 1071.37 FEET TO THE EAST LINE OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 12; THENCE SOUTH 00°21'17" EAST, ALONG SAID EAST LINE, A DISTANCE OF 671.20 FEET TO THE SOUTH LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 12; THENCE SOUTH 89°39'49" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 1343.15 FEET TO THE WEST LINE OF SAID NORTHWEST 1/4 OF THE NORTHWEST 1/4; THENCE NORTH 00°20'00" WEST, ALONG SAID WEST LINE, A DISTANCE OF 1331.59 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED LANDS CONTAIN 141.80 ACRES, MORE OR LESS.

**SUPPLEMENTAL
ASSESSMENT METHODOLOGY FOR
ASSESSMENT AREA TWO**

FOR

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

Date: January 27, 2022

Prepared by

**Governmental Management Services - Central Florida, LLC
219 E. Livingston St.
Orlando, FL 32801**

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GMS-CF, LLC does not represent the Saddle Creek Preserve of Polk County Community Development District as a Municipal Advisor or Securities Broker nor is GMS-CF, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, GMS-CF, LLC does not provide the Saddle Creek Preserve of Polk County Community Development District with financial advisory services or offer investment advice in any form.

1.0 Introduction

The Saddle Creek Preserve of Polk County Community Development District (the "District") is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes as amended. The District has issued \$5,155,000 of tax exempt bonds (the "Bonds") for the purpose of financing certain Assessment Area Two infrastructure improvements ("Assessment Area Two Capital Improvement Plan") within the District more specifically described in the Second Supplemental Engineer's Report as Phase 2 (known as "Assessment Area Two") on Exhibit A, dated November 15, 2021 prepared by Econ South, LLC, as may be amended and supplemented from time to time (the "Engineer's Report"). The District anticipates the construction of all or a portion of the improvements contained in the Capital Improvement Plan ("Capital Improvements") that benefit property owners within Assessment Area Two of the District.

1.1 Purpose

This Supplemental Assessment Methodology (the "Supplemental Report") which supplements the certain Master Assessment Methodology dated December 11, 2019 (the "Master Report") and together with the Supplemental Report (the "Assessment Report") provides for an assessment methodology that allocates the debt to be incurred by the District to benefiting properties within Assessment Area Two of the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the Capital Improvements. This Assessment Report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to impose non ad valorem special assessments ("Special Assessments") on the benefited lands within Assessment Area Two of the District based on this Assessment Report to secure repayment of the Bonds. It is anticipated that all of the proposed Special Assessments will be collected through the Uniform Method of Collection described in Section 197.3632, Florida Statutes or any other legal means available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District, a homeowner's association, or any other unit of government.

1.2 Background

The District currently includes approximately 141.80 acres within Polk County, Florida. Assessment Area Two consists of one unplatted parcel of 39.84 acres and one unplatted parcel of 23.64 acres for a total of approximately 63.48 acres as indicated in the attached legal description. The development program for Assessment Area Two of the District currently envisions approximately 201 residential units. The proposed development program is depicted in Table 1. It is recognized that such development plan may change, and this Assessment Report will be modified or supplemented accordingly.

The Capital Improvements contemplated by the District in the Assessment Area Two Capital Improvement Plan will provide infrastructure necessary to support development of the property within the District. Specifically, the District will construct and/or acquire certain offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The acquisition and construction costs are summarized in Table 2.

The assessment methodology is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the Capital Improvements.
2. The District Engineer determines the assessable acres that benefit from the District's Capital Improvements.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct the Capital Improvements.
4. This amount is initially divided equally among the benefited properties on a prorated assessable acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number and type of platted units.

1.3 Special Benefits and General Benefits

Capital Improvements undertaken by the District create special and peculiar benefits to the property, different in kind and degree, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within Assessment Area Two of the District. The implementation of the Assessment Area Two Capital Improvement Plan enables properties within the boundaries of the District to be developed. Without the District's Assessment Area Two Capital Improvement Plan, there would be no infrastructure to support development of land within the District. Without these improvements,

development of the property within Assessment Area Two of the District would be prohibited by law.

The general public and property owners outside of Assessment Area Two of the District may benefit from the provision of the Assessment Area Two Capital Improvement Plan. However, any such benefit will be incidental for the purpose of the Assessment Area Two Capital Improvement Plan, which is designed specifically to meet the needs of property within Assessment Area Two of the District. Properties outside of the District's Assessment Area Two boundaries do not depend upon the District's Assessment Area Two Capital Improvement Plan. The property owners within Assessment Area Two of the District are therefore receiving special benefits not received by the general public and those outside the District's Assessment Area Two boundaries.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the Capital Improvements being paid for.
- 2) The assessments must be fairly and reasonably allocated or apportioned to the properties being assessed based on the special benefit such properties receive.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

1.5 Special Benefits Will Equal or Exceed the Costs Allocated

The special benefits provided to the property within Assessment Area Two of the District will be equal to or greater than the costs associated with providing these benefits. The District Engineer estimates that the District's Assessment Area Two Capital Improvement Plan that is necessary to support full development of property within the District will cost approximately \$5,950,000. The District's Underwriter projects that financing costs required to fund a portion of the Capital Improvement Plan costs, the cost of issuance of the Bonds, and the funding of a debt service reserve account, is \$5,155,000. The remainder of the Assessment Area Two Capital Improvement Plan will be funded by the developer. Without the Assessment Area Two Capital Improvement Plan, the property within Assessment Area Two of the District would not be able to be developed and occupied by future residents of the community.

2.0 Assessment Methodology

2.1 Overview

The District has issues \$5,155,000 in Bonds to fund a portion of the District's Assessment Area Two Capital Improvement Plan, provide for a debt service reserve account and pay cost of issuance. It is the purpose of this Assessment Report to allocate the \$5,155,000 in debt to the properties within the Assessment Area Two of the District benefiting from the Assessment Area Two Capital Improvement Plan.

Table 1 identifies the land uses and lot sizes in the development as identified by the developer within Assessment Area Two of the District. The District has commissioned an Engineer's Report that includes estimated construction costs for the Capital Improvements needed to support the development; these construction costs are outlined in Table 2. The Capital Improvements needed to support the development of Assessment Area Two are described in detail in the Engineer's Report and are estimated to cost \$5,950,000. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for a portion of the Assessment Area Two Capital Improvement Plan and related costs was determined by the District's Underwriter to total \$5,155,000. Table 3 shows the breakdown of the Bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan for Assessment Area Two of the District is completed. Until the platting process occurs, the Assessment Area Two Capital Improvement Plan funded by District Bonds benefits all acres within Assessment Area Two of the District.

The initial assessments will be levied on an equal basis to all gross acreage within Assessment Area Two of the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the Assessment Area Two Capital Improvement Plan.

Once platting of any portion of the District into individual lots or units ("Assigned Properties") has begun, the Special Assessments will be levied to the Assigned Properties based on the benefits they receive, on a first platted, first assigned basis. The "Unassigned Properties" defined as property that has not been platted or subjected to a declaration of condominium, will continue to be assessed on a per acre basis. Eventually the development plan will be completed and the debt

relating to the Bonds will be allocated to the assigned properties within Assessment Area Two of the District, which are the beneficiaries of the Assessment Area Two Capital Improvement Plan, as depicted in Table 5 and Table 6. If there are changes to the development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The Assessment Area Two Capital Improvement Plan consists of offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features and professional fees along with related incidental costs. There are currently two product types within the planned development. The single-family 40' home has been set as the base unit and has been assigned one equivalent residential unit ("ERU"). Table 4 shows the allocation of benefit to the particular product type. It is important to note that the benefit derived from the Assessment Area Two Capital Improvement Plan on a particular unit will exceed the assessments allocated to that unit to repay the costs for the improvements providing such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed Assessment Area Two Capital Improvement Plan will provide several types of infrastructure systems, facilities and services for its residents. These include offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The benefit from the Assessment Area Two Capital Improvement Plan accrue in differing amounts and are somewhat dependent on the product type receiving the special benefits peculiar to that property type, which flow from the logical relationship of the Assessment Area Two Capital Improvement Plan to the assigned properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their logical connection from the Assessment Area Two Capital Improvement Plan actually provided.

For the provision of the Assessment Area Two Capital Improvement Plan, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual Special Assessment levied for the Assessment Area Two Capital Improvement Plan as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Assessment Area Two Capital Improvement Plan is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type). This is also shown on Table 7 depicting Allocation of Par Debt per Product Type.

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of Assessment Area Two Capital Improvement Plan have been apportioned to the property within the District according to reasonable estimates of the special and peculiar benefits provided consistent with the product type of assignable properties.

Accordingly, no acre or parcel of property within the boundaries of Assessment Area Two of the District will have a lien for the payment of any Special Assessment more than the determined special benefit particular to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated assigned properties are built and sold as planned, and the entire proposed Assessment Area Two Capital Improvement Plan is constructed.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto, it does have an important role to play during the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is approved, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein ("Assigned Property"). In addition, the District must also prevent any buildup of debt on property or land that could be fully conveyed and/or platted without all of the debt being allocated ("Unassigned Property"). To preclude this, when platting for 25%, 50%, 75% and 100% of the units planned for platting has occurred within the District, the District will determine the amount of anticipated Bond Special Assessment revenue that remains on the Unassigned Properties, taking into account the full development plan of Assessment Area Two of the District. If the total anticipated Bond Special Assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service, then no debt reduction or true-up payment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required.

If a true-up payment is made less than 45 days prior to an interest payment date, the amount of accrued interest will be calculated to the next succeeding interest payment date.

4.0 Assessment Roll

The District will initially distribute the Special Assessments across the property within Assessment Area Two of the District boundaries on a gross acreage basis. As Assigned Properties become known with certainty through platting or a declaration of condominium, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 6. If the land use plan or product type changes, then the District will update Table 6 to reflect the changes as part of the foregoing true-up process. As a result, the assessment liens are not finalized with certainty on any acre of land in the District prior to the time final Assigned Properties become known. The preliminary assessment roll is attached as Table 7.

TABLE 1
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 DEVELOPMENT PROGRAM
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA TWO

Land Use/Product Type	Total Assessible		Total ERUs
	Units	ERUs per Unit (1)	
Single Family - 40'	55	1.00	55
Single Family - 50'	146	1.20	175
Total Units	201		230

(1) Benefit is allocated on an ERU basis; based on density of planned development, with Single Family 40' = 1 ERU

* Unit mix is subject to change based on marketing and other factors

TABLE 2
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 CAPITAL IMPROVEMENT PLAN COST ESTIMATES
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA TWO

Capital Improvement Plan - Assessment Area One("CIP") (1)

Offsite Improvements	\$	350,000
Stormwater Management	\$	1,700,000
Utilities (Water, Sewer, & Street Lighting)	\$	1,800,000
Roadway	\$	950,000
Entry Feature	\$	200,000
Parks and Amenities	\$	450,000
Contingencies	\$	500,000
	\$	5,950,000

(1) A detailed description of these improvements is provided in the Second Supplemental Engineer's Report dated November 15, 2021.

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
BOND SIZING
SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA TWO

Description	Total
Sources	
Par	\$ 5,155,000
Bond Premium	\$ 95,123
Total Sources	\$ 5,250,123
Uses	
Construction Funds	\$ 4,818,697
Debt Service Reserve	\$ 143,826
Underwriters Discount	\$ 103,100
Cost of Issuance	\$ 184,500
Total Uses	\$ 5,250,123

Average Coupon Rate	3.74%
Amortization	30 years
Capitalized Interest	0 months
Debt Service Reserve	50 % Max Annual
Underwriters Discount	2%

TABLE 4
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
ALLOCATION OF IMPROVEMENT COSTS
SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA TWO

Land Use/Product Type	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements Costs Per Product Type	Improvement Costs Per Unit
Single Family - 40'	55	1	55	23.89%	\$ 1,421,590	\$ 25,847
Single Family - 50'	146	1.20	175	76.11%	\$ 4,528,410	\$ 31,017
Totals	201		230	100.00%	\$ 5,950,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 5
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF TOTAL PAR DEBT TO EACH PRODUCT TYPE
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA TWO

Land Use/Product Type	No. of Units *	Total Improvements Costs Per Product		Allocation of Par Debt Per Product		Par Debt Per Unit
		Type		Type		
Single Family - 40'	55	\$	1,421,590	\$	1,231,646	\$ 22,394
Single Family - 50'	146	\$	4,528,410	\$	3,923,354	\$ 26,872
Totals	201	\$	5,950,000	\$	5,155,000	

* Unit mix is subject to change based on marketing and other factors

TABLE 6
 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
 PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
 SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA TWO

Land Use/Product Type	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Single Family - 40'	55	\$ 1,231,646	\$ 22,394	\$ 68,727	\$ 1,250	\$ 1,344
Single Family - 50'	146	\$ 3,923,354	\$ 26,872	\$ 218,926	\$ 1,500	\$ 1,612
Totals	201	\$ 5,155,000		\$ 287,653		

(1) This amount includes estimated 7% collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform method.

* Unit mix is subject to change based on marketing and other factors

TABLE 7 SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT PRELIMINARY ASSESSMENT ROLL SUPPLEMENTAL ASSESSMENT METHODOLOGY - ASSESSMENT AREA TWO

Owner	Property ID #'s	Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
Lennar	See Legals	63.48	\$ 82,705	\$ 5,250,123	\$ 287,653	\$ 309,304
Totals		63.48		\$ 5,250,123	\$ 287,653	\$ 309,304

(1) This amount includes estimated 7% to cover collection fees and early payment discounts when collected on the Polk County Tax Bill utilizing the uniform method.

Annual Assessment Periods	30
Average Coupon Rate	3.74%
Maximum Annual Debt Service	\$287,653

Prepared by: Governmental Management Services - Central Florida, LLC

DESCRIPTION: (PHASE TWO WEST PARCEL)

A portion of the Southwest 1/4 of Section 1, Township 28 South, Range 24 East, Polk County, Florida, lying South of SADDLE CREEK ROAD, being more particularly described as follows:

COMMENCE at the Southwest corner of said Section 1; thence N.00°16'05"W., 24.11 feet along the Westerly boundary line of the Southwest 1/4 of said Section 1 to the Northwest corner of Tract "G", SADDLE CREEK PRESERVE PHASE 1, as recorded in Plat Book 189, Pages 20-23, of the Public Records of Polk County, Florida and the POINT OF BEGINNING; thence continue N.00°16'05"W., 1255.01 feet along said Westerly boundary line to the Southerly right-of-way line of said SADDLE CREEK ROAD; thence along said Southerly right-of-way line the following three courses: S.89°59'07"E., 1373.33 feet; thence S.00°00'53"W., 10.00 feet; thence N.89°59'14"E., 660.87 feet to the Westerly boundary line of said SADDLE CREEK PRESERVE PHASE 1; thence along said Westerly boundary line the following eleven courses and four curves: S.21°17'43"E., 67.68 feet; thence S.00°01'39"E., 141.84 feet; thence S.07°02'30"W., 40.63 feet; thence S.00°01'39"E., 120.00 feet; thence S.89°58'21"W., 461.86 feet to the beginning of a curve concave to the Southeast having a radius of 60.00 feet; thence Southwesterly, 90.55 feet along said curve through a central angle of 86°27'55" (chord bears S.46°44'23"W., 82.20 feet) to the beginning of a non-tangent curve concave to the Northwest having a radius of 370.00 feet; thence Southwesterly, 361.09 feet along said curve through a central angle of 55°54'58" (chord bears S.31°24'53"W., 346.93 feet); thence S.59°22'22"W., 578.63 feet to the beginning of a curve concave to the Northwest having a radius of 340.00 feet; thence Southwesterly, 73.54 feet along said curve through a central angle of 12°23'34" (chord bears S.65°34'09"W., 73.40 feet); thence S.71°45'56"W., 502.13 feet to the beginning of a curve concave to the Southeast having a radius of 20.00 feet; thence Southwesterly, 25.12 feet along said curve through a central angle of 71°57'28" (chord bears S.35°47'12"W., 23.50 feet); thence S.00°11'32"E., 33.31 feet; thence S.89°48'28"W., 120.00 feet; thence N.77°58'14"W., 40.92 feet; thence S.89°48'28"W., 130.19 feet to the POINT OF BEGINNING.

Containing 39.84 Acres, more or less.

DESCRIPTION: (PHASE TWO EAST PARCEL)

A portion of the Southeast 1/4 of the Southwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 1 and a portion of the Northeast 1/4 of the Northwest 1/4 of Section 12, Township 28 South, Range 24 East, Polk County, Florida, lying South of SADDLE CREEK ROAD, being more particularly described as follows:

COMMENCE at the Southwest corner of said Section 1; thence N.00°16'05"W., 1279.12 feet along the Westerly boundary line of the Southwest 1/4 of said Section 1 to the Southerly right-of-way line of said SADDLE CREEK ROAD; thence along said Southerly right-of-way line the following seven courses: S.89°59'07"E., 1373.33 feet; thence S.00°17'30"E., 10.00 feet; thence N.89°59'14"E., 660.81 feet; thence S.89°59'51"E., 300.05 feet to the Northeast corner of Tract "A", SADDLE CREEK PRESERVE PHASE 1, as recorded in Plat Book 189, Pages 20-23, of the Public Records of Polk County, Florida and the POINT OF BEGINNING; thence continuing along said Southerly right-of-way line S.89°54'54"E., 138.77 feet; thence N.00°16'33"W., 10.18 feet; thence S.89°58'37"E., 678.56 feet to the Easterly boundary line of the West 460.00 feet of the Southwest 1/4 of the Southeast 1/4 of said Section 1; thence S.00°07'13"W., 847.54 feet along said Easterly boundary line to the Southerly boundary line of the North 894.00 feet of the Southwest 1/4 of the Southeast 1/4 of said Section 1; thence N.89°12'47"W., 460.09 feet along said Southerly boundary line to the Easterly boundary line of the Southeast 1/4 of the Southwest 1/4 of said Section 1; thence S.89°36'08"W., 270.87 feet to the Westerly boundary line of the East 271.00 feet of the Southeast 1/4 of the Southwest 1/4 of said Section 1; thence S.00°07'27"W., 414.88 feet along said Westerly boundary line to the Southerly boundary line of the Southeast 1/4 of the Southwest 1/4 of said Section 1, said line also being the Northerly boundary line of the Northeast 1/4 of the Northwest 1/4 of said Section 12; thence S.00°12'28"E., 140.67 feet along the Westerly boundary line of the East 271.00 feet of the Northeast 1/4 of the Northwest 1/4 of said Section 12 to the Northeast corner of Tract "G" of said SADDLE CREEK PRESERVE PHASE 1; thence along the Northerly and Easterly boundary of said SADDLE CREEK PRESERVE PHASE 1 the following fourteen courses and five curves: S.89°48'28"W., 129.98 feet; thence N.00°11'32"W., 50.00 feet; thence S.89°48'28"W., 41.25 feet to the beginning of a non-tangent curve concave to the Northwest having a radius of 30.00 feet; thence Southwesterly, 38.42 feet along said curve through a central angle of 73°22'35" (chord bears S.53°07'10"W., 35.85 feet); thence S.89°48'28"W., 85.00 feet; thence N.00°11'32"W., 427.16 feet to the beginning of a curve concave to the Southwest having a radius of 65.00 feet; thence Northwesterly, 51.05 feet along said curve through a central angle of 45°00'00" (chord bears N.22°41'32"W., 49.75 feet); thence N.45°11'32"W., 215.56 feet; thence N.44°48'28"E., 115.00 feet; thence N.45°11'32"W., 100.00 feet; thence N.44°48'33"E., 50.00 feet to the beginning of a non-tangent curve concave to the Northeast having a radius of 20.00 feet; thence Northwesterly, 31.42 feet along said curve through a central angle of 90°00'13" (chord bears N.00°11'39"W., 28.29 feet); thence N.44°48'28"E., 230.25 feet; thence N.22°53'47"E., 19.77 feet; thence N.00°11'32"W., 208.94 feet to the beginning of a curve concave to the Southeast having a radius of 190.00 feet; thence Northeasterly, 31.20 feet along said curve through a central angle of 09°24'32" (chord bears N.04°30'44"E., 31.17 feet); thence N.89°48'28"E., 124.72 feet to the beginning of a non-tangent curve concave to the Southeast having a radius of 70.00 feet; thence Northeasterly, 46.95 feet along said curve through a central

angle of $38^{\circ}25'46''$ (chord bears $N.45^{\circ}22'47''E.$, 46.08 feet); thence $N.00^{\circ}01'39''W.$, 66.16 feet to the POINT OF BEGINNING.

Containing 23.64 Acres, more or less.

EXHIBIT C

Engineer's Certification

**SADDLE CREEK PRESERVE OF POLK COUNTY
COMMUNITY DEVELOPMENT DISTRICT**

**DISTRICT ENGINEER'S CERTIFICATE OF COMPLETION OF THE
ASSESSMENT AREA ONE PROJECT**

May 27, 2025

Saddle Creek Preserve of Polk County Community Development District
c/o Governmental Management Services – Central Florida, LLC
219 East Livingston Street
Orlando, Florida 32801

Re: Certification of Completion
Saddle Creek Preserve of Polk County Community Development District
Series 2020 Bonds – Assessment Area One Project

This certificate is furnished in accordance with Section 5.01(c) of the Master Trust Indenture dated October 1, 2020 (the “**Master Indenture**”), between the Saddle Creek Preserve of Polk County Community Development District (the “**District**”) and U.S. Bank National Association (the “**Trustee**”) and is intended to evidence the completion of the Assessment Area One Project, as both terms are defined in the Master Indenture, as supplemented by that certain First Supplemental Trust Indenture dated October 1, 2020 (together with the Master Indenture, the “**Indenture**”), and as further described in that certain *Amended & Restated Master Engineer's Report for Capital Improvements*, dated February 25, 2020, as supplemented by that certain *Supplemental Engineer's Report for Capital Improvements*, dated August 31, 2020, and undertaken by the District. All capitalized terms used herein shall have the meaning ascribed to them in the Indenture.

- I. The Assessment Area One Project has been completed in substantial compliance with the specifications therefore and all labor, services, materials, and supplies used in the Assessment Area One Project have been paid for and acknowledgments of such payments have been obtained from all contractors and suppliers.
- II. All other facilities necessary in connection with the Assessment Area One Project have been constructed, acquired, and installed in accordance with the specifications therefore and all costs and expenses incurred in connection therewith (“**Cost**”) have been paid or adequate provision has been made for such payment by the District.
- III. All plans, permits and specifications necessary for the operation and maintenance of the improvements made pursuant to the Assessment Area One Project are complete and on file with the District Engineer or have been transferred to the appropriate governmental entity having charge of such operation and maintenance.

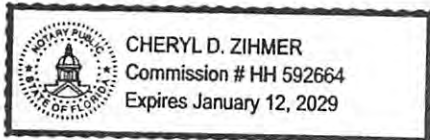
This Certificate is given without prejudice to any rights against third parties which exist as of the date of this Certificate or which may subsequently come into being.

**LANDMARK ENGINEERING &
SURVEYING CORPORATION**


By: Todd Amaden, District Engineer

STATE OF FLORIDA
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me this 23rd day of May 2025, by Todd Amaden, District Engineer of the Saddle Creek Preserve of Polk County Community Development District, who is personally known to me or who has produced identification.




Notary Public, State of Florida
Print Name: Cheryl D. Zihmer
Commission No.: HH 592664
My Commission Expires: 1/12/2029

EXHIBIT D

Amortization Schedule of the Series 2022 Bonds

NET DEBT SERVICE

Saddle Creek Preserve of Polk County Community Development District
Special Assessment Bonds, Series 2022

Date	Total Debt Service	DSRF (50% MADS)	Net Debt Service
06/15/2022	62,856.77		62,856.77
12/15/2022	220,513.75		220,513.75
06/15/2023	88,807.50		88,807.50
12/15/2023	198,807.50		198,807.50
06/15/2024	87,363.75		87,363.75
12/15/2024	197,363.75		197,363.75
06/15/2025	85,920.00		85,920.00
12/15/2025	200,920.00		200,920.00
06/15/2026	84,410.63		84,410.63
12/15/2026	199,410.63		199,410.63
06/15/2027	82,901.25		82,901.25
12/15/2027	202,901.25		202,901.25
06/15/2028	81,326.25		81,326.25
12/15/2028	206,326.25		206,326.25
06/15/2029	79,388.75		79,388.75
12/15/2029	204,388.75		204,388.75
06/15/2030	77,451.25		77,451.25
12/15/2030	207,451.25		207,451.25
06/15/2031	75,436.25		75,436.25
12/15/2031	210,436.25		210,436.25
06/15/2032	73,343.75		73,343.75
12/15/2032	213,343.75		213,343.75
06/15/2033	71,173.75		71,173.75
12/15/2033	216,173.75		216,173.75
06/15/2034	68,745.00		68,745.00
12/15/2034	218,745.00		218,745.00
06/15/2035	66,232.50		66,232.50
12/15/2035	221,232.50		221,232.50
06/15/2036	63,636.25		63,636.25
12/15/2036	223,636.25		223,636.25
06/15/2037	60,956.25		60,956.25
12/15/2037	225,956.25		225,956.25
06/15/2038	58,192.50		58,192.50
12/15/2038	228,192.50		228,192.50
06/15/2039	55,345.00		55,345.00
12/15/2039	230,345.00		230,345.00
06/15/2040	52,413.75		52,413.75
12/15/2040	232,413.75		232,413.75
06/15/2041	49,398.75		49,398.75
12/15/2041	234,398.75		234,398.75
06/15/2042	46,300.00		46,300.00
12/15/2042	236,300.00		236,300.00
06/15/2043	42,500.00		42,500.00
12/15/2043	242,500.00		242,500.00
06/15/2044	38,500.00		38,500.00
12/15/2044	248,500.00		248,500.00
06/15/2045	34,300.00		34,300.00
12/15/2045	249,300.00		249,300.00
06/15/2046	30,000.00		30,000.00
12/15/2046	255,000.00		255,000.00
06/15/2047	25,500.00		25,500.00
12/15/2047	260,500.00		260,500.00
06/15/2048	20,800.00		20,800.00
12/15/2048	265,800.00		265,800.00
06/15/2049	15,900.00		15,900.00

NET DEBT SERVICE

Saddle Creek Preserve of Polk County Community Development District
Special Assessment Bonds, Series 2022

Date	Total Debt Service	DSRF (50% MADS)	Net Debt Service
12/15/2049	270,900.00		270,900.00
06/15/2050	10,800.00		10,800.00
12/15/2050	275,800.00		275,800.00
06/15/2051	5,500.00		5,500.00
12/15/2051	280,500.00	143,826.25	136,673.75
	8,573,456.78	143,826.25	8,429,630.53

SECTION VI

April 29, 2025

Saddle Creek Preserve of Polk County Community Development District
c/o Governmental Management Services – Central Florida, LLC, District Manager
219 East Livingston Street
Orlando, Florida 32801

Re: Saddle Creek Preserve of Polk County Community Development District
Acquisition of the Saddle Creek Preserve of Polk County Community Development
District Improvements and Work Product

Dear Ms. Burns:

Lennar Homes, LLC (the “Developer”) has completed and wishes to sell to the District certain improvements, which improvements are more particularly set forth in the Engineer’s Report (defined below) (the “Improvements”) and associated work product (the “Work Product”) as identified at **Exhibit A**. The Developer wishes to convey the Improvements, as addressed in the *Amended & Restated Master Engineer’s Report for Capital Improvements*, dated February 25, 2020, as supplemented by the *Supplemental Engineer’s Report for Capital Improvements*, dated August 31, 2020, as further supplemented by the *Second Supplemental Engineer’s Report for Capital Improvements*, dated December 15, 2021 (collectively, the “Engineer’s Report”), along with all related Work Product and Real Property, to the District. The Developer recognizes the District does not have construction funds available to pay the Developer for the acquisition of the Improvements and Work Product and thus no payment is due at this time. However, pursuant to that certain Acquisition Agreement entered into by and between the District and the Developer, we recognize that the Improvements and Work Product may be eligible for reimbursement pursuant to said agreement if and when the District issues Bonds (as defined therein) in the future.

Sincerely,



Lennar Homes, LLC

cc: Jennifer Kilinski, District Counsel
Todd Amaden, P.E., District Engineer

Acknowledged and Agreed to by:

KEITH MALCUIT
VICE PRESIDENT
Lennar Homes, LLC

Exhibit A
Identification of Improvements

Lennar Homes, LLC constructed and/or caused to be completed in and for the Saddle Creek Preserve of Polk County Community Development District, the following improvements all located on portions of the real property described as follows:

Location: Tract G, as identified on the plat titled, Saddle Creek Preserve Phase 1, and recorded in Plat Book 189, Page 20, et seq., of the Official Records of Polk County, Florida.

Recreation Improvements: The Amenity Center, including but not limited to the pool; the dog park; and all associated landscaping (including but not limited to all plants, trees, shrubs, and related landscaping) and hardscaping (including but not limited to signage, monuments, pavers, walkways, sidewalks, and related improvements).

Work Product: All of the right, title, interest, and benefit in, to, and under any and all site plans, construction and development drawings, plans and specifications, documents, surveys, engineering and soil reports and studies, licenses, permits, zoning approvals, entitlements, building permits, demolition and excavation permits, curb cut and right-of-way permits, utility permits, drainage rights, bonds, and similar or equivalent private and governmental documents of every kind and character whatsoever pertaining or applicable to or in any way connected with the development, construction, and ownership of the above-referenced improvements.

All Improvements are as contemplated by the Engineer's Report, and along with all Work Product related to said Improvements, are as more generally identified in the chart below:

IMPROVEMENTS			
Contractor	Contract Date/Number	Description	Contract Value
Windward Building Group, Inc.	March 21, 2022	Amenity Center	\$648,580.00
The Rogers Group of South Florida, LLC	#23463158	Dog Park	\$62,610.97
WORK PRODUCT:			
Provider	Contract Date	Description	Amount
Johnson Cartwright Jarman Architects, P.A. (work product related to permitting, design services and engineering plans for Project) <i>Paid in full as of this acquisition and completed.</i>		Design Services Construction Drawings & Permitting	N/A

AFFIDAVIT REGARDING COSTS PAID

STATE OF FLORIDA
COUNTY OF Hillsborough

I, KEITH MALCVIT, as VICE PRESIDENT of Lennar Homes, LLC, a Florida limited liability company, being first duly sworn, do hereby state for my affidavit as follows:

1. I have personal knowledge of the matters set forth in this affidavit.
2. My name is KEITH MALCVIT and I am VICE PRESIDENT of Lennar Homes, LLC (the "Developer"). I have authority to make this affidavit on behalf of Developer.
3. Developer is the developer of certain lands within the Saddle Creek Preserve of Polk County Community Development District, a special purpose unit of local government established pursuant to Chapter 190, *Florida Statutes* ("District").
4. The District's *Amended & Restated Master Engineer's Report for Capital Improvements*, dated February 25, 2020, as supplemented by the *Supplemental Engineer's Report for Capital Improvements*, dated August 31, 2020, as further supplemented by the *Second Supplemental Engineer's Report for Capital Improvements*, dated December 15, 2021 (collectively, the "Engineer's Report") describes certain public infrastructure improvements and/or work product that the District intends to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, or maintain pursuant to Chapter 190, *Florida Statutes* ("Improvements" and "Work Product").
5. Pursuant to contracts in place between Developer and certain contractors, engineers and construction related professionals, as more particularly identified on the attached Exhibit A, Developer has expended funds to develop the Improvements and Work Product that are included and described in the Engineer's Report and are part of the District's capital improvement plan. The attached Exhibit A accurately identifies the completed Improvements and Work Product. No money is owed to any contractors or subcontractors for any work performed on the completed Improvements and Work Product.
6. In making this affidavit, I understand that the District intends to rely on this affidavit for purposes of acquiring the completed Improvements that Developer has developed consistent with the Engineer's Report.

Under penalties of perjury, I declare that I have read the foregoing and the facts alleged are true and correct to the best of my knowledge and belief.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Executed this 29th day of April 2025.

LENNAR HOMES, LLC,
a Florida limited liability company

Keith Malcuit
By: KEITH MALCUIT
Its: VICE PRESIDENT

STATE OF FLORIDA
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 29th day of April 2025, by KEITH MALCUIT, as VP of Lennar Homes, LLC, on its behalf. He/She ☒ is personally known to me or ☐ produced _____ as identification.



Courtney Mai
Comm.: HH 651843
Expires: Mar. 16, 2029
Notary Public - State of Florida

Courtney Mai
Notary Public, State of Florida

Personally Known ☒
OR Produced Identification
Type of Identification _____

Exhibit A
Identification of Improvements

Lennar Homes, LLC constructed and/or caused to be completed in and for the Saddle Creek Preserve of Polk County Community Development District, the following improvements all located on portions of the real property described as follows:

Location: Tract G, as identified on the plat titled, Saddle Creek Preserve Phase 1, and recorded in Plat Book 189, Page 20, et seq., of the Official Records of Polk County, Florida.

Recreation Improvements: The Amenity Center, inclusive of the pool; the dog park; and all associated landscaping (including but not limited to all plants, trees, shrubs, and related landscaping) and hardscaping (including but not limited to signage, monuments, pavers, walkways, sidewalks, and related improvements).

Work Product: All of the right, title, interest, and benefit in, to, and under any and all site plans, construction and development drawings, plans and specifications, documents, surveys, engineering and soil reports and studies, licenses, permits, zoning approvals, entitlements, building permits, demolition and excavation permits, curb cut and right-of-way permits, utility permits, drainage rights, bonds, and similar or equivalent private and governmental documents of every kind and character whatsoever pertaining or applicable to or in any way connected with the development, construction, and ownership of the above-referenced improvements.

All Improvements are as contemplated by the Engineer's Report, and along with all Work Product related to said Improvements, are as more generally identified in the chart below:

IMPROVEMENTS			
Contractor	Contract Date/Number	Description	Estimated Value
Windward Building Group, Inc.	March 21, 2022	Amenity Center	\$648,580.00
The Rogers Group of South Florida, LLC	#23463158	Dog Park	\$62,610.97
WORK PRODUCT:			
Provider	Contract Date	Description	Amount
Johnson Cartwright Jarman Architects, P.A. (work product related to permitting, design services and engineering plans for Project) <i>Paid in full as of this acquisition and completed.</i>		Design Services Construction Drawings & Permitting	N/A

**ACKNOWLEDGMENT OF ACQUISITION OF CERTAIN IMPROVEMENTS AND THE
RIGHT TO RELY UPON ANY WARRANTIES AND CONTRACT TERMS FOR THE
CONSTRUCTION OF SAME**

THIS ACQUISITION AND WARRANTY ACKNOWLEDGMENT is made the 29th day of April 2025, by **WINDWARD BUILDING GROUP, INC.**, a Florida corporation, whose address is 650 2nd Avenue South, St. Petersburg, Florida 33701 ("Contractor"), in favor of the **SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT** ("District"), which is a local unit of special-purpose government situated in Polk County, Florida, and having offices located at c/o Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801.

SECTION 1. DESCRIPTION OF CONTRACTOR'S SERVICES. Contractor has provided construction services as general contractor in connection with the construction of certain infrastructure improvements (the "Improvements") for Lennar Homes, LLC, developer of lands within the District (the "Developer"). A copy of the contract(s) for the construction of said Improvements is attached as **Exhibit A** ("Construction Contract"). The Improvements constructed and acquired are more generally described in the attached **Exhibit B**.

SECTION 2. ACQUISITION OF IMPROVEMENTS. Contractor acknowledges that the District is acquiring or has acquired the Improvements, constructed by Contractor in connection with the Construction Contract attached as **Exhibit A**, from Developer, and thereby securing the unrestricted right to rely upon the terms of the Construction Contract for same.

SECTION 3. WARRANTY. Contractor hereby expressly acknowledges the District's right to enforce the terms of the Construction Contract, including any warranties provided therein and to rely upon and enforce any other warranties provided under Florida law.

SECTION 4. INDEMNIFICATION. Contractor indemnifies and holds the District harmless from any claims, demands, liabilities, judgments, costs, or other actions that may be brought against or imposed upon the District in connection with the Improvements identified in **Exhibit B** because of any act or omission of Contractor, its agents, employees, or officers. Said indemnification shall include, but not be limited to, any reasonable attorney's fees and costs incurred by the District.

SECTION 5. CERTIFICATE OF PAYMENT. Contractor hereby acknowledges that it has been compensated in full for its services and work related to completion of the Improvements identified in **Exhibit B**, including all payments to subcontractors, materialmen, suppliers or otherwise, and that there is no disagreement as to the appropriateness of payment made for the Improvements. This document shall constitute a waiver and release of lien for any payments due to Contractor by Developer for the Improvements identified in **Exhibit B**.

SECTION 6. EFFECTIVE DATE. This Acquisition and Warranty Acknowledgement shall take effect upon execution.

ATTEST

Lori Campagna
Lori Campagna
[print name]

hkh

SEAN M. FINOTTI
[print name]

Windward Building Group, Inc.

[Signature]

By: Trevor Sas
Its: President

EXHIBIT A
Contracts for Construction

EXHIBIT B
Identification of Improvements

Lennar Homes, LLC constructed and/or caused to be completed in and for the Saddle Creek Preserve of Polk County Community Development District, the following amenity improvements all located on portions of the real property described as follows:

***Location:* Tract G, as identified on the plat titled, Saddle Creek Preserve Phase 1, and recorded in Plat Book 189, Page 20, et seq., of the Official Records of Polk County, Florida.**

All Improvements are as contemplated by the Engineer's Report, and, are as more generally identified in the chart below:

Saddle Creek Preserve of Polk County CDD Improvements	
Amenity Site	
Payee – Windward Building Group, Inc.	Estimated Value \$648,580.00
Improvement Description	
Amenity construction and improvements as specified in Contractor's Agreement	See attached agreement, change orders and pay applications

WARRANTY, ASSIGNMENT OF RIGHTS AND RELEASE OF RESTRICTIONS ON THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT'S RIGHT TO USE AND RELY UPON DRAWINGS, PLANS, SPECIFICATIONS AND RELATED DOCUMENTS CREATED OR UNDERTAKEN IN CONNECTION WITH THE AGREEMENT FOR PROFESSIONAL SERVICES

THIS WARRANTY, ASSIGNMENT AND RELEASE is made the 29th day of April 2025, by **Johnson Cartwright Jarman Architects, P.A.**, a Florida corporation, whose address is 2700 North MacDill Avenue, Suite 212, Tampa, Florida 33607 ("Professional"), in favor of the **Saddle Creek Preserve of Polk County Community Development District** ("District"), which is a local unit of special-purpose government situated in Polk County, Florida, and having offices located at c/o Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801, for and in consideration of the sum of Ten and No/100 U.S. Dollars (\$10.00), and other good and valuable consideration to it in hand paid by the District, the receipt and sufficiency of which are hereby acknowledged by the Professional.

SECTION 1. DESCRIPTION OF SCOPE OF SERVICES. Professional has provided work product in connection with the planning and design of certain infrastructure improvements for Lennar Homes, LLC, developer of lands within the District (the "Developer"). An outline of the scope of services provided by Professional is attached as **Exhibit A** ("Work Product").

SECTION 2. USE OF WORK PRODUCT. Professional acknowledges that the District anticipates it will acquire the Work Product from Developer, and thereby secure unrestricted rights to use and rely upon the same for any and all purposes, including the purposes for which it was intended.

SECTION 3. WARRANTY. Professional hereby expressly guarantees that the Work Product identified in **Exhibit A** is fit for any and all purposes, including the purposes for which it is intended. This expressed warranty shall not serve to eliminate any responsibility of Professional for the Work Product under Florida Statutes or case law, or to exclude any implied warranties and responsibilities.

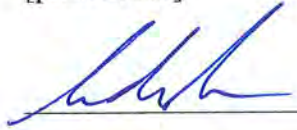
SECTION 4. RELEASES. Premised upon the District's agreement to make no revisions or modifications to the Work Product without prior written permission of Professional, Professional confirms the release of all restrictions upon the District's right to use and rely upon the Work Product for any and all purposes, including the purposes for which it is intended. Professional hereby affirmatively agrees that the Work Product identified in **Exhibit A** is free of all claims, security agreement, encumbrances or liens.

SECTION 5. CERTIFICATE OF PAYMENT. Professional hereby acknowledges that it has been fully compensated for its services and work related to completion of the Work Product. Professional hereby further acknowledges it has been paid in full for the Work Product. Professional further certifies that no outstanding requests for payment exist related to the Work Product identified in **Exhibit A** and that there is no disagreement as to the appropriateness of payment made for the Work Product. This document shall constitute a final waiver and release of lien for any payments due to Professional by Developer and/or the District for the Work Product identified in **Exhibit A**.

SECTION 6. EFFECTIVE DATE. This Warranty, Assignment and Release shall take effect upon execution.

ATTEST


Lori Campagna
[print name]



SEAN M. FINOTTI
[print name]

**JOHNSON CARTWRIGHT JARMAN
ARCHITECTS, P.A.**



By: W. Scott CARTWRIGHT
Its: PRINCIPAL

EXHIBIT A

Work Product: All of the right, title, interest, and benefit in, to, and under any and all site plans, construction and development drawings, plans and specifications, documents, surveys, engineering and soil reports and studies, licenses, permits, zoning approvals, entitlements, building permits, demolition and excavation permits, curb cut and right-of-way permits, utility permits, drainage rights, bonds, and similar or equivalent private and governmental documents of every kind and character whatsoever pertaining or applicable to or in any way connected with the development, construction, and ownership of the improvements listed below:

Location: Tract G, as identified on the plat titled, Saddle Creek Preserve Phase 1, and recorded in Plat Book 189, Page 20, et seq., of the Official Records of Polk County, Florida.

Recreation Improvements: The Amenity Center, inclusive of the pool; the dog park; and all associated landscaping (including but not limited to all plants, trees, shrubs, and related landscaping) and hardscaping (including but not limited to signage, monuments, pavers, walkways, sidewalks, and related improvements).

Provider	Description
Johnson Cartwright Jarman Architects, P.A. (work product related to permitting, design services and plans for Amenity Center)	Design Services Construction Drawings & Permitting

**ACKNOWLEDGMENT OF ACQUISITION OF CERTAIN IMPROVEMENTS AND THE
RIGHT TO RELY UPON ANY WARRANTIES AND CONTRACT TERMS FOR THE
CONSTRUCTION OF SAME**

THIS ACQUISITION AND WARRANTY ACKNOWLEDGMENT is made the 24th day of April 2025, by **THE ROGERS GROUP OF SOUTH FLORIDA, LLC**, a Florida limited liability company, whose address is 710 E. Reynolds Street, Plant City, Florida 33563 ("Contractor"), in favor of the **SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT** ("District"), which is a local unit of special-purpose government situated in Polk County, Florida, and having offices located at c/o Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801.

SECTION 1. DESCRIPTION OF CONTRACTOR'S SERVICES. Contractor has provided construction services as general contractor in connection with the construction of certain infrastructure improvements (the "Improvements") for Lennar Homes, LLC, developer of lands within the District (the "Developer"). A copy of the contract(s) for the construction of said Improvements is attached as **Exhibit A** ("Construction Contract"). The Improvements constructed and acquired are more generally described in the attached **Exhibit B**.

SECTION 2. ACQUISITION OF IMPROVEMENTS. Contractor acknowledges that the District is acquiring or has acquired the Improvements, constructed by Contractor in connection with the Construction Contract attached as **Exhibit A**, from Developer, and thereby securing the unrestricted right to rely upon the terms of the Construction Contract for same.

SECTION 3. WARRANTY. Contractor hereby expressly acknowledges the District's right to enforce the terms of the Construction Contract, including any warranties provided therein and to rely upon and enforce any other warranties provided under Florida law.

SECTION 4. INDEMNIFICATION. Contractor indemnifies and holds the District harmless from any claims, demands, liabilities, judgments, costs, or other actions that may be brought against or imposed upon the District in connection with the Improvements identified in **Exhibit B** because of any act or omission of Contractor, its agents, employees, or officers. Said indemnification shall include, but not be limited to, any reasonable attorney's fees and costs incurred by the District.

SECTION 5. CERTIFICATE OF PAYMENT. Contractor hereby acknowledges that it has been compensated in full for its services and work related to completion of the Improvements identified in **Exhibit B**, including all payments to subcontractors, materialmen, suppliers or otherwise, and that there is no disagreement as to the appropriateness of payment made for the Improvements. This document shall constitute a waiver and release of lien for any payments due to Contractor by Developer for the Improvements identified in **Exhibit B**.

SECTION 6. EFFECTIVE DATE. This Acquisition and Warranty Acknowledgement shall take effect upon execution.

ATTEST

Lori Campagna
Lori Campagna
[print name]

[Signature]

SEAN M. FINOTTI
[print name]

The Rogers Group of South Florida, LLC

[Signature] 4/24/25
By: Jeff Rogers
Its: _____

EXHIBIT A
Contracts for Construction

EXHIBIT B
Identification of Improvements

Lennar Homes, LLC constructed and/or caused to be completed in and for the Saddle Creek Preserve of Polk County Community Development District, the following dog park improvements all located on portions of the real property described as follows:

***Location:* Tract G, as identified on the plat titled, Saddle Creek Preserve Phase 1, and recorded in Plat Book 189, Page 20, et seq., of the Official Records of Polk County, Florida.**

All Improvements are as contemplated by the Engineer's Report, and are as more generally identified in the chart below:

Saddle Creek Preserve of Polk County CDD Improvements	
Amenity Site	
Payee – The Rogers Group of South Florida, LLC	Estimated Value \$62,610.97
Improvement Description	
Dog park construction and improvements pursuant to that certain Contractor's Agreement	See attached agreement, change orders and pay applications

BILL OF SALE AND LIMITED ASSIGNMENT
AMENITY IMPROVEMENTS AND WORK PRODUCT

THIS BILL OF SALE AND LIMITED ASSIGNMENT is made to be effective as of the ____ day of April 2025, by and between **Lennar Homes, LLC**, a Florida limited liability company, whose address for purposes hereof is 4600 West Cypress Street, Suite 200, Tampa, Florida 33607 ("**Grantor**"), and for good and valuable consideration, to it paid by the **Saddle Creek Preserve of Polk County Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes* ("**District**" or "**Grantee**") whose address is c/o Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801.

(Wherever used herein, the terms "Grantor(s)" and "Grantee" include all of the parties to this instrument, the heirs, legal representatives and assigns of individuals, and the successors and assigns of trustees, partnerships, limited liability companies, governmental entities, and corporations.)

BACKGROUND STATEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantors and Grantee, intending to be legally bound, do hereby agree as follows:

1. Grantor hereby transfers, grants, conveys, and assigns to Grantee all right, title and interest of Grantor, in and to the following improvements, work product, and other interests (together, "**Property**") as described below to have and to hold for Grantee's own use and benefit forever:

- a) **Improvements** – All of the right, title, warranty, interest and benefit in the improvements set forth in attached **Exhibit A** (together, "Improvements"); and
- b) **Work Product** - All of the right, title, interest, and benefit, if any, in, to, and under any and all site plans, construction and development drawings, plans and specifications, documents, surveys, engineering and soil reports and studies, licenses, permits, zoning approvals, entitlements, building permits, demolition and excavation permits, curb cut and right-of-way permits, utility permits, drainage rights, bonds, and similar or equivalent private and governmental documents of every kind and character whatsoever pertaining or applicable to or in any way connected with the development, construction, and ownership of the above-mentioned improvements (together, "**Work Product**"); and
- c) **Additional Rights** - All of the right, title, interest, and benefit of each of the Grantors, if any, in, to and under any and all contracts, guaranties, affidavits, warranties, bonds, claims, lien waivers, and other forms of indemnification, given heretofore and with respect to the construction, installation, or composition of the Improvements and creation of the Work Product.

2. Grantor hereby covenants that, as it relates to Property and interests owned by Grantor: (i) Grantor is the lawful owner of the Property; (ii) the Property is free from any liens or encumbrances and the Grantor covenants to timely address any such liens or encumbrances if and when filed; (iii) Grantor has good right to sell the Property; and (iv) the Grantor will warrant and

defend the sale of the Property hereby made unto the Grantee against the lawful claims and demands of all persons whosoever.

3. Except as otherwise separately agreed to in writing by Grantor, this conveyance is made on an "as is" basis. The Grantor represents that it has no knowledge of any latent or patent defects in the Property, and hereby assigns, transfers and conveys to the Grantee any and all rights against any and all firms or entities which may have caused any latent or patent defects, including, but not limited to, any and all warranties and other forms of indemnification.

4. By execution of this document, the Grantor affirmatively represents that it has the contractual right, consent and lawful authority of any and all forms to take this action in this document and in this form. Nothing herein shall be construed as a waiver of Grantee's limitations on liability as provided in Section 768.28, *Florida Statutes*, and other statutes and law.

5. Grantor, at its expense, agrees to complete any punch list items, make any remaining payments owed to contractors and/or subcontractors, as may be identified in **Exhibit A**, and to post and maintain any required bonds, including but not limited to maintenance bonds.

6. As consideration for the sale of the Improvements, subject to availability of funds and subject to (and without intending to alter) the provisions of that certain Acquisition Agreement, the Grantee shall, upon receipt of any necessary supporting documentation, make payment for the cost of the Improvements in the amounts set forth in **Exhibit A** if such funds are available from proceeds from a past or future issuance of bonds. Should no such proceeds become available, the Improvements and Work Product shall be deemed a donation to the District and no payment shall be due.

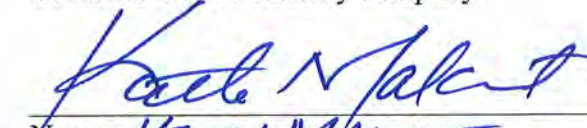
7. Grantor agrees, at the direction of the Grantee, to assist with the transfer of any permits or similar approvals necessary for the operation of the Improvements.

[CONTINUED ON FOLLOWING PAGE]

WHEREFORE, the foregoing Bill of Sale and Limited Assignment is hereby executed and delivered on the date first set forth above.

Signed, sealed and delivered by:

LENNAR HOMES, LLC,
a Florida limited liability company


Name: KEITH MALCUIT
Title: VICE PRESIDENT

STATE OF FLORIDA
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of ☒ physical presence or
☐ online notarization this 29th day of April 2025, by KEITH MALCUIT as
VP of Lennar Homes, LLC, a Florida limited liability company, and with
authority to execute the foregoing on behalf of the entity identified above, and who appeared before
me this day in person, and who is either personally known to me, or produced
_____ as identification.



Courtney Mai
Comm.: HH 651843
Expires: Mar. 16, 2029
Notary Public - State of Florida

(NOTARY SEAL)


NOTARY PUBLIC, STATE OF

Name: COURTNEY MAI
(Name of Notary Public, Printed,
Stamped or Typed as Commissioned)

EXHIBIT A
Identification of Improvements

Lennar Homes, LLC constructed and/or caused to be completed in and for the Saddle Creek Preserve of Polk County Community Development District, the following improvements all located on portions of the real property described as follows:

Location: Tract G, as identified on the plat titled, Saddle Creek Preserve Phase 1, and recorded in Plat Book 189, Page 20, et seq., of the Official Records of Polk County, Florida.

Recreation Improvements: The Amenity Center, inclusive of the pool; the dog park; and all associated landscaping (including but not limited to all plants, trees, shrubs, and related landscaping) and hardscaping (including but not limited to signage, monuments, pavers, walkways, sidewalks, and related improvements).

Work Product: All of the right, title, interest, and benefit in, to, and under any and all site plans, construction and development drawings, plans and specifications, documents, surveys, engineering and soil reports and studies, licenses, permits, zoning approvals, entitlements, building permits, demolition and excavation permits, curb cut and right-of-way permits, utility permits, drainage rights, bonds, and similar or equivalent private and governmental documents of every kind and character whatsoever pertaining or applicable to or in any way connected with the development, construction, and ownership of the above-referenced improvements.

All Improvements are as contemplated by the Engineer's Report, and along with all Work Product related to said Improvements, are as more generally identified in the chart below:

IMPROVEMENTS			
Contractor	Contract Date/Number	Description	Estimated Value
Windward Building Group, Inc.	March 21, 2022	Amenity Center	\$648,580.00
The Rogers Group of South Florida, LLC	#23463158	Dog Park	\$62,610.97
WORK PRODUCT:			
Provider	Contract Date	Description	Amount
Johnson Cartwright Jarman Architects, P.A. (work product related to permitting, design services and engineering plans for Project) <i>Paid in full as of this acquisition and completed.</i>		Design Services Construction Drawings & Permitting	N/A

**LANDMARK ENGINEERING & SURVEYING CORPORATION CERTIFICATION TO
SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT
REGARDING CAPITAL IMPROVEMENT PROJECT IMPROVEMENTS**

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

BEFORE ME, the undersigned, personally appeared Todd Amaden of Landmark Engineering & Surveying Corporation, who, after being first duly sworn, deposes and says:

I, Todd Amaden, am a Professional Engineer registered in the State of Florida. I have reviewed certain documentation, including, but not limited to, permitted plans and specifications, as-builts and applicable permits, and have inspected (or have caused my agent to inspect) the improvements and work product identified at **Exhibit A** (the "Improvements" and the "Work Product").

I hereby certify to the Saddle Creek Preserve of Polk County Community Development District (the "District") the below listed matters:

1) The Improvements have been completed in substantial compliance with the applicable governmental requirements including but not limited to all applicable codes and permits, and in substantial accordance with the permitted plans and specifications.

2) The Improvements are free from obstruction and are functional for their intended purpose.

3) The Improvements, construction materials, and procedures are within the scope of Chapter 190, Florida Statutes, and are designed to function for the intended use. The Improvements have been constructed in compliance with all plans, specifications, permits and related drawings and all required permits, plans and warranties have been transferred to the District.

4) In my opinion, the value of the improvements as set forth at **Exhibit A** (1) relates directly to the construction of those certain improvements described in the *Amended & Restated Master Engineer's Report for Capital Improvements*, dated February 25, 2020, as supplemented by the *Supplemental Engineer's Report for Capital Improvements*, dated August 31, 2020, as further supplemented by the *Second Supplemental Engineer's Report for Capital Improvements*, dated December 15, 2021 (collectively, the "Engineer's Report"), and (2) is fair and reasonable.

4) The Improvements specifically benefit property within the boundaries of the District.

5) With this document, I hereby certify that it is appropriate at this time to transfer the Improvements and Work Product to the District for ownership, and operation and maintenance responsibilities.

[Signature on following page]

Under penalties of perjury, I declare that I have read the foregoing certificate and that the facts stated in it are true.

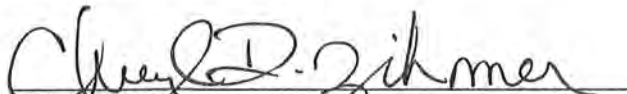
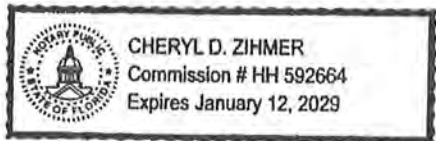
Landmark Engineering & Surveying Corporation



Todd Amaden, P.E.

Florida Registration No. 53967

The foregoing instrument was acknowledged and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 14th day of February 2025, by Todd Amaden, as President of Landmark Engineering & Surveying Corporation, on its behalf. He ☒ is personally known to me or ☐ produced _____ as identification.


Notary Public, State of Florida

Personally Known

OR Produced Identification

Type of Identification n/a

Exhibit A
Identification of Improvements

Work Product: All of the right, title, interest, and benefit in, to, and under any and all site plans, construction and development drawings, plans and specifications, documents, surveys, engineering and soil reports and studies, licenses, permits, zoning approvals, entitlements, building permits, demolition and excavation permits, curb cut and right-of-way permits, utility permits, drainage rights, bonds, and similar or equivalent private and governmental documents of every kind and character whatsoever pertaining or applicable to or in any way connected with the development, construction, and ownership of the below-referenced improvements.

The improvements include:

Recreation Improvements: The Amenity Center, inclusive of the pool; the dog park; and all associated landscaping (including but not limited to all plants, trees, shrubs, and related landscaping) and hardscaping (including but not limited to signage, monuments, pavers, walkways, sidewalks, and related improvements).

Location: Tract G, as identified on the plat titled, Saddle Creek Preserve Phase 1, and recorded in Plat Book 189, Page 20, et seq., of the Official Records of Polk County, Florida.

All Improvements are as contemplated by the Engineer's Report, and along with all Work Product related to said Improvements, are as more generally identified in the chart below:

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WORK PRODUCT:			
Provider	Contract Date	Description	Amount
Johnson Cartwright Jarman Architects, P.A. (work product related to permitting, design services and engineering plans for Project) <i>Paid in full as of this acquisition and completed.</i>		Design Services Construction Drawings & Permitting	N/A

SECTION VII

FACILITY USE AGREEMENT

Saddle Creek Preserve of Polk County CDD and the undersigned Resident(s)/Responsible Party hereby agree on the use of the facility as specified below, including compliance with the Additional Provisions attached hereto, at no rental cost to the party making such request.

REQUESTED FACILITY: **Open Space Tract G Area on Yellow Trail**

NAME OF RESIDENT RESERVING FACILITY:

PURPOSE OF MEETING:

Veronica ThomasMothers & Daughters Volleyball

RESIDENT'S HOME ADDRESS:

1934 Red Loop, Lakeland, Florida 33801

PHONE NO. 407-205-7283

EMAIL: msvlthomas@gmail.comALCOHOL PLANNED TO BE SERVED/CONSUMED? **NO**ALCOHOL PLANNED TO BE SOLD? **NO**

DAYS / DATES / TIMES REQUESTED (INCLUSIVE OF SET-UP AND CLEAN-UP TIME) (attach additional sheets as necessary)

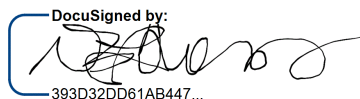
Day of the Week	Date	Start Time	End Time	CDD Approval (DM initials)
<u>Saturday</u>	05/24/2025	1:00 PM	5:00 PM	MV

Resident(s)/Responsible Party agrees to leave the area in the same condition and set-up as prior to event.

1. Remove all event garbage from the area entirely
2. Take down any nets, party displays or materials, tables, tents, etc. and remove from the premises.

Resident(s)/Responsible Party:Veronica Thomas

Please Print Name

DocuSigned by:


393D32DD61AB447...

Signature

2025-05-22

Date Signed

Saddle Creek Preserve of Polk County CDD:

DocuSigned by:



93E2B39796F04E0

District Manager, on behalf of District

2025-05-22

Date Signed

PRIVACY NOTICE: Under Florida's Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that, if a citizen makes a public records request, we may be required to disclose the information you submit to us. Under certain circumstances, we may only be required to disclose part of the information submitted to us. If you believe that your records may qualify for an exemption under Chapter 119, *Florida Statutes*, please notify the District Manager.

NOTE TO STAFF: THIS FORM MAY CONTAIN CONFIDENTIAL INFORMATION. DO NOT DISCLOSE ITS CONTENTS WITHOUT FIRST CONSULTING THE DISTRICT MANAGER.

ADDITIONAL PROVISIONS

- 1) Reservations can be made through the District Manager's Office. Reservations will be on a first come first serve basis. Reservations must be made by at least one person who will act as the Responsible Party.
- 2) Reservations for all facilities include the use of the facility, tables, chairs and restrooms only. Use of other equipment will be based on availability and subject to additional fees. The District may decline or approve in its absolute and sole discretion.
- 3) Reservations are available between the hours of 9:00 a.m. and 11:00 p.m., with the exception of New Years' Eve, New Years' Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day and Easter or if special arrangements have been approved by management. Reservations for the pool areas include a non-exclusive right, and other residents are permitted to use the pool areas at the same time as the reservation. Reservation time frames are inclusive of set-up and break down times with the facility cleared of all attendees.
- 4) The volume of live or recorded music must not violate applicable noise ordinances, or unreasonably interfere with residents' enjoyment of their homes. All noise must conclude by 10 p.m. No exceptions.
- 5) The Responsible Party must be present at the function during the entire period of the rental.
- 6) No admission fees whatsoever shall be collected by any person unless it is part of an approved CDD event or activity, or otherwise approved by the CDD.
- 7) Responsible Party shall be responsible for walls, furnishings, fixtures and equipment in the room in which the function takes place and agrees that after the function those items shall be in the same condition as prior to the function (ordinary wear and tear accepted). Tacks or nails may not be used for decorations. In the event that there is any damage and/or loss to the walls, furnishings, fixtures or equipment resulting from, or related to the function or its attendees, then the cost associated with the repair or replacement of the damaged items shall be the responsibility of and paid by the Responsible Party.
- 8) Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the function. The CDD shall not be responsible for property, supplies or equipment brought by the Responsible Party or any person attending the function. Responsible Party and persons attending the function use CDD facilities at their own risk. The CDD reserves the right to retain a security guard or guards for the function at Responsible Party's expense if the CDD, in its sole and unrestricted discretion, deems it desirable.
- 9) The CDD shall be excused from furnishing the services and items specified above when such failure is a result of, related to, or on account of government regulations, labor disputes, utility or material shortages or other circumstances beyond the CDD's control. In the event the CDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits, if any, to client in full satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items.
- 10) When alcohol is planned to be served/consumed or sold at a function, the Responsible Party shall be required to procure Special Events insurance coverage which shall include, at a minimum, the following coverage:
 - Property Damage in the amount of Two Hundred Fifty Thousand Dollars **(\$250,000)**;
 - Personal Injury in the amount of One Million Dollars **(\$1,000,000)**;
 - Alcohol Rider

Such insurance policy shall name the Saddle Creek Preserve of Polk County Community Development District and its staff, consultants, officers, agents and supervisors as additional insured parties, and shall provide that no policy may be canceled during the term of this Agreement without at least thirty (30) days' written notice to the CDD. A certificate evidencing compliance with insurance requirements must be provided to the District prior to the first event. The Responsible Party shall be solely responsible for ensuring that alcohol is served and/or consumed in a safe and lawful manner and in compliance with all applicable laws, regulations, and policies. **Alcohol may only be sold by a person holding the proper licensure required by Florida law.**

- 11) The CDD may require additional insurance or greater insurance limits in the CDD's sole discretion, even if alcohol is not to be served or consumed, depending on the nature of the event, the number of attendees anticipated to attend the function, and the number of non-residents planned to attend the function.

For District Use Only:

Special events insurance coverage required: ☐ YES: \$1,000,000.00 Personal injury
\$250,000 Property Damage
Alcohol Rider
☐ YES: Other: _____
☐ NO

Admission or other fee approved by CDD: ☐ YES: \$ _____
☐ NO

SECTION VIII

SECTION A

Veronica L. Thomas
Home: 407.620.5549 Cell: 407.205.7283 Email: msvlthomas@gmail.com

Career History

Substitute Teacher, Kelly Services

Cafeteria Aide/Aftercare Teacher, Discovery Education

Department Secretary/Executive Director, American Legion Auxiliary

Coordinate and plan state conventions

Facilities Management

Produce internal financial accounting reports for management

Management and coordination of volunteers

South School Administrator, Orlando Ballet

Coordinate class schedules, studio rentals and staffing.

Facilities Management

Setup and manage student tuition accounts

Produce internal financial accounting reports for management

Independent Booking and Consulting

Full-Cycle Bookkeeping

State and Federal Tax preparation and filing

Customization and development of financial reports

Processing payroll for state and federal compliance

Bank reconciliations

Travel coordination

Aesthetician, La Vie Wellness Spa

Professional Skin care Services for skin health and maintenance.

Body wrapping for system detoxification and weight loss.

Michael Page International

Bookkeeper/Accountant for American Geriatric Society

Accounts payable

Vendor File Maintenance

Bank reconciliations

Accounting Consultant for Heineken of the Americas

Full Cycle Bookkeeping

Assisting in data migration

Work flow patterning

Accounting Supervisor, SuperShuttle International

Prepare and review billing statements for third party travel vouchers

Oversee and supervise daily cash office operations and staff

Prepare weekly, monthly and quarterly closings for receipts

Established and maintained communication with subcontractors and vendors

Prepare bank deposits and coordinated weekly collections

Boutique Manager, Harriet's Alter Ego

Monthly sales /budget forecasting and reporting

Full cycle accounts payable /accounts receivable

Quarterly Sales and use tax preparation and filing

Financial reporting

Payroll processing for state and federal compliance

Event planning organizing

Senior Accountant Florida State University

Process/oversee Accounts payable/receivable for department

Research and correct reconciliation problems campus wide

Internal auditing for accounts including fund levels of the state treasury and expenditure reimbursement program

Budget reconciliations and financial reports

Grant administration and reporting

Train and supervise accounting clerks

Education***South Florida Community College***

Associate of Arts

Major Accounting

Florida State University

Major Finance/Entrepreneurship and Small Business Management

Military Service***United States Marines Corps***

Miguel Morrobel

+1 (570) 401-0491 | Lakeland, FL | m_morrobel@hotmail.com

EDUCATION

Pontificia Universidad Católica Madre y Maestra

Bachelor in Business Administration & Hospitality Management

Santiago, D.R.

June 2011

PROFESSIONAL EXPERIENCE

Rooms To Go

Lakeland, Florida

Operations Manager

May 2024 - Current

- Managed Inventory operations, overseeing a team of 6 salaried managers, 8 supervisors, and 150+ associates.
- Successfully worked directly with all departments to ensure teams have clear expectations of daily tasks.
- Fostered a positive and inclusive work environment promoting teamwork and motivation.
- Led strong safety protocols to ensure OSHA regulations are met in multiple Distribution Centers.
- Managed Rooms to Go community outreach, contributing to local charities and programs.

Amazon

Lakeland, Florida

Manager III, Operations

May 2021 – May 2024

- Led inbound operations, overseeing a team of 6 salaried managers, 8 shift leads, and 300+ associates.
- Successfully implemented the Zappos safety shoe rollout, achieving a top 5 building performance.
- Facilitated the onboarding of 15 new managers, including the current site manager.
- Spearheaded and conducted comprehensive safety, operational, and network training sessions for the fulfillment center, ensuring adherence to industry standards and company protocols.
- Led the Latinos at Amazon affinity group, fostering community and cultural sharing
- Established and managed Amazon Career Skill classes, contributing to the development of over 100 associates.

Manager II, Operations

November 2019 – May 2021

- Led quality operations for the facility, encompassing 50 associates and 9 shift-leads spread over a 24/7 operation
- Instituted supplementary training for associates to close the knowledge gap on product recovery, increasing the damaged product recovery rate by 6% with a monthly savings of \$30k
- Identified root causes and implemented standard work coaching to decrease inventory defect rate by 44% YOY
- Evaluated sitewide standard operating procedures, partnered with operations stakeholders to identify gaps and create strategic solutions to bring building up to benchmark standards.
- Created and executed development plans, leading to the promotion of 7 associates and 3 shift leads.

Manager I, Operations

January 2018 – November 2019

- Managed a shift of 60 associates over two facility areas and increased the shift's productivity, quality, and safety KPIs from 3rd to 1st highest compared to all inbound shifts by proactively developing talent and optimizing workflow
- Improved employee satisfaction by 26% through employee engagement, professional development, and recognition.
- Analyzed facility freight forecasts and prepared labor plans for shift operations that optimized staffing levels for efficiency while still meeting volume commitments

Shift Lead, Inbound Dock

May 2016 – January 2018

- Drove workflow and daily throughput goals for one shift on the inbound receive dock with a team of 20 associates
- Identify and address safety hazards and engage team members on safety initiatives
- Support dock manager through, labor allocation, associate coaching, escalations, and team development

Amazon

Hazleton, Pennsylvania

Warehouse Associate

July 2013 - September 2014

- Inspected and received incoming items from outside vendors into warehouse inventory.

Craig/is ltd

Jacksonville, Florida

Subrogation Supervisor

June 2011 - August 2013

- Supervised a team of 15 analysts, processed reports, conducted audits, and addressed client escalations

SKILLS/CERTIFICATIONS

Fluent in Spanish, English and conversational French, VBA, Autocad, Microsoft Office Suite, iOS, Android.

INTERESTS

Cooking, traveling, volunteer work and photography.

Miguel Reyes
1952 Red Loop
Lakeland FL, 33801
3/18/2025

CDD Board of Supervisors Saddle Creek

Subject: Letter of Intent - CDD Board of Supervisors

Dear Members of the CDD Board of Supervisors,

I am writing to express my sincere interest in serving as a member of the Saddle Creek Board of Supervisors. As a resident of Saddle Creek Community, I am committed to contributing to the continued well-being and prosperity of our district.

I believe my professional background and personal qualities align well with the responsibilities of a CDD board member. Throughout my career, I have consistently demonstrated a strong sense of **responsibility** and a proven ability to **lead** effectively. In my current role as a Corporate Support Engineer for a Global Cybersecurity Firm, Watchguard Technologies, I am tasked with resolving complex technical issues and providing critical support to clients worldwide. This experience has honed my problem-solving skills and my ability to make sound, informed decisions under pressure.

Furthermore, my previous experience in management has equipped me with the skills necessary to navigate the complexities of community governance. I am a **straightforward** communicator and believe in transparent and open dialogue. I am committed to approaching all matters with **impartiality**, ensuring that decisions are made in the best interests of the entire community.

I understand the importance of fiscal responsibility, infrastructure maintenance, and community planning within a CDD. I am eager to contribute my skills and dedication to ensuring that our district remains a desirable and well-managed place to live. I am prepared to dedicate the necessary time and effort to thoroughly understand the issues facing our CDD and to work collaboratively with fellow board members and residents to find effective solutions.

Thank you for considering my application.

Sincerely

Miguel A. Reyes

TAMALA D. SMITH

(269) 254-2707
tamalasmith43@gmail.com

VETERAN'S PREFERENCE: N/A
FEDERAL CIVILIAN STATUS: N/A
COUNTRY OF CITIZENSHIP: U.S.A.

I have 20 plus years of experience and dedicated service to the field of Case Management and Social Work, and current experience working as Long Term Care Coordinator. I am eager to use my skills and training acquired through my education, current/previous professional positions, and internship experience.

SKILL HIGHLIGHTS

Effective written and verbal skills	Strong attention to detail
Fast Learner	Strong work ethic
Great in team or individual work situations	Strong Investigative skilled techniques
Experience in Microsoft Office	Power Point, Excel and Word
Ability to maintain confidentiality	HIPPA Compliance
Efficient and dedicated professional	Ability to multi-task multiple cases
Strong critical thinking skills	Ability to empathize/empower clients

EDUCATION

Registered Behavior Technician, January 2019 – April 2019
Florida Institute of Technology, Melbourne, Florida

Masters of Social Work, June 2012-Completion April 2015
Western Michigan University, Kalamazoo, Michigan

Graduate Certificate Specialized in Drugs and Alcohol, December 2012
Western Michigan University, Kalamazoo, Michigan

Master of Arts in Family Life Education, August 2003
Western Michigan University, Kalamazoo, Michigan

Bachelor of Arts, Criminal Justice, April 1999
Western Michigan University, Kalamazoo, Michigan

Associates Degree, Social Work, December 1997
Kalamazoo Valley Community College, Oshtemo, Michigan

Medical Training: Vital signs, Bandaging, Venipuncture, phlebotomist, Patient Charting, Medical Terminology and TB testing.

Course Work: Medial Administrative Procedures, Medical Terminology, Systems Approach, Pharmacology, Medical Clinical Procedure, Medical Insurance, and Legal Aspects of Medical Practice.

Michigan Department of Human Services- Child Welfare Training Institute: Sexual Abuse, Medical Findings, Domestic Violence, Substance Abuse and Mental Health.

CERTIFICATIONS

GIFT OF LIFE MICHIGAN: ORGAN AND TISSUE DONATION FOUNDATION
NOTARY PUBLIC (STATE OF FLORIDA)
BASIC LIFE SUPPORT TRAINING (RED CROSS)

ADVANCED TRAINING

Department of Human Services

Children Protective Service: Sexual Abuse, Medical Finding, Domestic Violence, Children's Trauma Assessment, Child Forensic Interviewing, Child Protection Law, Policy and Procedure, Substance Abuse.

Employee Volunteer Service (Kids Connect Community Mentorship program)

WORK EXPERIENCE

Case Manager

July 2024 - Present

Lakeland Regional Health

Lakeland, FL

Supervisor: Geraldine Mckinnon

40 Hours/week

Responsibilities Include:

Interview clients to assess their needs and develop appropriate service plans.

Develop community linkages and coordinate the clinical application of community services.

Provide admission and discharge planning services.

Provide care management and coordination services.

Develop and maintain relationships with other service providers and community organizations.

Monitor and evaluate client progress and adjust service plans accordingly.

Assist clients in accessing and coordinating needed services, including housing, employment, education, healthcare, and financial assistance.

Document client progress and maintain accurate records.

Social Service Specialist

May 2024 – July 2024

Winter Haven Hospital
Winter Haven, FL
Supervisor: Gigi Mcqueary
16 Hours/week

Responsibilities Include:

Interview clients to assess their needs and develop appropriate service plans.
Develop and maintain relationships with other service providers and community organizations.
Monitor and evaluate client progress and adjust service plans accordingly.
Assist clients in accessing and coordinating needed services, including housing, employment, education, healthcare, and financial assistance.
Provide counseling and support to clients and their families.
Document client progress and maintain accurate records.
Provide admission and discharge planning services.
Provide care management and coordination services.

Long Term Care Coordinator I (Remote)

September 2017 – April 2024

Centene Corporation
Tampa, FL
Supervisor: Carmen Guerrero
40 Hours/week

Responsibilities Include:

Complete assessments with members, caregivers, or providers to obtain information regarding client status, support system, and need for services for care plan development.
Monitor delivery of services and follow-up with members, caregivers, or providers through in person visits and telephonic contact.
Authorize and coordinate referral for services.
Ensure provider services are delivered without gaps and identify functional deficiencies in plans of care.
Assist in coordinating the development of informal or voluntary services to integrate into the member care plan.
Collaborate with discharge planners, physicians, and other parties to ensure appropriate discharge plan, care plan, and coordination of acute care and long-term care services.
Assist member with filing and resolving complaints and appeals.

Inpatient Med/Surg Social Worker

March 2016 - September 2017

Bay Pines VAMC

Bay Pines, FL

Supervisor: Meghan Booth

40 Hours/week

Responsibilities Include:

Conduct psychosocial assessments and make psychosocial diagnoses.

Conduct mental health assessments and make DSM-IV diagnoses, depending on assignment.

Develop psychosocial treatment plans with attention to age specific needs/concerns.

Provide psychosocial interventions for individuals, groups and families.

Utilize standardized instruments in the assessment of mental health conditions.

Provide marital and family counseling.

Develop information and referral resources and services.

Develop community linkages and coordinate the clinical application of community services.

Provide admission and discharge planning services.

Provide care management and coordination services.

Document in computerized medical record.

Provide patient advocacy services.

Provide psychosocial crisis intervention services.

Provide patient and family education services.

Screen for substance abuse, tobacco use, depression and PTSD and, depending on assignment, provide treatment services.

Provide and, where appropriate, refer patients, families and significant others for counseling in health maintenance and disease prevention.

Promote patient independence and achievement of optimal health through appropriate psychosocial education and community referrals.

Serve as clinical field instructors for social work graduate students enrolled in CSWE-accredited education programs as part of the VHA Associated Health Trainee Program.

Participate fully in Social Work educational development through staff and section Meetings.

Assume responsibility for professional development by attending relevant training and regularly reviewing the literature to improve clinical competencies.

Responsible for contributing to the development of the treatment plan and setting achievable treatment goals with the Veteran and Family members/caregiver.

HUD/VASH Case Manager

July 2015 – March 2016

Bay Pines VAMC

Bay Pines, FL

Supervisor: Sharon Miller

40 Hours/week

Responsibilities Include:

Performs site visits to HUD-VASH apartments to ensure that Veterans reside in safe environments in compliance with local housing codes.

Process referrals and admissions to the HUD-VASH Program, ensuring that homeless Veterans are considered as primary participants for program acceptance.

Provide evaluation for outpatient and apply evidence-based intervention strategies to a full range of patient problem in an out-patient mental health clinic setting.

Provide case management services where indicated.

Provide direct patient care and consultation services of difficult or complex cases.

Interact and work with clinicians from other disciplines as a member of a multi-disciplinary treatment team.

Determine patients need for evaluation, diagnostic procedures, individual and group cycle therapy for implementation of treatment modalities as directed by social work supervisor.

Knowledge of CPRS database to retrieve medical information/data entry of case notes and referral consults.

Knowledge of community resources for accessibility via needed services in delivery of care for veterans and caregivers.

Perform specific clinical assessment and treatments that include group, or family psychotherapy.

Crisis intervention, advocacy, coordination of linkage to other VA or community service providers and agencies as needed.

Prepare written assessments, making appropriate referrals to community or other professional resources.

Establish and maintain effective therapeutic relationships with veterans and/or their families.

Participate in the substance use interdisciplinary treatment team and in the development of comprehensive individual treatment plan.

Serves as a consultant to other staff in locating appropriate services and accessing these and assists Veterans and Families as requested by other staff.

Children Foster Care, Manager

June 2011- July 2015

Department of Human Services
Kalamazoo, Michigan
Supervisor: Eleanor Marquis
40 Hours/week

Responsibilities Include:

Provide oversight and assistance to team managers in performing analyses and evaluations of foster care program operations.

Provide direct selection, orientation, coaching and mentoring of 5 foster care workers.

Ability to perform and promote interdepartmental integration and collaboration with Children Protective Services and Family Court to enhance the continuity of care for all children and families for which Department of Human Services provides care.

Ability to work with diverse population with varying social economic status, disability, sexual orientation, race and ethnicity or religious preferences.

Ability to handle conflict and problems in dealing with children and families in crisis constructively and appropriately in the foster care system.

Advance skill in using judgment to interpret and adapt guidelines to apply to specific situations.

Audit, process and track foster care payments; clothing allowances and process documents.

Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.

Serve as a liaison for initial contact between CPS staff, law enforcement officials, judicial officials, legal resources, medical professionals, and other community resources; along with a triage of contacts.

Manage and evaluate team members in the performance of various case management activities; related to investigating allegations of abuse and/or neglect of children and those who provide supervision of child foster care placement.

Knowledge of home health management and program analysis of technical rules, regulations, guidelines, and precedents for foster care managers.

Assign all new CPS and Foster Care cases and review cases to ensure compliance with agency policies, procedures, children's placement agency rules and federal laws.

Monitor compliance with time and attendance expectations and follow progressive discipline guidelines when indicated.

Identified and recommended ways to provide children's service training to staff and implement new CPS and Foster Care Programs and Policies.

Facilitated organizational surveys for clergy related activities, Department Wellness Initiative, and a community Lift-Up Literacy afterschool program.

Knowledge of the Foster Care implementation of various services, contracting, tools, and methods.

Adult Protective Services Specialist,

February 2011-June 2011

Department of Human Services

Kalamazoo, Michigan

Supervisor: Pam Kirkland

40 Hours/week

Responsibilities Included:

Ability to work with diverse group of individuals on a daily basis.

Acts as an information and problem solving resource for clients.

Monitor home health aide providers.

Ability to work with diverse population with varying social economic status, disability, sexual orientation, race and ethnicity or religious preferences.

Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.

Contact home health providers to identify services to meet client's needs.

Testify at court hearings and proceedings. Maintain regular contact with attorneys, therapists, and court officials.

Keep current and accurate client records, case files, record notes and medical records.

Performed work related task as assigned cooperatively.

Compile required documentation for case management tasks.

Participate in team decision making meetings.

Respond to routine client calls and inquiries; document issues and responses.

Assist clients in completing applications and required documents to apply for financial assistance and home health aide services.

Investigate Adult Protective Services referrals and implement services to alleviate barriers.

Foster Care Specialist,
Department of Human Services
Kalamazoo, Michigan
Supervisor: Sarah Mc Cree
40 Hours/week

March 2009- February 2011

Responsibilities Included:

Audit, process and track foster care payments; clothing allowance and process document.
Ability to handle problems and deviations in accordance with instructions, policies, and previous training with the Child Welfare Training Institute.
Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.
Provide casework services to dependent, neglected, abused, and delinquent children and youths; children with disabilities; socially and economically disadvantaged.
Determines the appropriate method and course of action and implements service, treatment, and learning plans.
Visits abused or neglected wards in their homes, foster homes, or residential placements.
Provide direct counseling services to clients.
Ability to work with diverse population with social economic status, disability, race, and ethnicity.
Ability to handle conflict and problems in dealing with families and children in crisis constructively and appropriately within the foster care system.
Interprets behavioral problems for parents and other caregivers and otherwise assists them in providing appropriate care to children.
Serves as liaison between the department and community groups in developing programs, interpreting rules and regulations, and coordinating programs and services.
Evaluates applications for family and group, day care, home registration and licensing purposes; regulates child care in approved homes through periodic reviews.
Write and maintain social case histories, case summaries, case records and related reports, and prepare correspondence.
Keep current and accurate client records, case files, record notes and medical records.
Prepares legal documents, forms, and petitions.
Testifies in court on progress and services rendered to children and families.
Transports clients to court hearings, clinic appointments, and placement homes.

Child Protective Service Specialist,
Department of Human Services
Kalamazoo, Michigan
Supervisor: Rose Solis
40 Hours/week

July 2006 – March 2009

Responsibilities Included:

Provide casework services to dependent, neglected, abused, and delinquent children and youths; children with disabilities; socially and economically disadvantaged.
Ability to work with diverse population with social economic status, disability, race, and ethnicity.
Ability to handle conflict and problems in dealing with abused and neglected children in crisis constructively and appropriately.
Ability to handle problems and deviations in accordance with instructions, policies, and previous

training with the Child Welfare Training Institute.
Investigates, assesses, and follows up on complaints of abuse or neglect.
Determines the appropriate method and course of action to implement service, treatment, and learning plans.
Visit abused or neglected children in their homes, foster homes, or residential placements.
Provide direct counseling services to children and families.
Interpret behavioral problems for parents, caregivers and assist them in providing appropriate care to children.
Serves as liaison between the department and community groups in developing programs, interpreting rules and regulations, and coordinating programs and services.
Evaluates applications for families and groups, day care services, home registration and licensing purposes; order child care for approved homes through periodic reviews.
Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.
Write and maintain social case histories, case summaries, case records and related reports, and prepare correspondence.
Keep current and accurate client records, case files, record notes and medical records.
Prepare legal documents, forms, and petitions.
Testify in court on progress and services rendered to children and families.
Transport clients to court hearings, clinic appointments, and placement homes.

Family Independence Specialist,
Department of Human Services
Kalamazoo, Michigan
Supervisor: Joyce Oliver
40 Hours/week

June 2000 – June 2006

Responsibilities Included:

Develop plans and determine resource to address applicants and recipient's problems in housing, transportation, child care, training, counseling, and other areas that are barriers to employment.
Assist clients in completing applications and required documents to apply for financial assistance.
Ability to work with diverse population with varying social economic status, disability, sexual orientation, race and ethnicity or religious preferences.
Ability to handle conflict and problems in dealing with families and children in financial crisis constructively and appropriately.
Serve as liaison between department and community groups in developing service programs, interpreting rules and regulations, coordinating programs and services.
Write and maintain social case histories, case summaries, case records and related reports, and prepare correspondence.
Measure progress and effectiveness of operational goals using reports to track case accuracy and discrepancies.
Interview applicants and recipients to obtain information necessary to make eligibility determinations, conduct initial intake and case review interviews.
Determine eligibility for temporary financial assistance and develop plans to assist applicants and recipients in becoming self-sufficient.

References: Available upon request

Lachelle Webster

*“Providing my best is not merely a belief; it's an action taken every minute.”-
Lachelle Webster*

EDUCATION

Bachelor of Science: Human Resources Development 3.5 G.P.A.

Indiana State University Terre Haute, Indiana

Coursework included four years of leadership and development courses, continuous performance improvement, training-development programming, organization development, and modern-day career coaching.

AREAS OF EXCELLENCE

Team Management ♦ Communication ♦ Adaptability • Organizational Development • Effective Planning • Budgeting • Collaboration • Client Relations & Retention ♦ Customer Service • Public Relations • Product Management ♦ Conflict Resolution • Planning • Vision • Teamwork ♦ Team Leadership • Problem Solving • Dependability • Integrity ♦ Operational Efficiency ♦ Empathy • Creativity ♦ Needs Assessment

EXPERIENCE

Community Association Manager

Arbor Glen □2019-2024

- Supervised employee training and development.
- Implemented a resident retention program.
- Created initiatives for community engagement.
- Established security standards to ensure safety compliance.
- Developed new residence welcome programs.
- Ensured compliance with all regulatory requirements and performed regular property inspections.
- Ensured a focus on customer service.
- Developed modules for managing finances and budgets.

Chi T. Trinh

4322 Trotters Way Lakeland FL 33801
(863) 226-7506
ctdougie@gmail.com

Skills

Retired military background in Human Resource Management and Occupational Health and Safety Management.

Experience

JUNE 2011 - JUNE 2019

United States Air Force - Occupational Safety

Acquisitions Management and Integration Center, Langley Air Force Base Virginia - Safety Manager

Wing Safety, Patrick Air Force Base Florida - Superintendent Wing, Safety

Wing Safety, Incirlik Air Base Turkey - Non-Commissioned Officer, Wing Safety

Wing Safety, McGuire Air Force Base New Jersey - Wing Safety Specialist

- Responsible for implementing aspects of the Safety Plan
- Conduct safety assessments and complete safety analysis/reports to ensure compliance
- Train new employees on Occupational Safety
- Investigate and report incidents

JUNE 1997 - MAY 2011

United States Air Force - Human Resource Management

Military Personnel Flight, McGuire Air Force Base New Jersey - Non-Commissioned Officer, Customer Service Section

Military Personnel Flight, Mildenhall Air Base England - Non-Commissioned Officer, Retentions

Rescue Squadron, Kadena Air Base Japan - Non-Commissioned Officer, Customer Service Section

Military Personnel Flight, Osan Air Base Korea - Customer Service Specialist

Military Personnel Flight, Travis Air Force Base California - Customer Service Specialist

- Managed and trained employees
- Assisted customers with updating their personnel records and answering their inquiries
- Assisted the Commander in managing commander directed programs

MARCH 1993 - APRIL 1997

Enterprise Bank, Wichita Kansas - Customer Service Representative/Bank Teller

- Maintain customer database and update periodically
- Helping customers resolve financial issues
- Opening and closing banking accounts

- Account management
- Assisted customers in depositing and cashing checks or cash
- Made bank deposits for businesses
- Ensuring cash drawer is balanced daily

Education

SEPTEMBER 1999 - May 2004

Community College Air Force, *Human Resource Management*

SEPTEMBER 2011 - May 2014

Community College Air Force, *Occupational Health and Safety Management*

Awards and Certifications

Professional Management Certificate

Occupational Health and Safety Administration Certificates

VICKIE L. DAVIS, CPP, CPPM

TEL: 609.510.9427

vldavis2010@gmail.com | www.linkedin.com/in/vickielynnettedavis

Strategic Sourcing and Procurement Lead (Sr. Director)

Lab & Manufacturing | Biopharmaceutical

Procurement leader with experience in sourcing excellence, contracting, negotiation, category management, supplier management, diversity and small business development, policies and procedures implementation and adoption. Lead major initiatives including PeopleSoft, SAP, P2P, Supplier Relationship Management and shared services implementations.

Technical Skills

Experienced in SAP, JD Edwards, Visio, Microsoft Office Suite, MRO, MAS200, MS Teams, Salesforce.com, Ariba, Scout

Experience History

Bill and Melinda Gates Medical Research Institute, Cambridge, MA February 2021 – Present (CW TO Permanent Feb 2023)

Strategic Sourcing and Procurement Leader – Lab Services

Lead and conduct all strategic sourcing activities associated with Laboratory Services including BioAssay and Biomarker services, Toxicology, Specialty Lab Services, Clinical Central Labs Operations and Translational Discovery. Activities that include but are not limited to the development of Standard Operating Procedures, Governance and KPIs for the Lab Service area.

- Provided relationship management for internal and external customers, including business partners and external suppliers.
- Work collaboratively with business owners and other stakeholders to: Understand business needs and drive expectations regarding strategic sourcing.
- Manage the Vendor Selection Process including Request for Proposals (RFPs), bid defenses, and vendor selection to start
- Conduct contracting processes, in accordance with Gates MRI procurement guidance and related policies. Ensure appropriate documentation of competitive bidding and exceptions is created and maintained to support Quality Audits and other record keeping requirements.
- Support Contracting process as liaison between business owners and vendors to facilitate efficient communication of business requirements and resolution of negotiated terms.
- Conduct market analysis, option development, and collaborative sourcing events with active coordination and participation from key leadership stakeholders; develop recommendations and gain leadership consensus.
- Build and manage vendor relationships to ensure highest level of performance against objectives within budget and KPI's. Establish and maintain routine business reviews with business owners and vendors to ensure excellent communications throughout the term of the relationship. Establish and report vendor KPIs, maintain Preferred Vendor List, provide recommendations for adjustments to vendor contracts / strategies. Support change order business review and approval processes.
- Ensure smooth and efficient transfer of required data from contract execution to work order generation
- Support training for procurement and strategic sourcing activities.
- Collaborate closely with Finance, Legal and other stakeholders to drive compliance and excellent business outcomes.
- Other activities and ad hoc requests as directed by Head of Strategic Sourcing & Procurement.

SSI People, Inc. on assignment for Amgen, Tampa, FL

September 2020 – February 2021

Sourcing Excellence Manager,

Provided relationship management for internal and external customers, including business partners and external suppliers.

- Creating and negotiated, and executed MSAs, MLAs, SOWs, and CDAs.
- Lead and implement contract negotiations and execution with both new and existing suppliers
- Support ongoing contract management (incl. renewing and renegotiating existing and expiring contracts)
- Creating sourcing Projects (RFIs, RFPs) using Ariba, MS Office and other tools.
- Supporting strategic sourcing in Research and Development including but not limited to Lab Consumables, Clinical Laboratory Support, Contract Research Services and Central Lab Services.
- Support supplier analysis and market intelligence activities
- Manage Request for Proposal and Quotation processes (eRFx)
- Ensure sourcing tactics drive value in specific functional business environments, including legal & regulatory context
- Implement supplier improvement programs within key supplier relationships
- Implements new procedures and processes to drive desired results
- Delivering Value for Customers
- Understands business goals and customer needs in order to implement opportunities while providing training and guidance on Sourcing Excellence policies, procedures and best practices
- Partners with colleagues in Strategic Sourcing, Legal, Finance and all other Business Areas as appropriate
- Supports / Manages delivery and validation of savings for Category Managers
- Anticipates and prevents potential problems through root cause analysis

Bristol-Myers Squibb, Tampa, FL**August 2017 – April 2020****Senior Sourcing Associate**, February 2018 – April 2020

Provided relationship management for internal and external customers, including business partners and external suppliers.

- Created, negotiated, and executed MSAs, ITSAs, SLAs, SaaS agreements, SOWs, and CDAs.
- Created subsequent structured information analysis using SAP, Ariba, MS Office and other tools.
- Managed strategic sourcing in Corporate Services including but not limited to HR Service, IT Service, Marketing, R & D, Translations and Library and Subscriptions.
- Identified diverse and small business suppliers for the development for BMS' Diversity target program.
- Met and exceeded targeted spend goals for diversity annually for Translations category.
- Managed supplier contract relations for Microsoft Windows 10 upgrades and all supplier's software as it related upgrading to run on a Windows 10 platform. As well as other contracts relations included Salesforce.com and SAP upgrades.
- Category Lead for the following categories: Translations, Library and Subscriptions.
 - Provided strategy development and execution.
 - Utilization of appropriate preferred providers.
 - Compliant vs. Non-compliant spend.
 - Ran complex RFPs to create and develop a preferred supplier network.
- Ensured purchasing practices were followed and considered opportunities for further negotiation with suppliers.
- Collaborated with internal business partners, Finance, Legal, Procurement and Management to develop contractual negotiation strategies.

Buyer, (Contractor - Artech Consulting), August 2017 – February 2018

Manage Strategic sourcing in the HEOR category with the following sub-categories (Value Communications, Enhanced Modelling, Comparative Effectiveness Research).

- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced).
- Created, negotiated, and executed MSAs, NINCRAs, SLAs, DLAs SOWs, and CDAs.
- Ensured utilization of appropriate preferred providers and Master Service Agreements.
- Ensured purchasing practices were followed and considered opportunities for further negotiation with suppliers.
- Collaborated with internal business partners, Finance, Legal, Purchasing and Management to develop strategies.

Johnson and Johnson, Horsham, PA**December 2016 – June 2017****Sr. Sourcing Manager, Contractor** (placed through Rangam Consulting)

Created subsequent structured information analysis using SAP, Salesforce.com, Ariba, MS Office and other tools.

- Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations.
- Managed Strategic sourcing in the following categories (HR Services, IT Services, CTO Services, Professional Education and Field force Labor services).
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced).
- Developed Request for Proposals, Request for Quotes and Request for Information.
- Ensured good purchasing practices are followed and considered opportunities for further negotiation with suppliers.
- Assessed and validated Fair Market Value calculations for accuracy.
- Identified Diverse suppliers for the development of J&J's Diversity target programs.
- Collaborated with business partners, Finance, Legal, Purchasing and Management to develop contractual strategies.

Merck, Sharp and Dohme, Corp. Whitehouse Station, NJ**August 2015 – November 2016****Sr. Sourcing Analyst, Contractor** (placed through The Fountain Group)

Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations.

- Managed Strategic sourcing in the following categories (QP2, SALAR, Discovery Chemistry, DPS InVivo, DPS InVitro, Biologics Discovery, BioProcess and genetics).
- Managed requests for spend above and below (\$10M).
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced).
- Ensured utilization of appropriate preferred providers and Master Service Agreements.
- Developed Request for Proposals, Request for Quotes and Request for Information.
- Identified diverse and small business suppliers for the development of Merck's Diversity target program.
- Collaborated with internal business partners, Finance, Legal, Purchasing and Management to develop contractual strategies and agreements in a timely manner.

Princeton University, Princeton, NJ**August 2013 – April 2015****Procurement and Supplier Management Consultant** (placed through Robert Half Management Resources)

Played a critical role in the creation and implementation of Supplier Management Services (SMS).

- Helped to develop the relationship between SMS and the Princeton University Campus.
- Liaison between campus and suppliers in relation to onboarding new and updating old suppliers.
- Worked with business units to develop and nurture small and diverse business relationships.
- Collaborated to develop the standard operating procedures for Supplier Management Services.
- Spear head the WUFOO campaign to update and onboard supplier pre-implementation of the new finance system (PeopleSoft 9.2).
- Contacted for Bank of America's e-payables campaign, worked with suppliers to better understand the campaign.
- Processed BOA's rebate for campus distribution.

OTG Management, Inc., Philadelphia, PA**February 2013 – March 2013****Financial Inventory Analyst, Consultant** (placed through Robert Half)

Oversaw inventory review of financial related documents to reconcile \$38M project expenditure

- Provided relationship development between OTG Mgmt. and Recall Document Services
- Data entry of records related to unidentified financial documents.
- Identified and submitted to OTG Management documents related to \$38M Capital Expense.
- Communicated research results daily to the Director of Finance.

AWMA, Inc., Philadelphia, PA**October 2012 – January 2013****Procurement Manager, Consultant** (placed through Experis Manpower Group)

Daily international procurement transactions.

- Managed relationship development between suppliers.
- Study industry trends, cost drivers, global pricing, lead-times, IT technology and manufacturing capability of the company's suppliers and market suppliers that meet the company's expectations and objectives.
- Helped develop solutions for supplier utilization.
- Calculated and created reorder points.
- Created Price, Cost Analysis and Reorder Reports.
- Developed Monthly Sales Analysis Reports by Item number Reports.
- Designed the Standard Operating Procedures for developing Price, Cost Analysis Reports and Reorder Reports.

Johnson and Johnson, Fort Washington, PA**December 2011 – February 2012****Sourcing Manager, Consultant** (placed through US Tech Solutions)

Provided relationship management for internal and external customers, including promotional agencies and management of CDAs outlining legal relationships between business units and creative agencies, lines of business included in store marketing programs, event sampling, digital coupon development strategy, and coupon data and analysis sourcing.

- Supported cost management efforts by evaluating industry trends, cost drivers, global pricing, lead-times, and technological capabilities of suppliers; recommended suppliers that met company expectations and objectives.
- Managed sweepstakes projects submitted thru SAP, facilitated Arriba purchase order approvals, and set up RFPs for business units. Sourced suppliers for raw materials and GMP services, and facilitated for possible clinical trial locations
- Collaborated on development of procurement solutions for scope of work orders submitted by end users
- Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced)
- Ensured utilization of appropriate preferred providers and Master Service Agreements and take corrective as necessary
- Collaborated with internal customers, Finance, Legal, Purchasing and Management to develop contractual agreements in a timely manner

MediMedia USA, Yardley, PA**August 2010 to January 2011****Purchasing Manager (Consultant), IT Sourcing**

- Responsible for all IT purchasing transactions for MediMedia USA nationwide.
- Collaborated in developing solutions for supplier utilization and IT spend (hardware and software)
- Developed and maintained procurement services procedures for purchasing and return policies that supported business objectives (SAP and Arriba)
- Helped develop setup and pricing for IT e-procurement as part of the project management team Created Price, Cost Analysis and Reorder Reports.
- Established RFPs for service proposals and IT projects.
- Participated on various management policy and procedure teams.
- Assigned daily installation assignments to team members
- Managed logistics of day-to-day IT deliveries
- Participated in the logistics and inter-state relocations of several major service sites

Lexicon Pharmaceuticals, Princeton, New Jersey
Purchasing Manager

August 2004 to May 2008

- Developed company-wide program that directed procurement and vendor selection policy and guidelines, contract policies and procedures which lead to more efficient contract management procedures.
- Responsible for chemical, lab supply, IT and direct purchasing transactions.
- Collaborated with project leads to create and establish RFP/RFB for services and products.
- Sourced suppliers for raw materials and GMP services, and facilitated for possible clinical trial locations
- Oversaw the receiving process of chemical services inventory department.
- Evaluated potential suppliers and service providers through meetings and utilization of Dunn and Bradstreet investigations
- Approved all spend transactions after appropriate review, assessment, and follow up (excluding those that are low risk and have already been pre-sourced)
- Ensured utilization of appropriate preferred providers and Master Service Agreements and take corrective as necessary
- Collaborated with internal customers, Finance, Legal, Purchasing and Management to develop contractual agreements in a timely manner.
- Managed requests for spend above and below given threshold (500K)
- Ensured good purchasing practices are followed and considered opportunities for further negotiation with suppliers.
- Assessed and validated Fair Market Value calculations for accuracy.
- Ensured that contractual terms and conditions as well as supporting transaction documents were correct and in line with business requirements and adhered to SOPs.
- Managed and expedites final contract preparation with Legal and supplier including negotiations with suppliers.
- Approved contracts and ensures they are fully executed in a timely manner both internally and externally
- Managed the process to change scope of existing agreements and related orders.
- Accountable for triage and resolution of issues with internal customers, acts as a liaison for escalations to maintain a high-level of customer satisfaction.
- Drove, monitored and proactively followed up on the approval of contracts and/or orders through the appropriate system/approval flows to assure they meet customer timing requirements.
- Provided subject matter expertise and guidance for procure to pay process and suite of tools ensuring high customer satisfaction.
- Determined need for additional contractual provisions based on client's -specific Compliance requirements (e.g. Covered Persons)
- Critical member of various 'Click to Procure' cross functional account teams to:
 - Developed tools, training and support on the full P2P process
 - Analyzed multiple data points (vendor usage, spending trends per business) and partner with Procurement to determine future spend strategies
 - Collaborated with business to understand their purchasing activity and makes recommendations on more efficient and effective contracting strategies
 - Performed key SOX controls (including screening of contracted parties, review Contract Approval Policy, Delegation of Authority of contract signatories and compliance with records retention policies), and support compliance with CIA as needed via either process or system
 - Managed documentation and related processes in appropriate contracting and procurement systems
- Ensured correct information is included with transaction to improve overall efficiency of processing with specific attention to reduce errors that cause invoice challenges.

Humanscale Corporation, New York, NY
Inventory Control and Purchasing Coordinator

June 2001 to March 2004

(Humanscale is a designer and manufacturer of ergonomic products, with an emphasis on utilization of recycled materials)

- Coordinated all policies and procedures for Humanscale's Inventory Demands and Purchasing departments.
- Created operations manuals and method sheets for manufacturing workflow, and the related use of MAS 200
- Trained staff company-wide on the use of MAS 200 inventory management, production and purchasing modules
- Implemented and maintained appropriate internal controls for the Procurement and Inventory Management departments
- Created and maintained bill-of-materials master records
- Served as a direct report to CFO on inventory control and valuation reporting issues
- Worked in conjunction with IT department to establish procedure for new employee and international company location setup on MAS 200

ADDITIONAL RELEVANT MANAGER EXPERIENCE

Siemens Shared Services, Iselin, NJ, Supervisor, Accounts Payable, Staff 31

Siemens Corporation, Iselin, NJ, Purchasing Specialist, Staff 1

EDUCATION | CERTIFICATION | MEMBERSHIPS

Bachelor of Science, Business Administration, with a concentration in Operations Management

Thomas Edison State College, **Trenton, NJ**

Certified Professional Purchaser (CPP), Certified Professional Purchasing Manager (CPPM), Yellow Belt, Green Belt by 2020

National Association of Purchasing Managers (NAPM), American Purchasing Society (APS)

Institute for Supplier Management (ISM),

PBRG, ERG and Engagement Memberships

Lead 2019-2020 - Black Organization for Leadership Development (BOLD),

2020:

active member of Working Smarter,

member of women leadership group (B-Now),

member of differently abled group (DAWN),

member of veteran's support group (VCN)

Member ABEN (Amgen Black Employee Network)

SECTION B

SECTION 1



**Saddle Creek Preserve
Community
Development District**
Proposal – District Management Services
2025





Re: Proposal for Saddle Creek Preserve Community Development District

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for District Management services with pricing and a scope of services Saddle Creek Preserve CDD.

Our Mission is: "To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper." We do this through our principles of CLEAR Partnership (Collaboration, Leadership, Excellence, Accountability, and Respect).

We strongly believe in our people and ability to exceed our client's expectations. These beliefs are rooted in some of the following:

CLEAR PARTNERSHIPS



- **Experience:**
 - Providing District Management Services to the State of Florida for over 45 years.
 - We provide service to over 143 CDDs and 3 Cities throughout Florida.
 - 18 District Managers on staff with 9 years + average tenure.
 - Our District Managers are degreed professionals with a variety of experience in IT, Finance, Government and Construction.
- **Project Management:** We can provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.
- **Cost Savings:** We will review your current operating budget to identify savings opportunities or more efficient ways to operate the district.



Technology:

- **Avid Strongroom:** An advanced accounts payable system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
- **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system designed exclusively for the Community Development business allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach:** *We are more than the individual assigned to your account.* Our service to your community will include a team of 10+ professionals.
- **Infrastructure:**
 - Full team of Health, Safety and Environmental (HSE) staff.
 - Complete internal IT support and infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms.
 - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more.

Inframark is committed to making continuous process improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. We are excited to implement our new service enhancements and technology for your community. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-added service fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.

Chris Tarase
President
Inframark Community Management





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Executive Summary

Inframark Community Management Services is pleased to provide this proposal for district management services to the board. Inframark has been one of the leading providers of District Management and HOA services in Florida for over 45 years.

To meet the needs of your District, we provide a fully empowered local District Manager out of our Tampa office. We provide additional support to all our clients through a central office with a regional management, support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients which include the following:

- **Personnel:**
 - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
 - We can also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District as a value-added service, but also our competence in addressing a wide range of complex matters that may come before your District.
 - Your assigned team has more than 200 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
 - Inframark is the most experienced company in the business.
 - We manage over 225 clients statewide including Community Development Districts, Special Districts, Homeowner Associations and local municipalities.
 - We specialize in customized customer service and have a client retention rate of 99.2%.
- **Capital Project Management:** Inframark has a Certified Project Manager (PMP) who has the knowledge and experience to manage multi-million dollar capital improvement projects for our clients.
- **Office Locations:**
 - We have seven offices throughout the State of Florida that support our district clients. They are located in Tampa, Brandon, Wesley Chapel, Ft. Myers, Celebration, St. Augustine and Coral Springs.



- **Safety:**
 - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
 - Documented monthly safety training for ALL Inframark personnel.
 - Disaster Preparedness Plans for staff and clients
- **Human Resource Management:**
 - Inframark has its own professional team of human resource professionals.
 - Provides drug and background screening that meet all applicable Federal and State requirements.
 - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service and other important programs.
 - Regimented performance review process.
 - Spot bonus and annual merit incentives
 - Best in industry employee benefit and 401(k) program
- **Field Services:** Inframark is also able to provide the following field services with our own employees.

A complete range of Field Management and Maintenance services including but not limited to:

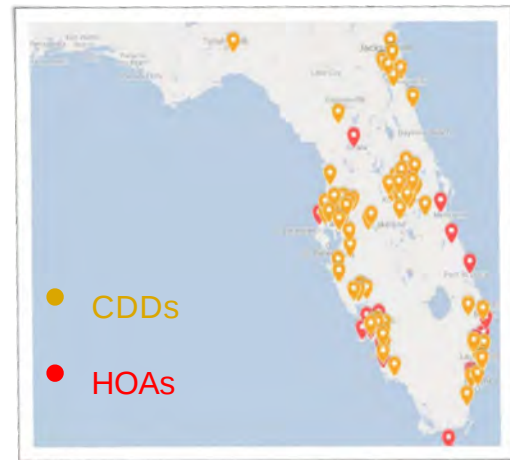
 - Vendor management
 - Contract administration
 - Sidewalk grinding
 - Pressure washing
 - Concrete Replacement and sidewalk repair
 - Monthly field services report
 - Landscape reviews
 - Janitorial
 - A full range of general maintenance services for District and Association clients



About the Company

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts municipalities, commercial, and residential property owner associations. Inframark serves over 300 association partners, and over 140 Community Development Districts, and has offices throughout the State of Florida in Wesley Chapel, downtown Tampa, Jacksonville, Celebration, Ft. Myers, and Coral Springs.

Inframark maintains a focus in serving CDDs and HOAs, and as a result, has become a leader in our industry, managing over \$150M in financial assets for our Special Districts and Association clients throughout the state.



Inframark is an active member of Community Association Institute (CAI), the Association of Florida Community Developers (AFCD), the Urban Land Institute (ULI), the Tampa Bay Builders Association (TBBA), the Greater Orlando Builders Association (GOBA), Florida Association of Special Districts (FASD), and the Florida League of Cities.

Many of our Managers are committee and Board members for these organizations, volunteering their time to advancing best practices in community and district management.

"I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."

"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."

"I highly recommend Inframark."

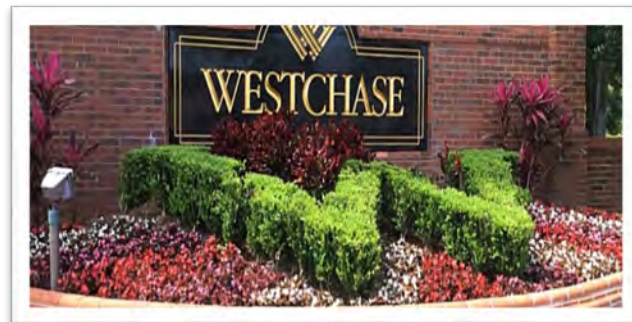
*Dennis Smith- Former Chairman
Meadow Pointe CDD*



Clients – References & Partial List

Westchase CDD

Inframark has been Westchase CDD's Management Partner for over 16 years. The CDD oversees a variety of community needs, including maintenance of parks, waterway management, and general community upkeep. Westchase is an icon in West Florida, and we are grateful for their continued partnership for almost two decades.



Two Rivers

Two Rivers is a master-planned community of more than 6,000 planned residential homes, townhomes, apartments, and villas located North of Tampa that is enveloped by woods, grasslands, and water. Inframark has been partnered with Two Rivers since development, offering insight and solutions as Two Rivers navigates cultivating these beautiful, historical landscapes into a master-planned community filled with luxury homes connected to nature trails, agriculture, and lush springs.



Celebration CDD

Celebration is an innovative, real town that successfully combines architecture, education, health, and technology in ways that promote a strong sense of community. Celebration, conceived as a small central Florida town with pre-1940s architecture, was developed by The Celebration Company (a subsidiary of The Walt Disney Company) in Northwest Osceola County, Florida. The District's infrastructure includes village-specific roadways, bridges, domestic water distribution systems, wastewater/sanitary sewer collection systems, wetlands, and common area development.



Inframark has provided Management Services for Celebration CDD (population 8,500) since the district was established in 1994. We have been involved since inception, providing Developer Services to The Celebration Company beginning in 1993 and through the years as it has evolved into its current, arguably famous state.

Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting, accounting, administration, budget, and city clerk activities. We routinely participate in community activities, including the Celebration K-8 ball field construction, annual holiday lighting at Market Square Park, and other field-related enhancements outside the scope of our management contract.



REFERENCES



Inframark took over as the District Management Company for the Harbour Isles C.D.D. in December of 2020 and the transition could not have gone more smoothly. Mrs. Angel Montagna was selected to be our District Manager.

Prior to the first Board of Supervisors meeting **Mrs.** Montagna met individually with each of us Board members to not only get to know us as people but to discuss each of our concerns as well as our visions of what we hope to achieve in the future to make Harbour Isles a better place to live. As a result of her initiative in doing this, and her research into how to help with our concerns, the first Board meeting was well prepared and organized. And this enthusiasm, organization and the feeling of her caring about our community and its residents and striving to make it a happy place to live has continued. When issues have come up, big or small, Mrs. Montagna has always been a good listener and prepared to help with the problem-solving aspect with her vast knowledge and past experiences.

We Board members know if we have a question or a concern we can contact her by phone, text or email and she will promptly answer in a respectful, pleasant, helpful manner. Her professionalism is a true asset to our community.

All of the Inframark employees I have had contact with have been extremely respectful and eager to help in any way possible, always with good results. I have learned that a company is only as good as the employees it has working for it.

I have to say that, in the 12 years I have been a member of the Harbour Isles Board of Supervisors, Inframark has to be the best that we have had.

Respectfully,
Elizabeth Fantauzzi
Harbour Isles C.D.D. Board Chairman
Appollo Beach, Florida (Hillsborough County)
Seat1@harbourislescdd.org





CLEAR PARTNERSHIPS



Celebration CDD
Celebration, FL (Osceola County)

Greg Filak - Chairman
Greg.Filak@celebrationcdd.org

Heritage Harbour South CDD
Bradenton, FL (Manatee County)

Philip Frankel - Chairman
Seat2@HeritageHarbourSouthCDD.org

Rivington CDD
DeBary, FL (Volusia County)

Kimberly Locher - Chairman
kimberly@readercommunities.com

Highlands CDD
Wimauma, FL (Hillsborough County)

Kangelia Baxter - Chairman
highlandsboardseat5@gmail.com

District	Region	County
Dovera CDD	Central	Seminole
Golden Lakes CDD	Central	Polk
West Lakeland WCD	Central	Polk
Brighton Lakes CDD	Central	Osceola
Celebration CDD	Central	Osceola
Enterprise CDD	Central	Osceola
Harmony CDD	Central	Osceola



CLEAR PARTNERSHIPS

Overoaks CDD	Central	Osceola
Stevens Plantation CDD	Central	Osceola
Xentury City CDD	Central	Osceola
East Park CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Vista Lakes CDD	Central	Orange
Gateway Services CDD	West	Lee
Vasari CDD	West	Lee
Cedar Hammock CDD	West	Collier
Heritage Bay CDD	West	Collier
Naples Heritage CDD	West	Collier
Quarry CDD	West	Collier
Heritage Lake Park CDD	West	Charlotte
Heritage Oak Park CDD	West	Charlotte
Riverwood CDD	West	Charlotte
Heritage Springs CDD	West	Pasco
Lake Bernadette CDD	West	Pasco
Lexington Oaks CDD	West	Pasco
Meadow Pointe CDD	West	Pasco
Meadow Pointe II CDD	West	Pasco
Oak Creek CDD	West	Pasco
Oakstead CDD	West	Pasco
Watergrass II CDD	West	Pasco
Arbor Greene CDD	West	Hillsborough
Cheval West CDD	West	Hillsborough
Cordoba Ranch CDD	West	Hillsborough



Hammocks (The) CDD	West	Hillsborough
Harbour Isles CDD	West	Hillsborough
Heritage Isles CDD	West	Hillsborough
Live Oak No. 1 CDD	West	Hillsborough
Live Oak No.2 CDD	West	Hillsborough
South Fork CDD	West	Hillsborough
South Fork East CDD	West	Hillsborough
Tampa Palms Open Space & Transportation CDD	West	Hillsborough
Waterchase CDD	West	Hillsborough
Westchase CDD	West	Hillsborough
Westchester	West	Hillsborough
Spring Ridge CDD	West	Hernando
Bobcat Trail CDD	West	Sarasota
Woodlands CDD	West	Sarasota
Eastlake Oaks CDD	West	Pinellas
Lexington CDD	West	Manatee
Piney-Z CDD	West	Leon
Briger CDD	East	Palm Beach
Seminole Improvement District	East	Palm Beach
Bonterra CDD	East	Miami Dade
Beacon Lakes CDD	East	Dade
Spicewood CDD	East	Dade
Coral Springs Improvement District	East	Broward
Griffin Lakes CDD	East	Broward
Maple Ridge CDD	East	Broward



Monterra CDD	East	Broward
Pine Tree Water Control District	East	Broward
St. Johns Forest CDD	East	St. Johns
Palm Coast Park CDD	East	Flagler
Town Center at Palm Coast CDD	East	Flagler
Fleming Island Plantation CDD	East	Clay

"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5-year period.

Our CDD has performed many projects from paving roadways to a multi-million-dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule.

In areas where his knowledge was limited, he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed, he listened, and we then were always able to reach a better outcome.

– Norman Day, Cedar Hammock CDD Chair



Pricing & Business Considerations

Detail	Pricing
Management	\$52,886.00
Administrative	Included
Accounting	Included
Financial and Revenue Collection	Included
Dissemination Agent Services	\$8,000
Field Services	\$24,782.00
TOTAL	\$85,668.00

- o Pricing is good for 30 days and is contingent upon a mutually agreed contract.
- o Porter Services is available upon request through a separate contract. ****



Qualifications

Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. As the District Manager, Inframark will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Inframark will attend up to twelve meetings a year at no additional cost to the District.

Records:

Inframark has one of the largest teams of recording and administrative professionals in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark is fully compliant with all the Florida Statutes Records Requirements of Chapter 119. This includes storing records, accessing records, and coordinating all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

Document Management:

Inframark utilizes three parallel processes to manage the documents of our clients.

- First, our electronic document management system allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client's Website for timely updates. We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting



- and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.

"The Inframark, LLC., staff and the entire management is very professional with seasoned knowledge of their expertise for the larger and complex property management services they offer. The district manager is very keen and punctual with all her responsibilities."

- Omer Zeyrek, PhD, Bonterra



Disaster Contingency & Recovery:

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region or state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information, we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location. Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

District Operations:

Inframark has eighteen (18) District Managers throughout the State of Florida with over 130 years of District Management experience in the Florida Community Development District market. The Southwest Regional Director for Inframark has over eleven (11) years of District Management experience. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.

The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.



Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFPs) for a wide variety of District construction, capital and maintenance projects including:

- a) Development of complex bid and proposal packages
- b) Advertisement of the opportunities
- c) Analysis of the proposals and bids
- d) Development of recommendations for Board consideration

With the vast experience of our District Management team and the experience of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

Accounting and Reporting:

Inframark performs all required financial accounting functions through solid workflow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. Inframark has over 300 years of combined experience on our Finance Team.

Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

Audits:

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAP and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.



Budgeting:

Inframark's customized CDD financial software system allows us to deliver options to our clients to customize their monthly financials and annual budget. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based upon the input from the Board as to the goals they wish to achieve in the upcoming budget cycle.

The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors. The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased or eliminated as part of the new budget cycle.

Capital Program Administration:

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget.

Inframark has many years of experience in dealing with capital bond issues and bank qualified loans for District projects. We have extensive experience in working with bond underwriters, financial advisors and various lending institutions on the establishment and implementation of capital programs for District clients. We have established procedures for making certain that specific deadlines associated with bond documents and bank qualified loan requirements are met. We have an excellent reputation of successful implementation of a wide variety of financing programs for our District clients.

Assessments and Revenue Collection:

Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on roll and off roll collection. We have successfully worked with District legal counsel to accurately and timely collect off roll assessments when they are called for. We routinely conduct true up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as needed basis at no cost to the District.

Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.



Effective Technology Tools and Support

Avid Strongroom Accounts Payable Processing System

- Avid Strongroom is an Accounts Payable software that automates the process of invoicing.
- Allows users to approve invoices online, streamline invoice approval processes, and monitor invoice statuses.
- Avid Strongroom reduces the risk of entry errors as the system eliminates the task of manual invoice entry.
- Scalable for Growth: Enables Inframark to streamline the invoice-to-pay process while securely managing large volumes of bank accounts and check signatures.
- Reduced Fraud Risk: Limits chances of fraud with enforced controls and customized workflows.

ADP Payroll Processing System

- ADP is an industry leader in Payroll, HR, and Tax solutions with over 75 years in the industry and 1,000,000 companies currently using ADP solutions.
- Allows for seamless payroll processing including direct deposit, physical paychecks, W-2, etc.
- Employee and manager self-service portal online and with a mobile app, allows users to access their information and records.
- Data Security: ADP is an industry leader in data security and business protection,
- Fully integrated in Inframark's Accounting software, allowing data reporting capabilities.

Microsoft Business Central Accounting Software

- Industry leader in Enterprise Resource Planning and Accounting Software.
- Cloud-Based software that ensures Inframark's districts will have current Accounting software experience, with monthly updates from Microsoft.
- Manages finances end to end: oversee your budget, accelerate month-end and year-end close, automate bank reconciliation, use unlimited dimensions, track fixed assets, and more.
- Financial reporting: Allows for scheduled financial reports based on client and internal requirements.
- Power Bi Compatibility: Allows advanced analytics by integrating Power Bi Data driven Dashboards.



Staffing

Inframark is the only District Management firm with its own Human Resource team.

This means the following:

- Our employees are fully vetted prior to hiring
- Employees have regular performance evaluations
- We follow a progressive disciplinary policy
- We provide exceptional benefits program for our employees that other firms do not offer
- Employees have a bonus program for exceptional performance
- We offer a management bonus for employees who are responsible for financial performance goals
- 401(k) retirement plans
- Ongoing training and training incentive programs
- Tuition reimbursement opportunities
- In-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits that are designed to encourage long-term employment with Inframark.

In terms of the personnel assigned to your District, Inframark will ensure to the highest degree possible that we will retain the same personnel for your District.



District Management:

Jennifer Goldyn, Director of District Services. Jennifer will work with the assigned team on addressing any issues that could develop. She is responsible for the overall performance of the Inframark District Management team. Ms. Goldyn has 8 years of district management experience and currently manages two (2) Districts allowing her to be available to her team and Inframark clients. Her background includes over 10 years in property management and 2 years in construction management. She holds a bachelor's in business and marketing and has held a Real Estate License.

Recording Services:

Sandra Demarco, Administration Supervisor, has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing the maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a Bachelor of Arts from Florida Atlantic University.

Janice Swade, Recording Secretary, has been working with Inframark for 14 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working in various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

Accounting/Finance Team:

Leah Popelka, Vice President of Accounting and Finance, has over 20 years of accounting and finance experience in the banking, utilities, real estate development, and district management sectors. Leah has experience as Director of Finance for an asset management and advisory firm specializing in real estate acquisitions and municipal financing. She began her career as a staff accountant at a CPA firm, which laid the foundation for opportunities to work for Fortune 500 companies in banking and utilities. Leah has developed a unique understanding of all financial elements of the real estate industry. She is presently leading Inframark's Finance and Accounting Department and has created a team of successful professionals that are consistently elevating service levels for our client base.

Sally Chalkley, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Sally has 20 years of extensive experience working in the accounting and customer service field. Sally is proficient in the accounts payable process, processing over 7,000 invoices annually.

Helena Schneider, CPA, Accounting Supervisor, has 20 years of experience providing accounting services to community development districts throughout Florida. She is a Certified Public Accountant, holds a master's degree in business administration and dual bachelor's degrees in accounting and molecular biology. Helena is responsible for overseeing an accounting team, reviewing financial statements, budgets and coordinating the audit process with external firms.



Sample Scope of Services

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

District Management Services

A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Provide contract administration services. Such services include:
 - i. ensuring District vendors comply with the terms and conditions of a contract
 - ii. coordinating any changes to the contract that might occur over the course of the contract
 - iii. coordination with the District Engineer, District Counsel, or construction/project manager with respect to the work performed or contractual obligations
 - iv. coordinating the closeout/final payment after the vendor performed their services



- 7.** Perform regular on-site visits to District grounds to generally evaluate and inspect the condition of the property and infrastructure and meet with District vendors and staff. Observe and report concerns or questions relating to District grounds.
- 8.** Monitor certificates of insurance as needed per contracts.
- 9.** Prepare and follow risk management policies and procedures.
- 10.** Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance for all District assets and maintenance responsibilities are included and procure and renew all applicable insurance, including but not limited to, General Liability Insurance and Directors and Officers Liability Insurance.
- 11.** Process and assist in investigation of insurance claims, in coordination with District Counsel.
- 12.** Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
- 13.** Prepare, on or before October 1 of every year, an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
- 14.** Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
 - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the City/County.
 - ii. provide the regular meeting schedule of the Board to the City/County.
 - iii. prepare and file annual public depositor report.
 - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the City/County, and other governmental agencies with jurisdiction in compliance with Florida law.
 - v. transmit Public Facilities Report and related updates to appropriate agencies.
 - vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
 - vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
 - viii. maintain the District Seal.



C. Accounting, Reporting, and Audit Support

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
 - i. All vendor invoices, receipts, application for payments, etc. must be provided to the Board within 30 days of receiving it.
4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.
7. Assist the District in obtaining and completing a Reserve Study and complying with the findings and direction of the Board.

D. Budgeting

1. Prepare and provide for a proposed budget for Board approval and submission to the City/County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as needed.

E. Assessments & Revenue Collection

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.



4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

F. Bond Compliance and Dissemination Agent

1. Oversee and implement bond issue related compliance. For example:
 - i. coordination of annual arbitrage report as required.
 - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
 - iii. annual/quarterly disclosure reporting as required.

G. Records

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the County in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.
2. Serve as the District's Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
 - i. protect the integrity, confidentiality, or exemption of all public records.
 - ii. respond to public records requests in a timely, professional, and efficient manner.
 - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

H. Board Email Backup and Retention Services

1. Provide for or coordinate with a third-party vendor to ensure emails of the Board are backed up and retained in compliance with Florida's public records laws.
 - i. If such services are not provided directly, then the District will contract directly with such third party vendor and the costs of such services will be borne by the District.

I. Field Services – Available upon mutually agreed upon Scope and Pricing



Client#- 754881

WATERHOLDI2

ACORD,

CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDDYYYY)
8/29/2023

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

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

PRODUCER Marsh & McLennan Agency LLC 200 Brookstone Centre Pkwy Suite 118 Columbus, GA 31904	ti cT Rebecca Hightower r,;gN:o, Ext): 706-324-6671 If ,NoJ: i lJkss, Rebecca.Hightower@MarshMMA.com INSURER(S) AFFORDING COVERAGE INSURER A: AXIS Surplus Insurance Company INSURER e: Safety National Casualty Corporation INSURER C: INSURER O: INSURER E: INSURER F:	NAIC# 26620 15105
INSURED Inframark , LLC 2002 West Grand Parkway North, Suite 100 Katy, TX 77449		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	8M8MY	(t. 1rd&	LIMITS
A	X COMMERCIAL GENERAL LIABILITY [] CLAIMS-MADE [] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [] PRO-JECT [] LOC OTHER:			SP005105012023	09101/2023	09/011202	EACH OCCURRENCE \$2 000 000 J?e ; ncel \$1,000,000 MED EXP (Any one person) \$25 000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 Gen Aaa Cap \$10,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY X SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CA6676598	09101/2023	09/011202	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ rp = ; ;gAMAGE \$ \$
A	UMBRELLA LIAB OCCUR X EXCESS LIAB CLAIMS-MADE DED I I RETENTIONS			SX005106012023	09101/2023	09/011202	EACH OCCURRENCE \$8 000 000 AGGREGATE \$8 000 000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	YIN N NIA		LCD4068416	09/01/2023	09/011202	X I Y TUTE I I H- E.L. EACH ACCIDENT \$1 000 000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE- POLICY LIMIT \$1,000,000
A	Pollution Liab			SP005105012023	09/01/2023	09/011202	\$2,000,000 Per Claim
A	Professional Liab			SP005105012023	09101/2023	09/011202	\$2,000,000 Per Claim

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

These endorsements, to the extent provided in the policy, all apply when there is a written contract between

the named insured and the certificate holder that requires such status: (GL) Additional Insured per form SPP

2010 Additional Insured Owners, Lessees or Contractors (GL) Additional Insured per form SPP 2037 Additional (See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03) 1 of 2
#S13192235/M13189719

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JLRXH



DESCRIPTIONS (Continued from Page 1)

Insured Owners, Lessees or Contractors Completed Operations (GL) Primary and Non-Contributory per form SPP 2001 04 (GL) Waiver of Subrogation per form SPP 2404 (GL) 30 Day Notice of Cancellation per form SPP0052 (AU) Designated Additional Insured per form SNCA 026 10 13 (AU) Primary and Non-Contributory With Other Insurance Condition per form CA 04 49 11 16 (AU) Waiver of Subrogation per form SNCA 027 10 13- Waiver of Transfer of Rights of Recovery Against Others to Us (AU) 30 Day Notice of Cancellation per form SNCA 024 1013 Earlier Notice of Cancellation Provided by Us (WC) Waiver of Subrogation as per form WC00 03 13 - Waiver of Our Right to Recover (WC) 120 Day Cancellation Endorsement per form WC99 06 RJ (UMB) Follows form per form SPX 0005



SECTION 2



*Say hi to
happy living*

Introducing, **Saddle Creek Preserve of Polk County CDD**, to a new approach to district management—**reinvented, reimagined, & uniquely designed** for you.





Saddle Creek Preserve of Polk County CDD

May 16, 2025

Kai is pleased to submit our proposal to provide District Management Services for the Saddle Creek Preserve of Polk County Community Development District (CDD). With deep experience in CDD and HOA management, our team of skilled professionals is committed to delivering efficient, high-quality service that meets your operational, financial, and regulatory goals.

As a recognized leader in the industry, Kai currently manages 42 CDDs and 46 HOAs throughout Florida. We pride ourselves on offering tailored solutions that align with statutory requirements while respecting the goals and priorities of each Board of Supervisors. Our approach emphasizes transparency, accountability, and proactive communication.

Our proven approach ensures seamless transitions, operational excellence, and long-term success. We understand the complexities of management transitions and have a refined process in place to ensure a smooth handoff with minimal disruption. Your district will be supported by a seasoned team led by Lauren Parsons, with Brian Quillen and Andy Mendenhall providing additional guidance and oversight.

At Kai, we operate with a philosophy of continuous improvement and client-centered service. We are confident in our ability to deliver exceptional results and long-term value to your district.

Thank you for considering our proposal. We welcome the opportunity to discuss our qualifications further and answer any questions you may have.

Kind regards,
Lauren Parsons, Vice President



Introducing **kai***

42
Community
Development
Districts

Say Hi to Happy Living
Less hassle, more happy.

46
Homeowners
Associations

Five years ago we set out to do community management differently—people-first, community-driven, and always focused on maximizing happiness. But we didn't stop there. Now, it's time for our name to evolve with us.

Kai stands for *kindness, action, and innovation*— the values that guide how we show up, connect, and make a difference every day.

Kindness.



We're a happiness company.

Community management is our business, but our mission is all about happy communities.

- * Unique activations and community events.
- * Where tropical ease meets genuine care —making each day lighter and brighter.
- * Friendly communications, on-site support, and signature touches.

Action.



We go above and beyond — with a smile.

We put resident satisfaction first.

- * We strive to make every resident interaction positive — that's the pledge behind our Happiness Promise.
- * We respond within 24 business hours.
- * We make it right when things go wrong — with gift cards, personal visits, and a culture of kindness.

Innovation.



We invest in smart solutions.

We pride ourselves on balancing our human-centric approach with innovative technology.

- * Systems that keep communities running smoothly.
- * Community dashboards that make it easy to track key metrics.
- * Proactive teams of people who truly care.

Kai is dedicated to **transforming community management** with exceptional service, financial transparency, and community engagement.

Backed by a **passionate team with diverse expertise**, we simplify complex processes and tailor solutions to meet each client's unique needs. From managing budgets to enhancing engagement, we handle every aspect of community management, **allowing residents and board members to focus on what matters most.**

Choosing **Kai** means partnering with a team **committed to your community's success** and **providing peace of mind** every step of the way.

Mission: To Maximize Happiness

Starting with you...



Response, Guaranteed

We guarantee a response within **24 hours**.
If we don't meet this, you'll receive a \$5
gift card, no questions asked.

Happiness, Promised

After each interaction with Kai, we'll send a
quick satisfaction survey.
If you're not happy, we'll make it right!



Executive Team

Meet the Collective

Lauren Parsons, Vice President



Lauren brings over 10 years of experience in property management, beginning in short-term vacation rentals and advancing quickly in her career. She holds a bachelor's degree in hospitality management from Johnson and Wales University.

With extensive expertise in community management, Lauren ensures efficient operations, transparency, and accurate data reporting, providing clients with exceptional service and industry insights.

Brian Quillen, Head of Operations

Brian brings over 20 years of diverse community management experience, where he joins us from his previous role as Regional Director.

Brian's passion for serving others dates to his early days in hospitality management as a restaurant manager. He is committed to ongoing learning and professional growth. When not working, Brian can be found on the golf course or spending time with his wife of 29 years and his dog, Izzy.



Andy Mendenhall, Vice President of District Management



With 20 years of experience in district management, Andy brings a deep understanding of CDD operations, Board expectations, and compliance requirements. He ensures our accounting strategies remain aligned with your District's broader goals.

Our leadership is the driving force behind kai's success—experience, and integrity shape who we are and where we're headed.

The CDD Experience

District Management

Kai's District management team prioritizes ethics, accountability, and efficiency, ensuring trust with residents and Supervisors. Our managers are well-versed in Florida Statutes and help the Board develop balanced budgets, focusing on both current needs and future growth.

Budgeting & Long-Term Growth Planning

We assist Districts in addressing budgeting challenges, especially with aging infrastructure and growing demands. Partnering with the Board, we create innovative, sustainable solutions and provide transparent, tailored strategies for long-term success.

Assessments & Roll Certifications

With over a decade of experience, **Kai** manages assessments, including certifying annual rolls, collecting payments, and coordinating with trustees, title companies, and other stakeholders. Our team integrates assessments into the budget, ensuring transparency for residents.

Records Custodian & Administration

The records clerk manages all District records, including Board meeting minutes, resolutions, contracts, and public records requests. They ensure compliance with Florida Statutes and maintain an ADA-compliant website. The role is integral to District operations, providing transparency and accountability.

Accounting

Kai provides comprehensive District accounting services, delivering accurate financial data, variance analysis, and strategic planning to support Boards. We track revenues, customize dashboards, and ensure effective budgeting and reporting. Leveraging Avidxchange, we streamline bill payments and paperless options like Mastercard, direct deposit, or checks. This software simplifies invoice management and offers real-time status updates, enhancing efficiency and transparency.



Meet Kerri Roberston, Director of Treasury & Finance

Kerri is a Certified Treasury Professional (CTP) with dual MBAs in Management and Finance. With over 20 years of experience in banking, treasury, and finance, she leads our cash management, disbursements, and treasury functions with precision and insight.

Field Services & Amenity Management

We solve problems, before you know they exist



Kai will manage amenities through contractor supervision, estimate retrieval, negotiate pricing, and presentation to the Board for review.

We'll assist with contract prep, oversee contractor work, inspect projects before payment, and maintain records of contracts and payments.

Any scope or cost changes will be Board-approved, and major issues will be reported promptly with recommended solutions.

Proactive, Not Reactive.

Quality Control & Quality Assurance

Our Field Service Director and Operations Directors ensure that each **Kai** community meets high standards through regular training, site visits, and transparent reporting.

We minimize errors and costly repairs by maintaining quality control metrics. We keep communities informed with newsletters and regular communication, and our strong vendor relationships ensure top-quality service.

Meet **Michael Sakellarides**, Field Service Director

Michael oversees field services for property and infrastructure maintenance at CDDs and community associations.



With experience leading teams of over 25 employees, he excels in training, process implementation, and building strong Board and vendor relationships. A problem solver with unmatched attention to detail, Michael holds a master's in business management from the University of Alabama.

His adaptability, communication skills, and responsiveness make him an invaluable leader to the field service team.

Connect with **kai**

Happiness Promised

Meet **Maria Elia**, Director of Communications



Maria is a skilled communications professional with a bachelor's degree in communication from The University of Tampa and over eight years of experience in communications and marketing. With expertise in public relations, copywriting, and customer service, she leads the Community Experience team, ensuring exceptional service for all residents. Maria has built a talented, collaborative team, fostering innovation and excellence, making her a valuable asset to **Kai**.



Connect@HiKai.com



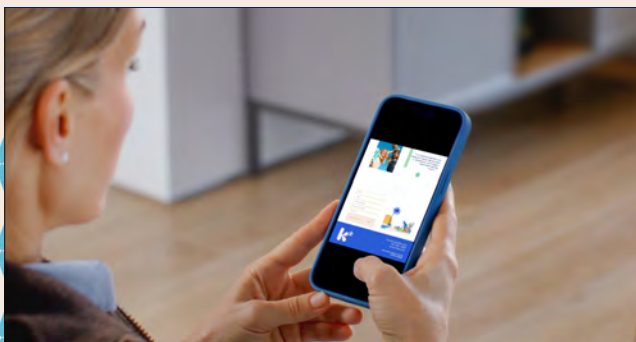
813-565-4663



www.HiKai.com

We know life can get busy, so we're here to simplify things. With multiple ways to communicate, choose the most convenient option for you to connect with us!

At **Kai, communication is the foundation of how we build connected communities. Our customizable newsletters keep residents informed, engaged, and in the loop. Clear, consistent, and fun—just the way it should be.**



Response Guarantee

In case of an after-hours emergency, **Kai's** phone system directs calls to the on-call team member, who assesses the situation and takes action, including contacting emergency services or vendors. Non-emergency issues are forwarded to the appropriate team member for resolution during business hours. Board Members also have direct contact information for our executive team to ensure timely and efficient issue resolution.

Happiness Promised

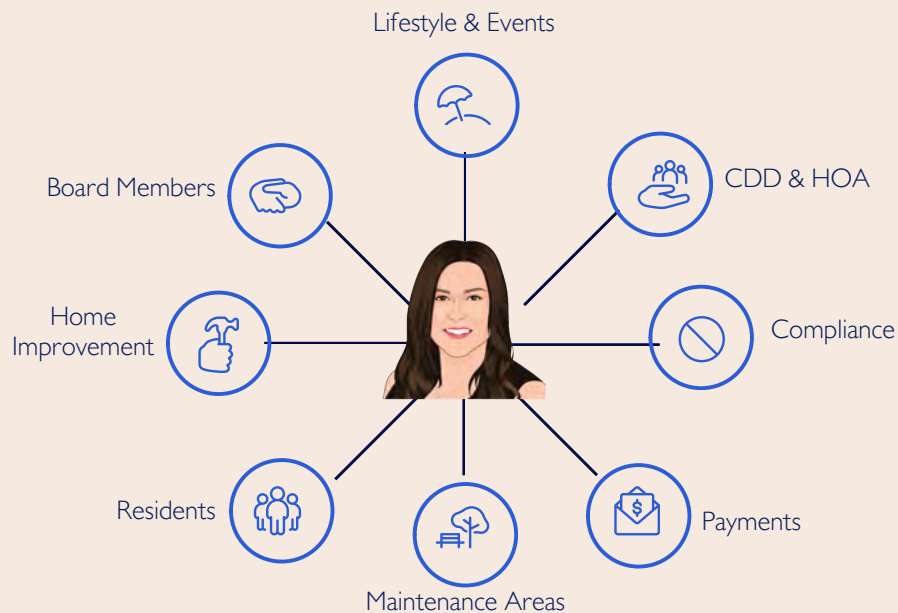
Community management is our business, but our mission is all about happy communities



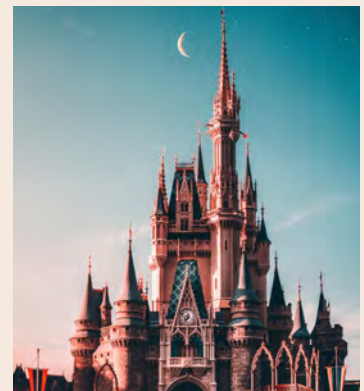
Meet **Kaylee Roach**, Happiness Manager

Kaylee plays a key role in cultivating a positive and productive workplace as **Kai's** Happiness Manager. From planning engaging events to coordinating team trainings, she ensures employees have the tools, resources, and support they need to thrive. Her focus is on empowering our people—so they can be their best for your community.

Our **Community Experience Team** is the heart of **Kai**, dedicated to providing exceptional service and quick responses. We're always available to answer questions, keep you informed, and deliver solutions until you're satisfied.



Creating unforgettable resident experiences is our top priority! Every member of our Community Experience Team is Disney Certified, ensuring we build loyalty, exceed expectations, and bring a touch of magic to every interaction.



Let us make your community's dreams come true!

Technology & Innovation

Innovative technology is transforming the property management industry by streamlining property inspections through advanced tools like AI-powered reporting, mobile apps, and smart sensors, enhancing efficiency, accuracy, and transparency.



**Landscape
360™**



**Compliance
View 360™**

***Kai** is designed to enhance communication, transparency, and record-keeping while revolutionizing asset management for your community. This cutting-edge property inspection software leverages efficiency and improve the accuracy of inspections. **Kai** streamlines the entire inspection process, allowing your team to stay focused on delivering an exceptional resident experience. We're committed to leading the industry with innovation, bringing you a seamless and highly effective property management solution.*

FRONTSTEPS

FRONTSTEPS for Homeowner Engagement is the most trusted software partner for everyone who calls an association home. Our unified software platform allows property managers and board members to focus on what truly matters—building thriving and harmonious community associations.

Saddle Creek Preserve of Polk County CDD

Proposed District Management Services

kai Services	Proposed kai Management Fee (Annual)
District Management	\$45,000
Field Services Management	\$17,530
Amenity Management	\$0
Assessment Administration	\$5,565
Dissemination	\$7,875
Total	\$75,970

What to Expect!

To ensure a smooth transition for Saddle Creek Preserve of Polk County CDD, we've created a comprehensive training plan for the **Kai** team. This includes classroom and on-site training, coordination with vendors on ongoing projects, and specialized training for the Community Experience Team to address both CDD and non-CDD-related resident concerns. Our team undergoes regular training to stay updated on industry trends and community management, with multiple community visits and ongoing education to provide the best service possible.



References

Mike Lawson, North AR-1 CDD Chairman

As the Chairman of the Board of Supervisors for eighteen separate community development districts located throughout the Florida, the level of talented and experienced CDD management personnel that Kai possesses is second to none. The management depth that Kai provides ensures that all required administrative functions consisting of accounting, CDD meetings, operations & maintenance and debt service assessments and payments and many other services are professionally performed. Also, and equally important, Kai maintains an excellent level of communication with the board members as well as providing timely and prompt responses to our residents.

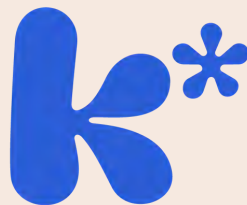
Lori Price, Mirada II CDD Supervisor

As a Supervisor, I've had the pleasure of working closely with Kai as our district management company, and they've consistently exceeded expectations. Their timeliness, efficiency, and attention to detail are unmatched, and their proactive communication ensures we're always informed and aligned. The team is responsive, thorough, and truly a pleasure to work with—I'm confident in their ability to support our district's needs with professionalism and care.

Ron Acoff, Cory Lakes CDD Supervisor

Despite all of the darkness that is happening in the world, I want to take the liberty to shine a bright light on the accomplishment of the Cory Lake Isle CDD since your arrival in August of this year. Your Leadership and Business Acumen has provided Financial Metrics, Policies and Guidelines, Measurable Goals, and Best Practices which create Sustainable Growth and Progress, both short and long term, for the present and future homeowners of Cory Lake Isles.

It is an understatement Cory Lake Isle was in disarray upon your arrival. However, your honesty and transparency in communication and report preparation have been the catalyst for what was once thought unbelievable progress in unifying the community. As a homeowner, I want to personally Thank You! More importantly, I want to Thank You! as a CDD Supervisor!



SECTION 3



Saddle Creek Preserve of Polk County Community Development District

Polk County, Florida

Prepared on May 15, 2025

PFM Group Consulting LLC

Vivian Carvalho

Senior District Manager, Business Development

3501 Quadrangle Blvd.

Suite 270

Orlando, FL 32817



Saddle Creek Preserve of Polk County Community Development District

| District Management Services
DMS RFP

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May 15, 2025

Tab 1. Letter of Interest

Saddle Creek Preserve of Polk County Community Development District
Kilinski Van Wyk
16009 N Florida Avenue
Lutz, Florida 33549
Attn: Grace Rinaldi and Lauren Gentry
Via email to grace@cddlwyers.com and lauren@cddlwyers.com

RE: Saddle Creek Preserve of Polk County CDD - District Management Services

Dear Ms. Rinaldi and Ms. Gentry,

PFM Group Consulting LLC ("PFM" or "PFMGC") appreciates the opportunity to submit our credentials to provide District Management Services to Saddle Creek Preserve of Polk County Community Development District (the "District").

The PFM Group of companies have roots serving state & local governments that go back over 50 years. PFM's philosophy for providing District Management Services is simple: we're not striving to be the largest — we strive to be the most attentive and responsive partner to each community we serve. We believe that high-quality service comes from focus, not volume. Supported by the strength of a national firm, our District Management Services team is located and managed in Florida. Our decentralized approach allows us to be nimble, responsive, and deeply involved in the communities we serve. When you work with us, you're not passed along through layers of staff or bureaucracy. You're partnering directly with an experienced professional team who is invested in the success of your district.

With a portfolio of over 55 special districts across Florida, our team offers a deep understanding of the full district life cycle — from establishment through full buildout. We deliver hands-on, client-focused service backed by unmatched technical and financial expertise. Our proactive approach helps to ensure that everything from field operations to amenity oversight runs smoothly, compliantly, and with transparency.

Furthermore, we don't wait for issues to arise — we anticipate them. We understand the importance of transparency, accuracy, and accountability in managing your district's financials, meetings, and compliance. Our team takes pride in knowing the unique needs of each district we serve. We customize our service — not with a cookie-cutter playbook — but with thoughtful, strategic support that reflects our clients' specific priorities and long-term goals.

Below we summarize the reasons we believe our affiliate, PFM Group Consulting, to be the optimal choice for the District.

District Management Services: Enhanced by our affiliate's acquisition of the majority assets of Fishkind & Associates, Inc., PFM provides our special district clients with what we believe to be highly effective services at every stage of a District's life -- from establishment to full development. We continue to add clients in Florida and other states and have an experienced team of professionals to provide clients with the level of service they expect and deserve.

pfm

3501 Quadrangle Blvd.
Suite 270
Orlando, Florida 32817
407.723.5900

pfm.com



Our scope of services includes but are not limited to general consultation, orchestrating, and managing meetings, District representation, accounting services, capital budgeting and improvement plan, recording and transcribing meeting minutes, record management, coordination of annual assessments, lien book maintenance and continuing disclosure assistance services.

In addition, we offer field management services from our internal team as well as through third-party sub-contractors. A sample of our Field Manager Services Report is outlined in Tab 12.

Staff: Our growing team currently consists of over 22 professional staff members including five experienced District Managers who have over 45 years combined length of service in the industry. Additionally, our team includes Accountants, Assistant District Managers, Administrative Support, and Field Specialist subcontractors to service our districts. As we continue to grow, we continue to assess our team and add additional resources to serve our clients.

Other Services: Our proposal includes services we would be pleased to offer the District under separate agreement with our affiliated companies such as financial advisory services provided by PFM Financial Advisors LLC ("PFMFA"), our registered municipal advisor affiliate.

Cost: Our focus is to provide cost effective services that results in significant value to our clients and our fees reflect the changing needs of the district as it transitions from establishment to development to full build out. Based on our understanding of the District's current needs and stage of development, we would propose the Management Fee as outlined in Tab 7. We hope to build a long, mutually beneficial relationship with the District and as such our fees are fully negotiable to meet the needs of the District.

In closing, we are pleased to open this discussion and look forward to having the opportunity to discuss our proposal to serve as District Manager to Saddle Creek Preserve of Polk County Community Development District. The community can be assured that this engagement is a high priority for us, and we are committed to dedicating the full range of PFM's exceptional services and resources.

We understand the scope of work to be performed and commit to doing so on the District's schedule. We believe PFM's relevant experience and dedicated team, makes us the ideal choice as Saddle Creek Preserve of Polk County Community Development District's District Manager.

Sincerely,

Vivian Carvalho
Senior District Manager
Business Development
PFM Group Consulting LLC

Jennifer Walden
Senior District Manager
Team Lead
PFM Group Consulting LLC



Tab 2. (a.) The Florida District Management Services and Team

Special Assessment Districts

Through our PFMGC and PFMFA affiliates, PFM provides district management and financial advisory services to more than 75 of the over 900 special districts throughout Florida including Community Development Districts (“CDDs”), Stewardship Districts, Recreational Districts and Improvement Districts. We use a team approach to providing these services, so numerous team members are aware of the needs and desires of each client. Further, our team members are knowledgeable of the requirements and nuances of relevant state statutes and share best practices to address issues facing districts statewide.

District Management Services

PFMGC provides services to variety of special districts including:

- Community Development Districts
 - Governed by Florida Statutes Chapter 190 (and Chapter 170)
- Stewardship Districts
 - Governed by Florida Statutes Chapter 190 and Chapter 298
 - Established & governed by a Special Act passed by the Florida legislature
 - Typically used for large tracts of land with a longer build out period and when there is a desire to preserve large portions of land for conservation, which allow for more thoughtful and coordinated management of the District
- Recreational Districts
 - Governed by Florida Statutes Chapter 418
 - Recreational Districts are limited in nature to the construction, acquisition, replacement operation and maintenance of recreational amenities
- Improvement Districts
 - Governed by Florida Statutes Chapter 190 as an alternative method of planning, acquiring, operating and maintaining community-wide improvements

Using a dedicated staff with extensive knowledge in the operation of districts, PFMGC provides the following services:

General Management and Administrative Services: PFMGC provides standard administrative services necessary for the proper function of special districts and other projects to help them operate and comply with applicable statutes, laws, codes, rules and regulations, including Florida Statutes Records Requirements of Chapter 119. We attend and help facilitate all scheduled and special meetings, including preparing agendas and minutes for all Board of Supervisors’ meetings, helping to ensure meeting notices are published, and coordinating other logistical matters. Further, we document and update all items for the “record of proceedings,” solicit proposals for contracts, review and recommend vendors based on proposals received, aid in negotiations, monitor contract status and compliance with contracts and insurance



requirements, and notify the Board when contracts are expiring, as well as when to undertake new procurement measures. We help our clients maintain compliance with Florida Administrative Code Section R.1B-24.003(1)(a) concerning the retention of specific District records. Upon request, we provide training for new supervisors and staff.

Accounting Services: Districts are required to prepare financial statements in accordance with governmental Accounting Standards Board (“GASB”) guidelines, and PFMGC is knowledgeable about these standards. For our clients, we prepare monthly financial statements, along with providing accounts payable and receivable work, general account and trust account reconciliations, and completion and filing of State of Florida required annual reports. We present all accounting information to the Board of Supervisors for their review and approval, and our monthly reports include Statement of Financial Position, Statement of Activities, Budget to Actual, and other ad-hoc reports that the Board may request. We work with each district’s selected independent auditor to help ensure they have all necessary information and to implement any recommended measures. During the budgeting process, we prepare draft budgets, incorporate comments from the supervisors, and work with the supervisors to approve the budget. We incorporate the Board’s goals and revenue and expenses from the current year to provide more accurate budget predictions. We can also assist in selecting the public depository bank for the district’s needs and can help open and maintain accounts with the district’s selected bank. The accounting services are paperless, and we use an electronic platform (AvidXchange) for all of our accounts payable. This provides a way for all parties to approve invoices prior to payment and provide for a more transparent process. PFMGC pride ourselves on our strict internal control processes.

Lien Book/Tax Roll Maintenance (Associated with Management of Special Assessments): We work with our clients to provide billing, collection, reporting, and accounting for district assessments. This helps to ensure the district has necessary funds to meet all obligations, from operations to maintenance to any debt obligations. PFMGC administers annual assessments in a timely manner, which helps our clients’ cashflows. We answer questions from property owners regarding their assessments, and when needed, draft estoppel letters and lien releases. Further, where possible, we will recommend ways to leverage efficiencies in collecting revenues. When developer agreements are needed, we can work with the district’s legal counsel to draft and interpret those to help the district’s cashflows.

Technology: To facilitate meetings, we use iPads and other technology which can accommodate virtual participation. Prior to each meeting, we load all agendas, minutes, and other documents onto iPads, which are then disseminated at the meeting. Further, meeting documents are stored electronically and backed up securely, allowing for ease in transmitting and storing documents for future reference. This also provides our clients with cost savings due to a reduction in printing costs and environmental benefits due to reduced paper usage.

Field Management Services: If requested, PFM can also assist with the management and oversight of various District vendors. Such services may be provided by a third-party sub-contractor. Field management services are determined based on the specific needs of each community but generally include the overall supervision of service contractors and maintenance staff, as well as arranging for certain repair and maintenance work. Upon request, our field service specialist can also be available to attend regularly scheduled Board Meetings.



Regular Inspections. Our team conducts regular inspections of District property, reports any irregularities to the District Manager and/or designated District representative, and facilitates correction of irregularities as needed. Findings of the inspections are detailed in the inspection report provided to the Board.

Repair & Maintenance. Provide routine repair work or normal maintenance as may be required for the operation or physical protection of District property. We will address emergency repairs when necessary for the preservation and safety of persons and/or property as well as have an emergency number available for weekend and after-hours emergencies that may arise. The emergency line is setup to dispatch the call according to the parameters set forth by the District. In essence, if the field manager assigned to the District as the first layer of communicating the issue does not answer the call it escalates to the next person in line to assure the matter is being handled and addressed timely.

Oversight of Maintenance Related Vendors:

- Provide work orders generated by the various vendors servicing the District
- Assist District with development of the annual maintenance budget
- Assess and advise the District of any necessary repairs or replacement items that may be required

Capital Program Administration and Bond Issuance: Capital improvements are necessary for the continued success of any district, and PFM has experience with the implementation and funding of capital programs. We coordinate the timing and design of these improvements with the annual budget process, as they can impact proposed operations and maintenance. PFMFA has 50 years of providing financial advisory services, from advising on debt issuance to transaction management to consideration of how-to best structure deals for our clients. Our PFMA colleagues assist with review of the various financing documents and debt structure including the official statement and closing documents, and PFMGC assists with needed disclosures on EMMA. Further, we can recommend providers to help with preparation of all necessary arbitrage calculations.

Tab 2. (b.) Key Team Members within PFM Group Consulting LLC

Jennifer Walden, Senior District Manager, Team Lead
11 Years of Experience

Jennifer Walden joined the District Management team at PFM in September 2014. Prior to joining PFM Group Consulting LLC, she worked as an Account Manager for a fulfillment house and in the marketing department for a large company in the hospitality industry. She serves as District Manager for multiple Districts throughout the state of Florida. Jennifer has a Bachelor of Science in Marketing from the University of Central Florida.



Jane Gaarlandt, Senior District Manager, Field Services Lead
14 Years of Experience

Jane joined the District Management Team in December 2010 and currently serves as district manager of various Community Development Districts. Day-to-day activities include organizing, preparing and facilitating District Meetings, overseeing matters related to the operation and maintenance of the District and assisting the District to ensure compliance with all statutes and applicable law affecting the District including maintenance of the District's website and records.

Prior to joining PFM, Jane gained extensive experience in all aspects of project management and client services as owner and president of Gaarlandt & Burke Design, Inc. In addition, Jane held a position in property management with Whiteco Residential, LLC/ZRS Management.

Vivian Carvalho, Senior District Manager, Business Development
17 Years of Experience

Vivian Carvalho joined the District Management team at PFM in March 2018. Prior to joining PFM Group Consulting LLC, she worked with two large companies in the industry in which she gained her knowledge and experience with District Management Services, Homeowner and Condominium Association services in the Central Florida market. She serves as District Manager for multiple districts on the west coast and northeastern Florida.

Vivian has a Bachelor of Business Administration from Florida Institute of Technology where she graduated with honors. In addition, she obtained her Master's in Business Administration from Nova Southeastern University.

Jennifer Glasgow, Director, District Accounting
19 Years of Experience

Jennifer Glasgow has been with PFM since 2006 and currently serves as the Director, District Accounting. In addition, she handles full-cycle accounting for a large client as well as tax roll and lien book administration and bond disclosures for the majority of the districts managed by PFM. Jennifer has a Bachelor of Science in Accounting from Florida Southern College where she graduated with honors.

Amanda Lane, Senior Accountant & Training Supervisor
16 Years of Experience

Amanda Lane has been on staff since 2009 and currently serves as the Senior Accountant and Training Supervisor. She handles full-cycle accounting for two of PFM's managed Homeowners Associations (HOAs), along with the full-cycle governmental accounting for several of the larger districts managed by PFM. Services provided include budgeting, estoppel preparation, invoicing & collections, and financial statement preparation and review.

Amanda has a Bachelor of Arts from Rollins College where she graduated with honors and a Master's in Accounting from the University of Central Florida.



Amy Champagne, Senior Accountant, Lien Book & Assessment Administration
20 Years of Experience

Amy Champagne joined the District Management team at PFM in September 2018. Prior to joining PFM Group Consulting LLC, she worked as the Controller for two private companies, and as a public accountant. She maintains the lien books for all current PFM management clients. She issues estoppels and certifies all tax rolls for the various special taxing districts.

Amy has a Bachelor of Science in Math from the University of Florida. In addition, she obtained her Bachelor of Accounting and Master's of Accounting from Florida Atlantic University where she graduated with honors. On April 30, 2010, she received her Certified Public Accountant License.



The District Management Team

District Management

Jennifer Walden
Senior District Manager
Team Lead

Jane Gaarlandt
Senior District Manager
Field Services Lead

Vivian Carvalho
Senior District Manager
Business Development

Lynne Mullins
District Manager

Venessa Ripoll
District Manager

Gazmin Kerr
Assistant District
Manager

Kwame Jackson
Assistant District
Manager

Blake Firth
Assistant District
Manager

Natalie Cardenas
Associate

Tiffany Bradham
Associate

Kristin Lasky
Administrative
Assistant

Ashley Quiros
Administrative
Assistant

District Accounting & Assessment Administration

Jennifer Glasgow
Director
District Accounting

Amanda Lane
Senior Accountant &
Training Supervisor

Amy Champagne
Senior Accountant
Lien Book & Assessment
Administration

Verona Griffith
District Accountant

Rick Montejano
District Accountant

District Bookkeeping

Margaret Magar
District Bookkeeper

Stedman Valentine
District Bookkeeper

District Disclosure

Ynayah Boyd
Senior Disclosure Analyst

Audrey Ryan
District Accountant

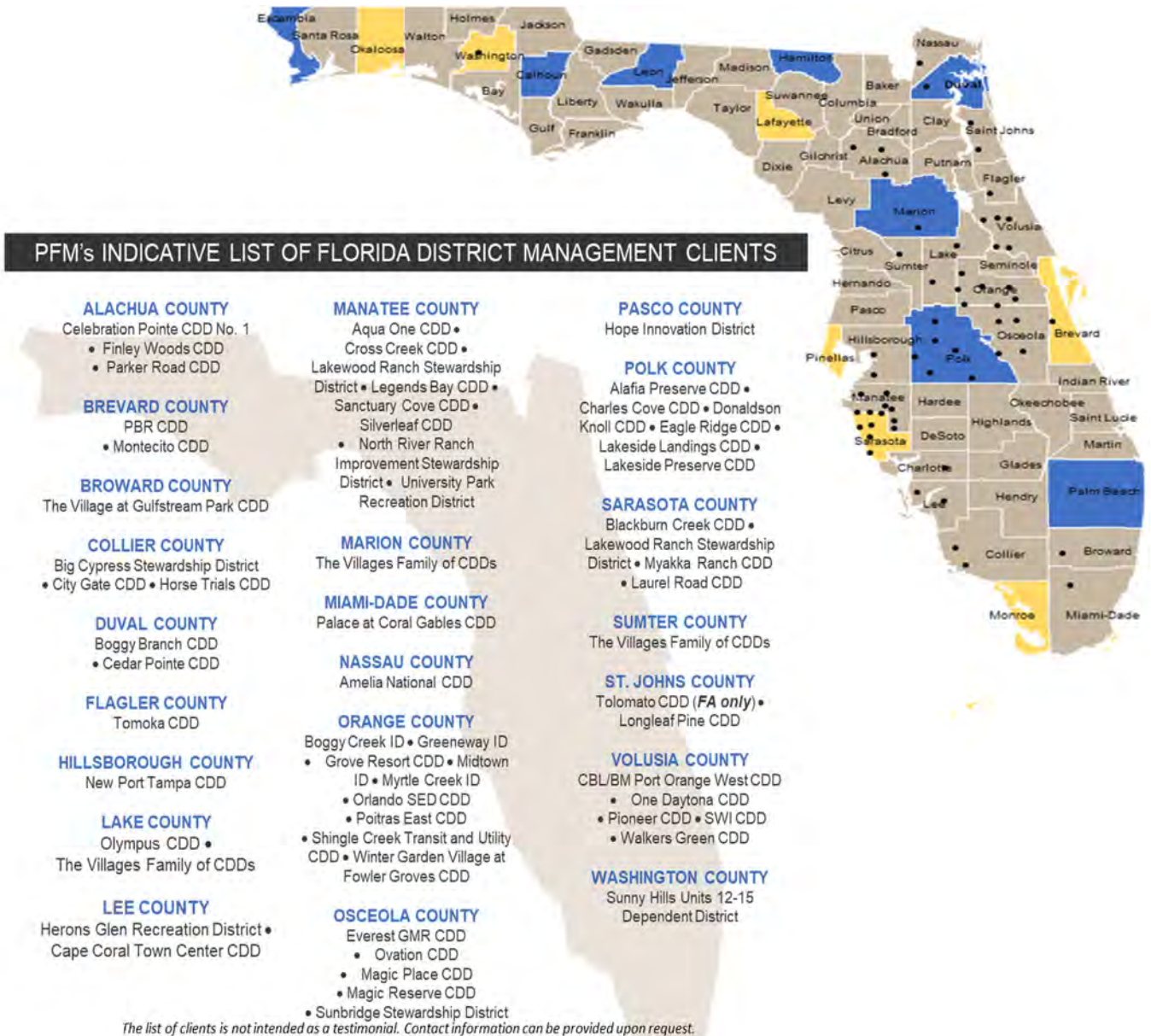
Open Position
District Accountant



Tab 3. Qualification and Staffing

Representative Clients

PFMGC's Florida District Management clients include over 55 special districts located in 22 counties across Florida:



Services provided by PFM Group Consulting LLC



District Manager Assigned to Saddle Creek Preserve of Polk County Community Development District

Lynne Mullins, *District Manager*
7 Years of Experience

Lynne Mullins joined the District Management team at PFM in March 2018, bringing with her a strong foundation in organizational precision and client service. Prior to her work with PFM, Lynne built her administrative and analytical skills in the healthcare industry, specializing in medical billing and coding for a group of trauma surgeons.

In her current role, Lynne manages 10 special taxing districts across the state, ranging from developer-controlled communities in the early stages of development to fully established, homeowner-governed neighborhoods. Her ability to adapt her approach based on the specific needs of each district has earned her a reputation for reliability and dedication.

Lynne is known for her meticulous attention to detail and her consistent follow-up and follow-through—qualities that ensure no task goes overlooked. She is deeply committed to fostering strong, collaborative relationships with residents, board members, and field staff alike. Working closely with assigned field managers, she ensures each community receives responsive and proactive support tailored to its unique needs.

With a service-driven mindset and a strong focus on relationship building, Lynne continues to play a vital role in the effective and thoughtful management of Florida's special taxing districts.

The leadership team is looking at the District Manager's portfolio on a recurring basis to assess and address the needs and/or if a change needs to occur of assignment of the District Manager. If and when the Board is not satisfied with the service provided, the leadership team will work diligently to make any necessary changes to accommodate the District's needs and desire relating to District Manager representation.

Tab 4. (a.) The Florida Financial Advisory Services and Team

In addition to our District management capabilities, our affiliate PFMFA has considerable experience assisting special districts with the financing and refinancing of District debt issues.

Financial Advisory Services: PFMFA has developed extensive experience assisting Florida CDDs and other special districts since focusing on this market segment as a financial advisor in 2009. Since then, we have served as financial advisor on more than 120 special assessment transactions totaling approximately \$3.7 billion. Our municipal advisory services, provided by PFMFA, include:

- Special Assessment Methodology
- Debt structuring & transaction management
- Re-amortization schedules



PFM's national reputation and consistent growth are evident in our ranking as the nation's top financial advisor in terms of number of transactions and par amount, as we've been ranked #1 in the country for 29 consecutive years by IPREO. In 2024, we advised on 736 publicly offered bond transactions totaling over \$88 billion.

Florida Practice

PFM has the largest financial advisory group in Florida and has been ranked #1 for 25 consecutive years. We have continued to grow our Florida footprint, adding clients each year while maintaining the high level of service to our clients. In 2024, we served as financial advisor in Florida on 50 publicly offered long-term bond issues totaling over \$11.7 billion.

2024 Florida Municipal New Issues

Municipal Financial Advisor Ranking - Full Credit to Each Financial Advisor

Source: Ipreo



*Ranked by Ipreo in terms of Tax-Exempt par amount as of December 31, 2024

Since 2019, PFM has served as financial advisor on 374 Florida transactions totaling over \$39 billion. We have served as financial advisor on 4,979 transactions totaling over \$453 billion nationally during this time. **No other firm has demonstrated this level of commitment or leadership in the Florida market.**

Our leadership in both number of transactions and par issued shows a commitment to small, medium and large issuers. PFMGC and PFMFA are pleased to provide a dedicated and robust team to serve our special district clients. We include the organizational chart below in addition, following page a brief biography on the key team members within the organization.

PFM's Financial Advisory Transactions from 2019 to 2024

	Florida	National (Excluding Florida)	Total
Number of Transactions	375	4,604	4,979
Par Amount (MM)	\$39,531	\$413,841	\$453,372

Source: Ipreo



Tab 4. (b.) Key Team Members within Financial Advisors LLC

Brent Wilder, *Managing Director*
34 Years of Experience

Brent Wilder joined PFM in 2009 and has over 30 years of experience in the financial services industry, the majority of which have been dedicated to serving the financing needs of municipal clients. He serves as Managing Director in the firm's Orlando office and oversees the Special District practice.

Throughout his career, Brent has served in the roles of financial advisor, underwriter, and credit provider for a variety of municipal clients in Florida and several other states. He is responsible for managing the firm's special district practice in addition to numerous client relationships throughout Florida. He also actively monitors Florida legislative initiatives to provide context on financial matters that may impact our clients. Brent's transaction experience includes covenant to budget and appropriate, certificate of participation, lease appropriation, tax backed, transportation, utility, and special assessment issues for municipal, institutional, corporate, and not-for-profit clients. Although he has a particular expertise with Florida special districts, his clients also include cities, counties, school districts, toll authorities, and municipal utilities.

He has also completed dozens of conduit financings for credit enhanced and un-enhanced issues for solid waste, manufacturing and airport facilities.

Brent is an active sponsor and past speaker for FGFOA, FSFOA and TEAM FL.

Kevin Plenzler, *Director*
18 Years of Experience

Kevin joined PFM in 2019 via acquisition of Fishkind and Associates, Inc. in Orlando, Florida. His current responsibilities include providing financial advisory and assessment consulting services associated with PFM's Community Development Districts within PFM Group Consulting LLC. In addition to financial advisory services, Kevin offers consulting services associated with but not limited to transportation toll and revenue studies, K-12 schools' analysis and market studies related to sports, leisure and cultural facilities.

Prior to PFM, Kevin worked as a member of Fishkind and Associates, Inc. real estate market group. In addition to the aforementioned consulting services, he has relevant experience in highest and best use land use analysis, detailed pro forma analysis associated with real estate transactions, and economic impact analysis.

Michael Dennis, *Senior Managing Consultant*
6 Years of Experience

Michael Dennis joined PFM's Orlando office in 2019 and as a Senior Managing Consultant, provides transaction management, analytical, and technical services.

Michael has experience with tax-exempt and taxable municipal bonds, bank loans, lines of credit, liquidity and interim financing alternatives. His present duties include structuring, sizing, and pricing new money and refunding municipal bond issues, as well as performing analysis of refunding opportunities. He also provides



multi-year financial modeling for strategic planning and prepares capacity analyses, ratings support and credit enhancement to a variety of issuers. He also supports PFM's Community Development Districts practice in its preparation of assessment methodologies, reamortization schedules, and general transaction services related to debt issuance. Michael has been involved in executing debt transactions totaling over \$5 billion in par.

Michael graduated cum laude from Florida State University with a Bachelor of Science in Finance and Marketing as well as a minor in Political Science. He is a registered Municipal Advisor Representative (Series 50).

The Financial Advisory Team

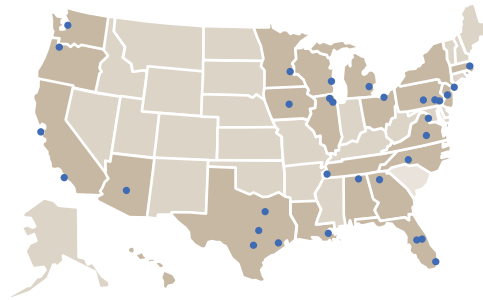


Tab 5. Company Information

PFM was founded in 1975 with the mission of providing independent financial advice to state and local governments, governmental agencies and authorities in the debt issuance process and undertaking capital planning and budgeting.³ PFM Financial Advisors LLC and its affiliates are indirect, wholly-owned subsidiaries of a holding company known as PFM II, LLC. This holding company is 100% owned by the firm's Managing Directors, who set the firm's strategic direction and manage specific practice areas.



Today, PFM has one of the largest financial advisory teams in the public finance industry, maintaining an expansive national presence. PFM currently has more than 300 employees located in 32 offices and locations across the United States.¹ There are 18 financial advisory professionals in Florida, which include 6 Managing Directors/Partners, 4 Directors, 3 Senior Managing Consultants, and 5 Analysts.



PFM constantly strives to anticipate every client challenge and need and has developed one of the most comprehensive service platforms in the industry. A financial advisory contract with PFM provides Saddle Creek Preserve of Polk County CDD with access to the unique services of our affiliates outlined below, which include Management and Budget Consulting, Real Estate/Economic Development, and Treasury Consulting.²



¹Number of employees, offices and locations estimated as of February 1, 2025.

²Services provided by PFM affiliates are offered pursuant to separate agreements, including separate scope and fees.



Tab 6. Range of Services Available to Saddle Creek Preserve of Polk County CDD

As client's needs have evolved and expanded, PFM has developed a wide range of specialized services to assist clients. PFM Financial Advisors LLC has several affiliates that were created to provide the proper regulatory and operating structure to meet our client's evolving financial objectives. Following is a brief description of the various affiliates the CDD will have access to through a contract with PFM Financial Advisors:³

- PFM Group Consulting LLC (PFMGC): **Management and Budget Consulting** practice provides a broad range of services, including OPEB liability management, multi-year financial planning, consolidating and shared-services analysis, operational and program analysis, revenue maximization, fleet management, workforce analysis, and pension and other post-employment benefits strategies. This group has worked with Florida cities such as Miami, Hialeah, and Cape Coral, among others.
- PFMGC's **Treasury Consulting Services** assesses a client's specific banking needs, evaluates its existing banking program, and guides the client through the rebidding process (if necessary) to help maximize services and reduce cost. In Florida, PFMGC recently worked on banking services procurement with Palm Beach Gardens, Oakland Park, Polk County, Hernando County, Leon County, Gainesville Regional Utilities, and the Broward County School District.
- PFMGC's **Economic and Real Estate Consulting** practice provides a broad range of services, including special assessment methodology (such as ad valorem, non-ad valorem, stormwater, and fire), market feasibility, economic forecasting, economic impact analysis, and fiscal impact analysis.
- PFM has extensive experience in designing and executing creative financing structures, including **Public Private Partnerships (P3)**. These transactions utilize combinations of special assessments, tax increments, and impact fees to achieve performance and lower costs. We have pioneered synthetic sales taxes called Public Improvement Fees (PIF) to help fund infrastructure for hotels and other commercial projects

³Services provided through PFM affiliates are subject to separate agreements and fees.



Tab 7. Cost of Services

COMPENSATION FOR SERVICES

MANAGER shall be compensated for the provision of the services described based on fee schedule below. The fees do not include *reimbursable expenses* (as described in Tab 8. of this proposal) related to regularly scheduled DISTRICT Board meetings. Fees will be reviewed and may be adjusted annually as reflected in the DISTRICT's approved budget.

<i>District Management</i>	<i>Annual Fee</i>
Management/Administrative/Accounting Services/ Amenity Management	\$45,000 ¹
<i>Debt Issue Services</i>	<i>Annual Fee²</i>
Assessment Administration	\$10,000 (\$5,000 per Series)
Continuing Disclosure Assistance/ Disclosure Agent	\$6,000 (\$3,000 per Series)
<i>Additional Services*</i>	<i>Fee per new debt issuances</i>
District Management Services (Cost of Issuance)	\$10,000
Continuing Disclosure Assistance (Cost of Issuance)	\$1,500
<i>District</i>	<i>Field Management Services</i>
Field Management Services	\$12,000

¹ Annualized fee assuming 12 regularly scheduled Board meetings per year; fee may be reduced should District Board meet less frequently.

² Fee per debt issue is \$5,000 for Assessment Administration and \$3,000 for Disclosure Assistance

*Additional Services – District Management Services Cost of Issuance and Continuing Disclosure Assistance Cost of Issuance. These fees are applicable for any new bond or debt issue and payable at closing as part of the Cost of Issuance. These fees are not related to the Operating & Maintenance Budget for the District.

*****Total Cost for all District Services*****

Consists of \$73,000 (without website fees) for a District net savings of \$12,970 based on the FY 2025 Adopted Budget.

The fees outlined above may be increased or otherwise amended annually as reflected in the adopted Operations & Maintenance Budget for the District. New fees will become effective on October 1 of the applicable budget year.



Tab 8. Reimbursable Expenses

	Item	Cost (\$)
1	Agenda package	\$ 0 Cost *
2	Tapes/CS	\$ 0 Cost
3	Binders	\$ 0 Cost
4	#10 envelope (\$0.07 per envelope)	\$ 0 Cost **
5	9 x 12 envelope (\$0.07 per envelope)	\$ 0 Cost **
6	10 x 13 envelope (\$0.07 per envelope)	\$ 0 Cost **
7	Storage box	\$ 0 Cost
8	Copies (\$0.25 per page)	\$ 0 Cost **
9	USPS (based on current rates at time of mailing)	\$10.00 ***
10	Fed Ex	\$25.00 ***
11	Conference calls	\$ 0 Cost
12	Offsite storage (archival)	\$ 0 Cost

- * Agendas are all produced electronically and provided on PFM tablet at the meeting. If the Board would like hard copies, there would be a cost associated with the printing.
- ** If mailings are needed then there will be a cost associated with the quantity. See above for applicable fees.
- *** Postage/ FedEx fees vary by the number of items sent per month and are only billed on an incurred basis.



Tab 9. References

We encourage the District to contact the following references as a testament to our client service and expertise.

		
Anne L. Ross, P.E. (Lakewood Ranch Stewardship District) (941) 757.1606 anne.ross@lwrstewardshipdistrict.com 14400 Covenant Way Lakewood Ranch, FL 34202	Kenneth C. Blocker, District Manager (The Villages CDD) (352) 751.3939 Kenneth.Blocker@DistrictGov.org 3571 Kiessel Road The Villages, FL 32163	Dr. Richard Levy, Chairperson (Sunbridge Stewardship District) (407) 408.4442 ssd1@sunbridgesd.com 6900 Tavistock Lakes Blvd., Suite 200 Orlando, FL 32827
		
Drew Dawson, Vice President of Finance (Lake Nona Family of Districts) (407) 274.8442 ddawson@tavistock.com 6900 Tavistock Lakes Blvd., Suite 200 Orlando, FL 32827	Mike Carroll, Jr., Principal (Olympus Orlando Holdings) (407) 319.2098 mike@olympusorlando.com 3501 Quadrangle Blvd., Suite 270 Orlando, FL 32817	Sally Dickson, Chairperson (University Park RD) (407) 742.0676 sally.dickson@universityparkrd.com 7671 The Park Blvd. University Park, FL 34201



Tab 10. Website Fees

Saddle Creek Preserve of Polk County CDD

<i>*PFM Management Fee does not include website maintenance fees, below are the costs for a 3rd Party Company to provide website services*</i>	
Website - 3rd Party	
Website Conversion - One-Time	\$3,000*
Monthly Maintenance Fee	\$185 monthly /
	\$2,220 yearly
ADA Auditing Quarterly Fee	\$300 quarterly /
	\$1,200 yearly
Includes conversion of site to ADA & WCAG optimized template with ADA Compliance seal	



Tab 11. Proof of Insurance

ACORD		PFMILL-01		JBOLAND2																																				
CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 12/2/2022																																				
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																								
PRODUCER Alliant Insurance Services, Inc 32 Old Slip 29th Fl New York, NY 10005		CONTACT NAME: Janice Boland PHONE (A/C, No, Ext): (212) 603-0202 FAX (A/C, No): E-MAIL: Janice.Boland@alliant.com ADDRESS:																																						
INSURED PFM Group Consulting LLC 1735 Market Street, 42nd Floor Philadelphia, PA 19103		<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Valley Forge Insurance Company</td><td>20508</td></tr><tr><td>INSURER B: Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>				INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Valley Forge Insurance Company	20508	INSURER B: Continental Insurance Company	35289	INSURER C:		INSURER D:		INSURER E:		INSURER F:																						
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<table border="1"><thead><tr><th>INSR LTR</th><th>TYPE OF INSURANCE</th><th>ADDL SUBR INSD. WVD</th><th>POLICY NUMBER</th><th>POLICY EFF (MM/DD/YYYY)</th><th>POLICY EXP (MM/DD/YYYY)</th><th>LIMITS</th></tr></thead><tbody><tr><td>A</td><td>☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PRO JECT ☒ LOC. OTHER:</td><td>X X</td><td>7018019790</td><td>12/7/2022</td><td>12/7/2023</td><td>EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000</td></tr><tr><td>B</td><td>☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY</td><td></td><td>7018019806</td><td>12/7/2022</td><td>12/7/2023</td><td>COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$</td></tr><tr><td>B</td><td>☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0</td><td></td><td>7018019840</td><td>12/7/2022</td><td>12/7/2023</td><td>EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000</td></tr><tr><td>B</td><td>☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below</td><td>Y/N N/A</td><td>WC718019823</td><td>1/1/2023</td><td>1/1/2024</td><td>☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000</td></tr></tbody></table>						INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PRO JECT ☒ LOC. OTHER:	X X	7018019790	12/7/2022	12/7/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	B	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		7018019806	12/7/2022	12/7/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	B	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0		7018019840	12/7/2022	12/7/2023	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000	B	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC718019823	1/1/2023	1/1/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) General Liability - Additional Insured, Primary and Non-Contributory, Waiver of Subrogation included per written contract or agreement 30 Days Notice of Cancellation / 10 Days Non-Payment																																								
CERTIFICATE HOLDER EVIDENCE OF COVERAGE			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE																																					

ACORD 25 (2016/03)

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ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 11/30/2022		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Crystal IBC, LLC 32 Old Slip 29th Fl New York NY 10005		CONTACT NAME: Brian Rozynski PHONE (A/C, No, Ext): 212-504-1882 FAX (A/C, No): E-MAIL: brian.rozynski@alliant.com ADDRESS: brian.rozynski@alliant.com		INSURER(S) AFFORDING COVERAGE		
INSURED PFM Group Consulting LLC 1735 Market Street, 42nd Floor Philadelphia PA 19103		License# BR-1359321 PFMILL-01		INSURER A: Lloyd's Syndicate 1084 (Chauce) INSURER B: AXIS Surplus Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:		
				NAC# 0 26620		
COVERAGES		CERTIFICATE NUMBER: 387303250		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
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	CLAIMS-MADE ☐ OCCUR ☐					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	POLICY ☐ PROJ. ☐ SGC ☐ LOC ☐					PRODUCTS - COMP/OP AGG. \$
	OTHER					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO.					BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐					BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR ☐					EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE ☐					AGGREGATE \$
	DED ☐ RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE ☐ OTHER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A B	Professional Liability (E&O)		HMP1,22-0291 ENN604632	12/7/2022 12/7/2022	12/7/2023 12/7/2023	Limit of Liability: \$5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Evidence of coverage only.						
CERTIFICATE HOLDER			CANCELLATION			
To Whom It May Concern			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
			AUTHORIZED REPRESENTATIVE 			
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Tab 12. Sample Reports

	Company: PFM FIELD SERVICES Contact: FIELD MANAGER Phone:	Email: _____ Title: DISTRICT NAME Created: Fri, 1/20/2023
---	--	--

(1)

Picture of Entrance Sign for the District

Phase 2 Entrance Sign
Created: Fri, 1/20/2023

(2)



Crack In Phase 2 Sign
Created: Fri, 1/20/2023
Work order #570 - proposals received

PFM Field Services page 1 of 9



Company: PFM FIELD
SERVICES
Contact: FIELD
MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(3)

Picture of the Entrance Sign for the District

Landscaping- Phase 2 Sign

Created: Fri, 1/20/2023

Will monitor- area cleaned out

(4)



Phase 1 Landscaping

Created: Fri, 1/20/2023

Bushes will be monitored - small growth seen



Company: PFM FIELD
SERVICES
Contact:
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(5)



Phase 2 Fence - New Landscaping

Created: Fri, 1/20/2023

(6)



Phase 2 Dog Park

Created: Fri, 1/20/2023



Company: PFM FIELD
SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(7)



Phase 2 Dog Park

Created: Fri, 1/20/2023

Fencing repaired

(8)



Phase 2 Exit Side Fence

Created: Fri, 1/20/2023

Sand believed to be from neighboring community. Follow up email will be sent but may need counsel to request Developer's assistance with cleanup



Company: PFM FIELD
SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(9)



Phase 2 Pond

Created: Fri, 1/20/2023

Growth still exists. Will monitor

(10)



Phase 2 Pond

Created: Fri, 1/20/2023



Company: PFM FIELD
SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(11)



Phase 2 Pond

Created: Fri, 1/20/2023

(12)



Broken Gate at Lift station

Created: Fri, 1/20/2023

Work order #577 - follow up with
County



Company: PFM FIELD
SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(13)



Phase 1 Pond

Created: Fri, 1/20/2023

(14)



Phase 1 Inlet

Created: Fri, 1/20/2023

Work order #357 - needs inspection. Please advise if engineer will review.



Company: PFM FIELD
SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(15)



Phase 1 Pond - Leaning Sign

Created: Fri, 1/20/2023

Work Order #708 - assigned to Caliber

(16)

Picture of the Entrance Sign for the District

Phase 1 Sign- Perennial Planting

Created: Fri, 1/20/2023

Work order #327 - installed plants were to be perennials. Onsite meeting with Caliber on 1/20 reminded that this needed to be updated.



Company: PFM FIELD
SERVICES
Contact: FIELD MANAGER
Phone:

Email: _____
Title: DISTRICT NAME
Created: Fri, 1/20/2023

(17)



Phase 1 Open Area
Created: Fri, 1/20/2023

(18)



Street Lights

Created: Fri, 1/20/2023

Work order #574 - Complete. Two lights reported last month repaired. No additional street lights found.



Work Order List				
DISTRICT NAME				
Status Selected: Ready for Inspection, Open, Scheduled, Awaiting Quote, Pending, Awaiting BOD approval, Ready for Payment, Inspection Needed				
ID	Due Date/ Follow-up	Description	Assigned To / Contact	Estimate
Awaiting BOD approval				
Maintenance/Handyman				
570		Large Cracks In Phase 2 Entrance and Exit signs	Entrance Sign - Phase 2	
Entered Date: 11/17/2022				\$0.00
666		Broken stones at Phase 1 wall	Entrance Sign- Phase 1	
Entered Date: 12/29/2022				\$0.00
Maintenance/Handyman Count:				0
Pond Maintenance				
357		Stormwater Inlet/Outlet repair	Phase 1 Retention Pond	
Entered Date: 9/9/2022				\$0.00
Pond Maintenance Count:				0
Awaiting BOD approval Count:				0
Open				
Landscaping				
327		Phase 1 Sign Plant Installation	Caliber Entrance Sign- Phase 1	
Entered Date: 8/19/2022				\$0.00
Landscaping Count:				0
Maintenance/Handyman				
708		Leaning Sign at Phase 1 Pond		
Entered Date: 1/20/2023				\$0.00
Maintenance/Handyman Count:				0
Pond Maintenance				
479		Additional Plantings Proposal - Ponds	Phase 2 Retention Pond	
Entered Date: 10/18/2022				\$0.00
595		Drainage Swale Cleanup	aqualis	
Entered Date: 11/21/2022				\$0.00
Pond Maintenance Count:				0
FIELD MANAGER				
Date : 01/20/2023 12:18 PM				
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Page 1 of 2				



Work Order List

DISTRICT NAME

Status Selected: Ready for Inspection, Open, Scheduled, Awaiting Quote, Pending, Awaiting BOD approval, Ready for Payment, Inspection Needed

ID	Due Date/ Follow-up	Description	Assigned To / Contact	Estimate
577		PH 1 Lift Station Damaged Fence		

Entered Date: 11/17/2022

FIELD MANAGER: Open

Count:

DISTRICT NAME Count:

Estimate Total:

\$0.00

0

0

0

\$0.00



Work Order List

DISTRICT NAME

Status Selected: Closed

ID	Due Date/ Follow-up	Description	Assigned To / Contact	Estimate
Closed				
Fencing				
677		Damaged Fencing along Phase 2 fence- holes	Caliber Residential & Commercial Services, LLC	
Entered Date: 1/6/2023				\$0.00
Fencing Count:				0
Maintenance/Handyman				
695		Fence Panels at Dog Park: Broken	Caliber Residential & Commercial Services, LLC Dog Park	
Entered Date: 1/17/2023				\$0.00
Maintenance/Handyman Count:				0
FIELD MANAGER				
649		Street Lights Staying On: 26561-33384 and 26836-33345		
Entered Date: 12/16/2022				\$0.00
650		Missing Yield Sign- Phase 2 roundabout		
Entered Date: 12/16/2022				\$0.00
FIELD MANAGER: Closed				0
Count:				0
DISTRICT NAME Count:				0
Estimate Total:				\$0.00

Date : 01/20/2023 12:19 PM

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Page 1 of 1

SECTION 4



Rizzetta & Company
Professionals in Community Management



PROPOSAL

Saddle Creek Preserve of Polk County Community Development District
Prepared for: Board of Supervisors

REGIONAL OFFICE

5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544
813.994.1001 | rizzetta.com



FIRSTLY

THANK YOU

FOR CONSIDERING US!



Rizzetta & Company
Professionals in Community Management

May 14, 2025

Grace Rinaldi
District Counsel
Saddle Creek Preserve of Polk County CDD

RE: Community Development District Management Services

Dear Grace,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Saddle Creek Preserve of Polk County Community Development District. With 39 years of experience and a state-wide presence, we are prepared to handle all present and future projects for the district.

As one of the largest providers of district management services, we are uniquely qualified to understand the complexities of managing a community development district. Our proposal outlines a knowledgeable team, including Lynn Hayes as your proposed Lead District Manager. He'll have the support of our Regional District Manager Matt Huber as 2nd Chair District Manager, and a large team of district services professionals to ensure transition and daily operations run smoothly.

Even though you may only see your district manager at your meetings, your district would be supported by three accounting professionals, a financial associate, and a dedicated administrative assistant. So, you would have a team of seven that would work for your district on nearly a daily basis. All those professionals take immense pride in their work to ensure that your district always remains in compliance and fulfills all its obligations.

Thank you for your time and consideration of our proposal. We look forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. Should you have any questions or require additional information, please feel free to contact Scott Brizendine at sbrizendine@rizzetta.com

Very truly yours,

Scott Brizendine
Vice President of Operations



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OUR STORY

... SO FAR

Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 39 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization.

OFFICE LOCATIONS

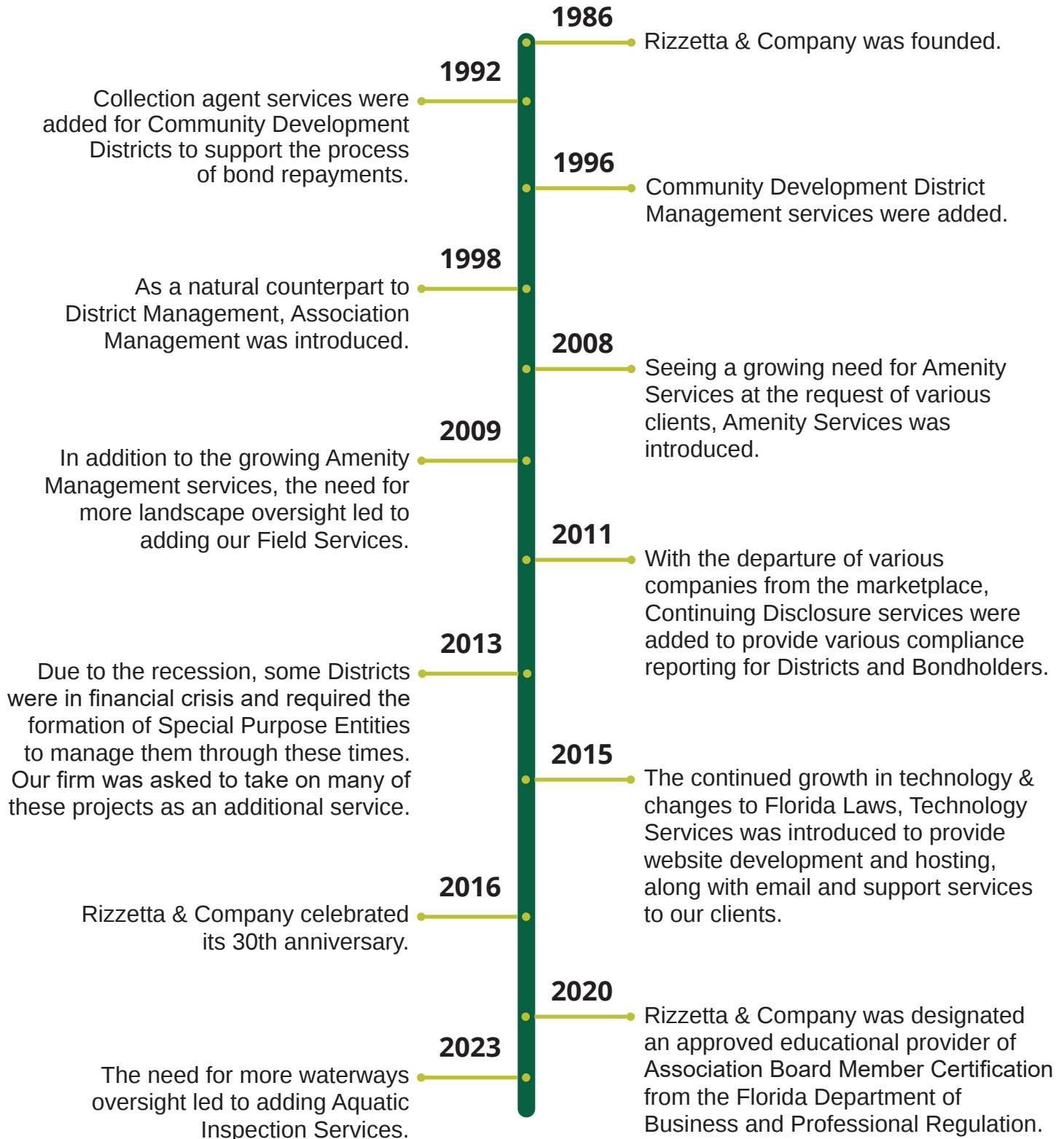


HEADQUARTERS

3434 Colwell Avenue, Suite 200
Tampa, FL 33614



OUR MILESTONES





BY THE NUMBERS



39
YEARS OF
EXPERIENCE
EST. 1986



150+
ASSOCIATION
SERVICES
CLIENTS



55
ASSOCIATION
SERVICES TEAM
MEMBERS



20+
AMENITY
SERVICES
CLIENTS



100
AMENITY
SERVICES TEAM
MEMBERS



120+
DISTRICT
SERVICES
CLIENTS

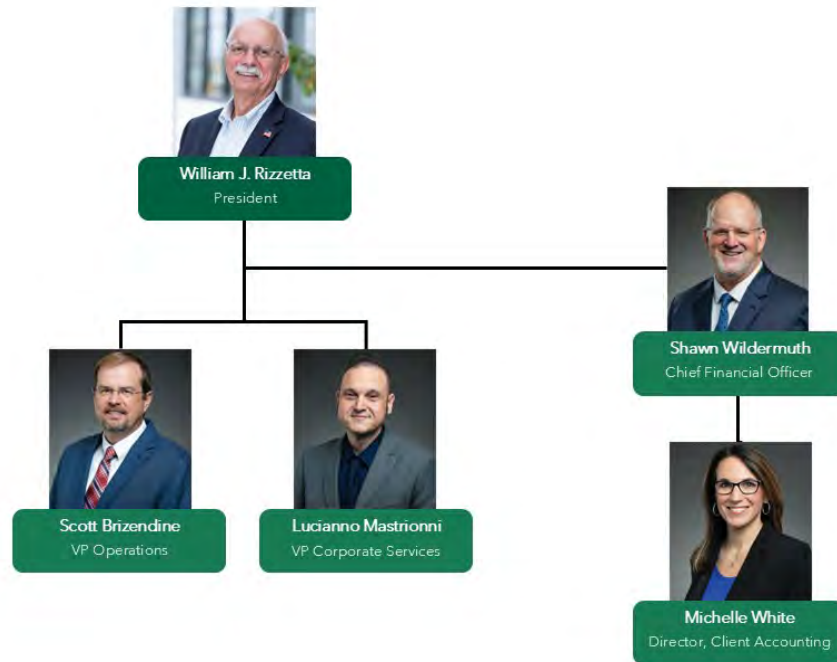


50
DISTRICT
SERVICES TEAM
MEMBERS

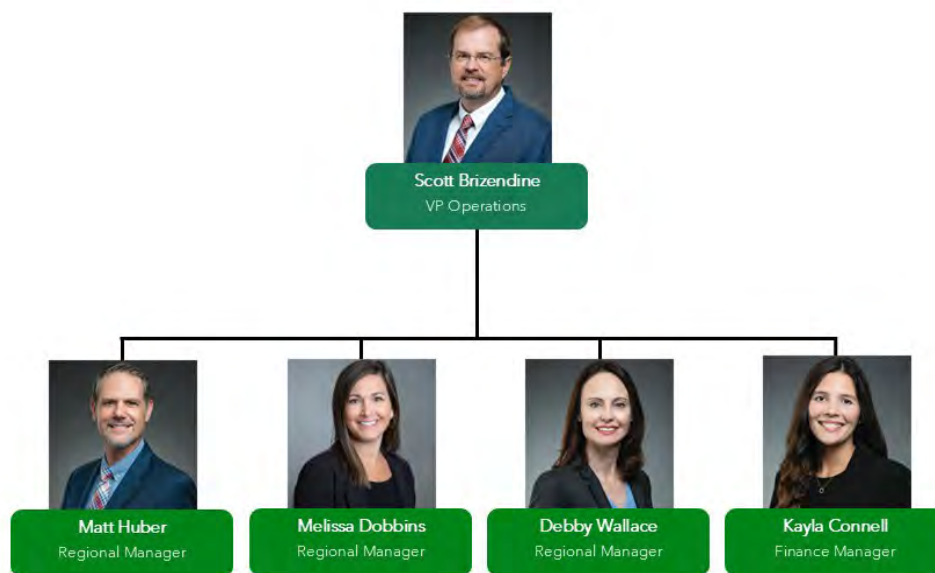




ORGANIZATIONAL CHART



COMMUNITY DEVELOPMENT DISTRICT LEADERSHIP





DISTRICT SERVICES

STRESS FREE

MANAGEMENT

FOR YOUR DISTRICT



AREAS OF SERVICE

Rizzetta & Company would provide professional district management services to Saddle Creek Preserve of Polk County CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

Management

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
 - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
 - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
 - » Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
 - » Monitor certificates of insurance as needed per contracts.
- District Manager will perform one monthly site inspection and will meet with vendors as needed.
- Review and create as needed a periodic maintenance schedule for District assets.

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

Administrative

- Prepare agendas for Board of Supervisors meetings.
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.



Rizzetta has been electronically providing agendas to our Boards for a number of years resulting in substantial savings in printing costs to the Districts. We go one step further by providing electronic tablets to Board member for use during the meetings. This approach also allows immediate posting on the CDD website as required by statute. Audio recordings of the board meetings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

Accounting

Services include the monthly preparation of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Rizzetta uses Sage Intacct Fund Accounting software that is designed specifically for governmental fund accounting. Our accounting processes have multi-level reviews to ensure proper internal control and accuracy. The result of our accounting infrastructure is an industry recognition by auditing firms that the books and records of Rizzetta managed districts are exceptional.

Financial & Revenue Collection

Services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations.

Our staff has significant expertise in assessment roll preparation and required certification to county Property Appraiser offices. Because of our experience, we enjoy a great relationship with those staff throughout the state. In addition, the required direct billings for property not on the tax roll are managed in concert with the same familiar staff.

We are organized to efficiently respond to property owner questions regarding District assessments and issue estoppel letters and lien releases as needed for property transfers

Bond Issuance Services

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.



- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.

Bond Validation;

- d) Coordinate the preparation of a Bond Validation Report which states the “Not-to exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- e) Provide expert testimony at bond validation hearing in circuit court.

Certifications and Closing Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

Because providing bond issuance services was the cornerstone on which Rizzetta was founded, our expertise in this area is unparalleled. The special assessment allocation methodology report has been continually refined over the years to reflect new financing methods that are acceptable to the industry.

Field Inspection Services

Field Inspection Services, carried out by certified and experienced professionals, is the fastest-growing sector at Rizzetta. Since the District’s live assets typically represent the largest maintenance expense, our Field Services team currently serves 40 communities. We prepare monthly reports for District Boards that aim to maintain exceptional greenspace. By collaborating with the District Manager, we conduct monthly inspections to ensure that irrigation, vegetation, and landscape maintenance work together seamlessly to create the appealing environment envisioned by the original landscape architect.

Amenity Services and Management

Rizzetta & Company provides expert general management and oversight of the amenity contract with the District within the agreed upon scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation.

As required, the Amenity Services representative will attend meetings to provide any updates or address concerns as well as be available to any board member for open and direct communications.

Technology Services

Our Technology Services host District websites for purposes of updating records to ensure the websites remain in compliance with statutory requirements. Having this service under the same roof as District Management ensures details are not missed and critical filings are consistently observed. A third-party vendor performs the ADA mediation of the website. We also host and archive District specific e-mail accounts, if necessary.



TECHNOLOGY TOOLS & RESOURCES

Vendor Management Software

As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with **Vendor Information Verification Experts (VIVE)** as the platform to support the program.

We chose to move vendor vetting to VIVE to ensure consistent compliance amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.

VIVE



Client Support System

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.

This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.

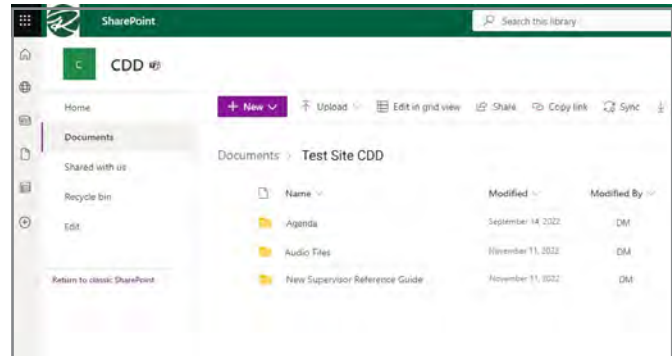




Document Management System

You're just a click away from what you are looking for with your dedicated SharePoint Site. This web-based collaborative platform will allow you to quickly find District information and share files, data, news, and other resources. SharePoint empowers teamwork, seamlessly integrates with Microsoft Office, and securely connects across PCs, Macs, and mobile devices.

SHAREPOINT

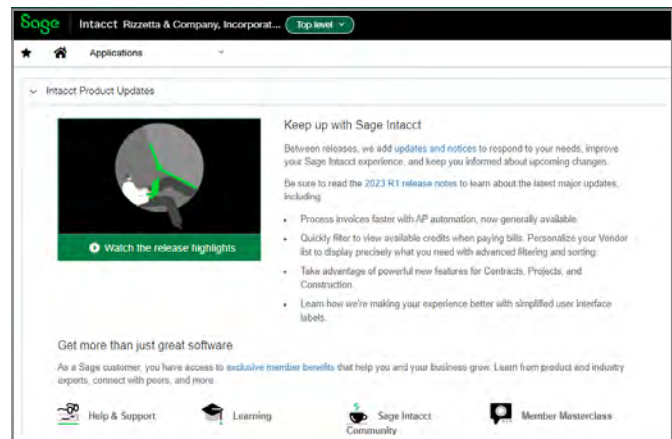


Customize your site to streamline your District's work. Accelerate productivity by transforming processes—from simple tasks like notifications and approvals to complex operational workflows.

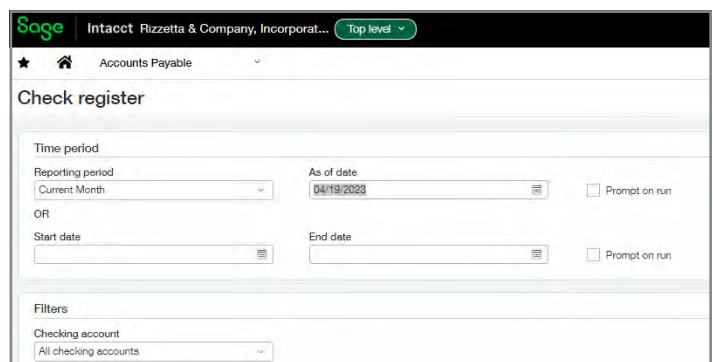
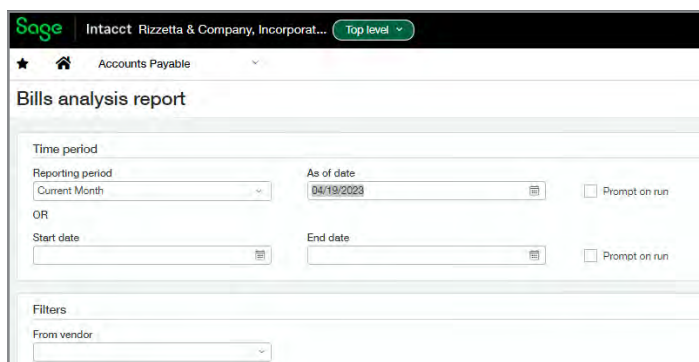
Financial Management Software

Sage Intacct will simplify your accounts payable and payment processes and get convenient, secure access to all your financial information. One District account login provides access to real-time accounting information. Sage Intacct integrates with existing tools and automates processes.

SAGE INTACCT



- **Accounts payable:** Streamline workflows and see expenses.
- **Cash management:** Track multiple accounts with real-time visibility.
- **Back transactions:** View written checks, deposits, and monthly statements.
- **Financial Statements:** Easily track transactions at anytime from anywhere





WHY

CHOOSE US?

Clients choose us because we have the experience to create robust, integrated solutions based on each District's unique needs, budget, and long-term goals.

Extensive Experience

- Rizzetta is the only “**original**” Community Development District Management company continuously providing services to Districts since the first CDD (Tampa Palms) issued bonds in 1986. Today, 39 years later, Bill Rizzetta continues to manage his company on a daily basis. In addition, Rizzetta brings extensive industry knowledge and influence at the legislative level.
- The first District Management company to successfully merge multiple separate CDD's into a unified District.

Result-Driven & Client-Focused

- District Finance team has vast knowledge having been involved in over 250 separate Bond Transactions with total funding exceeding \$3 Billion; served as the Dissemination Agent for over 80 Districts; and prepared over 1,700 Tax Assessment rolls.
- District Accounting staff has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity.
- We have established a dual team approach where an assigned Lead District Manager handles daily operations and the 2nd Chair District Manager ensures continuity of service by a qualified District manager when the Lead District Manager is out of the office.
- Client Relations Manager endeavors to relentlessly monitor and enhance our services and exposure to your residents. This aids in pre-empting resident complaints occupying Board proceedings.
- Rizzetta's continuous improvement culture compounded with relentless training of all staff provides for ever increasing levels of service and performance.

Training & Infrastructure

- As part of the transition process, we provide an Onboarding Workshop to go over responsibilities and contracts with Board of Supervisors. We also offer free training sessions to new board members to gain better understanding of how the community should operate.
- Rizzetta made significant investments in its information infrastructure to harden its protection of Public Documents and enhance the electronic communication with Board members. Public documents are now protected with multi-factor authentication, cloud storage, professional patch management and hardware replacement policies.
- Rizzetta introduced “electronic agendas” to Board meetings negating the need to print and bind thousands of pages by providing electronic tablets for Board use during all meetings.



PROPOSED PRICING

District Services Provided	2025 Budget	Fees
District Management	\$45,000	\$21,454
Up to 12 meetings per year and 1 budget workshop. Recording, Notice, Administrative Support, Public Records Repository and Distribution District Operations.		
Administrative Fees:		
- For all meetings exceeding 3 hours	\$175/per hour	
- For additional meetings (includes drafting agenda, meeting attendance, and drafting of minutes)	\$175/per hour	
Administrative Services		\$ 3,901
District Accounting		\$19,504
Monthly Financial Package per GASB Budget Prep and Monthly Monitoring		
Annual Finance and Revenue Collections		\$ 3,901
Estoppel Issuance Debt Management		
Continuing Disclosure Services	\$ 7,875	\$ 2,000
Serve as the Dissemination Agent for All Bond Issuances to ensure Compliance with the Security & Exchange Commission Rule 15c2-12 (\$1,000 for each additional bond issuance)		
Assessment Roll Administration	\$ 5,565	\$ 5,000
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers Create and Maintain the Assessment Rolls		
Technology Services	\$ 1,260	\$ 1,200
Website Monitoring and Monthly Content Uploads		
Field Inspection Services	\$17,530	\$ 16,800
TOTAL	\$77,230	\$73,760



District Services Provided	2026 Budget	Fees
District Management	\$46,350	\$22,098
Up to 12 meetings per year and 1 budget workshop. Recording, Notice, Administrative Support, Public Records Repository and Distribution District Operations.		
Administrative Fees:		
- For all meetings exceeding 3 hours	\$175/per hour	
- For additional meetings (includes drafting agenda, meeting attendance, and drafting of minutes)	\$175/per hour	
Administrative Services		\$ 4,018
District Accounting		\$20,089
Monthly Financial Package per GASB Budget Prep and Monthly Monitoring		
Annual Finance and Revenue Collections		\$ 4,018
Estoppel Issuance Debt Management		
Continuing Disclosure Services	\$ 8,111	\$ 2,060
Serve as the Dissemination Agent for All Bond Issuances to ensure Compliance with the Security & Exchange Commission Rule 15c2-12 (\$1,000 for each additional bond issuance)		
Assessment Roll Administration	\$ 5,732	\$ 5,150
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers Create and Maintain the Assessment Rolls		
Technology Services	\$ 1,298	\$ 1,236
Website Monitoring and Monthly Content Uploads		
Field Inspection Services	\$17,600	\$ 16,800
TOTAL	\$79,091	\$75,469



SADDLE CREEK PRESERVE DEDICATED TEAM MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service. Our service includes a two-team District Manager approach and an after-hours answering service so your District has 24/7 coverage. If any escalation is needed, your assigned point of contact is Scott Brizendine, Vice President of Operations.



**Lynn
Hayes**

Lead District District Manager

Lynn Hayes is a District Manager in our Tampa Bay market and currently managing active districts in Citrus, Hillsborough, Lake, and Pasco Counties, including such communities as Hammock Oaks, Deerbrook, and Del Webb Bexley. His performance accolades from his clients stem from his adept strategic planning, contract negotiation, and vendor performance optimization.

Before joining Rizzetta, Lynn was an Executive Leader for a state-wide catering company in the Hospitality Industry. As an Executive Leader, he was responsible for hundreds of successful geographically dispersed events every week. In addition, he provided executive leadership for a multi-state food service company, where he managed their \$11M annual budget.

Lynn received his BA in Hotel, Restaurant, and Institution Management from Iowa State University.



**Matt
Huber**

2nd Chair & Regional District Manager

Matthew Huber is our Regional District Manager and oversees the management team in our Tampa Bay market, with offices in Tampa, Wesley Chapel, and Riverview. He was named to the position in August of 2020. He currently is responsible for managing six Community Development Districts.

Mr. Huber served as a District Manager in the Tampa office, overseeing a portfolio of Community Development Districts in Pasco, Hillsborough, and Manatee Counties.

Prior to that he served as a District Manager in the Wesley Chapel office. Mr. Huber started with Rizzetta & Company, Inc., in 2006 as a District Manager for our Fort Myers area clients in Lee and Collier County.



Prior to joining Rizzetta & Company, Inc., Mr. Huber worked as a Land Development Project Manager with DR Horton in the Fort Myers area. While working as a Land Development Manager, Mr. Huber gained valuable development knowledge that assists him in his management of his Districts. In addition to his development experience, Mr. Huber also has sat as CDD Board member, serving on two CDD Boards as an Assistant Secretary. Prior to working for DR Horton, Mr. Huber interned with the Board of County Commissioners Long Range Planning Department in Polk County. With his experiences working in this department, he has gained valuable insight into government practices.

Mr. Huber received his Degree in Business Administration from the University of South Florida in 2005. He is a Licensed Community Association Manager and Notary Public in the State of Florida.

AROUND THE REGION

We strive to provide exceptional and efficient service that meets our clientele's needs. The assigned District Manager is housed at our Wesley Chapel office.

Clients in the area

- Estates at Cherry Lake CDD
- Greater Lakes / Sawgrass Bay CDD
- Hammock Oaks CDD
- Westridge CDD
- Grace Key Groves CDD



IMMEDIATE SUPPORT FOR SADDLE CREEK PRESERVE

TEAM MEMBERS



**Scott
Brizendine**

Scott Brizendine is our Vice Present of Operations, Community Development Districts. His responsibilities include the oversight of all operations associated with Rizzetta's district services department including management, administration, accounting, financial and dissemination services. Most recently, Scott was the Manager of District Financial Services after serving 10 years as a District Manager and Associate Director, beginning his employment with Rizzetta in 2005. He has extensive experience managing special districts in Florida and Louisiana, as well as writing assessment methodology reports for 100+ bond issuances, processing assessment rolls and providing continuing disclosure services. He has served as an expert witness multiple times for litigation, district establishments, district boundary amendments and bond validation proceedings.

Prior to joining Rizzetta, Scott worked in the Finance Department of the Walt Disney Corporation and most recently he was employed as an Accountant for property management companies in Indianapolis as well as in Tampa.

Scott received a bachelor's degree in Finance from Florida State University. He is a licensed Community Association Manager and Notary Public. He is a member of the Florida Government Finance Officers Association, the Association of Florida Community Developers, and a graduate of Leadership Tampa Bay – Class of 2018. Scott has enjoyed volunteering his services to multiple charities including the Make a Wish Foundation, Metropolitan Ministries and The United Way.



**Kayla
Connell**

Kayla Connell is part of the CDD management team having been with Rizzetta & Company since 2019 and manages the District Financial Services department where she and her staff are responsible for the preparation of tax rolls for the thousands of homeowners residing in Rizzetta managed Districts and the corresponding collection of the revenues from the various tax collection offices.

Additionally this department issues Estoppels for properties changing ownership, assists in individual District budget preparations and posts required disclosures to EMMA – the official source for municipal securities data and disclosure documents. She oversees the writing of assessment methodology reports for bond issuances, refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for District establishment and boundary amendment petitions.

Kayla spends some of her spare time supporting Feeding Tampa Bay, Autism Speaks as well as as playing golf. Kayla received her Bachelor of Science in Finance from the University of Central Florida.



**Michelle
White**

Michelle White is our Director of Client Accounting Services and oversees the accounting cycle associated with Rizzettas' Association and District divisions. Michelle joined Rizzetta & Company in November 2021 as the Manager of Association Accounting Services. Over the past 20 years, Michelle has worked in accounting within the public and private sectors. Before joining Rizzetta & Company, she worked for many years as a Senior Accountant for Bloomin' Brands, Inc. restaurant company, as well as working as an Accountant for several CPA firms.

In her current role, Michelle is responsible for the preparation of financial statements, processing accounts payable, recording and collecting assessments, reconciliation of bank statements, accounts receivable and collections, taxes, and annual financial reporting compliance, and all other accounting processes that periodically require attention and developing team members to their fullest potential.

Michelle received her Bachelor's degree in Accounting from the University of South Florida and is a Licensed Community Association Manager and Notary Public in The State of Florida. Michelle is a native of Florida who enjoys all the local beaches. She is a wife and mother of 2. Michelle also volunteers her time to serve on her own Association's board of directors.



**Zack
Feell**

Zachary Feell is a Senior Financial Analyst for the Rizzetta & Company Corporate Team, responsible for Financial Planning & Analysis activities across all Rizzetta lines of business.

Over the course of his 2+ years at the company he has built various models to accurately forecast Rizzetta & Company Financials across CDD, HOA and Community Services; closely tracking client and expense activities, delivered to drive confident business decision making for Senior Management. Additional responsibilities include managing Real Estate loan activities, CDD payment verification controls and ad hoc Corporate Accounting projects.

Zachary spends his free time outdoors, as he enjoys traveling, hiking, and golfing. Zachary has worked in the Finance field for over 10 years and received his Bachelor of Science in Finance from Florida State University in 2011.



EXTENDED SUPPORT FOR SADDLE CREEK PRESERVE

TEAM MEMBERS



**William (Bill)
Rizzetta**

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 37 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. from U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heros and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



**Shawn
Wildermuth**

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 35 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer Organizations, direct marketing, and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget, and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources, and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered **Certified Public Accountant** in the State of Illinois and a member of the American Institute of Certified Public Accountants.



**Lucianno
Mastrionni**

Luciano Mastrionni is Rizzetta & Company's Vice President of Corporate Services. Lucianno oversees and supports the company's strategic planning processes, development, operations leadership, talent expansion and retention, oversight, and growth. Lucianno also oversees the leadership team of the Community Services Division, comprised of the Amenity Services, Landscaping Inspection Services and Aquatics Services. Additionally, he oversees Rizzetta's Business Development, Marketing, Information Technology, and Human Resources Management teams. In these capacities, Lucianno oversees functions, focusing on planning, development, and delivery of all programs, and services.

Before joining our team, Lucianno served in hotel general management and asset management for hotel ownership companies including Hilton, Marriott, and IHG hotels, and worked in guest service operations management for The Walt Disney Company for over a decade. Most recently Lucianno served in corporate Hotel Management, overseeing new hotel builds, and Task Force General Management oversight, recovering distressed properties for an array of major hotel ownership companies across the United States. Lucianno holds his Bachelor of Science in Aeronautics from Embry Riddle Aeronautical University and maintains his Commercial Pilots License with numerous ratings and certifications.



**Taylor
Nielsen**

Taylor Nielsen is our Manager of Business Development for Rizzetta & Company and is responsible for development and execution of strategic initiatives aimed at growth and expansion. Prior to this role, Taylor served as a District Manager for accounts in the Hillsborough, Manatee and Pasco Counties.

Before joining the team at Rizzetta & Company, Taylor came from a background of Operations and Brand Management; with over 7 years of experience. During this time, Taylor was working in the tourism hotspot, Orlando, FL among top level management overseeing the largest rental car operation in the world, generating over 100 million in revenues per year.

Taylor received his B.A. from the University of Central Florida, is a licensed Community Association Manager, and licensed Real Estate Sales Associate in Florida.

OTHER ———
SERVICES
————— FOR YOUR CONVENIENCE



ASSOCIATION SERVICES

Rizzetta & Company provides services in association management along with a complete range of accounting and financial reporting services to each of the Associations we manage. These services include financial statement preparation, coordination of budgets, billing and collecting dues, accounts payable processing, compliance with state required filings, compliance with Association covenants and ongoing analysis and reporting of the Association's finances throughout the year. A summary of these services is shown below:

- **Accounts Payable:** Disburse payables as approved by the Association's board.
- **Assessment Collection:** Prepare invoices for annual association assessments, dues, fines, or other amounts due to the Association. Track collections and follow up with delinquent notices as needed.
- **Architectural Control:** Approve all exterior renovations, additions, or other modifications subject to architectural review.
- **Audits:** Provide all supporting schedules and accurate accounting records to ensure the efficient and timely completion of the audits or reviews performed annually.
- **Bank Accounts:** Maintain association bank accounts.
- **Budgeting:** Coordinate the preparation of the Association's annual maintenance budget as well as monitor disbursements and expense payments.
- **Community Inspections:** Perform regular inspections of properties to ensure compliance with deed restrictions. Prepare and send violation notices, as necessary.
- **Compliance:** Ensure the Association is compliant with governing documents and the Florida Statutes.
- **Emergency Services:** Coordinate emergency and after-hours services as necessary to minimize the disruption of normal Association activities.
- **Financial Statements:** Prepare monthly and annual financial statements.
- **Meeting Planning:** Prepare agendas, meeting materials and all other documents necessary for presentation at regular or special meetings.
- **Owner Information:** Maintain detailed owner information to ensure up-to-date owner information for each property for purposes of billing, violation notices or any other general correspondence.
- **Records Maintenance:** Maintain Association records and files and perform all other administrative functions necessary for efficient Association management.
- **Tax Preparation:** Coordinate the preparation and filing of federal income tax returns.
- **Title Company Correspondence:** Provide amounts of outstanding dues, assessments or liens and provide estoppel information to title companies for individual lot closings.



AMENITY SERVICES

Amenity Services provides professional onsite management services for amenity facilities in both Community Development Districts and Community Associations that can be customized to fit the needs of a community.

Amenity Services focuses on providing all the amenity staffing needs for a community through dedicated onsite staff designed to handle the day-to-day operational needs of any community so it may thrive at the highest level. A summary of these services is shown below:

- **Pre-Opening Services:** Pre-opening services consist of getting an amenity center ready, from concept to reality. Our dedicated group of professionals will handle everything needed to ensure a successful Grand Opening.
- **Onsite & Personnel Management:** Onsite management services include development of operating procedures and general community maintenance to maintain and improve efficiency. Personnel management services included the selection, supervision, evaluation, and ongoing training of staff.
- **Recreation Management:** Recreation management services provide management and oversight of all recreational assets including managing facility rental spaces.
- **Accountability & Communication:** Onsite staff will complete weekly or monthly reports regarding facility operations and accomplishments.
- **Community Newsletters:** Create informative community emails that are designed to promote activities and provide residents with important community updates.
- **Lifestyle & Events:** Plan and promote events to bring the community together to create memories by providing a variety of innovative programs, activities, and events for residents of all ages. Lifestyle activities for social, educational, instructional, wellness, and recreational programs can be customized for each community to maximize participation and enjoyment.
- **Owner Information:** Maintain detailed records to ensure up-to-date resident information for community amenity access purposes.
- **Maintenance Services:** Complete work orders, preventative maintenance procedures, and facility inspections to ensure all is in good working order. Provide client with proposals for various projects.
- **Facility Appearance:** Ensure all buildings, grounds, and amenities are kept in pristine condition to create a safe and welcoming environment for all residents.



LANDSCAPE INSPECTION SERVICES

We offer an extensive menu of professional field services for both Community Development Districts and Community Associations. Our field services management team is Green Industries Best Management Practices (GIBMP) certified in the state of Florida. A summary of these services is shown below:

- **Landscape Maintenance Inspections:** Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.
- **Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.
- **Landscape and Irrigation Specification Development:** Develop a customized set of standards and specifications based on the Client's needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.
- **Landscape Design:** Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.
- **Community Asset Management Plan:** Perform a complete inventory of the Client's assets and provide an inventory report.



AQUATIC INSPECTION SERVICES

Our Aquatics Inspection division provides a layered testing and quality control systems, using the latest and most comprehensive industry standards. Each of our Aquatic Inspection Specialists is a certified Aquatic Weed Spray Technician in the state of Florida. Our team is committed to elevating the waterways in your community with detailed inspections, formal reporting, enhancement planning, and effective vendor communication strategies. A summary of these services is shown below:

- **Community Asset Management Plan:** Perform a complete inventory of the community aquatic assets and provide an inventory report to the board
- **Community Education:** Present teaching events to provide the latest research and developments in Aquatic Sciences and provide a knowledge base for the residents.
- **Aquatics Maintenance Inspections:** Perform visual waterway and body of water inspections, provide the board with an inspection report, notify maintenance contractor of deficiencies in service, and obtain proposals for aquatic projects.
- **Pond and Waterway Turnover Inspections:** Attend property turnover meetings that include waterways and participate in the inspection on behalf of the board. Provide a follow-up report regarding the turnover inspection.
- **Aquatics Specification Development:** Develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. Conduct the bidding process, review, and prepare a bid tabulation document for the board. Assist the board with reviewing the bid tabulation and other pertinent information.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to long-term enhancements and maintenance for the community's waterways and bodies of water. Emphasis is on long-term health and efficiency of the waterflow systems in the community and efficient budgeting.



CUSTOMER

SATISFACTION



**A SATISFIED
CUSTOMER
IS THE BEST
BUSINESS
STRATEGY
OF ALL**

- Michael LeBoeuf

WE EXCEED

EXPECTATIONS

The single most important factor in being successful is customer satisfaction. We understand that **Saddle Creek Preserve** has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client and adapt our services, as necessary. This approach generates the basis for long-term partnerships with clients we have represented for nearly twenty years. Our service is client-centric while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.



WHAT OUR CLIENTS

SAY ABOUT US...

“Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don’t know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization.”

Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville

“Rizzetta’s staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team’s depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance.”

Andy Smith, Regional Development Manager at Freehold Companies

“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”

Susie White, Chairperson, The Harbourage at Braden River Community Development District



CLIENT REFERENCES

Steve Yarborough, Chair

Lake Padgett Estates ISD
E: seat1@lakepadgettisd.org
P: 813-500-4772
W: www.lakepadgettisd.org

Stanley Haupt, Chair

The Verandahs CDD
E: shaupt.cdd@gmail.com
P: 727-378-8447
W: www.theverandahscdd.org

Debra Johnson, Vice Chair

Paseo CDD
E: seat2@paseocdd.org
P: 617-840-7133
W: www.paseocdd.org

Daniel Smith, Chair

Panther Trails CDD
E: danielsmith@itsdanielsmith.com
P: 813-928-2413
W: www.panthertrailscdd.org





OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- CFO Exchange Group
- Community Associations Institute
- Florida Association of Special District
- The Northeast Florida Builders Association
- Urban Land Institute, Tampa Bay
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association

GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.

WE BUILD

PARTNERSHIPS

THAT LAST



Rizzetta & Company

Professionals in Community Management

CORPORATE OFFICE

3434 Colwell Avenue, Suite 200, Tampa, FL 33614

888-208-5008 | rizzetta.com

Municipal Advisor Disclaimer : Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

SECTION 5

Proposal for District Management

Saddle Creek Preserve Community Development District



Vesta District Services

Your Community, Our Commitment

250 International Pkwy #208
Lake Mary, FL 32746
(321) 263-0132

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FLORIDA'S COMMUNITY MANAGEMENT SPECIALIST
A 30-YEAR TRACK RECORD WORTHY OF YOUR TRUST



**CELEBRATING 30 YEARS OF SERVICE
TO OUR COMMUNITIES
1995 - 2025**

May 16, 2025

Re: Saddle Creek Preserve Community Development District – **Proposal for District Management**

Dear Board of Supervisors,

On behalf of Vesta Property Services, Inc., it is my pleasure to submit the following proposal for District Management-related Services for your Community Development District. Our submission outlines our company's qualifications and capabilities, in hopeful anticipation of providing these important services to the Board and Residents of your District.

Vesta is well versed in navigating the transition of management companies for large districts and understands the initial commitment that is critical. We also have provided amenity and field support during previous transitions with other districts and are also well versed in the challenges and requirements for those critical services. Our team is excited about the opportunity and motivated to start immediately if needed with professionals you can trust.

Vesta's proposal includes the services of our talented and experienced District Manager, Heath Beckett, overseen and supported by our local Regional Director of District Services, Kyle Darin (see Bios on Page 8). You will also have the assistance of our uniquely qualified financial, accounting, and administrative leadership-and-support teams to resolve any immediate issues and to forward-plan for the benefit of the residents of the District.

Thank you for your consideration of our proposal. We very much look forward to the opportunity to serve the community and work with the District, the Board of Supervisors, and other District Staff. Should you have any questions or require additional information, please feel free to contact me directly at (321) 263-0132 x 742 or kdarin@vestapropertyservices.com.



Most respectfully,

Kyle Darin

*District Services Regional Director
250 International Pkwy #208
Lake Mary, Florida 32746
321-263-0132 x742*



Founded by J. Frank Surface in 1995 and headquartered in Jacksonville, Florida, **Vesta's success has been driven by three key factors** (which are part of the enduring legacy of Mr. Surface's three decades of servant-leadership):

- Our commitment to meeting our Clients' needs, first and foremost (which was championed so well by Mr. Surface.)
- Our Leadership Team; chosen 12+ years ago by Mr. Surface and all but one (now retired) still serves as a Vesta leader.
- The close Teamwork between our (1) Senior Management team, (2) Shared Services associates both in our corporate headquarters and part of our close regional support, and (3) industry's best-in-class Frontline Managers and their teammates in a variety of operational disciplines.



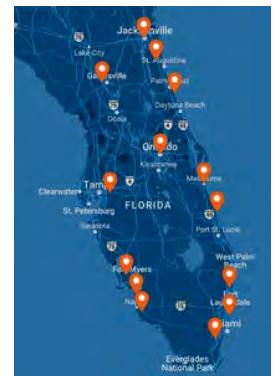
OUR VISION

Vesta's vision is to:

- Successfully provide planned communities with a superior community management experience, exceptional lifestyle services, and strong financial support for developers and residents.
- Leverage every day on behalf of our valued clientele and frontline associates, our senior leadership and management teams' decades of experience and unique expertise.

OUR REACH

Vesta has fifteen (15) fully-staffed offices throughout the state. We successfully provide a wide-range of professional community management services from Amelia Island to Key West, Florida to the Panhandle, and nearly everywhere in between.



OUR STORY: COMPANY OVERVIEW, TIMELINE & MILESTONES



Originally incorporated as Point Management in 1973, Vesta Property Services, Inc. provides financing, management, and ancillary services to developers of planned-unit communities and resident associations in connection with clubhouses, golf courses, amenity and infrastructure facilities, and commercial real estate, as well as Special District and governmental agency management. Below is a timeline featuring some key milestones that have marked our journey:

1995 	THE LAUNCH OF VESTA PROPERTY SERVICES, INC. In Jacksonville, Florida, Frank Surface's trailblazing vision launches Vesta Property Services to be a single source for: (1) affordable and flexible financing, (2) expert community management services, and (3) creative and thriving lifestyle services - all under one umbrella, consistently improving and growing, and propelled by a best-in-class Senior Leadership Team.
2011 	AMENITIES LEADERSHIP Vesta acquires Florida's leading, statewide provider of amenities management services - Amenity Services Group, Inc. - specializing in serving the vital operations, maintenance, and lifestyle needs of Community Development Districts since 1997.
2020 	DISTRICT SERVICES / STATEWIDE OFFICES Vesta brought our vision of becoming a premier full-service community management company to life by acquiring DPFG Management & Consulting, LLC - a specialist in district management and financing - in 2020.
Present 	GROWTH Vesta now has 15 offices throughout Florida, manages over 600 communities and special districts, and employs 1,200 associates for our clientele.



We work so our
residents can love
where they live...

In every community...
every single day.

DISTRICT MANAGEMENT SERVICES



Heath Beckett **Proposed District Manager**

Heath Beckett is the District Manager overseeing the Tampa and Orlando markets. He joined Vesta Property Services three months ago, bringing over 23 years of experience in the hotel and hospitality industry. Heath has held various leadership roles throughout his career, quickly rising through the ranks to become a General Manager at Hilton and, most recently, at Marriott properties.

With a strong background in operations and a passion for delivering exceptional customer experiences, Heath's expertise aligns seamlessly with the community management industry. His hands-on approach and dedication to service excellence make him a valuable asset to the Vesta team.

Heath holds a degree in Data Communications from Cincinnati State College. His combination of technical knowledge and hospitality experience allows him to bring a unique perspective to his role, ensuring communities receive top-tier service and operational efficiency.



Kyle Darin **Regional Director, District Services**

Kyle has been with Vesta Property Services since 2021, first serving as our onsite General Manager at MiraBay (Harbor Bay CDD) in Apollo Beach. Prior to Vesta, Kyle held executive leadership roles in world-class hotels and resorts in Tampa, Boca Raton, Las Vegas, and Orlando. Kyle specializes in operations and process management, having led several optimization and efficiency initiatives during his operational career at locations such as the Boca Raton Resort & Club, a Waldorf Astoria Resort, The Hilton and Waldorf Astoria Bonnet Creek, and The Venetian | The Palazzo Las Vegas.

With over 15 years of leadership experience, Kyle has managed budgets in excess of \$100M, teams as large as 4,000 associates, oversaw and managed several capital projects, hotel and community clubhouse renovations and rebranding, and brings with him a passion for service excellence, employee training, and effective management of staff. In his role as District Manager, Kyle is able to provide valuable counsel to boards, sharp insight during the budget process, professional and effective communication, and skilled leadership and management of vendors and fellow staff. Kyle prides himself on building, maintaining, and improving relationships across all industries, and is able to leverage those relationships to the benefit of his clients.

DISTRICT MANAGEMENT SERVICES



Scott Smith

Vice President, District Services

Scott Smith has over 17 years of experience working with special districts and communities throughout the state of Florida. He joined Vesta in 2020 and became the Vice President of District Services in 2022. He oversees and supports the District Services team in all aspects throughout the state. Prior to joining Vesta, he was a Director of Operations for another District Management firm out of Tampa for 12 years where he worked as a District Manager, Onsite Amenity Manager & an Association Manager during his tenure with that firm and has experience in all aspects of Community Management. Scott also worked in the hospitality industry before starting in Property Management and held management positions with Universal Studios and The Florida Aquarium in Tampa. Scott is currently involved in multiple industry associations and is also a graduate of the Leadership Tampa Bay Class of 2020.



Michael Bush

Field Service Manager

Michael is a dedicated Field Manager with over 15 years of experience in the property management industry. Throughout his career, he has developed a strong passion for creating outstanding living environments and building lasting relationships with both residents and property owners.

Michael has overseen a diverse portfolio of properties, including multi-family residential units and commercial spaces. These experiences have deepened his understanding of the unique challenges and opportunities that each property type presents. He believes that effective property management extends beyond maintaining buildings—it's about enhancing the quality of life for residents while maximizing value for property owners.

In his role as Field Manager, Michael has successfully led teams across multiple locations, implementing industry best practices and fostering a culture of collaboration. Known for his strong communication skills and supportive leadership style, he takes pride in mentoring his team and helping them grow professionally. His commitment to excellence and team development consistently leads to high resident satisfaction and strong operational outcomes.

**Logan Muether**
Senior Financial Analyst

Logan Muether is Vesta District Services Senior Financial Analyst with experience relating to special district formation, implementation, financing and management. He has been working with DPGF/Vesta since 2019 and became the Senior Financial Analyst in 2021. Logans primary responsibilities include management and applications of special assessment bonds and methodologies, strategic financial planning, and financial analysis for clients.

As Senior Financial Analyst of our District Management Services Division, Logan develops and prepares the annual budgets and administers all annual assessment rolls for Vesta District Services. During his tenure, Logan has developed budgets totaling over \$200M in special assessments on behalf of the special districts. Logan holds a Bachelor's of Science in Business Administration with a focus in finance from Florida Southern College.

**Johanna "Skye" Lee**
Controller - District Services

Skye Lee has 17 years in accounting and financial services. Before joining the Vesta Corporate Accounting team in 2020, Skye was responsible for overseeing the accounting in over 200 properties in the residential and commercial industry, as well as serving as a Development Analyst. She specialized in auditing, acquisition and disposition underwriting, due diligence, and construction accounting.

As Controller for our District Management Services Division, Skye oversees our staff accounting team members who are responsible for budgeting and forecasting and financial statement accounting as well as construction accounting. She oversees Accounts Payable, Accounts Receivable and our Payroll Services.

Patricia Kerr
Account Manager

Ms. Kerr has 27 years of Governmental accounting experience, ranging from the Federal Government to Municipalities to Community Development Districts. Before joining Vesta, she worked for the Dept. of Defense, the Dept. of Justice, and a County in Florida.

Her responsibilities have included handling several major funds and the fixed assets on behalf of a large municipality. She conducted annual fixed asset training and annual Disaster Assessment training. Ms. Kerr was part of the accounting team that prepared the Comprehensive Annual Financial Report for the County for eleven years.

Ms. Kerr is well-versed in GAAP and GASB Standards, FEMA accounting requirements, financial analysis and reporting, and GL reconciliation.

Jacquelyn Leger
Senior Administrator

Ms. Leger is responsible for managing our Special Districts Administration Department. She oversees all the administrative responsibilities including the departments records management procedures and implementation guidelines through the State of Florida, Division of Library and Information Services and Bureau of Archives and Records Management.

Under the oversight of Ms. Leger, our Administrative Department ensures the proper preparation of agendas for Board meetings and workshops, compiling necessary information for the assembling of the meeting agenda packets. Her team of professionals support the District Manager's responsibilities, by updating the District's meeting schedules and coordinating the proper legal/public notice and advertisement requirements for all meetings, Requests for Proposals and Public Hearings. The Administrative Department collects, stores, and transcribes the audio recordings into meeting minutes, coordinates the dissemination and proper signatures of resolutions, contracts and other District documents as approved/adopted by the Board and appropriately retains them in the District's files.

Ms. Leger has earned her bachelor's degree in Technical and Scientific Communication – Creative Writing from The University of Central Florida and her Masters in Library and Information Science from the University of Washington.

CORPORATE LEADERSHIP TEAM

David Surface

Chief Executive Officer



David has been the CEO of Vesta since 2020, overseeing the company's executive team and day-to-day operations. During the past decade, he has been significantly responsible for Vesta's strong growth by spearheading our mergers-and-acquisitions and strategic partnerships. As a result, Vesta has tripled in size during this period and achieved widespread recognition as a leading, full-service property management company in Florida.

His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients

Chrissy Richie

Chief Accounting Officer



Christine was appointed Corporate Controller in June 2013 to oversee the accounting functions and human resources administration for Vesta Property Services. She previously served as Chief Financial Officer for a multimillion-dollar healthcare provider operating in 14 states. With over 25 years of leadership experience in corporate finance and accounting, Christine has developed accounting and financial infrastructure for multiple start-up companies that include accounting systems, compliance, and risk management, as well as implementation of employee benefit plans, employee policies and procedures, and training and organizational development.

Daniel Armstrong

Chief Financial Officer



Dan oversees the financial and administrative functions of Vesta's corporate entity. His career has included the performance and oversight of accounting, administrative services, and financial reporting for a range of entities, from large corporations following SEC requirements, to the not-for-profit associations, social clubs and trusts which serve many of our clients, and special-purpose entities that provide financing for purchasing related association facilities.

Dan started as a Florida CPA at Deloitte & Touche in 1993, specializing in the audits of publicly traded and real estate clients. He joined Vesta as Controller in 2001.

QUALIFICATIONS & EXPERTISE

The following outlines Vesta's specific experience, qualifications, and duties related to general District Management services.

- M** | **Meetings, Hearings, Workshops, Capital Planning**
- Plan, Organize, Lead, and Facilitate/Conduct all Meetings, Workshops and Public Hearings.
 - Supervisor Orientations, Training and Serving as a Trusted Advisor.
 - Lead Boards in Executive Goal Setting for the District.
 - Bond Refinancing, Assessment Methodology, Establishments.

- C** | **Capital Planning**
- We offer Strategic long-term Capital Planning, using reserve studies and financial outlook analysis modeling.
 - Executive level experience in all aspects of long-term infrastructure budget management.

- R** | **Records**
- We maintain a robust, highly organized filing system when it comes to District records. Everything from communications to meeting minutes, invoices and check registers are archived and maintained by our professional team of Administrators.
 - Like our Accounting team, our Administrators are readily available to assist with any document or record required by Supervisors, and to respond to Public Records requests of the District. The administrator will be proficient in providing requested information quickly.

- D** | **District Operations**
- Plan, organize and lead in the operational oversight of CDDs with operations and capital budgets in excess of \$25 million.
 - Oversee performance of Amenity and Field Operations personnel, vendors, and District contracts.
 - Experienced District Managers with prominent level of Facilities Operations knowledge in public works, infrastructure improvements including, storm water systems, roads, and bridges and highly-amenitized facilities.

- A** | **Accounting & Reporting, Audits, Budgeting, Administration, Assessments & Revenue Collection**
- Accounting administration of combined operational and debt service budgets in excess of \$41.3 million.
 - Placing special assessments on County tax bill, and/or collect directly, for 21,487 parcels throughout 10 counties in Florida.
 - Provided construction accounting for capital improvement programs in excess of \$80 million.
 - Assessment consultant on 55 CDD bond issuances; issuing, refunding, or restructuring debt in excess of \$450 million.

COMMUNICATION PLATFORM

Utilizing the latest technology, we created Vesta Vantage Pro® as a communication and productivity tool for boards, committees, and residents. Easy-to-use and maintain, Vesta Vantage Pro® provides your community with a platform to distribute information, educate, and support the community. Our online services will help you efficiently and economically:

- Target and send group emails.
- Collect resident information.
- Support resident services and access to information.
- Provide education on procedures and rules.

Your Community Website and/or downloadable applications can be sent to your mobile device, so residents and stakeholders will experience the ultimate level of service, convenience, savings, and management efficiency.

Online Forms:

Bring our management office online for convenience and "an office that never closes."

Board Member Access:

Board Members can access all financial reports, maintenance reports, homeowner accounts, violation history and all other community information.

Online Resource Center:

Offers a secure, easy-to-organize, centralized location for important documents such as covenants and bylaws, board and committee meeting minutes and newsletters. Association information is in one place – online and available 24 hours a day, 7 days a week.

Messenger Service:

Notify individual residents, board members, or committee members of matters requiring immediate attention; to send a reminder about an upcoming event; and to distribute documents electronically (governing documents, newsletters, etc.).

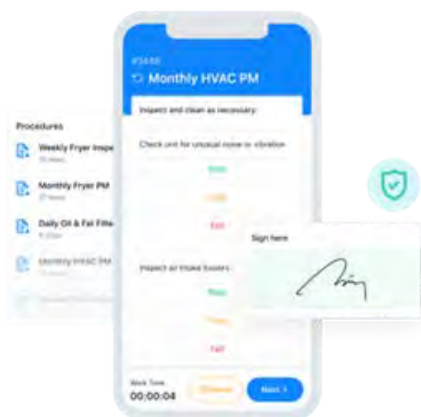
For Our Employees:

Vesta's Managers are equipped with the latest software to access Community documents, edit, sign, and send while out in the field.

Community inspections (see details on next page) are efficiently managed through our ability to send pictures and notes of homeowner violations (regarding our HOA Management engagements) or Vendor issues direct to our database for documentation.

WORK ORDERS, INSPECTIONS, & PREVENTATIVE MAINTENANCE SOFTWARE

Included in Vesta's Proposed Management Fee

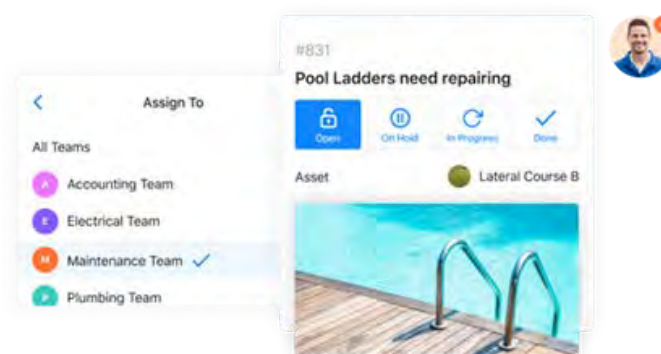


Schedule Inspections

Never worry about an inspection falling through the cracks. We set due dates and repeatability settings and get alerts when inspections are past due. We all ensure everyone is using the most up-to-date inspections and performing work accurately.

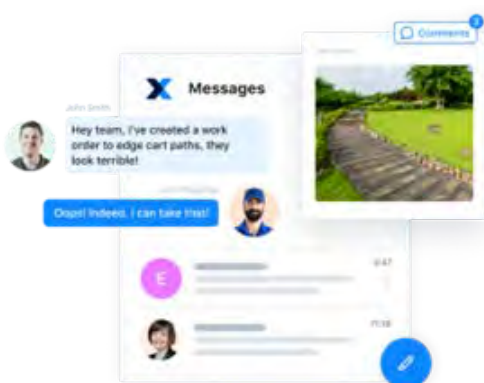
Work Orders

Know what's working and what isn't, and who is fixing what, when. We assign Work Orders to our Team (or vendors) to fulfill maintenance requests related to community assets, infrastructure, and equipment. (Allows tasks to be scheduled with staff as well as vendors.)



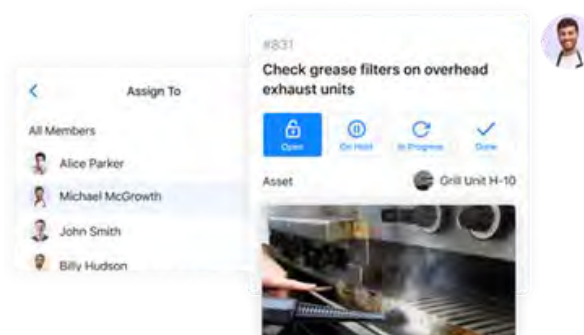
Collaborate

One centralized communication platform. No more switching between emails, phone calls, and text messages to discuss work to be done.



Maintain Quality Control

Reduce downtime and ensure that your equipment runs safely and efficiently to meet or surpass standards.



QR and Barcode Scanning

Manage parts, inventory, and assets with barcode scanning. This allows management to pull warranties, invoices, and work orders on one specific item. For example, a QR Code would be added to a pool heater. Maintenance tech/vendor would be able to add a warranty, work order details, etc. In the field.



Vesta's Approach to Vendor Management

Communication centered on establishing clear expectations for all parties along with timely and accurate feedback enables appropriate accountability with our vendors, which results in better results for our clientele. Vesta has developed tools such as our "Landscape Accountability Tool" that aligns a vendor's contract with efficient evaluation criteria, to best-ensure timely, specific, and measurable feedback and the highest levels of service. We have also worked to create more competition in the marketplace by using our performance management system to draw in new vendors as needed.

RECDD I, II and III Landscape Deficiency Report											
Contracted Item Description		February				March				April	
		1/24-1/30	1/31-2/6	2/7-2/13	2/14-2/20	2/21-2/27	2/28-3/6	3/7-3/13	3/14-3/20	3/21-3/27	3/28-4/3
Annuals	Contractor shall replace approximately Two thousand four hundred (2,400) annuals in four (4) inch pots up to four (4) times per year in designated areas noted on the service area map and maintain annuals to ensure a healthy appearance. (pg 30)										
	Contractor will remove dead or dying annuals before the appearance of such annuals could be reasonably described as an eyesore. If the beds are left bare prior to the next planting. Contractor will keep such beds free of weeds at all times until the next planting rotation occurs. (pg 30)	3	4	5	4	5	5	4	4	4	3
Total Items		31	33	30	30	28	32	26	28	28	30
Total Possible Points		155	165	150	150	140	160	130	140	140	150
Total Actual Points		127	143	132	124	116	137	112	128	132	127
% of Total Possible Points		82%	87%	88%	83%	83%	86%	86%	91%	94%	85%

- Content is derived strictly from the landscape contract's scope-of-work.
- Contracted service items are placed by week in a calendar, based on when they are to be completed.
- Vendor's work is evaluated weekly by Vesta; this generates a score that is reviewed first with the vendor and then with the Board.

Timeliness-of-Work Scoring	Pts.
Completed within timeframe of contract/stated by vendor.	2
Completed but NOT in timeframe of contract or vendor.	1
Not completed.	0
Quality-of-Work Scoring	
No discrepancies per contract's standards.	3
Minor discrepancies per contract's standards.	2
Major discrepancies per contract's standards.	1
Work not performed to contract's standards.	0
Maximum Points per each Contracted Task:	5

REFERENCES

Community Name: Cabot Citrus Farms CDD

Contact: Marcus Motes, VP of land Development for Cabot and Vice Chair of the CDD

Contact Phone: (352) 796-5500

Contact Email: mmotes@thecabotcollection.com

Project Type: Planned community of 130 homes

Location: Brooksville, Florida

Community Name: Heritage Harbor

Contact: Clint Swigart, Seat #3

Contact Phone: (813) 226-7948

Contact email: cds8011@gmail.com

Project Type: Planned community of 669 homes

Location: Lutz, FL

Community Name: Bridgewater of Wesley Chapel CDD

Contact: Steve Brown, Chairman

Contact Phone: (813) 241-5061

Contact Email: sbrown@bridgewaterofwesleychapel.org

Project Type: Planned community of 760 homes

Location: Wesley Chapel, Florida

“ I highly recommend Vesta for their excellent management services. Their team excels in every way and meets the needs of our District and with their support, we're able to keep our District safe and in compliance, continually make positive progress for our residents, and foster a clean and beautiful environment that is enjoyable for all.

Our District manager works with our CDD Board to help us achieve the goals of the District in a very professional, knowledgeable, and expert manner. Again, we are grateful to our District manager and Vesta for setting us up for success.

– Jennifer Whelihan, Chair; Board of Supervisors – The Preserve at South Branch CDD



“Vesta has done an outstanding job and continues to adapt to the ever-changing environment and needs of the community and its residents. Vesta has seen the amenities are maintained in the most up-to-date manner and one the residents are proud of.

I, along with the rest of the Board, would highly recommend Vesta for any position for which they may be considered.

”

Jack Davidson, past President Federation Board, Kings Point Sun City Center

FEE SCHEDULE FOR VESTA'S PROPOSED SCOPE OF SERVICES- DISTRICT MANAGEMENT

Vesta's Total Fee shown below includes services for District Management; Administration; Recording; Financial Accounting for General Fund, Debt Service Funds and a Reserve Fund; and the Assessment Roll and Dissemination Services provided to Saddle Creek Preserve Community Development District.

SERVICES	Projected Budget FY2026	PROPOSED FEES		
		YEAR 1	YEAR 2	YEAR 3
Information Technology	\$1,947	\$1,500	\$1,500	\$1,500
Website Maintenance	\$1,298	Included	Included	Included
District Management	\$46,350	\$44,000	\$44,000	\$48,000
Dissemination Agent	\$8,111	\$7,500	\$7,500	\$7,500
Assessment Administration	\$5,732	\$5,000	\$5,000	\$5,000
Field Services	\$18,180	\$17,000	\$17,000	\$18,500
Amenity Management	\$10,300	\$9,000	\$9,000	\$10,500
Annual Total	\$91,918	\$84,000	\$84,000	\$91,500

District Management Services Include:

- Up to a total of twelve (12) meetings and one (1) workshop per year; each up to four (4) hours in length.
- Administrative and Accounting functions.
- Tablets/electronic device for Supervisor's use at meetings.

NOTE: Does not include ADA Compliance verification.

FEE SCHEDULE FOR VESTA'S PROPOSED SCOPE OF SERVICES *Contd.*

Assessment Administration Services Include:

- Assessment Roll Preparation Services
- Preparation of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing, as well as responding to property owner and realtors for Estoppel letters, bond payoff information and other collection related work.

Computer Time/Information Technology:

- This service is included in our District Management Fee.

Website Administration:

- Initial work to migrate, host the website and pages.
- Ensure updated district documentation and contacts are posted on a monthly bases.

All annual fees for District Management Services listed above will be billed on a monthly basis in (12) monthly installments. Any fees for additional services will be billed following services rendered.



“ A key reason we contract with Vesta is our strong work-relationship with their Management Team. Vesta has been operating our amenities since they opened in 2006, and when deciding on the level of customer service and cost to the District, our relationship is such that we take into consideration what's best for each other.

Either trust who you work with to do what's best for all, or else don't hire (or retain) them. It has to be a partnership to work, and **I trust Vesta's Management Team.**

– Michael C. Taylor, Board Chairman; Heritage Landing CDD

”



CERTIFICATES OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YYYY)
03/17/2025

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

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205		CONTACT NAME: Associations Insurance Agency, Inc. PHONE: (866) 384-8579 FAX: (214) 751-2390 E-MAIL ADDRESS: Info@AssociationsInsuranceAgency.com PRODUCER CUSTOMER ID: 00003921															
INSURED Vesta Property Services, Inc. 245 Riverside Ave, Suite 300 Jacksonville, 32202		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER B: Beazley Insurance Company, Inc.</td> <td>37540</td> </tr> <tr> <td>INSURER C: HID Global Specialty SE</td> <td>14265</td> </tr> <tr> <td>INSURER D: Nautilus Insurance Company</td> <td>17370</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Federal Insurance Company	20281	INSURER B: Beazley Insurance Company, Inc.	37540	INSURER C: HID Global Specialty SE	14265	INSURER D: Nautilus Insurance Company	17370	INSURER E:		INSURER F:	
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INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE: \$ DAMAGE TO RENTED PREMISES (Ea occurrence): \$ MED EXP (Any one person): \$ PERSONAL & ADV INJURY: \$ GENERAL AGGREGATE: \$ PRODUCTS - COMP/OP AGG: \$ COMBINED SINGLE LIMIT (Ea accident): \$ BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$ EACH OCCURRENCE: \$ AGGREGATE: \$ PER STATUTE: \$ OTH-ER: \$ E.L. EACH ACCIDENT: \$ E.L. DISEASE - EA EMPLOYEE: \$ E.L. DISEASE - POLICY LIMIT: \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION						
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					
A	EXECUTIVE RISK PACKAGE			82622087	8/1/2024	8/1/2025	
B	CRIME			V2822210601	8/1/2024	8/1/2025	
C-D	MISC PROFESSIONAL LIABILITY			FRL-H-P-PL-00003420-01 REX9083142-0924	9/14/2024	9/14/2025	See Page 2 for Policy Limits & Deductibles

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 LOCATION: 245 Riverside Ave, Suite 300, Jacksonville, Florida, 32202

CERTIFICATE HOLDER • Insurance Verification	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Dana Hodge
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ACORD 25 (2009/09)

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CERTIFICATES OF INSURANCE Contd.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/9/2025

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 501 Riverside Ave Suite 1000 Jacksonville FL 32202		CONTACT NAME: Jessica Goff PHONE (A/C, No, Ext): 904-548-2301 E-MAIL ADDRESS: Jessica_Goff@ajg.com		FAX (A/C, No): 904-634-1302
INSURED Vesta Property Services, Inc. 245 Riverside Avenue Suite 300 Jacksonville FL 32202		INSURER(S) AFFORDING COVERAGE INSURER A: Accident Fund Insurance Company of America INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 10166

COVERAGES **CERTIFICATE NUMBER:** 1173730610 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED ☐ HIRED AUTOS ONLY ☐ AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	100074418	1/1/2025	1/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Proof Of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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CERTIFICATES OF INSURANCE *Contd.*

COMMENTS / REMARKS

EXECUTIVE RISK PACKAGE

Federal Insurance Agency

Policy #: 82622087

Effective: 08/01/2024 - 08/01/2025

Management Liability and Company Reimbursement (Directors and Officers Liability)

- \$3,000,000 Aggregate Limit of Liability

- \$250,000 Retention per Loss

- 02/02/2001 Retroactive Date

Employment Practices Liability

- \$3,000,000 Aggregate Limit of Liability

- \$350,000 Retention per Loss

- 02/02/2001 Retroactive Date

Pension & Welfare Benefit Plan Fiduciary Liability

- \$3,000,000 Aggregate Limit of Liability

- \$1,000 Retention per Loss

- 02/02/2001 Retroactive Date

Subject to the terms and conditions stated in the policy.

CRIME COVERAGE

Beazley Insurance Company, Inc.

Policy #: V2822210601

Effective: 08/01/2024-08/01/2025

Employee Dishonesty/Forgery or Alteration/On Premises/In Transit/Money Orders and Counterfeit Paper and Currency Fraud/ Computer Fraud and Funds Transfer Fraud/Client Property Coverage

- \$10,000,000 Limit of Liability

- \$100,000 Deductible per Loss

Subject to the terms and conditions stated in the policy.

MISCELLANEOUS PROFESSIONAL LIABILITY

HDI Global Specialty SE - \$5,000,000

Policy #: FRL-H-P-PL-00003420-01

Nautilus Insurance Company - \$5,000,000 Excess of \$5,000,000

Policy #: REX9083142-0924

Effective: 09/14/2024 - 09/14/2025

Limit of Liability

- \$10,000,000 Each Loss

- \$10,000,000 Aggregate

- \$1,000,000 Retention per Loss

- 01/25/2002 Retroactive Date

Description of Covered Professional Services:

Property Owner Association Management including but not limited to the following services:

Property manager, real estate agent/broker, publishing, media services, website administration, fire watch services, crime prevention training, bookkeeping and tax preparation services other than those for which a CPA license is required

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Vesta
DISTRICT SERVICES™

Contact Us

250 International Pkwy #208
Lake Mary, FL 32746
(321) 263-0132



SECTION IX

SECTION A

RESOLUTION 2025- 09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT APPROVING AN AGREEMENT WITH _____, THEREBY APPOINTING A MANAGER OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) must employ and fix compensation of a District Manager; and

WHEREAS, the Board desires to appoint and fix the compensation of the District Manager.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Agreement attached hereto as **Exhibit A** is approved, pursuant to which _____, shall serve as District Manager of the District.

SECTION 2. This Resolution shall become effective as of June 21, 2025.

PASSED AND ADOPTED THIS 27TH DAY OF MAY 2025.

ATTEST:

**SADDLE CREEK PRESERVE OF
POLK COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

Exhibit A: District Management Agreement

EXHIBIT A
District Management Agreement

SECTION B

RESOLUTION 2025-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, and situated entirely within Polk County, Florida; and

WHEREAS, in connection with the appointment of a new District Manager, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following are appointed as Officers of the District effective 12:00 a.m. on June 21, 2025:

District Manager Officers:

_____ is appointed Treasurer;

_____ is appointed Assistant Treasurer;

_____ is appointed Secretary; and

_____ are appointed Assistant Secretaries.

Board Member Officers:

_____ is appointed Chairperson;

_____ is appointed Vice Chairperson;

_____ is appointed Assistant Secretary;

_____ is appointed Assistant Secretary; and

_____ is appointed Assistant Secretary.

SECTION 2. As of 12:00 a.m. on June 21, 2025, any Officer who is a past or present employee of Governmental Management Services – Central Florida, LLC, is removed without further action of the Board.

SECTION 3. This Resolution supersedes any prior appointments made by the Board.

SECTION 4. This Resolution shall take effect at the date and time set forth herein and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 27TH DAY OF MAY 2025.

ATTEST:

**SADDLE CREEK PRESERVE OF
POLK COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

SECTION C

RESOLUTION 2025-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. _____ is hereby designated as the Registered Agent for the Saddle Creek Preserve of Polk County Community Development District.

SECTION 2. The District’s Registered Office shall be located at _____.

SECTION 3. In accordance with Section 189.014, Florida Statutes, the District’s Secretary is hereby directed to file certified copies of this Resolution with Polk County and the Florida Commerce.

SECTION 4. This Resolution shall become effective June 21, 2025.

PASSED AND ADOPTED THIS 27TH DAY OF MAY 2025.

ATTEST:

**SADDLE CREEK PRESERVE OF
POLK COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

SECTION D

RESOLUTION 2025-12

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; RE-DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Polk County, Florida; and

WHEREAS, the District desires to re-designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, Florida Statutes; and

WHEREAS, the District also desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, Florida Statutes, shall be located at _____.

SECTION 2. The District’s principal headquarters for the purpose of establishing proper venue are in Polk County, Florida.

SECTION 3. The District’s local records office shall be located at _____.

SECTION 4. This Resolution shall take effect June 21, 2025.

PASSED AND ADOPTED THIS 27TH DAY OF MAY 2025.

ATTEST:

**SADDLE CREEK PRESERVE OF POLK
COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

SECTION E

RESOLUTION 2025-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT DIRECTING _____, TO MAINTAIN A LOCAL BANK ACCOUNT AT TRUIST FOR THE DISTRICT AND APPOINT THE SECRETARY, TREASURER, ASSISTANT SECRETARIES AND ASSISTANT TREASURERS AS SIGNORS ON THE ACCOUNT; AUTHORIZING CLOSURE OF OTHER CHECKING ACCOUNTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Saddle Creek Preserve of Polk County Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, and situated entirely within Polk County, Florida; and

WHEREAS, the District’s Board of Supervisors desires to establish a local bank account for the District and appoint the Secretary, Treasurer, Assistant Secretaries and Assistant Treasurers as signors on the account.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. _____, is directed to maintain the existing local bank account at Truist for the District.

SECTION 2. The Secretary, Treasurer, Assistant Secretaries and Assistant Treasurers shall be appointed as signors on the account.

SECTION 3. The Secretary, Treasurer, Assistant Secretaries and Assistant Treasurers are authorized to open and close accounts and transfer the funds if needed as set forth herein or as otherwise directed by the Board.

SECTION 4. This Resolution shall take effect on June 21, 2025, and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 27TH DAY OF MAY 2025.

ATTEST:

**SADDLE CREEK PRESERVE OF POLK
COUNTY COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

SECTION X



Corporate (Orlando/ Polk County)
200 South F Street
Haines City, Florida 33844

Tampa
9513 US 92 East
Tampa, Florida 33610

(863) 422-5207
www.princeandsonsinc.com

Landscape Maintenance **Saddle Creek Preserve**

May 1, 2025

SADDLE CREEK PRESERVE OF POLK COUNTY CDD
c/o Monica Virgen, District Manager
GMS- Central Florida

Unfortunately, this letter is to serve as Prince and Sons, Inc. 90-day notice of cancellation for Saddle Creek of Polk County CDD landscape maintenance contract per section 13 of the LANDSCAPE MAINTENANCE AND IRRIGATION INSPECTION AGREEMENT BY AND BETWEEN THE SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT AND PRINCE AND SONS, INC. We appreciate the opportunity to service your property but feel we are not on the same page of what can be expected in the overly saturated, swampy areas of the community. The certified letter has been sent out today, May 1, so July 31st of 2025 will be that last day of servicing Saddle Creek CDD.

Warmest regards,

Lucas Martin
Vice President
Prince and Sons, Inc.

SECTION XI



NOTICE OF TERMINATION OF SERVICE AT SADDLECREEK

Please accept the letter as notice that Resort Pool Services will be ending its agreement with Saddlecreek. Please accept this letter as our termination notice as agreed in the contract.

Please note that the computer and the chemical tank are the property of Resort Pool Services and will be removed on the final service day. Final day of service will be June 30th 2025.

The reason for the termination is that after a restructuring of the business we have decided that we will be unable to service this area.

Thank you,

Simon McDonnell

Director of Operations

SECTION XII

SECTION C

Saddle Creek Reserve CDD

Field Management Report



May 27th, 2025

Allen Bailey

Field Manager

GMS

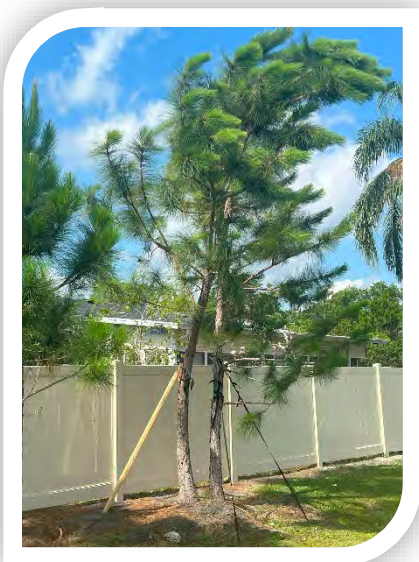
Completed

Amenity Gate



- ✚ The amenity had an individual jump the amenity gate, and there was concern about the game being damaged.
- ✚ The gate has been review and the mag-locks are working properly.

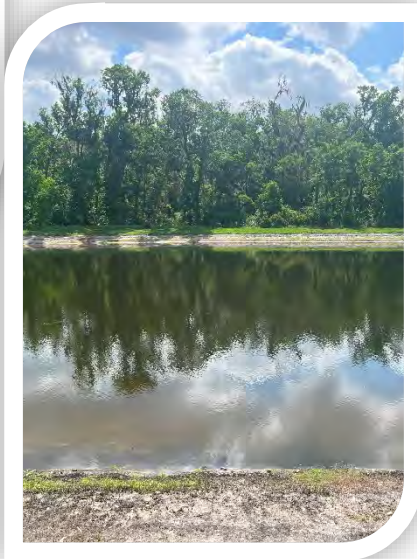
Pine Tree on Yellow Trail



- ✚ The leaning Pine tree along the fence of Yellow Trail has been straightened.

Complete

Clean Up



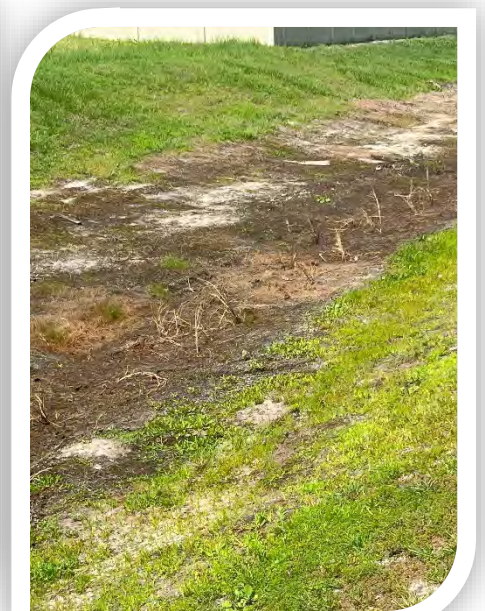
- ✚ The district clean-up has been completed.
- ✚ The specific areas requested had special attention given.

Review

Wetlands Planting

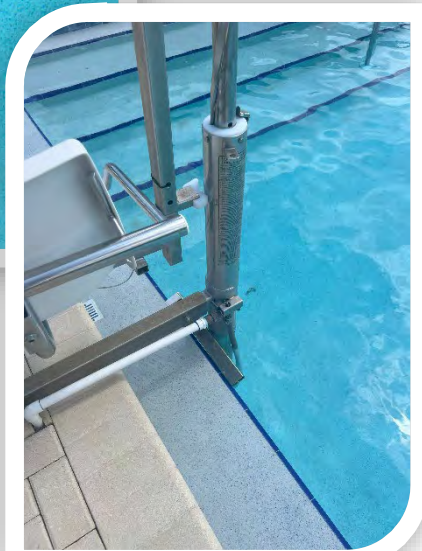
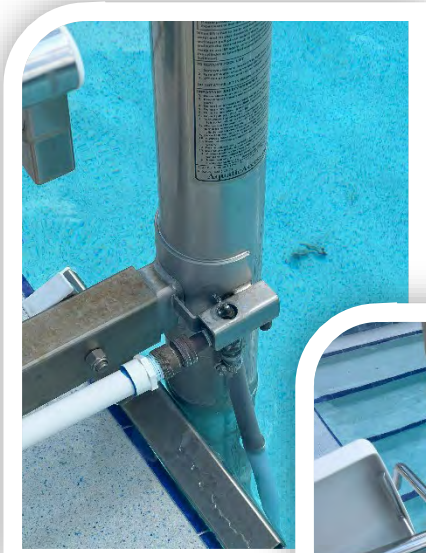


- ✚ The native plants have been installed in the Wetlands mitigation.
- ✚ Horner has been contacted to advise about the health of the plants and if there are more plants going in on the entrance side mitigation area.



Review

Pool Water Powered Chair



✚ The pressure valve on the water-powered chair has been removed.

✚ The valve will need to be replaced to make the chair functional again.

Review

Landscape



- ✚ The landscape at the entrance is benefiting from the small amount of rain.
- ✚ The open area on Yellow Trail has greened up from the rains.
- ✚ The bushes and pines along the road have had the vines removed.



Review

Landscape Cont.



✚ The landscape around the amenity is filling out with the small amount of rain we have had recently.



Review

Ponds



✚ The ponds overall look to be in a healthy state. All vegetation has been treated.

✚ The ponds are still low, even with the rain we had.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-460-4424 or by email at abailey@gmscfl.com. Thank you.

Respectfully,
Allen Bailey

SECTION 1



PROPOSAL

DATE	April 24, 2025
CUSTOMER NAME	Saddle Creek CDD
ADDRESS	Lakeland
REQUESTED BY	Allen Bailey
LOCATION OF JOB	Community Area

Add one day of janitorial service on the weekends
(Saturday or Sunday)

\$ 185.00 monthly

(Currently the facility is serviced 3 days a week for a monthly cost of \$ 475.00)

Materials and equipment are included on the proposal

Please call us if you have any question and thank you for your business, we appreciate it very much.

Sincerely,

CSS Clean Star Services of Central Florida, INC

Tracy Chacon
(407) 456-9174
tchacon@starcss.com

Sandro Di Lollo
(407) 668-1338
sdilollo@starcss.com

SECTION D

SECTION 1

Saddle Creek Preserve Community Development District

Summary of Check Register

April 10, 2025 to May 16, 2025

Fund	Date	Check No.'s	Amount
General Fund			
	4/16/25	531-538	\$ 39,750.32
	4/18/25	539-542	\$ 14,316.72
	4/28/25	543	\$ 16,932.87
	4/30/25	544-548	\$ 5,383.64
	5/14/25	549-554	\$ 5,847.15
			\$ 82,230.70
Supervisors			
	April 10, 2025 to May 16, 2025		
	Lori A Campagna	50011	\$ 184.70
	Kelly A Evans	50012	\$ 184.70
	Erica F Miro Smith	50013	\$ 184.70
	Abby M Morrobel	50014	\$ 184.70
			\$ 738.80
Total Amount			\$ 82,969.50

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
4/16/25	00040	3/26/25 14653 MONTHLY	202503 330-57200-48200 CLEAN SVC- MAR25	CLEAN STAR SERVICES OF CENTRAL FL	*	675.00	675.00 000531
4/16/25	00045	4/01/25 00070373 NOT OF BOS MEET-3/18/25	202503 310-51300-48000		*	349.67	
		4/01/25 00070373 NOT OF BOS MEET-3/18/25	202503 310-51300-48000		*	335.30	
		4/01/25 00070373 NOT OF BOS MEET-3/31/25	202503 310-51300-48000		*	383.20	
				GANNETT MEDIA CORP DBA GANNETT			1,068.17 000532
4/16/25	00012	4/01/25 27281 AUDIT FYE 9/30/2024	202504 310-51300-32200	GRAU AND ASSOCIATES	*	7,200.00	7,200.00 000533
4/16/25	00059	3/26/25 4524-384 PEST CONTROL- MAR25	202503 330-57200-48100	LANDSCAPE WORKSHOP, LLC	*	120.00	120.00 000534
4/16/25	00036	3/21/25 26860 REPAIR RING & ROPE- MAR25	202503 330-57200-48000		*	210.00	
		4/01/25 27007 POOL MAINTENANCE- APR25	202504 330-57200-48500	MCDONNELL CORPORATION DBA	*	1,415.00	1,625.00 000535
4/16/25	00023	3/31/25 17021 REPLACE NOZZLES- MAR25	202503 320-53800-47300		*	70.61	
		4/01/25 17115 LANDSCAPE MAINT- APR25	202504 320-53800-46200	PRINCE & SONS INC.	*	8,612.00	8,682.61 000536
4/16/25	00028	4/01/25 9842-B LAKE MAINTENANCE- APR25	202504 320-53800-46000	SITEX AQUATICS LLC	*	1,515.00	1,515.00 000537
4/16/25	00014	3/28/25 PAY APP SIDEWALK & ASPHALT MAINT	202503 320-53800-46600	TUCKER PAVING INC	*	18,864.54	18,864.54 000538
4/18/25	00002	4/01/25 140 MANAGEMENT FEES- APR25	202504 310-51300-34000		*	3,750.00	
		4/01/25 140 WEBSITE ADMIN- APR25	202504 310-51300-35200		*	105.00	
		4/01/25 140 INFO TECH- APR25	202504 310-51300-35100		*	157.50	

SCPP SAD CREEK PRES BOH

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
		4/01/25 140	202504 310-51300-31300		*	656.25	
		DISSEM. AGENT SVC- APR25					
		4/01/25 140	202504 330-57200-48300		*	833.33	
		AMENITY ACCESS- APR25					
		4/01/25 140	202504 310-51300-51000		*	2.62	
		OFFICE SUPPLIES- APR25					
		4/01/25 140	202504 310-51300-42000		*	2.76	
		POSTAGE- APR25					
		4/01/25 141	202504 320-53800-34000		*	1,460.83	
		FIELD MANAGEMENT- APR25					
		4/01/25 141	202504 310-51300-49000		*	160.50	
		MTG ROOM RENTAL- APR25					
			GOVERNMENTAL MANAGEMENT SERVICES-CF				7,128.79 000539
4/18/25 00060		2/28/25 7	202502 320-53800-48000		*	350.00	
		POND CLEAN UP- FEB25					
		2/28/25 8	202502 320-53800-48000		*	2,092.30	
		GATE REPLACEMENT- FEB25					
		2/28/25 9	202502 320-53800-48000		*	325.30	
		EROSION PREVENTION- FEB25					
			GOVERNMENTAL MANAGEMENT SERVICES-TA				2,767.60 000540
4/18/25 00061		4/05/25 37777075	202504 330-57200-48000		*	379.70	
		SLOAN VALVE REBUILD					
			RED CAP PLUMBING & AIR, LLC				379.70 000541
4/18/25 00024		3/25/25 7694648	202503 310-51300-32300		*	3,703.91	
		TRUSTEE FEES S22 FY25					
		3/25/25 7694648	202503 300-15500-10000		*	336.72	
		TRUSTEE FEES S22 FY26					
			US BANK				4,040.63 000542
4/28/25 00044		4/28/25 04282025	202504 300-20700-10200		*	8,825.32	
		ASSESS TRANSFER S2020					
		4/28/25 04282025	202504 300-20700-10200		*	8,107.55	
		ASSESS TRANSFER S2022					
			SADDLE CREEK PRESERVE C/O USBANK				16,932.87 000543
4/30/25 00050		4/02/25 112281	202504 330-57200-48000		*	365.49	
		ACCESS/CAMERA LABOR					
			CURRENT DEMANDS ELECTRICAL &				365.49 000544
4/30/25 00060		2/28/25 6	202502 330-57200-48000		*	418.00	
		CLEANING AMENITY CEILING					
			GOVERNMENTAL MANAGEMENT SERVICES-TA				418.00 000545

SCPP SAD CREEK PRES BOH

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
4/30/25	00022	4/14/25 11922 GENERAL COUNSEL	202503 310-51300-31500 MAR25	KILINSKI VAN WYK PLLC	*	3,114.54	3,114.54 000546
4/30/25	00036	12/01/24 25682 POOL MAINTENANCE	202412 330-57200-48500 DEC24	MCDONNELL CORPORATION DBA	*	1,415.00	1,415.00 000547
4/30/25	00023	4/10/25 17253 REPLACE NOZZLES	202504 320-53800-47300 APR25	PRINCE & SONS INC.	*	70.61	70.61 000548
5/14/25	00048	3/19/25 1268183 L/S- 4283 BRIDLE BOOSTER	202503 320-53800-47500	AVERETT SEPTIC TANKS	*	75.00	75.00 000549
5/14/25	00040	4/28/25 14874 MONLTHY CLEAN SVC	202504 330-57200-48200 APR25	CLEAN STAR SERVICES OF CENTRAL FL	*	695.00	695.00 000550
5/14/25	00045	5/01/25 00070922 BOS MEETING 4.22.25	202504 310-51300-48000	GANNETT MEDIA CORP DBA GANNETT	*	335.30	335.30 000551
5/14/25	00060	3/31/25 10 PRESSURE WASH	202503 330-57200-48000 MAR25		*	1,044.00	
		3/31/25 11 AMENITY EROSION	202503 320-53800-48000 MAR25		*	367.85	
		3/31/25 12 AMENITY MAINT/RPR	202503 330-57200-48000 MAR25		*	400.00	
				GOVERNMENTAL MANAGEMENT SERVICES-TA			1,811.85 000552
5/14/25	00036	5/01/25 27340 POOL MAINTENANCE	202505 330-57200-48500 MAY25	MCDONNELL CORPORATION DBA	*	1,415.00	1,415.00 000553
5/14/25	00028	5/01/25 9954-B LAKE MAINTENANCE	202505 320-53800-46000 MAY25	SITEX AQUATICS LLC	*	1,515.00	1,515.00 000554
TOTAL FOR BANK A						82,230.70	
TOTAL FOR REGISTER						82,230.70	

SCPP SAD CREEK PRES BOH

SECTION 2

Saddle Creek Preserve
Community Development District

Unaudited Financial Reporting
April 30, 2025



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Saddle Creek Preserve

Community Development District

Combined Balance Sheet

April 30, 2025

	General Fund	Debt Service Fund	Capital Reserve	Capital Projects Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account - Truist	\$ 85,529	\$ -	\$ -	\$ -	\$ 85,529
Money Market - Bank United	\$ 547,494	\$ -	\$ -	\$ -	\$ 547,494
State Board Assessment	\$ -	\$ -	\$ 152,699	\$ -	\$ 152,699
Series 2020					
Reserve	\$ -	\$ 156,750	\$ -	\$ -	\$ 156,750
Revenue	\$ -	\$ 359,317	\$ -	\$ -	\$ 359,317
Construction	\$ -	\$ -	\$ -	\$ 2	\$ 2
Series 2022					
Reserve	\$ -	\$ 143,826	\$ -	\$ -	\$ 143,826
Revenue	\$ -	\$ 315,059	\$ -	\$ -	\$ 315,059
Prepaid Expenses	\$ 673	\$ -	\$ -	\$ -	\$ 673
Due from General Fund	\$ -	\$ 36	\$ -	\$ -	\$ 36
Total Assets	\$ 633,697	\$ 974,988	\$ 152,699	\$ 2	\$ 1,761,387
Liabilities:					
Accounts Payable	\$ 2,917	\$ -	\$ -	\$ -	\$ 2,917
Due to Debt Service	\$ 36	\$ -	\$ -	\$ -	\$ 36
Total Liabilities	\$ 2,953	\$ -	\$ -	\$ -	\$ 2,953
Fund Balances:					
Assigned for:					
Capital Reserves	\$ -	\$ -	\$ 152,699	\$ -	\$ 152,699
Nonspendable					
Deposits & Prepaid Items	\$ 673	\$ -	\$ -	\$ -	\$ 673
Restricted for:					
Debt Service - Series 2020	\$ -	\$ 516,086	\$ -	\$ -	\$ 516,086
Debt Service - Series 2022	\$ -	\$ 458,903	\$ -	\$ -	\$ 458,903
Capital Projects - Series 2020	\$ -	\$ -	\$ -	\$ 2	\$ 2
Unassigned	\$ 630,070	\$ -	\$ -	\$ -	\$ 630,070
Total Fund Balances	\$ 630,744	\$ 974,988	\$ 152,699	\$ 2	\$ 1,758,434
Total Liabilities & Fund Balance	\$ 633,697	\$ 974,988	\$ 152,699	\$ 2	\$ 1,761,387

Saddle Creek Preserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues				
Assessments - On Roll	\$ 604,543	\$ 604,543	\$ 584,657	\$ (19,886)
Interest Income	\$ -	\$ -	\$ 7,271	\$ 7,271
Miscellaneous Income	\$ -	\$ -	\$ 30	\$ 30
Total Revenues	\$ 604,543	\$ 604,543	\$ 591,958	\$ (12,585)
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 7,000	\$ 4,400	\$ 2,600
FICA Expenses	\$ -	\$ -	\$ 168	\$ (168)
Engineer Fees	\$ 15,000	\$ 8,750	\$ 1,013	\$ 7,738
Dissemination Fees	\$ 7,875	\$ 4,594	\$ 4,594	\$ -
Assessment Administration	\$ 5,565	\$ 5,565	\$ 5,565	\$ -
Arbitrage	\$ 900	\$ 900	\$ 900	\$ -
Attorney Fees	\$ 25,000	\$ 14,583	\$ 22,084	\$ (7,501)
Audit Fees	\$ 7,500	\$ 7,500	\$ 7,200	\$ 300
Trustee Fees	\$ 8,082	\$ 8,082	\$ 9,091	\$ (1,009)
Management Fees	\$ 45,000	\$ 26,250	\$ 26,250	\$ -
Information Technology	\$ 1,890	\$ 1,103	\$ 1,103	\$ -
Website Maintenance	\$ 1,260	\$ 735	\$ 735	\$ -
Postage & Delivery	\$ 500	\$ 292	\$ 436	\$ (144)
Insurance	\$ 6,500	\$ 6,500	\$ 6,161	\$ 339
Copies	\$ 500	\$ 292	\$ 20	\$ 272
Legal Advertising	\$ 2,500	\$ 2,500	\$ 3,640	\$ (1,140)
Other Current Charges	\$ 1,000	\$ 1,000	\$ 1,261	\$ (261)
Office Supplies	\$ 100	\$ 58	\$ 20	\$ 39
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Subtotal General & Administrative:	\$ 141,347	\$ 95,878	\$ 94,815	\$ 1,063

Saddle Creek Preserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
<u>Operations and Maintenance</u>				
Field Expenditures				
Property Insurance	\$ 16,000	\$ 16,000	\$ 12,114	\$ 3,886
Field Management	\$ 17,530	\$ 10,226	\$ 10,226	\$ (0)
Landscape Maintenance	\$ 107,400	\$ 62,650	\$ 61,799	\$ 851
Landscape Replacement	\$ 25,000	\$ 14,583	\$ 410	\$ 14,173
Mitigation Monitoring	\$ 4,600	\$ 2,683	\$ -	\$ 2,683
Lake Maintenance	\$ 18,180	\$ 10,605	\$ 9,090	\$ 1,515
Streetlights	\$ 49,500	\$ 28,875	\$ 12,467	\$ 16,408
Electric	\$ 5,500	\$ 3,208	\$ 2,267	\$ 942
Water & Sewer	\$ 1,500	\$ 875	\$ 800	\$ 75
Sidewalk & Asphalt Maintenance	\$ 2,500	\$ 2,500	\$ 18,865	\$ (16,365)
Irrigation Repairs	\$ 7,500	\$ 4,375	\$ 693	\$ 3,682
Lift Station Maintenance	\$ 20,000	\$ 11,667	\$ 14,096	\$ (2,429)
General Repairs & Maintenance	\$ 10,000	\$ 10,000	\$ 10,577	\$ (577)
Contingency	\$ 7,000	\$ 4,083	\$ 1,950	\$ 2,133
Subtotal Field Expenditures	\$ 292,210	\$ 182,331	\$ 155,352	\$ 26,979
Amenity Expenditures				
Amenity - Electric	\$ 14,400	\$ 8,400	\$ 4,310	\$ 4,090
Amenity - Water	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Internet	\$ 1,650	\$ 963	\$ 906	\$ 57
Pest Control	\$ 1,440	\$ 840	\$ 600	\$ 240
Janitorial Service	\$ 10,200	\$ 5,950	\$ 4,775	\$ 1,175
Security Services	\$ 30,000	\$ 17,500	\$ 574	\$ 16,926
Pool Maintenance	\$ 19,200	\$ 11,200	\$ 9,905	\$ 1,295
Amenity Repairs & Maintenance	\$ 10,000	\$ 5,833	\$ 4,568	\$ 1,266
Amenity Management	\$ 10,000	\$ 5,833	\$ 5,833	\$ 0
Contingency	\$ 10,000	\$ 5,833	\$ 250	\$ 5,583
Subtotal Amenity Expenditures	\$ 111,890	\$ 65,269	\$ 31,721	\$ 33,548
Total Expenditures	\$ 545,447	\$ 343,478	\$ 281,888	\$ 61,590
Excess (Deficiency) of Revenues over Expenditures	\$ 59,096		\$ 310,070	
<u>Other Financing Sources/(Uses)</u>				
Transfer In (Out)	\$ (59,096)	\$ (59,096)	\$ (59,113)	\$ (18)
Total Other Financing Sources/(Uses)	\$ (59,096)		\$ (59,113)	
Net Change in Fund Balance	\$ -		\$ 250,957	
Fund Balance - Beginning	\$ -		\$ 379,787	
Fund Balance - Ending	\$ -		\$ 630,744	

Saddle Creek Preserve

Community Development District

Debt Service Fund - Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted Budget	Prorated Budget Thru 04/30/25	Actual Thru 04/30/25	Variance
Revenues				
Assessments - Tax Roll	\$ 313,500	\$ 313,500	\$ 303,313	\$ (10,187)
Interest	\$ 3,460	\$ 3,460	\$ 8,341	\$ 4,881
Total Revenues	\$ 316,960	\$ 316,960	\$ 311,654	\$ (5,306)
Expenditures:				
Interest Expense - 12/15	\$ 96,950	\$ 96,950	\$ 96,950	\$ -
Principal Expense - 6/15	\$ 120,000	\$ -	\$ -	\$ -
Interest Expense - 6/15	\$ 96,950	\$ -	\$ -	\$ -
Total Expenditures	\$ 313,900	\$ 96,950	\$ 96,950	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 3,060		\$ 214,704	
Fund Balance - Beginning	\$ 132,904		\$ 301,382	
Fund Balance - Ending	\$ 135,963		\$ 516,086	

Saddle Creek Preserve

Community Development District

Debt Service Fund - Series 2022

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted Budget	Prorated Budget Thru 04/30/25	Actual Thru 04/30/25	Variance
Revenues				
Assessments - Tax Roll	\$ 287,653	\$ 287,653	\$ 278,644	\$ (9,009)
Interest	\$ 2,650	\$ 2,650	\$ 8,651	\$ 6,001
Total Revenues	\$ 290,303	\$ 290,303	\$ 287,294	\$ (3,008)
Expenditures:				
Interest Expense - 12/15	\$ 87,364	\$ 87,364	\$ 87,364	\$ -
Principal Expense - 12/15	\$ 115,000	\$ 115,000	\$ 110,000	\$ (5,000)
Interest Expense - 6/15	\$ 85,920	\$ -	\$ -	\$ -
Total Expenditures	\$ 288,284	\$ 202,364	\$ 197,364	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 2,019	\$ -	\$ 89,931	\$ 1,992
Fund Balance - Beginning	\$ 213,549	\$ -	\$ 368,972	\$ -
Fund Balance - Ending	\$ 215,568	\$ -	\$ 458,903	\$ -

Saddle Creek Preserve

Community Development District

Capital Projects Fund - Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
<u>Revenues</u>				
Interest	\$ -	\$ -	\$ 0	\$ 0
Total Revenues	\$ -	\$ -	\$ 0	\$ 0
<u>Expenditures:</u>				
Miscellaneous Expense	\$ -	\$ -	\$ 246	\$ (246)
Total Expenditures	\$ -	\$ -	\$ 246	\$ (246)
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (246)	
<u>Other Financing Sources/(Uses)</u>				
Transfer In/(Out)	\$ -	\$ -	\$ 17	\$ 17
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 17	\$ 17
Net Change in Fund Balance	\$ -		\$ (229)	
Fund Balance - Beginning	\$ -		\$ 231	
Fund Balance - Ending	\$ -		\$ 2	

Saddle Creek Preserve

Community Development District

Capital Projects Fund - Series 2022

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/25	Thru 04/30/25	Variance
Revenues				
Developer Contribution	\$ -	\$ -	\$ 193	\$ 193
Total Revenues	\$ -	\$ -	\$ 193	\$ 193
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 193	\$ (193)
Total Expenditures	\$ -	\$ -	\$ 193	\$ (193)
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	
Fund Balance - Beginning	\$ -		\$ -	
Fund Balance - Ending	\$ -		\$ -	

Saddle Creek Preserve

Community Development District

Capital Reserve

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2025

	Adopted Budget	Prorated Budget Thru 04/30/25	Actual Thru 04/30/25	Variance
Revenues				
Interest Income	\$ -	\$ -	\$ 2,750	\$ 2,750
Total Revenues	\$ -	\$ -	\$ 2,750	\$ 2,750
Expenditures:				
Lift Station Improvements	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 2,750	\$ 2,750
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ 59,096	\$ 59,096	\$ 59,096	\$ (0)
Total Other Financing Sources/(Uses)	\$ 59,096	\$ 59,096	\$ 59,096	\$ (0)
Net Change in Fund Balance	\$ 59,096		\$ 61,846	
Fund Balance - Beginning	\$ 56,726		\$ 90,854	
Fund Balance - Ending	\$ 115,821		\$ 152,699	

Saddle Creek Preserve

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Assessments - On Roll	\$ -	\$ 12,243	\$ 546,604	\$ 3,347	\$ 5,415	\$ 6,474	\$ 10,573	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 584,657
Interest Income	\$ 988	\$ 902	\$ 894	\$ 859	\$ 779	\$ 1,056	\$ 1,794	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,271
Total Revenues	\$ 988	\$ 13,146	\$ 547,498	\$ 4,206	\$ 6,194	\$ 7,530	\$ 12,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 591,958
Expenditures:													
<i>General & Administrative:</i>													
Supervisor Fees	\$ 800	\$ 600	\$ 800	\$ -	\$ -	\$ 1,600	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400
FICA Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168
Engineer Fees	\$ 350	\$ -	\$ 250	\$ -	\$ 413	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,013
Dissemination Fees	\$ 656	\$ 656	\$ 656	\$ 656	\$ 656	\$ 656	\$ 656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,594
Assessment Administration	\$ 5,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,565
Arbitrage	\$ -	\$ -	\$ -	\$ 450	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Attorney Fees	\$ 3,053	\$ 4,253	\$ 5,652	\$ 3,820	\$ 2,192	\$ 3,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,084
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,200
Trustee Fees	\$ 1,684	\$ 3,704	\$ -	\$ -	\$ -	\$ 3,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,091
Management Fees	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,250
Information Technology	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,103
Website Maintenance	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 735
Postage & Delivery	\$ 19	\$ 44	\$ 31	\$ 202	\$ 51	\$ 85	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 436
Insurance	\$ 6,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,161
Copies	\$ -	\$ 3	\$ -	\$ 14	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20
Legal Advertising	\$ -	\$ 983	\$ -	\$ 1,253	\$ -	\$ 1,068	\$ 335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,640
Other Current Charges	\$ 202	\$ 41	\$ 202	\$ 202	\$ 205	\$ 205	\$ 205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,261
Office Supplies	\$ 2	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Subtotal General & Administrative:	\$ 22,680	\$ 14,300	\$ 11,607	\$ 10,612	\$ 7,982	\$ 14,574	\$ 13,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,815

Saddle Creek Preserve

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Operations and Maintenance													
Field Expenditures													
Property Insurance	\$ 12,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,114
Field Management	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ -	\$ -	\$ -	\$ -	\$ -	10,226
Landscape Maintenance	\$ 8,612	\$ 8,612	\$ 8,612	\$ 8,612	\$ 8,612	\$ 10,127	\$ 8,612	\$ -	\$ -	\$ -	\$ -	\$ -	61,799
Landscape Replacement	\$ -	\$ -	\$ -	\$ 410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	410
Mitigation Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Lake Maintenance	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,515	\$ -	\$ 1,515	\$ -	\$ -	\$ -	\$ -	\$ -	9,090
Streetlights	\$ 1,737	\$ 1,789	\$ 1,789	\$ 1,789	\$ 1,788	\$ 1,788	\$ 1,788	\$ -	\$ -	\$ -	\$ -	\$ -	12,467
Electric	\$ 334	\$ 302	\$ 294	\$ 262	\$ 401	\$ 310	\$ 363	\$ -	\$ -	\$ -	\$ -	\$ -	2,267
Water & Sewer	\$ 119	\$ 121	\$ 121	\$ 125	\$ 105	\$ 102	\$ 107	\$ -	\$ -	\$ -	\$ -	\$ -	800
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,865	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18,865
Irrigation Repairs	\$ -	\$ 129	\$ -	\$ 423	\$ -	\$ 71	\$ 71	\$ -	\$ -	\$ -	\$ -	\$ -	693
Lift Station Maintenance	\$ 200	\$ 2,810	\$ 10,262	\$ 475	\$ 275	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,096
General Repairs & Maintenance	\$ 375	\$ 1,074	\$ 2,500	\$ 3,492	\$ 2,768	\$ 368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,577
Contingency	\$ -	\$ -	\$ 1,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,950
Subtotal Field Expenditures	\$ 26,467	\$ 17,812	\$ 28,503	\$ 18,564	\$ 16,925	\$ 33,166	\$ 13,916	\$ -	\$ -	\$ -	\$ -	\$ -	155,352
Amenity Expenditures													
Amenity - Electric	\$ 612	\$ 590	\$ 648	\$ 1,267	\$ -	\$ 643	\$ 551	\$ -	\$ -	\$ -	\$ -	\$ -	4,310
Amenity - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Internet	\$ 130	\$ 126	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -	906
Pest Control	\$ 120	\$ 120	\$ 120	\$ 120	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600
Janitorial Service	\$ 675	\$ 685	\$ 675	\$ 675	\$ 695	\$ 675	\$ 695	\$ -	\$ -	\$ -	\$ -	\$ -	4,775
Amenity Access	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ -	\$ -	\$ -	\$ -	\$ -	5,833
Security Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 574	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	574
Pool Maintenance	\$ 1,415	\$ 1,415	\$ 1,415	\$ 1,415	\$ 1,415	\$ 1,415	\$ 1,415	\$ -	\$ -	\$ -	\$ -	\$ -	9,905
Amenity Repairs & Maintenance	\$ 200	\$ -	\$ 650	\$ 900	\$ 418	\$ 1,654	\$ 745	\$ -	\$ -	\$ -	\$ -	\$ -	4,567
Contingency	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	250
Subtotal Amenity Expenditures	\$ 4,235	\$ 3,769	\$ 4,471	\$ 5,341	\$ 3,491	\$ 6,044	\$ 4,370	\$ -	\$ -	\$ -	\$ -	\$ -	31,721
Total Expenditures	\$ 53,382	\$ 35,880	\$ 44,581	\$ 34,517	\$ 28,398	\$ 53,785	\$ 31,345	\$ -	\$ -	\$ -	\$ -	\$ -	281,888
Excess (Deficiency) of Revenues over Expenditures	\$ (52,394)	\$ (22,734)	\$ 502,917	\$ (30,311)	\$ (22,205)	\$ (46,255)	\$ (18,948)	\$ -	\$ -	\$ -	\$ -	\$ -	310,070
Other Financing Sources/(Uses)													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (59,113)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(59,113)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (59,113)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(59,113)
Net Change in Fund Balance	\$ (52,394)	\$ (22,734)	\$ 502,917	\$ (30,311)	\$ (22,205)	\$ (105,368)	\$ (18,948)	\$ -	\$ -	\$ -	\$ -	\$ -	250,957

Saddle Creek Preserve

Community Development District

Long Term Debt Report

Series 2020, Special Assessment Revenue Bonds

Interest Rate:	2.500%, 3.000%, 4.000%, 4.000%
Maturity Date:	6/15/2050
Reserve Fund Definition	50% Maximum Annual Debt Service
Reserve Fund Requirement	\$156,750
Reserve Fund Balance	\$156,750
Bonds Outstanding - 10/06/2020	\$5,500,000
Less: Principal Payment - 6/15/21	(\$105,000)
Less: Principal Payment - 6/15/22	(\$110,000)
Less: Principal Payment - 6/15/23	(\$115,000)
Less: Principal Payment - 6/15/24	(\$115,000)
Current Bonds Outstanding	\$5,055,000

Series 2022, Special Assessment Revenue Bonds

Interest Rate:	2.625%, 3.100%, 3.350%, 4.000%
Maturity Date:	12/15/2051
Reserve Fund Definition	50% Maximum Annual Debt Service
Reserve Fund Requirement	\$143,826
Reserve Fund Balance	\$143,826
Bonds Outstanding - 02/10/2022	\$5,155,000
Less: Principal Payment - 12/15/22	(\$130,000)
Less: Principal Payment - 12/15/23	(\$110,000)
Less: Principal Payment - 12/15/24	(\$110,000)
Current Bonds Outstanding	\$4,805,000

Saddle Creek Preserve
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2025

ON ROLL ASSESSMENTS

Gross Assessments \$ 650,046.00 \$ 337,236.00 \$ 309,808.00 \$ 1,297,090.00
Net Assessments \$ 604,542.78 \$ 313,629.48 \$ 288,121.44 \$ 1,206,293.70

50.12% 26.00% 23.88% 100.00%

Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	General Fund	2020 Debt Service	2022 Debt Service	Total
11/12/24	10/21/24	\$649.91	(\$34.12)	(\$12.32)	\$0.00	\$603.47	\$302.43	\$156.90	\$144.14	\$603.47
11/12/24	10/21/24	\$739.64	(\$38.83)	(\$14.02)	\$0.00	\$686.79	\$344.19	\$178.56	\$164.04	\$686.79
11/19/24	11/01-11/07/24	\$1,344.00	(\$53.76)	(\$25.80)	\$0.00	\$1,264.44	\$633.68	\$328.75	\$302.01	\$1,264.44
11/19/24	11/01-11/07/24	\$1,529.52	(\$61.17)	(\$29.37)	\$0.00	\$1,438.98	\$721.15	\$374.13	\$343.70	\$1,438.98
11/26/24	11/08-11/15/24	\$10,706.64	(\$428.27)	(\$205.57)	\$0.00	\$10,072.80	\$5,048.06	\$2,618.87	\$2,405.87	\$10,072.80
11/26/24	11/08-11/15/24	\$11,016.00	(\$440.62)	(\$211.51)	\$0.00	\$10,363.87	\$5,193.93	\$2,694.55	\$2,475.39	\$10,363.87
12/06/24	11/16-11/26/24	\$24,452.00	(\$978.02)	(\$469.48)	\$0.00	\$23,004.50	\$11,528.87	\$5,981.04	\$5,494.59	\$23,004.50
12/06/24	11/16-11/26/24	\$24,472.32	(\$978.88)	(\$469.87)	\$0.00	\$23,023.57	\$11,538.42	\$5,986.00	\$5,499.15	\$23,023.57
12/20/24	11/27-11/30/24	\$550,584.00	(\$22,022.26)	(\$10,571.23)	\$0.00	\$517,990.51	\$259,594.67	\$134,674.58	\$123,721.26	\$517,990.51
12/20/24	11/27-11/30/24	\$555,215.76	(\$22,207.85)	(\$10,660.16)	\$0.00	\$522,347.75	\$261,778.34	\$135,807.43	\$124,761.98	\$522,347.75
12/27/24	12/01-12/15/24	\$9,136.00	(\$335.87)	(\$176.00)	\$0.00	\$8,624.13	\$4,322.05	\$2,242.22	\$2,059.86	\$8,624.13
12/27/24	12/01-12/15/24	\$9,177.12	(\$336.49)	(\$176.81)	\$0.00	\$8,663.82	\$4,341.94	\$2,252.54	\$2,069.34	\$8,663.82
10/15/24	1%Admin Fee	(\$12,970.90)	\$0.00	\$0.00	\$0.00	(\$12,970.90)	(\$6,500.46)	(\$3,372.36)	(\$3,098.08)	(\$12,970.90)
01/10/25	12/16-12/31/24	\$3,453.98	(\$103.62)	(\$67.01)	\$0.00	\$3,283.35	\$1,645.48	\$853.65	\$784.22	\$3,283.35
01/10/25	12/16-12/31/24	\$3,571.04	(\$107.12)	(\$69.28)	\$0.00	\$3,394.64	\$1,701.25	\$882.59	\$810.80	\$3,394.64
02/03/25	10/1-12/31/24	\$0.00	\$0.00	\$0.00	\$880.11	\$880.11	\$441.08	\$228.82	\$210.21	\$880.11
02/03/25	10/1-12/31/24	\$0.00	\$0.00	\$0.00	\$873.51	\$873.51	\$437.76	\$227.11	\$208.64	\$873.51
02/10/25	1/1-1/31/25	\$4,836.00	(\$96.72)	(\$94.79)	\$0.00	\$4,644.49	\$2,327.62	\$1,207.54	\$1,109.33	\$4,644.49
02/10/25	1/1-1/31/25	\$4,588.56	(\$91.77)	(\$89.94)	\$0.00	\$4,406.85	\$2,208.52	\$1,145.76	\$1,052.57	\$4,406.85
03/07/25	2/1-2/28/25	\$6,513.02	(\$61.19)	(\$129.04)	\$0.00	\$6,322.79	\$3,168.71	\$1,643.89	\$1,510.19	\$6,322.79
03/07/25	2/1-2/28/25	\$6,795.03	(\$64.46)	(\$134.61)	\$0.00	\$6,595.96	\$3,305.61	\$1,714.91	\$1,575.44	\$6,595.96
04/11/25	3/1-3/31/25	\$10,706.64	\$0.00	(\$214.13)	\$0.00	\$10,492.51	\$5,258.40	\$2,727.99	\$2,506.12	\$10,492.51
04/11/25	3/1-3/31/25	\$10,748.00	\$0.00	(\$214.96)	\$0.00	\$10,533.04	\$5,278.71	\$2,738.53	\$2,515.80	\$10,533.04
04/30/25	1/1-3/31/25	\$0.00	\$0.00	\$0.00	\$36.58	\$36.58	\$18.33	\$9.51	\$8.74	\$36.58
04/30/25	1/1-3/31/25	\$0.00	\$0.00	\$0.00	\$35.66	\$35.66	\$17.87	\$9.27	\$8.52	\$35.66
TOTAL		\$ 1,237,264.28	\$ (48,441.02)	\$ (24,035.90)	\$ 1,825.86	\$ 1,166,613.22	\$ 584,656.61	\$ 303,312.78	\$ 278,643.83	\$ 1,166,613.22

97%	Net Percent Collected
\$39,680.48	Balance Remaining to Collect

SECTION 3



April 22, 2025

Samantha Ham – Recording Secretary
Saddle Creek Preserve CDD
219 E. Livingston Street
Orlando, Florida 32801-1508

RE: Saddle Creek Preserve Community Development District Registered Voters

Dear Ms. Ham,

In response to your request, there are currently **597** voters within the Saddle Creek Preserve Community Development District. This number of registered voters in said District is as of **April 15, 2025**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Melony M. Bell".

Melony M. Bell
Supervisor of Elections
Polk County, Florida

P.O. Box 1460, Bartow, FL 33831 • Phone: (863) 534-5888

PolkElections.gov

Para asistencia en Español, por favor de llamar al (863) 534-5888