

**HARMONY  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**Thursday, July 24, 2025**

**Remote Participation:**

Zoom: <https://zoom.us/j/4276669233>

--or--

Call in (audio only) **929-205-6099, ID 4276669233**



313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747  
(407) 566-1935

# Harmony Community Development District

## Board of Supervisors

Daniel Leet, Chairman  
Lucas Chokanis, Vice Chairman  
Joellyn Phillips, Assistant Secretary  
Brittany Coronel, Assistant Secretary  
Julie Nichols Williams, Assistant Secretary

## Staff:

Michael Perez, District Manager  
Jennifer Goldyn, Regional Director  
Michael Eckert, District Counsel  
David Hamstra, District Engineer  
Jose Raul Pabon, Field Supervisor  
Howard Neal, Field Services Director

## Special Meeting Agenda Thursday, July 24, 2025 – 6:00 p.m.

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1. **Call to Order and Roll Call**
2. **Audience Comments – *Three (3) Minute Time Limit***
3. **Adoption of the Agenda**
4. **Private Session to Discuss the District’s Security System and Plan (Closed to the Public per Section 286.0113(1), Florida Statutes)**
5. **Public Discussion on Consideration of Security Matters and Proposals**
6. **Business Items**
  - A. Acceptance of Fiscal Year 2024 Audit Report ..... P. 3
  - B. Status Update on Precision Concrete Contract
  - C. Discussion of Responses to Informal Request for Proposals for District Management Services
    - i. Vesta District Services ..... P. 43
    - ii. Special District Services ..... P. 81
    - iii. PFM Group Consulting..... P. 109
    - iv. Rizzetta & Company..... P. 188
    - v. Governmental Management Services ..... P. 245
  - D. Update on Status of Request for Proposals for Field Management and Maintenance
7. **Supervisor Requests**
8. **Adjournment**

*The next meeting is scheduled for Thursday, August 7, 2025, at 4:00 p.m.*

**District Office:**  
313 Campus Street  
Celebration FL 34747  
407-566-1935  
[www.harmonycdd.org](http://www.harmonycdd.org)

**Meeting Location:**  
Su Mesa Cafe  
7250 Harmony Square Dr S  
St. Cloud, FL 34773  
Call-in 929-205-6099, ID 4276669233

**Harmony Community  
Development District**

**ANNUAL FINANCIAL REPORT**

**September 30, 2024**

**Harmony Community Development District**

**ANNUAL FINANCIAL REPORT**

**September 30, 2024**

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# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
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## REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors  
Harmony Community Development District  
Osceola County, Florida

### Report on Audit of the Financial Statements

#### *Opinion*

We have audited the financial statements of the governmental activities and each major fund of Harmony Community Development District (the "District"), as of and for the year ended September 30, 2024, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Harmony Community Development District as of September 30, 2024, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Fort Pierce / Stuart

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To the Board of Supervisors  
Harmony Community Development District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including currently known information that may raise substantial doubt thereafter.

### ***Auditor's Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts, and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



To the Board of Supervisors  
Harmony Community Development District

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated March 28, 2025 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Harmony Community Development District's internal control over financial reporting and compliance.

*Berger Toombs Elam  
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

March 28, 2025

**Harmony Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2024**

Management's discussion and analysis of Harmony Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, physical environment, culture/recreation and debt service.

*Fund financial statements* present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Harmony Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2024**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

*Fund financial statements* include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including capital assets are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as capital improvement revenue bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, a reconciliation is provided from the *fund financial statements* to the *government-wide financial statements*.

*Notes to financial statements* provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

**Financial Highlights**

The following are the highlights of financial activity for the year ended September 30, 2024.

- ◆ The District's total assets and deferred outflows of resources exceeded liabilities by \$2,232,959 (net position). Unrestricted net position for Governmental Activities was \$(2,739,433). Governmental Activities restricted net position was \$929,994, and net investment in capital assets were \$4,042,398.
- ◆ Governmental activities revenues totaled \$5,043,893 while governmental activities expenses totaled \$3,008,579.

**Harmony Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2024**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Financial Analysis of the District**

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

**Net Position**

	<b>Governmental Activities</b>	
	<b>2024</b>	<b>2023</b>
Current assets	\$ 1,489,164	\$ 1,015,730
Restricted assets	2,086,656	1,973,914
Capital assets	10,862,094	11,034,049
Total Assets	<u>14,437,914</u>	<u>14,023,693</u>
 Deferred outflows of resources	 <u>279,026</u>	 <u>310,684</u>
 Current liabilities	 1,506,428	 1,405,371
Non-current liabilities	10,977,553	12,731,361
Total Liabilities	<u>12,483,981</u>	<u>14,136,732</u>
 Net position - net investment in capital assets	 4,042,398	 3,176,775
Net position - restricted	929,994	725,090
Net position - unrestricted	(2,739,443)	(3,704,220)
Total Net Position	<u>\$ 2,232,949</u>	<u>\$ 197,645</u>

The increase in current assets is related to revenues exceeding expenditures in the General Fund in the current year.

The increase in restricted assets and restricted net position is related to the prepayment of assessments received in the current year.

The decrease in capital assets is due to depreciation in the current year.

The increase in current liabilities is primarily the result of the increase in the current portion of long-term debt in the current year.

The decrease in non-current liabilities is primarily the result of the principal payments on long-term debt.

**Harmony Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2024**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Financial Analysis of the District (Continued)**

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

**Change in Net Position**

	<b>Governmental Activities</b>	
	<b>2024</b>	<b>2023</b>
Program Revenues		
Charges for services	\$ 4,876,077	\$ 5,147,621
General Revenues		
Miscellaneous revenues	912	4,165
Investment earnings	166,904	86,509
Total Revenues	<u>5,043,893</u>	<u>5,238,295</u>
Expenses		
General government	314,718	337,369
Physical environment	1,741,325	2,224,407
Culture/recreation	223,374	241,660
Interest and other charges	729,162	826,256
Total Expenses	<u>3,008,579</u>	<u>3,629,692</u>
Change in Net Position	2,035,314	1,608,603
Net Position - Beginning of Year	<u>197,645</u>	<u>(1,410,958)</u>
Net Position - End of Year	<u>\$ 2,232,959</u>	<u>\$ 197,645</u>

The decrease in charges for services is related to the decrease in prepayments in the current year.

The decrease in general government expenses is related to the decrease in legal and engineering expenses in the current year.

The decrease in physical environment is related to the decrease in reserve projects in the current year.

The decrease in interest and other charges is related to the reduction in long-term debt outstanding.

**Harmony Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2024**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Capital Assets Activity**

The following schedule provides a summary of the District's capital assets as of September 30, 2024 and 2023.

<u>Description</u>	<u>Governmental Activities</u>	
	<u>2024</u>	<u>2023</u>
Land and improvements	\$ 8,991,508	\$ 8,991,508
Infrastructure	5,203,677	5,203,677
Improvements other than buildings	57,442	57,442
Recreational facilities	3,777,032	3,777,032
Equipment	305,167	305,167
Less: accumulated depreciation	<u>(7,472,732)</u>	<u>(7,300,777)</u>
Total	<u>\$ 10,862,094</u>	<u>\$ 11,034,049</u>

Capital activity for the year consisted of depreciation of \$171,955.

**General Fund Budgetary Highlights**

The budgeted expenditures exceeded actual expenditures primarily because repairs and maintenance, miscellaneous, and reserve expenditures were less than anticipated.

The September 30, 2024 budget was not amended.

**Debt Management**

Governmental Activities debt includes the following:

- ◆ In June 2014, the District issued \$13,945,000 Series 2014 Capital Improvement Revenue Refunding Bonds. These bonds were issued to defease and refund the Series 2001 Capital Improvement Revenue Bonds. The balance outstanding at September 30, 2024 was \$7,345,000.
- ◆ In April 2015, the District issued \$13,530,000 Series 2015 Capital Improvement Revenue Refunding Bonds. These bonds were issued to defease and refund the Series 2004 Capital Improvement Revenue Bonds and to finance the acquisition and construction of certain improvements within areas of the District related to the 2015 Project. The balance outstanding at September 30, 2024 was \$4,620,000.

**Harmony Community Development District  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2024**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Economic Factors and Next Year's Budget**

Harmony Community Development District does not expect any economic factors to have any significant effect on the financial position or results of operations of the District in fiscal year 2025.

**Request for Information**

The financial report is designed to provide a general overview of Harmony Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Harmony Community Development District, Inframark LLC, 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

**Harmony Community Development District**  
**STATEMENT OF NET POSITION**  
**September 30, 2024**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Current Assets	
Cash	\$ 1,449,101
Accounts receivable	195
Due from other governments	33,543
Prepaid expenses	6,325
Total Current Assets	1,489,164
Non-current Assets	
Restricted assets	
Investments	2,086,656
Capital assets, not being depreciated	
Land and improvements	8,991,508
Capital assets, being depreciated	
Infrastructure	5,203,677
Improvements other than building	57,442
Recreational facilities	3,777,032
Equipment	305,167
Less: accumulated depreciation	(7,472,732)
Total Non-current Assets	12,948,750
Total Assets	14,437,914
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred amount on refunding, net	279,026
 <b>LIABILITIES</b>	
Current Liabilities	
Accounts payable and accrued expenses	138,337
Accrued interest	258,091
Bonds payable	1,110,000
Total Current Liabilities	1,506,428
Non-current liabilities	
Bonds payable, net	10,977,553
Total Liabilities	12,483,981
 <b>NET POSITION</b>	
Net investment in capital assets	4,042,398
Restricted for debt service	929,994
Unrestricted	(2,739,433)
Total Net Position	\$ 2,232,959

*See accompanying notes to financial statements.*

**Harmony Community Development District**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended September 30, 2024**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expense) Revenues and Changes in Net Position Governmental Activities</u>
Governmental Activities			
General government	\$ (314,718)	\$ 400,691	\$ 85,973
Physical environment	(1,741,325)	2,179,008	437,683
Culture/recreation	(223,374)	103,471	(119,903)
Interest and other charges	(729,162)	2,192,907	1,463,745
Total Governmental Activities	<u>\$ (3,008,579)</u>	<u>\$ 4,876,077</u>	<u>1,867,498</u>
<b>General revenues:</b>			
			166,904
			912
			<u>167,816</u>
		Change in Net Position	2,035,314
		Net Position - October 1, 2023	197,645
		Net Position - September 30, 2024	<u>\$ 2,232,959</u>

*See accompanying notes to financial statements.*

**Harmony Community Development District**  
**BALANCE SHEET –**  
**GOVERNMENTAL FUNDS**  
**September 30, 2024**

ASSETS	General	Debt Service 2014	Debt Service 2015	Total Governmental Funds
Cash	\$ 1,449,101	\$ -	\$ -	\$ 1,449,101
Accounts receivable	195	-	-	195
Due from other funds	-	22,324	13,424	35,748
Due from other governments	20,549	8,972	4,022	33,543
Prepaid expenses	6,325	-	-	6,325
Restricted assets:				
Investments	-	1,361,235	725,421	2,086,656
Total Assets	<u>\$ 1,476,170</u>	<u>\$ 1,392,531</u>	<u>\$ 742,867</u>	<u>\$ 3,611,568</u>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts payable and accrued expenses	\$ 138,337	\$ -	\$ -	\$ 138,337
Due to other funds	35,748	-	-	35,748
Total Liabilities	<u>174,085</u>	<u>-</u>	<u>-</u>	<u>174,085</u>
<b>FUND BALANCES</b>				
Nonspendable:				
Prepaid expenses	6,325	-	-	6,325
Restricted:				
Debt service	-	1,392,531	742,867	2,135,398
Assigned:				
Capital reserves	60,697	-	-	60,697
Operating reserves	467,801	-	-	467,801
Unassigned	767,262	-	-	767,262
Total Fund Balances	<u>1,302,085</u>	<u>1,392,531</u>	<u>742,867</u>	<u>3,437,483</u>
Total Liabilities and Fund Balances	<u>\$ 1,476,170</u>	<u>\$ 1,392,531</u>	<u>\$ 742,867</u>	<u>\$ 3,611,568</u>

See accompanying notes to financial statements.

**Harmony Community Development District**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES**  
**TO NET POSITION OF GOVERNMENTAL ACTIVITIES**  
**September 30, 2024**

Total Governmental Fund Balances	\$	3,437,483
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets not being depreciated, land and improvements, used in governmental activities are not current financial resources and therefore, are not reported at the fund level.		8,991,508
Capital assets being depreciated, infrastructure, \$5,203,677, improvements other than building, \$57,442, recreational facilities, \$3,777,032, and equipment, \$305,167, net of accumulated depreciation, \$(7,472,732), used in governmental activities are not current financial resources and therefore, are not reported at the fund level.		1,870,586
Long-term liabilities, including bonds payable, \$(11,965,000), bond premium, net, \$(201,885), and bond discount, net, \$79,332, are not due and payable in the current period and therefore, are not reported at the fund level.		(12,087,553)
Deferred outflow of resources are not current financial resources and therefore, are not reported at the fund level.		279,026
Accrued interest expense for long-term debt is not a current financial use and therefore, is not reported at the fund level.		<u>(258,091)</u>
Net Position of Governmental Activities	\$	<u><u>2,232,959</u></u>

*See accompanying notes to financial statements.*

**Harmony Community Development District**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES –**  
**GOVERNMENTAL FUNDS**  
**For the Year Ended September 30, 2024**

	General	Debt Service 2014	Debt Service 2015	Total Governmental Funds
Revenues				
Special assessments	\$ 2,683,170	\$ 1,237,591	\$ 955,316	\$ 4,876,077
Investment earnings	54,477	70,493	41,934	166,904
Miscellaneous revenues	912	-	-	912
Total Revenues	<u>2,738,559</u>	<u>1,308,084</u>	<u>997,250</u>	<u>5,043,893</u>
Expenditures				
Current				
General government	314,718	-	-	314,718
Physical environment	1,711,474	-	-	1,711,474
Culture/recreation	81,270	-	-	81,270
Debt service				
Principal	250,473	745,000	675,000	1,670,473
Interest	24,586	420,488	268,459	713,533
Other	-	14,458	6,481	20,939
Total Expenditures	<u>2,382,521</u>	<u>1,179,946</u>	<u>949,940</u>	<u>4,512,407</u>
Net change in fund balances	356,038	128,138	47,310	531,486
Fund Balances - October 1, 2023	<u>946,047</u>	<u>1,264,393</u>	<u>695,557</u>	<u>2,905,997</u>
Fund Balances - September 30, 2024	<u><u>\$ 1,302,085</u></u>	<u><u>\$ 1,392,531</u></u>	<u><u>\$ 742,867</u></u>	<u><u>\$ 3,437,483</u></u>

See accompanying notes to financial statements.

**Harmony Community Development District**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended September 30, 2024**

Net Change in Fund Balances - Total Governmental Funds	\$ 531,486
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation. This is the amount of depreciation in the current period.	(171,955)
Governmental funds report bond discounts and premiums as other financing sources and uses. However, in the Statement of Activities, bond premiums and discounts are amortized over the life of the bonds. This is the amount that amortization of bond premiums, \$17,429, exceeded the amortization of bond discounts, \$(9,917), in the current period.	7,512
Repayment of note and bond principal is an expenditure in the governmental fund, but the repayment reduces long-term liabilities in the Statement of Net Position.	1,670,473
The deferred outflow of resources for refunding of debt is recognized as a component of interest expense in the Statement of Net Position, but not at the fund level. This is the amount of current year interest.	(31,658)
In the Statement of Net Position, interest is accrued on outstanding bonds; whereas at the fund level, interest expenditures are reported when due. This is the net amount between the prior year and the current year accruals.	<u>29,456</u>
Change in Net Position of Governmental Activities	<u><u>\$ 2,035,314</u></u>

*See accompanying notes to financial statements.*

**Harmony Community Development District**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES – BUDGET AND ACTUAL –**  
**GENERAL FUND**

For the Year Ended September 30, 2024

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<b>Variance With Final Budget Positive (Negative)</b>
Revenues				
Special assessments	\$ 2,646,837	\$ 2,646,837	\$ 2,683,170	\$ 36,333
Investment earnings	30,000	30,000	54,477	24,477
Miscellaneous revenues	3,007	3,007	912	(2,095)
Total Revenues	<u>2,679,844</u>	<u>2,679,844</u>	<u>2,738,559</u>	<u>58,715</u>
Expenditures				
Current				
General government	323,171	323,171	314,718	8,453
Physical environment	2,284,804	2,284,804	1,711,474	573,330
Culture/recreation	90,000	90,000	81,270	8,730
Capital outlay	15,000	15,000	-	15,000
Debt service				
Principal	14,177	14,177	250,473	(236,296)
Interest	12,423	12,423	24,586	(12,163)
Total Expenditures	<u>2,739,575</u>	<u>2,739,575</u>	<u>2,382,521</u>	<u>357,054</u>
Net change in fund balances	(59,731)	(59,731)	356,038	415,769
Fund Balances - October 1, 2023	<u>630,614</u>	<u>630,614</u>	<u>946,047</u>	<u>315,433</u>
Fund Balances - September 30, 2024	<u>\$ 570,883</u>	<u>\$ 570,883</u>	<u>\$ 1,302,085</u>	<u>\$ 731,202</u>

See accompanying notes to financial statements.

**Harmony Community Development District  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2024**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of Harmony Community Development District (the “District”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District’s more significant accounting policies are described below.

**1. Reporting Entity**

The District was established on February 28, 2000 by the Board of County Commissioners of Osceola County, Florida pursuant to Ordinance 00-05 created by the provisions of the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), as a Community Development District. The District was established for the purposes of managing with a related tool of financing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or without the boundaries of the Harmony Community Development District. The District is governed by a five-member Board of Supervisors, who are elected for terms of four years. The District operates within the criteria established by Chapter 190, Florida Statutes.

The reporting entity for the District includes all functions of government in which the District’s Board exercises oversight responsibility. Oversight responsibility includes, but is not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters. As required by GAAP, these financial statements present the Harmony Community Development District (the primary government) as a stand-alone government.

Based upon the application of the above-mentioned criteria as set forth in principles established by the Governmental Accounting Standards Board, the District has identified no component units.

**2. Measurement Focus and Basis of Accounting**

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

**a. Government-wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

**Harmony Community Development District  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2024**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**a. Government-wide Financial Statements (Continued)**

Governmental activities, which normally are supported by special assessments and interest, are reported separately from business-type activities. Program revenues include charges for services, and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

**b. Fund Financial Statements**

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

**Governmental Funds**

The District classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**b. Fund Financial Statements (Continued)**

**Governmental Funds (Continued)**

The District has various policies governing the fund balance classifications.

**Nonspendable Fund Balance** – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

**Restricted Fund Balance** – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

**Assigned Fund Balance** – This classification consists of the Board of Supervisors' intent for funds to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

**Unassigned Fund Balance** – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

**Fund Balance Spending Hierarchy** – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period, or soon thereafter, to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**b. Fund Financial Statements (Continued)**

**Governmental Funds (Continued)**

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**3. Basis of Presentation**

**a. Governmental Major Funds**

General Fund – The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Debt Service Fund 2014 – Accounts for the debt service requirements to retire certain capital improvement revenue bonds, which were used to finance the construction of District infrastructure improvements and finance certain additional improvements.

Debt Service Fund 2015 – Accounts for the debt service requirements to retire certain capital improvement revenues bonds, which were used to finance the construction of District infrastructure improvements and finance certain additional improvements.

**b. Non-current Governmental Assets/Liabilities**

GASB Statement 34 requires that non-current governmental assets, such as land and buildings, and non-current governmental liabilities, such as special assessment bonds, be reported in the governmental activities column in the government-wide statement of net position.

**4. Assets, Deferred Outflows of Resources, Liabilities and Net Position or Equity**

**a. Cash and Investments**

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

**Harmony Community Development District  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2024**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**4. Assets, Deferred Outflows of Resources, Liabilities and Net Position or Equity (Continued)**

**a. Cash and Investments (Continued)**

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Cash equivalents include time deposits and certificates of deposit with original maturities of three months or less and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

**b. Restricted Net Position**

Certain net position of the District are classified as restricted assets on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted assets, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

**c. Capital Assets**

Capital assets, which include land and improvements, infrastructure, improvements other than buildings, recreational facilities, and equipment, are reported in the applicable governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

**Harmony Community Development District  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2024**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**4. Assets, Deferred Outflows of Resources, Liabilities and Net Position or Equity (Continued)**

**c. Capital Assets (Continued)**

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure	10-30 years
Improvements other than building	10-20 years
Recreational facilities	15-30 years
Equipment	5-20 years

**d. Deferred Outflows of Resources**

Deferred outflow of resources is the consumption of net position by the government that is applicable to a future reporting period. Deferred amount on refunding is amortized and recognized as a component of interest expense over the life of the bond.

**e. Unamortized Bond Discounts/Premiums**

Bond discounts/premiums are presented on the government-wide financial statements. The costs are amortized over the life of the bonds using the straight-line method. For financial reporting, the unamortized bond discounts/premiums are netted against the applicable long-term debt.

**f. Budgets**

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget variance columns of the accompanying financial statements may occur.

**Harmony Community Development District  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2024**

**NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

**1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position**

“Total fund balances” of the District’s governmental funds, \$3,437,483, differs from “net position” of governmental activities, \$2,232,959, reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the governmental fund balances. The effect of the differences is illustrated below.

**Capital related items**

When capital assets (land, buildings, improvements, infrastructure, and equipment that are to be used in governmental activities) are purchased or constructed, the cost of those assets is reported as expenditures in governmental funds. However, the Statement of Net position included those capital assets among the assets of the District as a whole.

Land and improvements	\$ 8,991,508
Infrastructure	5,203,677
Improvements other than buildings	57,442
Recreational facilities	3,777,032
Equipment	305,167
Less: accumulated depreciation	<u>(7,472,732)</u>
Total	<u>\$ 10,862,094</u>

**Deferred outflows of resources**

Deferred outflows of resources applicable to the District’s governmental activities are not financial resources and therefore, are not reported at the fund level:

Deferred amount on refunding, net	<u>\$ 279,026</u>
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**Long-term debt transactions**

Long-term liabilities applicable to the District’s governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2024 were:

Bonds payable	\$ (11,965,000)
Bond premium, net	(201,885)
Bond discount, net	<u>79,332</u>
Total	<u>\$ (12,087,553)</u>

**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)**

**1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)**

**Accrued interest**

Accrued liabilities in the statement of net position differ from the amount reported in governmental funds due to accrued interest on bonds.

Accrued interest on bonds payable	\$ <u>(258,091)</u>
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**2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities**

The “net change in fund balances” for government funds, \$531,486, differs from the “change in net position” for governmental activities, \$2,035,314, reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated as follows.

**Capital related items**

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures at the fund level. However, in the Statement of Activities, the costs of those assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balances decrease by the amount of financial resources expended, whereas net position decrease by the amount of depreciation charged for the year.

Depreciation	\$ <u>(171,955)</u>
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**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)**

**2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities (Continued)**

**Long-term debt transactions**

Repayments of bond principal are reported as an expenditure at the fund level and, thus, have the effect of reducing fund balance because current financial resources have been used. At the government wide level, these payments are reflected as a reduction of bonds payable.

Debt principal payments	\$ 1,670,473
Bond premium amortization	17,429
Bond discount amortization	<u>(9,917)</u>
Total	<u><u>\$ 1,677,985</u></u>

Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures at the fund level.

Net decrease in accrued interest payable	\$ 29,456
Decrease in deferred amount on refunding	<u>(31,658)</u>
Total	<u><u>\$ (2,202)</u></u>

**Harmony Community Development District  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2024**

**NOTE C – CASH AND INVESTMENTS**

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk; however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2024, the District's bank balance was \$1,451,786 and the carrying value was \$1,449,101. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

Investments

As of September 30, 2024, the District had the following investments and maturities:

Investment	Maturity	Fair Value
U.S. Bank Money Market	N/A	\$ 2,086,656

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investment listed above is a Level 1 asset.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**Harmony Community Development District  
NOTES TO FINANCIAL STATEMENTS  
September 30, 2024**

**NOTE C – CASH AND INVESTMENTS (CONTINUED)**

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2024, the District's investment in U.S Bank Money Market was not rated by Standard & Poor's.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The investments in U.S. Bank Money Market are 100% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2024 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary.

**NOTE D – SPECIAL ASSESSMENT REVENUES**

Special assessment revenues recognized for the 2023-2024 fiscal year were levied in August 2023. All levies are due and payable on November 1 or as soon as the assessment roll is certified and delivered to the Tax Collector. Per Section 197.162, Florida Statutes discounts are allowed for early payment at the rate of 4% in November, 3% in December, 2% in January, and 1% in February. Amounts paid in March are without discount.

All unpaid assessments become delinquent as of April 1. Virtually all unpaid assessments are collected via the sale of tax certificates on, or prior to, June 1; therefore, there were no material amounts receivable at fiscal year end.

**NOTE E – INTERFUND BALANCES**

Interfund balances at September 30, 2024, consisted of the following:

<b>Receivable Fund</b>	<b>Payable Fund</b>
	General Fund
Debt Service 2014	\$ 22,324
Debt Service 2015	13,424
Total	\$ 35,748

Interfund balances are due to receipts collected by one fund on behalf of another fund that were not repaid as of year-end.

**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE F – CAPITAL ASSETS**

Capital Asset activity for the year ended September 30, 2024 was as follows:

	Balance October 1, 2023	Additions	Deletions	Balance September 30, 2024
<u>Governmental Activities:</u>				
Capital assets, not depreciated:				
Land and improvements	\$ 8,991,508	\$ -	\$ -	\$ 8,991,508
Capital assets, being depreciated:				
Infrastructure	5,203,677	-	-	5,203,677
Improvements other than building	57,442	-	-	57,442
Recreational facilities	3,777,032	-	-	3,777,032
Equipment	305,167	-	-	305,167
Total Capital Assets, Being Depreciated	<u>9,343,318</u>	<u>-</u>	<u>-</u>	<u>9,343,318</u>
Less accumulated depreciation for:				
Infrastructure	(5,084,167)	(15,506)	-	(5,099,673)
Improvements other than building	(21,735)	(4,006)	-	(25,741)
Recreational facilities	(2,020,968)	(127,104)	-	(2,148,072)
Equipment	(173,907)	(25,339)	-	(199,246)
Total Accumulated Depreciation	<u>(7,300,777)</u>	<u>(171,955)</u>	<u>-</u>	<u>(7,472,732)</u>
Total Capital Assets Depreciated, Net	<u>2,042,541</u>	<u>(171,955)</u>	<u>-</u>	<u>1,870,586</u>
Governmental Activities Capital Assets	<u>\$ 11,034,049</u>	<u>\$ (171,955)</u>	<u>\$ -</u>	<u>\$ 10,862,094</u>

Depreciation, \$171,955, was charged to physical environment, \$29,851, and culture/recreation, \$142,104.

**NOTE G – LONG-TERM DEBT**

The following is a summary of the activity of long-term debt of the District for the year ended September 30, 2024:

Bonds Payable at October 1, 2023	\$ 13,385,000
Principal payments	<u>(1,420,000)</u>
Bonds Payable at September 30, 2024	11,965,000
Plus: bond premium, net	201,885
Less: bond discount, net	<u>(79,332)</u>
Bonds Payable, Net	<u>\$ 12,087,553</u>

**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE G – LONG-TERM DEBT (CONTINUED)**

**Capital Improvement Revenue Refunding Bonds**

Long-term debt is comprised of the following:

<p>\$13,945,000 Series 2014 Capital Improvement Revenue Refunding Bonds due in annual principal installments beginning May 2015, maturing in May 2032. Interest is due semi-annually on May 1 and November 1, beginning November 1, 2014, at a rate of 5% on the \$6,845,000 bonds, with a maturity date of May 1, 2025 and 5.25% on the \$7,100,000 bonds, with a maturity date of May 2032. Current portion is \$760,000.</p>	<p>\$ 7,345,000</p>
<p>\$13,530,000 Series 2015 Capital Improvement Revenue Refunding Bonds due in annual principal installments beginning May 2016, maturing in May 2036. Interest is due semi-annually on May 1 and November 1, beginning November 1, 2015, at a rate of 3.75% on the \$1,225,000 bonds, with a maturity date of May 1, 2018, 4.75% on the \$3,590,000 bonds, with a maturity date of May 1, 2025, and 5.125% on the \$8,715,000 bonds, with a maturity date of May 2036. Current portion is \$350,000.</p>	<p><u>4,620,000</u></p>
<p>Total Bonds Payable at September 30, 2024</p>	<p>11,965,000</p>
<p>Plus: bond premium, net</p>	<p>201,885</p>
<p>Less: bond discount, net</p>	<p><u>(79,332)</u></p>
<p>Bonds Payable, Net at September 30, 2024</p>	<p><u>\$ 12,087,553</u></p>

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2024 are as follows:

Year Ending September 30,	Principal	Interest	Total
2025	\$ 1,110,000	\$ 617,634	\$ 1,727,634
2026	1,095,000	564,550	1,659,550
2027	1,150,000	507,431	1,657,431
2028	1,220,000	447,444	1,667,444
2029	1,280,000	383,806	1,663,806
2030-2034	5,145,000	902,250	6,047,250
2035-2036	965,000	74,826	1,039,826
Totals	\$ 11,965,000	\$ 3,497,941	\$ 15,462,941

**Harmony Community Development District  
 NOTES TO FINANCIAL STATEMENTS  
 September 30, 2024**

**NOTE G – LONG-TERM DEBT (CONTINUED)**

Summary of Significant Bonds Resolution Terms and Covenants

The District levies special assessments pursuant to Chapter 170, Chapter 197 and Section 190.022, Florida Statutes and the assessment rolls are approved by resolutions of the District Board. The collections are to be strictly accounted for and applied to the debt service of the bond series for which they were levied. The District covenants to levy special assessments in annual amounts adequate to provide for payment of principal and interest on the bonds. However, payment of principal and interest is dependent on the money available in the debt service fund and the District’s ability to collect special assessments levied.

The bonds are subject to extraordinary mandatory redemption prior to maturity, in whole on any date, or in part on an interest payment date, without premium, together with accrued interest to the redemption date if monies are available to retire the debt in accordance with the provisions of the indenture.

The bond resolution and the trust indenture provide for the establishment of certain accounts and an order in which revenues are to be deposited into these accounts. The accounts include a construction, revenue, redemption, reserve, interest and prepayment account and are maintained by a trustee.

The bond indenture provides for Debt Service Reserve Funds, which shall be held by the Trustee separate and apart from all other funds. The following is a schedule of reserve requirements and balances in the reserve accounts at September 30, 2024:

<u>Capital Improvement Revenue Refunding Bonds</u>	<u>Reserve Balance</u>	<u>Reserve Requirement</u>
Series 2014	\$ 607,313	\$ 607,313
Series 2015	\$ 340,000	\$ 340,000

**Harmony Community Development District**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2024**

**NOTE H – NOTE PAYABLE**

In October 2019, the District was conveyed property in exchange for future unpaid assessments. The assessments owed related to the property received was \$508,796 at the time of acquisition. The District will make annual debt service assessment payments on the property. The estimated value of the property at the time of conveyance was \$364,684.

The District established a note payable established in the amount of \$364,684. Scheduled payments are based on \$26,600 annually, over the life of the unpaid assessments on the Series 2015 Bonds. The effective interest rate of the Series 2015 Bonds was used as the interest rate of the established note payable (4.96%).

The note was paid in full in January 2024.

**NOTE I – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no claims or settled claims from these risks that have exceeded commercial insurance coverage over the past three years.

**NOTE J – SUBSEQUENT EVENT**

The District made prepayments on the Series 2014 and Series 2015 Bonds on November 1, 2024 of \$65,000 and \$70,000, respectively.



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
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Fort Pierce, Florida 34950

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## **INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Harmony Community Development District  
Osceola County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of Harmony Community Development District, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated March 28, 2025.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Harmony Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Harmony Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Harmony Community Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.



To the Board of Supervisors  
Harmony Community Development District

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Harmony Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Berger Toombs Elam Gaines &amp; Frank".

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

March 28, 2025



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
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## MANAGEMENT LETTER

To the Board of Supervisors  
Harmony Community Development District  
Osceola County, Florida

### Report on the Financial Statements

We have audited the financial statements of the Harmony Community Development District as of and for the year ended September 30, 2024, and have issued our report thereon dated March 28, 2025.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

### Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with AICPA Professionals Standards, AT-C Section 315 regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in that report, which is dated March 28, 2025, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been made to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the preceding financial audit report.



To the Board of Supervisors  
Harmony Community Development District

### **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not Harmony Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the Harmony Community Development District has not met one of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial conditions assessment procedures as of September 30, 2024 for the Harmony Community Development District. It is management's responsibility to monitor the Harmony Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### **Specific Information**

The information below was provided by management and has not been audited by us; therefore, we do not express an opinion or provide any assurance on the information.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, Harmony Community Development District reported:

- 1) The total number of District employees compensated in the last pay period of the District's fiscal year: 0
- 2) The total number of independent contractors, defined as individuals or entities that receive 1099s, to whom nonemployee compensation was paid in the last month of the District's fiscal year: 6
- 3) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$0
- 4) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: \$1,306,680
- 5) Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1, 2023, together with the total expenditures for such project: N/A
- 6) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes: The Board did not amend the budget.



To the Board of Supervisors  
Harmony Community Development District

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)9, Rules of the Auditor General, the Harmony Community Development District reported:

- 1) The rate or rates of non-ad valorem special assessments imposed by the District: \$685.13 – \$6,445.85 for the General Fund, \$605.75 – \$3,206.92 for the Debt Service 2014 Fund, and \$1,234.92 - \$52,624.28 for the Debt Service 2015 Fund.
- 2) The amount of special assessments collected by or on behalf of the District: Total special assessments collected was \$4,876,077.
- 3) The total amount of outstanding bonds issued by the District and the terms of such bonds as: The Series 2014 bonds outstanding is \$7,345,000 due on May 1, 2032 at various rates from 5.00% - 5.25%. The Series 2015 bonds outstanding is \$4,620,000 due on May 1, 2036 at various rates from 4.75% - 5.125%.

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or fraud, waste, or abuse, that has occurred or is likely to have occurred, that has an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger Toombs Elam  
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

March 28, 2025



# Berger, Toombs, Elam, Gaines & Frank

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## INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Board of Supervisors  
Harmony Community Development District  
Osceola County, Florida

We have examined Harmony Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2024. Management is responsible for Harmony Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Harmony Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Harmony Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Harmony Community Development District's compliance with the specified requirements.

In our opinion, Harmony Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2024.

*Berger Toombs Elam  
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

March 28, 2025

# Proposal for District Management

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## Harmony Community Development District



# Vesta District Services

*Your Community, Our Commitment*

# TABLE OF CONTENTS

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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**

July 15, 2025

Re: Harmony 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. This 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 has extensive experience managing transitions between management companies for large districts and understands the importance of a strong initial commitment. We have successfully supported previous transitions by providing both amenity and field operations assistance, and we are fully familiar with the unique challenges and service requirements involved. Our team is enthusiastic about the opportunity and ready to begin immediately, bringing trusted professionals you can rely on.

Vesta's proposal includes the services of our talented and experienced District Manager, Barry Jeskewich, with Heath Beckett as the backup District Manager, overseen and supported by our local Regional Director of District Services, Kyle Darin (see bios within). 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 x742 or [kdarin@vestapropertyservices.com](mailto:kdarin@vestapropertyservices.com).

Most respectfully,



*Kyle Darin*  
*District Services Regional Director*  
250 International Pkwy #208  
Lake Mary, Florida 32746  
(321) 263-0132 x742



# ABOUT US

Founded in 1995 and headquartered in Jacksonville, Florida, **Vesta's success has been driven by three key factors :**

- Our commitment to meeting our clients' needs, first and foremost.
- Our Culture is our "secret sauce" and allows us to source and hire the best associates in the industry.
- 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.



## MISSION & VALUES

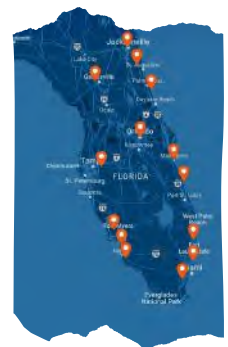
Vesta's Mission is to provide communities with exceptional associates delivering unparalleled management and lifestyle services. To that end, we ensure outstanding support for our clients & associates.

Our Three Core Values are:

- Be Accountable
- Act Respectfully
- Serve Honorably

## OUR REACH

We have fifteen (15) fully-staffed offices based throughout Florida. Vesta successfully provides a wide-ranging suite of professional community management services from Amelia Island to Miami and almost every city 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:

<p>1995</p> 	<p><b>THE LAUNCH OF VESTA PROPERTY SERVICES, INC.</b></p> <p>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.</p>
<p>2011</p> 	<p><b>AMENITIES LEADERSHIP</b></p> <p>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.</p>
<p>2020</p> 	<p><b>DISTRICT SERVICES / STATEWIDE OFFICES</b></p> <p>Vesta brought our vision of becoming a premier full-service community management company to life by acquiring DPFM Management &amp; Consulting, LLC - a specialist in district management and financing - in 2020.</p>
<p>Present</p> 	<p><b>GROWTH</b></p> <p>Vesta now has 15 offices throughout Florida, manages over 600 communities and special districts, and employs 1,200 associates for our clientele.</p>



“ We work so our residents can love where they live, in every community, every single day. ”



# LEADERSHIP TEAM

## Barry Jeskewich Proposed District Manager



Operations, Service, Leadership, and Problem-Solving are key passions of Barry, who forecasts, identifies efficiencies, and coordinate teams to deliver results. Barry has garnered national exposure for multiple professional achievements; the transfer of land ownership from the Indiana Department of Natural Resource decommissioned Avoca Fish Hatchery to the Marshal Township residents, crowdfunding the development of mixed-use public greenspace for the City of Bedford, and the importance of summer camps for development in the lives of our youth.

Barry earned a bachelor’s degree in Parks, Recreation, and Leisure Management from Purdue University, is a Licensed Community Association Manager, and a graduate of both the NRPA Directors School and the School of Park Foundations. He has participated in a number of think tank workshops, Podcasts, and mentoring programs.

Before joining Vesta, Barry was the onsite Director of Operations for a large (2,000+ homes) master planned community and CDD in St. Augustine, Florida called Shearwater.

## Heath Beckett Backup 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.

# LEADERSHIP TEAM

## 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.

## 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.

## LEADERSHIP TEAM

### 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 DPFV/Vesta since 2019 and became the Senior Financial Analyst in 2021. Logan's 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.

## LEADERSHIP TEAM

### 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.

# 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

## 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 not-for-profit associations, 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.

## Chrissy Richie Chief Accounting Officer



Christine was appointed Corporate Controller for Vesta Property Services in June 2013, overseeing accounting and human resources functions. She previously served as CFO for a multimillion-dollar healthcare provider operating in 14 states. With over 25 years of leadership experience, Christine has built financial infrastructure for multiple start-ups, including accounting systems, compliance, risk management, employee benefits, and organizational development.

## QUALIFICATIONS AND 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.

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# COMMUNICATION PLATFORM

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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

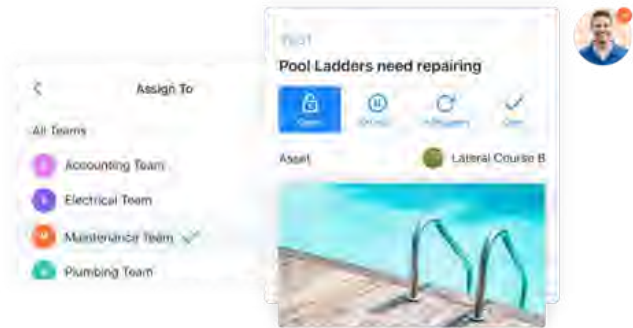


### **Schedule Inspections**

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.)

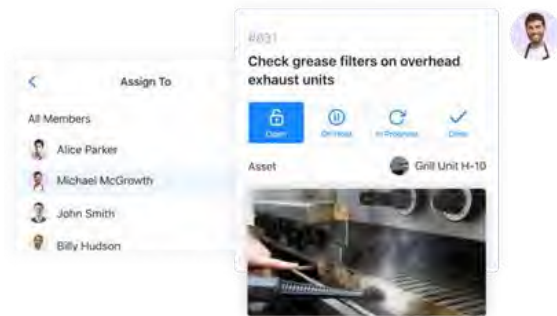


### **Collaborate**

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.

**RECCD I, II and III Landscape Deficiency Report**

Contracted Item Description		February				March				April					
		1/29-2/10	1/31-2/1	2/2-2/13	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	4/4-4/10	4/11-4/17	4/18-4/24	4/25-5/1
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 50)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	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 50)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Items		0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Possible Points		155	155	150	150	140	160	160	140	150	170	150	150	150	
Total Actual Points		127	141	132	124	111	127	112	128	143	127	147	122	130	
% of Total Possible Points		82%	91%	88%	83%	79%	79%	76%	93%	95%	75%	98%	81%	87%	

Key **Annual Contract Matrix**

- 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
<b>Quality-of-Work Scoring</b>	
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
<i>Maximum Points per each Contracted Task:</i>	5

# PROPOSAL FORMS

## 6.A.

### AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Florida  
COUNTY OF Duval

Before me, the undersigned authority, appeared the affiant, **Patti Brown**, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of **Director of Business Development for Vesta Property Services, Inc.** ("Proposer") and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer's proposal ("Proposal") provided in response to the Harmony Community Development District proposal for district management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information ninety (90) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: \_\_\_\_\_

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Harmony Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

*[Signature page to follow]*

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this 9<sup>th</sup> day of July, 2025.

Proposer: Vesta Property Services, Inc.

By: [Signature]

Title: **Director of Business Development**

STATE OF Florida  
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 9<sup>th</sup> day of July, 2025, by Patricia Brown of Vesta Property Services, Inc. who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [] or did not [] take the oath.



**KIMBERLY A. GOODWIN**  
Notary Public  
State of Florida  
Comm# HH673898  
Expires 6/8/2029

[Signature]  
Notary Public, State of Florida  
Print Name: Kimberly A. Goodwin  
Commission No.: HH 673898  
My Commission Expires: 6-8-2029

**6.B.****SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Harmony Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of **Director of Business Development for Vesta Property Services, Inc.** ("Proposer") and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer's business address is **245 Riverside Ave, Suite 300 Jacksonville, FL 32202**
4. Proposer's Federal Employer Identification Number (FEIN) is **59-3353294**
5. (If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
6. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
7. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
8. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or,
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate.

The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

9. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
10. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

           There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

           The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

           The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 9<sup>th</sup> day of July, 2025.

Proposer: Vesta Property Services, Inc.

By: [Signature]

Title: Director of Business Development

STATE OF Florida  
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 9<sup>th</sup> day of July, 2025, by Patti Brown of Vesta Property Services, Inc. who is personally known to me or who has produced \_\_\_\_\_ as identification, and did  or did not  take the oath.



**KIMBERLY A. GOODWIN**  
Notary Public  
State of Florida  
Comm# HH673898  
Expires 6/8/2029

Kimberly A. Goodwin  
Notary Public, State of Florida  
Print Name: Kimberly A. Goodwin  
Commission No.: HH 673898  
My Commission Expires: 6-8-2029

“ 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*

## GENERAL PROPOSER INFORMATION

- Proposer General Information:

Proposer Name: Vesta Property Services, Inc.

Address: 245 Riverside Avenue #300

City Jacksonville State Florida Zip Code 32202

Telephone (904) 355-1831 Fax no. (904) 204-2469

1<sup>st</sup> Contact Name: Scott Smith Title: Vice President, District Services

2<sup>nd</sup> Contact Name: Kyle Darin Title: Regional Director, District Services

Parent Company Name (if any) PMG Holdings

Street Address 5401 N. Central Expressway #290

P. O. Box (if any)

City Dallas State TX Zip Code 75205

Telephone (214) 272-4074 Fax no. (214) 751-2397

1st Contact Name Jose B. Maldonado Title Treasurer

2nd Contact Name Jason Villalba Title Secretary

- Company Standing:

Proposer's Corporate Form: **Corporation**

(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? **Florida** Date **November 12, 1995**

Is the Proposer in good standing with that State? Yes **X** No \_\_\_\_\_

If no, please explain

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes **X** **Charter No. P95000090161**

If no, please explain

- What are the Proposer’s current insurance limits? Please attach a copy of a current insurance certificate.
  - **General Liability \$1,000,000**
  - **Automobile Liability \$5,000,000**
  - **Workers Compensation \$1,000,000**
  - **Expiration Date 08/01/2025**
  
- **Licensure** – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:
  - **Type of registration: Community Association Management Firm License**
  - **License No. #CAB3970 Expiration Date: 09/30/2025**
  - **Qualifying Individual: Lisa Ann Manzione Title: CAM / Regional President**

**PERSONNEL**

• List the location of the Proposer’s office which would perform work for the District.

Street Address : **250 International Pkwy Suite 208**

P. O. Box (if any)

City State Zip Code **Lake Mary, FL 32746**

Telephone Fax no. **813-390-6553**

1st Contact Name: **Scott Smith** Title : **Vice President, District Services**

2nd Contact Name: **Kyle Darin** Title: **Regional Director, District Services**

• Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel, and attach resumes for any Supervisory Personnel listed.

OFFICERS			
PROPOSER: <u>Vesta Property Services</u>		DATE: 7/10/2025	
Provide the following information for key officers of the Proposer and parent company, if any.			
NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
David Surface	Chief Executive Officer	Oversees company executive and day to day operations.	Jacksonville, FL
Christine Richie	Chief Accounting Officer	Oversees company accounting.	Jacksonville, FL
Dan Armstrong	Chief Financial Officer	Oversees company financial and administrative functions.	Jacksonville, FL
Ginger Anzalone	President	Oversee all community management operations from Central, West to NE Florida.	
Lisa Manzione	President	Oversee all community management operations in South and Southeast Florida.	
FOR PARENT COMPANY (if applicable)			
John J Corona	Chairman/CEO	Oversees company executive and day to day operations.	Dallas, TX
Helen Eden Carona	EVP/CCO/Director	Oversees company executive and day to day operations.	Dallas, TX
Jason Villalba	Secretary		Dallas, TX
Jose B Maldonado	Treasurer		Dallas, TX

SUPERVISORY PERSONNEL WHO WILL BE INVOLVED WITH THE WORK NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW						
PROPOSER <u>Vesta District Services</u>				DATE <u>7/10/2025</u>		
INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Barry Jeskewich	District Manager	Oversee District Operations	Lake Mary	20%	2 Years	15 Years
Heath Beckett	Backup DM	Oversee District Operations	Lake Mary	20%	1 Year	20 Years

- Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes No **X** For each subcontractor, please provide the following information (attach additional sheets if necessary):

- Security Measures - Please describe any background checks, drug tests or other security measures that were taken with respect to the hiring and retention of the Proposer’s personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:

**Vesta runs a comprehensive state and federal background check on all new hires prior to final onboarding through our third-party provider, Screening One. Additionally, all new hires are required to successfully complete a 7-panel drug test prior to Day 1. Finally, we participate in all federal and state mandated I9 and E-Verify requirements to ensure work authorization/eligibility meets compliance standards.**

## **EXPERIENCE/REFERENCES**

- Has the Proposer performed work for a community development district or master planned residential community in excess of 500 acres previously? Yes  No  If yes, please provide the following information for each project (attach additional sheets if necessary; if there are more than five districts or communities that are responsive, please provide the information requested for the five most similar to the Harmony CDD):

**Project Name/Location:** Avalon Groves/Clermont

**Contact:** Marcus Motes, VP of land Development for Cabot and Vice Chair of the CDD

**Contact Phone:** (352) 796-5500

**Project Type:** Planned community of 1750 homes

**Dollar Amount of Contract:** \$54,000

**Scope of Services for Project:** District Management

**Dates Serviced:** April 2016 - Present

**Project Name/Location:** Heritage Harbor CDD/Lutz, Florida

**Contact:** Clint Swigart, Seat #3

**Contact Phone:** (813) 226-7948

**Project Type:** Planned community of 669 homes

**Dollar Amount of Contract:** \$80,000

**Scope of Services for Project:** District Management

**Dates Serviced:** February 2016 - Present

**Project Name/Location:** Marshall Creek CDD/St. Augustine, Florida

**Contact:** Dr. Howard Entman, Chairman

**Contact Phone:** (901) 230-0922

**Contact Email:** hentmanmd@gmail.com

**Project Type:** Planned community of 1,500 homes

**Dollar Amount of Contract:** \$109,840

**Scope of Services for Project:** District Management, General Manger and Assistant General Manager

**Dates Serviced:** June 2023 - Present

**Project Name/Location:** Beach CDD/Jacksonville, Florida

**Contact:** Elena Korsakova, Chairwoman

**Contact Phone:** N/A

**Contact Email:** boardmember1@beachcdd.com

**Project Type:** Planned community of 945 homes

**Dollar Amount of Contract:** \$437,000 (For both DM and AM)

**Scope of Services for Project:** District Management and Amenity Management

**Dates Serviced:** 2021 - Present

- List the Proposer's total annual dollar value of district management completed for each of the last two (2) years starting with the latest year and ending with the most current year:
  - 2023 = **\$1,458,194.96**
  - 2024 = **\$1,476,314.80**
  
- Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. (attach additional sheets if necessary; if there are more than five projects that are responsive, please provide the information requested for the five most similar to the Harmony CDD):
 

<ul style="list-style-type: none"> <li>• Avalon Groves CDD</li> <li>• Beach CDD (Tamaya) CDD</li> <li>• Bridgewater of Wesley Chapel CDD</li> <li>• Cabot Citrus Farms CDD</li> <li>• Cascades at Groveland CDD</li> <li>• City Center CDD</li> <li>• Epperson North CDD</li> <li>• Epperson Ranch CDD</li> <li>• Fleming Island Plantation CDD</li> <li>• Grand Haven CDD</li> <li>• Hawk's Point CDD</li> <li>• Heritage Harbor CDD</li> </ul>	<ul style="list-style-type: none"> <li>• Magnolia Park CDD</li> <li>• Marshall Creek CDD</li> <li>• Panther Trace CDD</li> <li>• Panther Trace II CDD</li> <li>• Parkland Preserve CDD</li> <li>• Radiance CDD</li> <li>• Saddle Creek CDD</li> <li>• Seminole Palms CDD</li> <li>• Solterra Resort CDD</li> <li>• Stonebrier CDD</li> <li>• Stoneybrook at Venice CDD</li> <li>• Sweetbay CDD 1</li> </ul>	<ul style="list-style-type: none"> <li>• Sweetbay CDD 1 Non-Residential</li> <li>• Sweetbay CDD 2</li> <li>• Sweetbay CDD 2 Non-Residential</li> <li>• Sweetbay CDD 3</li> <li>• Sweetbay CDD 4</li> <li>• Sweetbay CDD 5</li> <li>• Sweetbay CDD 6</li> <li>• Sweetbay CDD 7</li> <li>• Sweetwater Creek CDD</li> <li>• The Preserve at South Branch CDD</li> <li>• The Preserve at Wilderness Lake CDD</li> <li>• Trails CDD</li> <li>• Union Park East CDD</li> </ul>
--	---	--
  
- Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated for cause from any district management, amenity center management and/or grounds maintenance management contract within the past 3 years? Yes  No  For each such incident, please provide the following information (attach additional sheets as needed):
  - **Project Name/Location: Harbor Bay CDD ("MiraBay") / Apollo Beach, FL**
  - **Contact: Daniel Leventry Contact Phone: (813) 995-5669**
  - **Project Type/Description: CDD of 1,300 homes (almost built-out)**
  - **Dollar Amount of Contract: \$750,000**
  - **Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Cafe Operations, and Lifestyle Programs.**
  - **Dates Serviced: December, 2019 – Present**
  
  - **Project Name: Triple Creek CDD / Location: Riverview, Florida**
  - **Contact: Alex Garces (Chair) Email: boardmember5@triplecreekcdd.com**
  - **Project Type: Planned-community of 1,200+ homes**
  - **Scope of Services: Amenity Mgt., Maintenance Services, Lifestyle Programs**
  - **Contract Value: \$110,000+**
  - **Dates Serviced: 2021 – Present**

Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes\_\_ No **X**

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

### **None**

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*
- **At our "Five Towns" managed community in the St. Petersburg area, a resident alleged a type of "slip-and-fall," supposedly resulting from an insect sting occurring on the club premises/facilities that we maintain. The claim was dismissed.**
- **A former employee at our Kings Point Sun City Center property alleged wrongful termination in lieu of receiving severance pay (contrary to our standard employment practice.) The claim was dismissed.**
- **In February of 2019, a "Dram Shop" liability matter was settled by our insurance carrier involving a homicide of a resident by a fellow resident in a managed community of Vesta's in the Tampa area, The Bay Club at Westshore Yacht Club.**
- **A former Vesta employee alleged age-discrimination as the reason for his or her termination at our Villages of Bloomingdale contact in Riverview. The claim was settled (for a modest sum) out of court on May 21, 2021.**

- Referencing a specific community(s), what Best Practices are now being implemented due to the suggestion of your company?
  - **We pride ourselves on our industry-leading best practices and standards. At multiple communities including Beach CDD/Tamaya, and Grand Haven, we have implemented QR code surveys, so residents can instantly report concerns, provide feedback, or contact members of management directly to give feedback on their experience in the community. These surveys give real-time information that we as a management company can respond to and act on where permitted by statute. Another best practice we've implemented with all of our District Management clients is a process in which we route incoming communications from residents through an online portal. This allows the communication to be tracked by all appropriate members of management and appropriate vendors, as well as enables the requests to be tracked, ensuring they are followed up on and not left without response or resolution.**
  
- Referencing a specific community(s), what changes have you suggested to Boards to improve the efficiency of their meetings?
  - **At all of our District Management client communities but specifically using Avalon Groves and Epperson North CDDs as examples, we implemented standard best practices for meeting efficiency. This includes close partnership with the Chair in setting the agenda, then having a call with key district staff to ensure efficiency and productivity in the meeting. Once in the meeting itself, boards are encouraged to adopt strict rules of procedure for meeting governance, allowing the public to speak when appropriate, but allowing the District Manager and Chair the ability to moderate discussion outside of public comment periods. Further, electronic editions of the agenda packet are furnished to board supervisors well in advance of the meeting, as well as on tablets in the meeting itself to allow for easy navigation between agenda items. An action item summary is kept by the District Manager and communicated to all relevant parties following the meeting to ensure tasks are appropriately distributed and completed.**

- Referencing a specific community(s), how have you guided Boards on how to address speeding and parking challenges?
  - **At Bridgewater of Wesley Chapel, we have forged a strong and productive relationship with the Sheriff's office. There is an agreement in place that allows the Sheriff's Office to enforce the laws of the county relating to speed and parking. Further, through the creation of a parking policy, the district has partnered with a towing company to appropriately tow vehicles incorrectly parked on district property. Other communities we partner with have entered into license agreements with the HOA that allows the Association to enforce it's parking rules on district property. Regardless of approach, a strong relationship with local law enforcement is tantamount to success in managing traffic or parking related issues.**
  
- In terms of size and complexity, please identify the community with needs most similar to Harmony to which you are currently providing district management services. Please provide appropriate contact information for every community referenced in your answers.
  - **Avalon Groves CDD – Gene Mestrangeli, [seat5@avalongrovescdd.com](mailto:seat5@avalongrovescdd.com)**
  - **Heritage Harbor CDD – Shelley Grandon, [shelleygrandon@proassurance.com](mailto:shelleygrandon@proassurance.com)**
  - **Bridgewater of Wesley Chapel – Steve Brown, [sbrown@bridgewaterofwesleychapelcdd.org](mailto:sbrown@bridgewaterofwesleychapelcdd.org)**
  - **Grand Haven CDD – kfoley@ghcdd.com**
  - **Fleming Island Plantation CDD – Mike Cella, [mcella@fipcommunity.com](mailto:mcella@fipcommunity.com)**
  - **Epperson North CDD – Garrett Marshall, [garrettmarshall@eppersonnorthcdd.org](mailto:garrettmarshall@eppersonnorthcdd.org)**
  - **Epperson Ranch CDD – Dawn Curran-Tubb, [dawn.eppersonranchcdd@gmail.com](mailto:dawn.eppersonranchcdd@gmail.com)**
  - **Union Park East CDD – Vinny Pacifico, [upeastcddvinny@gmail.com](mailto:upeastcddvinny@gmail.com)**
  - **Marshall Creek CDD – Jim Ltson [jim.letson@marshallcreekcdd.com](mailto:jim.letson@marshallcreekcdd.com)**
  - **Beach CDD – Elena Korsakova, [boardmember1@beachcdd.com](mailto:boardmember1@beachcdd.com)**

**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 Harmony Community Development District.

b.G.

**PRICING – DISTRICT MANAGEMENT SERVICES**

**IF THE PROPOSER IS SUBMITTING A PROPOSAL FOR DISTRICT MANAGEMENT SERVICES, PLEASE COMPLETE THE FOLLOWING.**

Proposed Fee

- Task 1 - Management
  - o Year 1 - \$ 62,800 \_\_\_\_\_
  - o Year 2 - \$ 62,800 \_\_\_\_\_
  - o Year 3 - \$ 64,684 \_\_\_\_\_
- Task 2 - Accounting
  - o Year 1 - \$ 10,000 \_\_\_\_\_
  - o Year 2 - \$ 10,000 \_\_\_\_\_
  - o Year 3 - \$ 10,300 \_\_\_\_\_
- Task 3 - Financial and Revenue Collection
  - o Year 1 - \$ 5,000 \_\_\_\_\_
  - o Year 2 - \$ 5,000 \_\_\_\_\_
  - o Year 3 - \$ 5,150 \_\_\_\_\_
- Task 4 - Website Administration
  - o Year 1 - \$ Included \_\_\_\_\_
  - o Year 2 - \$ Included \_\_\_\_\_
  - o Year 3 - \$ Included \_\_\_\_\_
- Task 5 - Dissemination Agent
  - o Year 1 - \$ 2,200 \_\_\_\_\_
  - o Year 2 - \$ 2,200 \_\_\_\_\_
  - o Year 3 - \$ 2,300 \_\_\_\_\_
- Task 6 - “As Needed” Services
  - o To Be Negotiated
- Task 7 - Services Provided to Third Parties
  - o To Be Negotiated

**6.H.**  
**ACKNOWLEDGEMENT**

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this 9<sup>th</sup> day of July, 2025.

Proposer: Vesta Property Services, Inc.

By: *Patti Brown*

Title: Director of Business Development

STATE OF Florida  
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 9<sup>th</sup> day of July, 2025, by Patti Brown of Vesta Property Services, Inc. who is personally known to me or who has produced \_\_\_\_\_ as identification, and did  or did not [ ] take the oath.

*Kimberly A. Goodwin*  
Notary Public, State of Florida  
Print Name: Kimberly A. Goodwin  
Commission No.: HH1673898  
My Commission Expires: 6-8-2029



**KIMBERLY A. GOODWIN**  
Notary Public  
State of Florida  
Comm# HH673898  
Expires 6/8/2029



“ 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

---

**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.




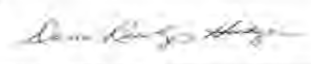
“ A key reason we contract with Vesta is our strong work relationship with their Management Team. Vesta has been operating our amenities since they opened in 2006, and when deciding on the level of customer service and cost to the District, our relationship is such that we take into consideration what's 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 LIABILITY INSURANCE

	<b>CERTIFICATE OF LIABILITY INSURANCE</b>	DATE (MM/YY/YYYY) 03/17/2025																																																						
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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.																																																								
<b>PRODUCER</b> Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205	<b>CONTACT NAME:</b> Associations Insurance Agency, Inc. <b>PHONE:</b> (866) 384-8579 <b>FAX:</b> (214) 751-2390 <b>E-MAIL ADDRESS:</b> Info@AssociationsInsuranceAgency.com <b>PRODUCER CUSTOMER ID:</b> 00003921																																																							
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ACORD 25 (2009/09)

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# CERTIFICATES OF INSURANCE



## 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).**

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 501 Riverside Ave Suite 1000 Jacksonville FL 32202	<b>CONTACT NAME:</b> Jessica Goff <b>PHONE</b> (A/C, No, Ext): 904-548-2301 <b>FAX</b> (A/C, No): 904-634-1302 <b>E-MAIL ADDRESS:</b> Jessica_Goff@ajg.com														
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**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.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Proof Of Coverage	<b>CANCELLATION</b> 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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# CERTIFICATES OF INSURANCE

<b>COMMENTS / REMARKS</b>
<p><b>EXECUTIVE RISK PACKAGE</b>                      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                      •\$250,000 Retention per Loss                      •02/02/2001 Retroactive Date                      Pension &amp; 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.</p> <p>*****</p> <p><b>CRIME COVERAGE</b>                      Beasley Insurance Company, Inc.                      Policy #: V2822210601                      Effective: 08/01/2024-09/01/2025                      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.</p> <p>*****</p> <p><b>MISCELLANEOUS PROFESSIONAL LIABILITY</b></p> <p>HDI Global Specialty SK - \$5,000,000                      Policy #: F9L-R-P-PL-00003420-01                      Nauticus Insurance Company - \$5,000,000 Excess of \$5,000,000                      Policy #: 8289083142-0924                      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                      •01/25/2001 Retroactive Date</p> <p>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</p>
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Vesta  
DISTRICT SERVICES™

**Contact Us**

250 International Pkwy #208  
Lake Mary, FL 32746  
(321) 263-0132





# Harmony Community Development District **MANAGEMENT PROPOSAL**

JULY 2025



PARTNERSHIPSFORSOLUTIONS

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July 15, 2025

Harmony Community Development District  
Board of Supervisors

RE: Harmony Community Development District Management Proposal

Dear Supervisors,

Thank you for the opportunity to present our proposal to serve as District Manager for the Harmony Community Development District. Special District Services, Inc. (SDS) has a team of professionals that will be dedicated to make your District the best it can be, led by Stephanie Brown, who is based in Port St. Lucie, and will serve as your Manager. She will receive administrative and financial support from our headquarters in Palm Beach Gardens.

SDS manages more than 120 special districts in Florida with over 40 employees who are specialists in their respective fields of management, finance, field operations and administration. We are confident that we can offer you a seamless transition from your current situation.

As you will see in our proposal we prioritize communication, teamwork and a "get'er done" philosophy in the administration of the every District we manage. We also pride ourselves on offering cost effective management solutions and being as efficient as possible. On the following pages we detail the benefits that Special District Services, Inc. can provide and how we separate ourselves from the competition. Should you have any questions, visit our website at [www.sdsinc.org](http://www.sdsinc.org) or call us toll free at 877-SDS-4922, or at 561-630-4922.

Sincerely,

President

Special District Services, Inc.



# ABOUT SPECIAL DISTRICT SERVICES

## Serving Your Community

At the heart of what sets us apart from other management companies is our attention to the details of your community. The day-to-day management of your district and the oversight of how your community is maintained is important to us. Entrance ways, community landscaping, roadway maintenance, infrastructure improvements and capital improvement recommendations are all important components of our job.

Since opening our doors in 1993, we have grown to manage more than 125 special districts. Our team has expertise in many aspects of community development, whether it's new construction or issues facing an established community. We care about each of the communities we manage and it shows.

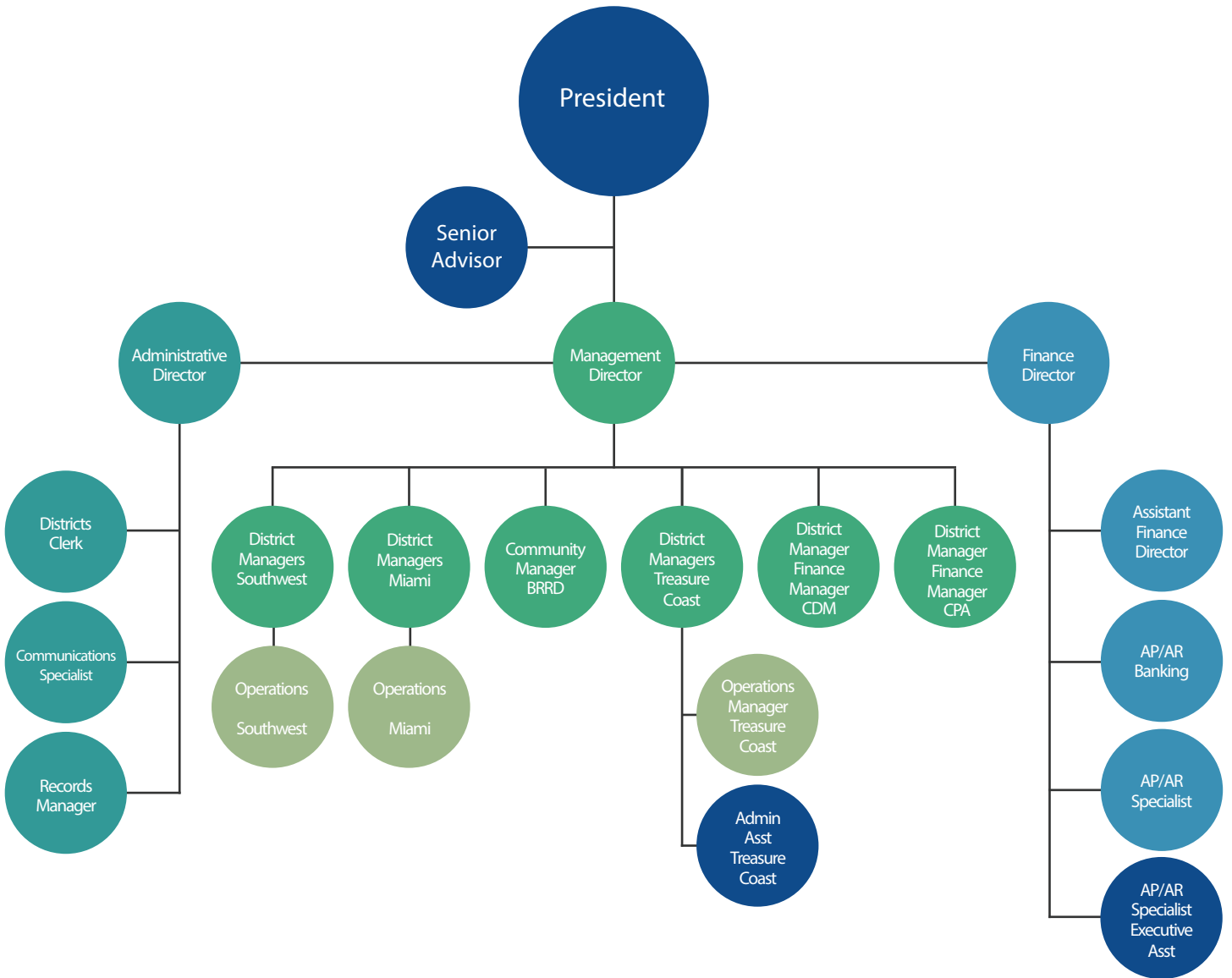


## Managing the Needs of Your Special District

Each district is assigned a district manager from SDS. This person is responsible for the day-to-day administrative functions of the district, including preparation for board meetings, record keeping and communication with all entities doing business with the district. In addition, your manager provides support to the Board, informing them of the duties and requirements necessary for compliance with Florida State Statutes. We ensure that there are regular timely and efficient meetings, clear, easy-to-read financial reports and quick solutions to community issues.



# SDS ORGANIZATION



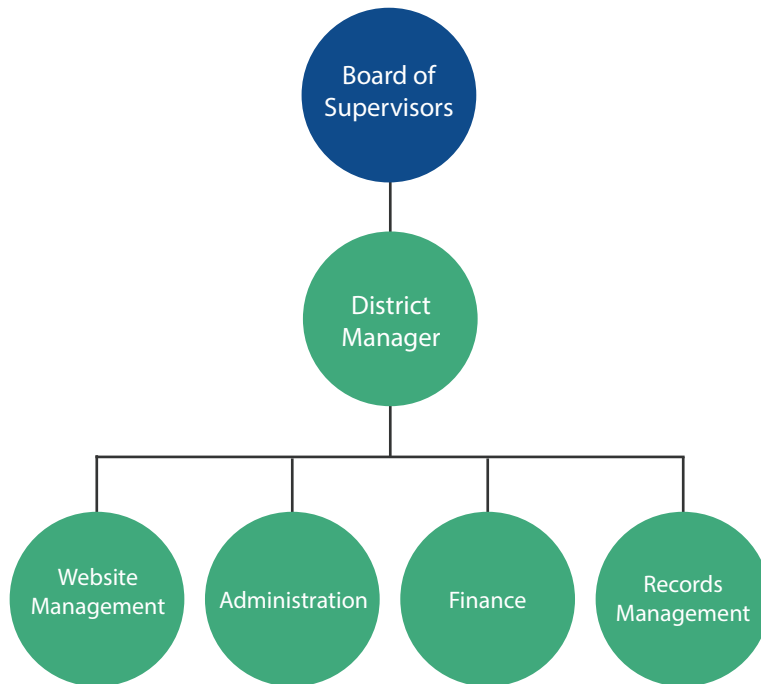


# MISSION STATEMENT

Special District Services, Inc. is in relentless pursuit of the perfect meeting with the help of:

- Trusting teamwork
- Administrative integrity
- Constant communication
- Operational excellence

# MANAGEMENT APPROACH





# SDS EXPERIENCE

SDS has extensive experience in establishing, managing and operating special districts.

LISTED BELOW ARE THE SPECIAL DISTRICTS SDS CURRENTLY MANAGES, MOST OF WHICH WERE FORMED BY OUR TEAM OF PROFESSIONALS.

A.H. at Turnpike South CDD  
 Arborwood CDD  
 Ave Maria Stewardship Community District  
 Avenir CDD  
 Banyan Cay CDD  
 Barefoot Bay Recreation District  
 Bayi CDD  
 Beeline CDD  
 Black Creek CDD  
 Blue Lake CDD  
 Bluewaters CDD  
 Capron Trail CDD  
 Captain's Key Dependent District  
 Caribe Palm CDD  
 Central Parc CDD  
 Century Gardens at Tamiami CDD  
 Century Gardens CDD  
 Century Gardens Village CDD  
 Century Parc CDD  
 Century Park Place CDD  
 Century Park South CDD  
 Century Park Square CDD  
 City Place CDD  
 Coco Palms CDD  
 Cold Springs Improvement District  
 Copperhead CDD  
 Corkscrew Crossing CDD  
 Coronado CDD  
 County Line Drainage District  
 Crestview II CDD  
 Crestview West CDD

"Here at St. Lucie West we found a company to handle our accounts payable, payroll, bookkeeping, and other accounting needs. They also provide a financial reporting system so we can see our financial situation on a month to month basis and make adjustments to our budget quickly if necessary. SDS has been very accommodating to our needs and they created a specialized expense report so we could track things more easily. SDS has continued to provide excellent and continuous service for St. Lucie West for more than a decade. Their experience and their long history managing special districts is what we needed. We really enjoy working with them and highly recommend their services."

Joshua Miller  
 District Manager  
 St. Lucie West Services District

"SDS manages several communities for us in Florida, and they do a fantastic job. I know they have their bases covered and deadlines are always met. They really look out for the best interest of all our Community Districts. I highly recommend working with them."

Scott Brooks  
 Director of DRE/HOA/Golf Course  
 Operations Pulte Homes



# SDS EXPERIENCE

Cutler Cay CDD  
 Cypress Grove CDD  
 Cypress Lakes CDD  
 Del Webb Oak Creek CDD  
 Delta Farms Water Control District  
 Eagle Bend CDD  
 East Charlotte Drainage District  
 Everlands CDD  
 Everlands II CDD  
 Florida Green Finance Authority  
 Forest Oaks CDD  
 Fountainbleau CDD  
 Grand Bay at Doral CDD  
 Grove Community District  
 Gulfstream Polo CDD  
 High Ridge/Quantum CDD  
 Hillcrest CDD  
 Hobe St. Lucie Conservancy District  
 Hypoluxo/Haverhill CDD  
 IRL Council  
 Islands at Doral (NE) CDD  
 Islands at Doral (SW) CDD  
 Journey's End CDD  
 Kendall Breeze CDD  
 Kendall Breeze West CDD  
 Keys Cove CDD  
 Keys Cove II CDD  
 Keys Edge CDD  
 Lake Frances CDD  
 Lakefront Estates CDD  
 Marsh Harbour CDD  
 Meadow Pines CDD  
 Monterey/Congress CDD  
 Newfield CDD  
 North Shore Village CDD  
 Old Town Floridian CDD  
 Pal Mar Water Control District  
 Palm Beach Plantation CDD  
 Pentathlon CDD  
 Principal One CDD  
 Renaissance Commons CDD  
 Riverside Park CDD  
 Sail Harbour CDD  
 Sausalito Bay CDD  
 Seagrove CDD  
 Sebastian River Improvement District  
 Silver Palms CDD  
 Sonoma Bay CDD  
 South Bay CDD  
 Southern Grove CDDs 1-10  
 St. Lucie West Services District  
 Stellar North CDD  
 Summerville CDD  
 Sundance CDD  
 Symphony Lakes CDD  
 Terracina CDD  
 Terreno CDD  
 Thousand Oaks CDD  
 Tradition CDDs 1-11  
 Trails at Monterey CDD  
 Tree Island Estates CDD  
 Two Lakes CDD  
 Two Ridges CDD  
 Utopia CDD  
 Valencia Acres CDD  
 Venetian Isles CDD  
 Venetian Parc CDD  
 Veranda CDD  
 Verona Walk CDD  
 VillageWalk of Bonita Springs CDD  
 Vista CDD  
 Walnut Creek CDD  
 West Villages Improvement District  
 Winding Cypress CDD  
 Winston Trails East CDD  
 Wyndam Park CDD



PARTNERSHIPSFORSOLUTIONS

# SDS FACTS

- Founded: 1993
- Headquarters: Palm Beach Gardens, FL
- Staff Size: 42
- Offices: 6
- Districts Formed: 80+
- Districts Currently Managed: 126
- Counties Operating In: 31
- Total Operating Budgets: \$55+ million
- Total Bonds Administered: \$2+ billion

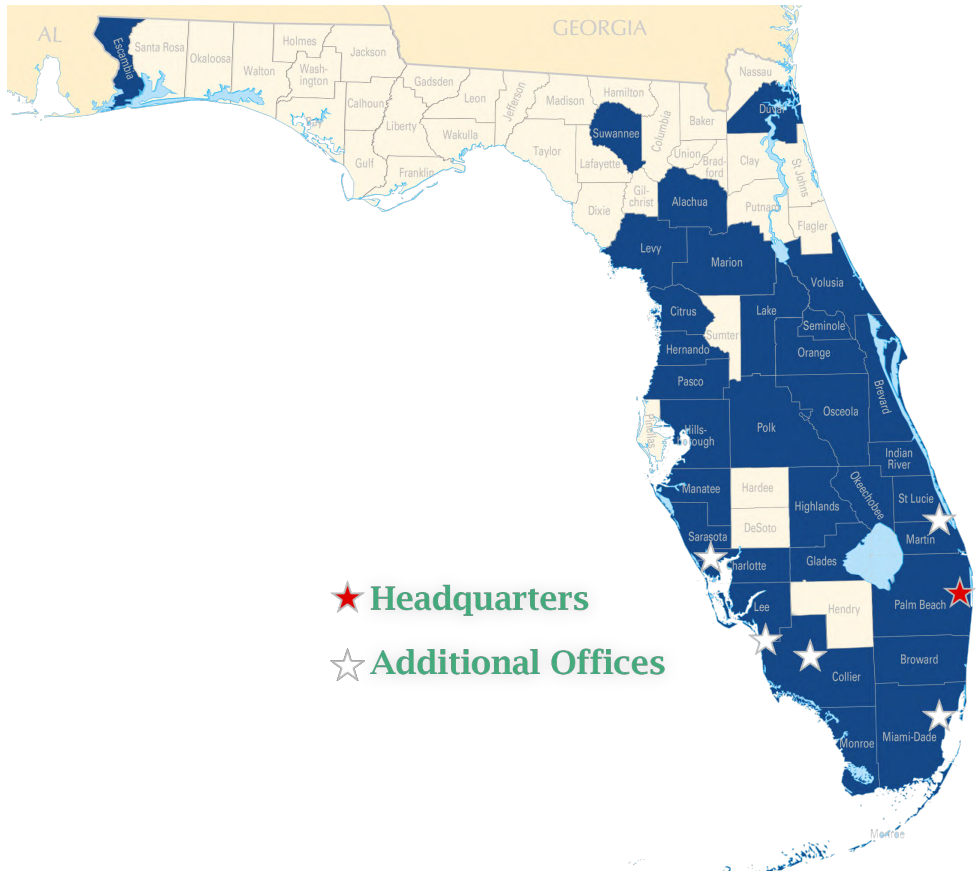
## REFERENCES

JOSH MILLER  
 MANAGER  
 St. Lucie West Services District  
 (772) 340-0220  
 jmiller@slwsd.org

JEFF BASS  
 CHAIRMAN  
 Sebastian River ID  
 (772) 473-9621  
 jbass@srid.org

JAY ROTH  
 CHAIRMAN  
 Ave Maria SCD  
 (239) 293-7555  
 jroth@amscd.org

## DISTRICT LOCATIONS





# BUSINESS LICENSE



I certify from the records of this office that SPECIAL DISTRICT SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on January 11, 1993 .

The document number of this corporation is P93000003074.

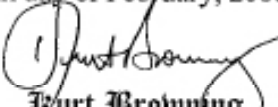
I further certify that said corporation has paid all fees due this office through December 31, 2008, that its most recent annual report/uniform business report was filed on February 4, 2008, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



CR2EO22 (01-07)

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capitol, this the  
Eighth day of February, 2008

  
**Kurt Browning**  
Secretary of State

6. **PROPOSAL FORMS**

**6.A.**

**AFFIDAVIT OF ACKNOWLEDGMENTS**

STATE OF Florida  
COUNTY OF Palm Beach

Before me, the undersigned authority, appeared the affiant, Todd Wodraska, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Todd Wodraska for Special District Services, Inc. (“Proposer”)) and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer’s proposal (“Proposal”) provided in response to the Harmony Community Development District proposal for district management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information ninety (90) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: \_\_\_\_\_.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Harmony Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

*[Signature page to follow]*

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this 15th day of July, 2025.

Proposer: [Signature]  
By: Todd Wodraska  
Title: President

STATE OF Florida  
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me this 15th day of July, 2025, by Todd Wodraska of Special District Services, Inc., who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.



[Signature]  
Notary Public, State of Florida  
Print Name: Jason Pierman  
Commission  
No.: HH331546  
My Commission Expires: 11-28-26

**6.B.**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

- 1. This sworn statement is submitted to Harmony Community Development District.

I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Todd Wodraska for Special District Services, Inc. ("Proposer") and am authorized to make this Sworn Statement on behalf of Proposer.

- 2. Proposer's business address is 2501A Burns Road

- 3. Proposer's Federal Employer Identification Number (FEIN) is 65-0394293

(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

- 4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

- 5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- 6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or,

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

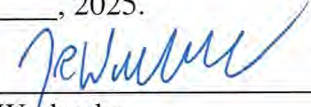
The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The

final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

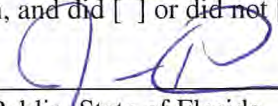
Dated this 15<sup>th</sup> day of July, 2025.

Proposer:   
By: Todd Wodraska  
Title: President

STATE OF Florida  
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me this 15th day of July, 2025, by Todd Wodraska of Special District Services, Inc., who is personally known to me or who has produced \_\_\_\_\_ as identification, and did  or did not  take the oath.



  
Notary Public, State of Florida  
Print Name: Jason Pierman  
Commission  
No.: HH331546  
My Commission Expires: 11-28-26

6.C.  
**GENERAL PROPOSER INFORMATION**

- *Proposer General Information:*

Proposer Name Special District Services, Inc.

Street Address 2501A Burns Road

P. O. Box (if any) \_\_\_\_\_

City Palm Beach Gardens State FL Zip Code 33410

Telephone 561-630-4922 Fax no. \_\_\_\_\_

1st Contact Name Todd Wodraska Title President

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Parent Company Name (if any) \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

- *Company Standing:*

Proposer's Corporate Form: Corporation  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 1/11/1993

Is the Proposer in good standing with that State? Yes X No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes X No \_\_\_

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *What are the Proposer's current insurance limits?*

General Liability	\$ 2,000,000
Automobile Liability	\$ \$1,000,000
Workers Compensation	\$ \$2,000,000
Expiration Date	May 2026

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

Business License-State of Florida (good standing)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.D.**  
**PERSONNEL**

- *List the location of the Proposer’s office, which would perform work for the District.*

Street Address 2501A Burns Road

P. O. Box (if any) \_\_\_\_\_

City Palm Beach Gardens State FL Zip Code 33410

Telephone 561-630-4922 Fax no. \_\_\_\_\_

1st Contact Name Todd Wodraska Title President

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

- *Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel, and attach resumes for any Supervisory Personnel listed.*
- *Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes \_\_\_ No  For each subcontractor, please provide the following information (attach additional sheets if necessary):*

Subcontractor Name \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Proposed Duties / Responsibilities: \_\_\_\_\_

Please describe the subcontractor’s role in other projects on behalf of the Proposer:

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Proposer's Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

- *Security Measures - Please describe any background checks or other security measures that were taken with respect to the hiring and retention of the Proposer's personnel who will be involved with this project, and provide proof thereof to the extent permitted by law: SDS conducts background checks and drug testing for all employees.*

\_\_\_\_\_

\_\_\_\_\_

**OFFICERS**

PROPOSER: Special District Services, Inc.

DATE: July 15, 2025

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Todd Wodraska	President		Jupiter, FL
FOR PARENT COMPANY (if applicable)			

**SUPERVISORY PERSONNEL  
WHO WILL BE INVOLVED WITH THE WORK**

**\*\*NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW\*\***

PROPOSER: Special District Services, Inc.

DATE: July 15, 2025

INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Stephanie Brown	District Manager	Lead District Manager	Tradition	30%	1.5	6
Frank Sakuma	Management Director	Back-up District Manager	Tradition	10%	6	25
Brielle Barba	District Records Custodian	Public Records, State Ethics Coordinator, Insurance	Palm Beach Gardens	5%	2	5
Laura Archer	District Clerk	Meeting Minutes, Legal Advertisements, Compliance	Palm Beach Gardens	5%	17	22
Tricia LasCasas	Director of Administration	Meeting Book Creation, Meeting Coordination	Palm Beach Gardens	5%	21	27
Jeff Walker	Finance Director	Budgets, Financial Reports	Palm Beach Gardens	5%	23	43
Jason Pierman	Senior Management Director	Management Oversight	Palm Beach Gardens	5%	18	24
Tori Shamy	Controller	Banking, AP	Palm Beach Gardens	5%	10	30

**6.E.**  
**EXPERIENCE**

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 500 acres previously? Yes  No  If yes, please provide the following information for each project (attach additional sheets if necessary; if there are more than five districts or communities that are responsive, please provide the information requested for the five most similar to the Harmony CDD):*

**Project Name/Location:** St. Lucie West Services District

Contact: Josh Miller, District Manager Contact Phone: (772) 340-0220 x133

Project Type/Description: Services District

Dollar Amount of Contract: \$106,800

Your Company's Scope of Services for Project: District management support, including meeting book creation, records management, legal advertising, statutory compliance, tax roll preparation, payroll processing, and AP/AR processing.

List of subcontractors used: N/A

Is this a current contract? Yes  No

Duration of contract: November 2008 – Present (Automatically renewing)

**Project Name/Location:** Barefoot Bay Mobile Home Recreation District

Contact: Bruce Amoss, Chair Contact Phone: 772.202.2296

Project Type/Description: Mobile Home Recreation District

Dollar Amount of Contract: \$180,085

Your Company's Scope of Services for Project: Onsite District Management and oversight of District's employees, including maintenance, food and beverage, recreation and golf course.

List of subcontractors used: N/A

Is this a current contract? Yes  No

Duration of contract: January 2008 – Present (Automatically renewing)

**Project Name/Location:** Avenir Community Development District

Contact: Virginia Cepero, Chair Contact Phone: (305) 447-7494

Project Type/Description: Community Development District

Dollar Amount of Contract: \$64,285

Your Company's Scope of Services for Project: District Management, including meeting book creation, tax roll preparation, records management, legal advertising, statutory compliance, and AP/AR processing.

List of subcontractors used: N/A

Is this a current contract? Yes  No

Duration of contract: February 2017 – Present (Automatically renewing)

**Project Name/Location:** Tradition Community Development District

Contact: Frank Sakuma Contact Phone: 772-453-0975

Project Type/Description: Community Development District

Dollar Amount of Contract: \$700,000

Your Company's Scope of Services for Project: Onsite District Management, including meeting book creation, tax roll preparation, records management, legal advertising, statutory compliance, and AP/AR processing. SDS also provides field operations services.

List of subcontractors used: N/A

Is this a current contract? Yes  No

Duration of contract: October 2018 – Present (Automatically renewing)

**Project Name/Location:** Ave Maria Stewardship Community District

Contact: Jay Roth, Chair Contact Phone: 239-293-7555

Project Type/Description: Stewardship District

Dollar Amount of Contract: \$675,000

Your Company's Scope of Services for Project: Onsite District Management, including meeting book creation, tax roll preparation, 11000records management, legal

advertising, statutory compliance, and AP/AR processing. SDS also provides field operations services.

List of subcontractors used: N/A

Is this a current contract? Yes X No    

Duration of contract: October 2004 – Present (Automatically renewing)

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management contract within the past 3 years? Yes X No     For each such termination, please provide the following information (attach additional sheets as needed):*

Project Name/Location: Montecito Community Development District

Contact: Mike Pawelczyk Contact Phone: 954-952-2609

Project Type/Description: CDD in Melbourne area near the beach

Dollar Amount of Contract: \$62,000

Scope of Services for Project: General CDD Management

Dates Serviced: June 2023-September 2024

Reason for Termination: Board meetings were taking hours and longer and the Board, especially the Chair, was not interested in condensing meetings. This was a mutual agreement to separate from our contract.

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes \_\_\_ No X If yes, please provide:*

The names of the entities \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_

Also, please explain the basis for any bar or suspension:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer’s role in the action, and the status and/or resolution of the action.*

None

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer’s role in the litigation, and the status and/or resolution of the litigation.*

None

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6.F.****SUPPLEMENTAL QUESTIONS FOR DISTRICT MANAGEMENT SERVICES**

1. Referencing a specific community(s), what Best Practices are now being implemented due to the suggestion of your company?

At Ave Maria and Tradition, we have implemented Executive Summaries on agenda items that includes a description of the item, financial impact and recommendations of staff. We have also invested in an accounts payable solution called Bill.com that pays your bills faster and more efficiently. Also, as a company we employ a system called the Entrepreneurial Operating System (EOS) that establishes accountability and focuses on our core values, which are:

- a) Work Excellence
  - b) Responsiveness
  - c) Respect
  - d) Get'R Done Attitude
2. Referencing a specific community(s), what changes have you suggested to Boards to improve the efficiency of their meetings?  
Here are some suggestions we have in general for more efficient meetings:
    - a. Start on time
    - b. Set an expectation on length of meeting up front
    - c. Keep a time limit on public speakers
    - d. Do not allow discussion to turn into a Q&A

3. Referencing a specific community(s), how have you guided Boards on how to address speeding and parking challenges?

Speeding is reliant on communication and cooperation of local law enforcement because no CDD has police powers. As for parking challenges, every community is unique, and it can vary from street to street. At Ave Maria, we held several public hearings and installed no parking signs in the crowded town center. We also have had to monitor and remove large vehicles (18-wheelers) and trailers where people would leave them for extended periods.

4. In terms of size and complexity, please identify the community with needs most similar to Harmony to which you are currently providing district management services.

Avenir Community Development District in Palm Beach Gardens, Florida is most similar to Harmony CDD.

5. Please provide appropriate contact information for every community referenced in your answers.

Ave Maria Stewardship Community District – Jay Roth, Chair 239-293-7555

Avenir Community Development District – Virginia Cepero, Chair 305-447-7494

Traditions Community Development District – Frank Sakuma 772-453-0975

**6.G.****PRICING – DISTRICT MANAGEMENT SERVICES**

**IF THE PROPOSER IS SUBMITTING A PROPOSAL FOR DISTRICT MANAGEMENT SERVICES, PLEASE COMPLETE THE FOLLOWING.**

Proposed Fee

- Task 1 – Management
  - o Year 1 - \$ \$68,000
  - o Year 2 - \$ \$72,000
  - o Year 3 - \$ \$75,000
- Task 2 – Accounting
  - o Year 1 - \$ Included above
  - o Year 2 - \$ \_\_\_\_\_
  - o Year 3 - \$ \_\_\_\_\_
- Task 3 – Financial and Revenue Collection
  - o Year 1 - \$ \$6,000
  - o Year 2 - \$ \$6,000
  - o Year 3 - \$ \$6,000
- Task 4 – Website Administration
  - o Year 1 - \$ \$2,000
  - o Year 2 - \$ \$2,000
  - o Year 3 - \$ \$2,000
- Task 5 – Dissemination Agent
  - o Year 1 - \$ \$500
  - o Year 2 - \$ \$500
  - o Year 3 - \$ \$500
- Task 6 – “As Needed” Services
  - o To Be Negotiated
- Task 7 – Services Provided to Third Parties
  - o To Be Negotiated

Note: All fees are annual

**6.H.**  
**ACKNOWLEDGEMENT**

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ July, 2025.

Proposer: \_\_\_\_\_  
By: Todd Wodraska  
Title: President

**STATE OF** Florida  
**COUNTY OF** Palm Beach

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ July 2025, by Todd Wodraska of Special District Services, Inc., who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of Florida  
Print Name: Jason Pierman  
Commission  
No.: HH331546  
My Commission Expires: 11-28-26



# Harmony Community Development District

*Saint Cloud, Florida*



**Prepared on July 15, 2025**

**PFM Group Consulting LLC**

Vivian Carvalho

Senior District Manager, Business Development

3501 Quadrangle Blvd.

Suite 270

Orlando, FL 32817

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July 15, 2025

**Tab 1. Letter of Interest**

Harmony Community Development District  
 Attn: Michael C. Eckert  
 Ph: 850-567-0558

Via email to MichaelEckert@kutakrock.com  
 Cc: Kubra Metin Kubra.Metin@kutakrock.com

RE: Harmony CDD - District Management Services

Dear Mr. Eckert,

PFM Group Consulting LLC (“PFM” or “PFMGC”) appreciates the opportunity to submit our credentials to provide District Management Services to Harmony 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 nearly 60 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 selectively 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](http://pfm.com)



Our scope of services includes but is 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.

**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.

**Independent Ownership / Local Decision Making:** PFMGC is a wholly-owned subsidiary of a holding company that is 100% owned by the firm’s Managing Directors. As such and unlike some of our competitors, we are not subject to the whims and demands of external investors. Our Managing Directors also set the firm’s strategic direction and manage specific practice areas. PFM’s District Management Services team is located and managed from our Orlando offices ensuring prompt decision making by local team members.

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 Harmony 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 Harmony 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/or financial advisory services to more than 75 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 a 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 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 can address emergency repairs when necessary for the preservation and safety of persons and/or property and if desired, 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

<b>Jennifer Walden</b> Senior District Manager Team Lead	<b>Jane Gaarlandt</b> Senior District Manager Field Services Lead	<b>Vivian Carvalho</b> Senior District Manager Business Development	<b>Lynne Mullins</b> District Manager	<b>Venessa Ripoll</b> District Manager
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<b>Gazmin Kerr</b> Assistant District Manager	<b>Kwame Jackson</b> Assistant District Manager	<b>Blake Firth</b> Assistant District Manager	<b>Natalie Cardenas</b> Associate	<b>Tiffany Bradham</b> Associate	<b>Kristin Lasky</b> Administrative Assistant	<b>Ashley Quiros</b> Administrative Assistant
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### District Accounting & Assessment Administration

<b>Jennifer Glasgow</b> Director District Accounting	<b>Amanda Lane</b> Senior Accountant & Training Supervisor	<b>Amy Champagne</b> Senior Accountant Lien Book & Assessment Administration	<b>Verona Griffith</b> District Accountant	<b>Rick Montejano</b> District Accountant
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### District Bookkeeping

<b>Margaret Magar</b> District Bookkeeper	<b>Stedman Valentine</b> District Bookkeeper
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### District Disclosure

<b>Ynayah Boyd</b> Senior Disclosure Analyst
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<b>Audrey Ryan</b> District Accountant
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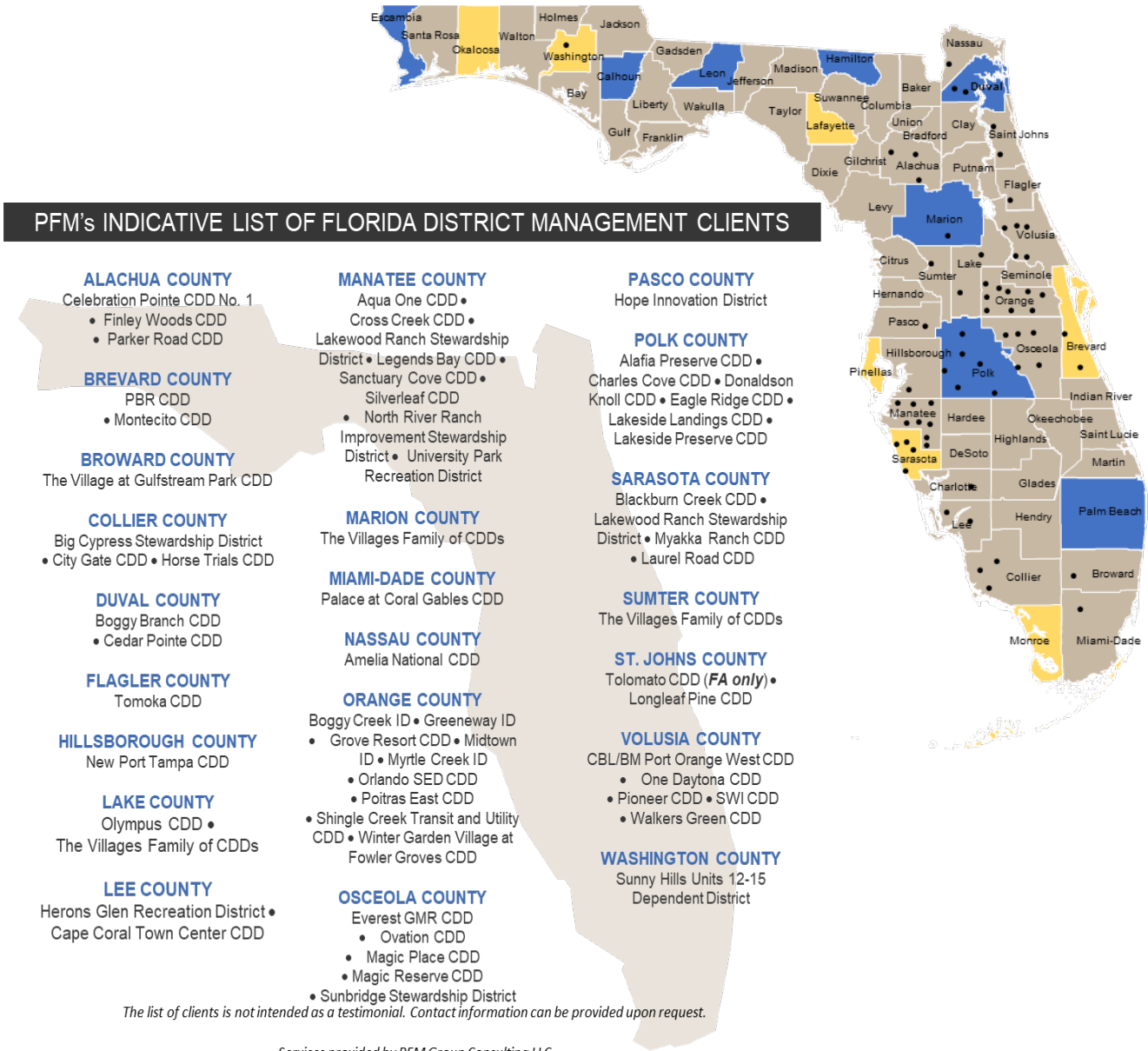
<b>Kiara Cuesta</b> District Accountant
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### Tab 3. Qualification and Staffing

#### Representative Clients

PFMGC's Florida District Management clients include nearly 60 special districts located in 22 counties across Florida:





### 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

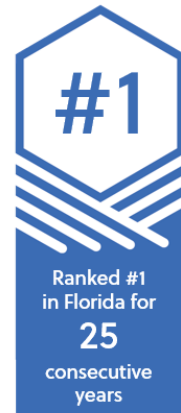
PFMFA has the largest financial advisory group in Florida and has been ranked #1 for 25 consecutive years. We have continued to grow our Florida footprint, adding clients each year while maintaining the high level of service to our clients. In 2024, we served as financial advisor in Florida on 50 publicly 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

	# Issues	\$ in Millions
PFM Financial Advisors LLC	72	11,738
Kaufman Hall & Associates Inc	7	2,008
Public Resources Advisory Group Inc	17	1,132
Raymond James & Associates	2	1,029
Hilltop Securities Inc	5	988
Ford & Associates Inc	10	974
Janney Montgomery Scott LLC	2	862
Acacia Financial Group Inc	1	772
Caine Mitter & Associates Inc	5	585
Frasca & Associates LLC	1	463



\*Ranked by Ipreo in terms of Tax-Exempt par amount as of December 31, 2024

Since 2019, PFMFA has served as financial advisor on 374 Florida transactions totaling over \$39 billion. Nationally, PFMFA has served as financial advisor on 4,979 transactions totaling over \$453 billion during this time. 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
<b>Number of Transactions</b>	375	4,604	4,979
<b>Par Amount (MM)</b>	\$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 District Management Services 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

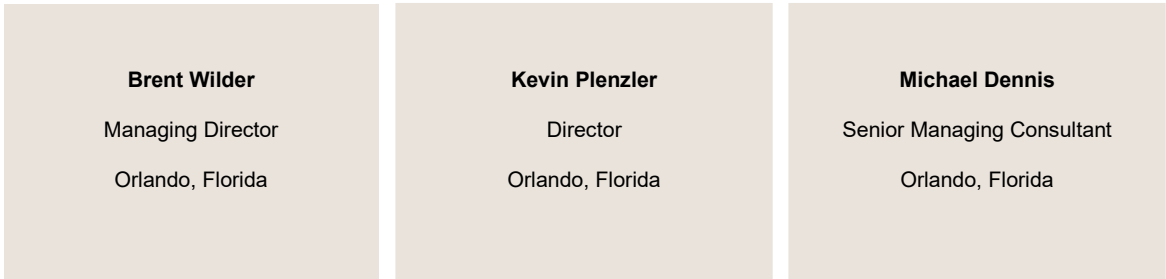
Michael Dennis joined PFM’s Orlando office in 2019 and as a Senior Managing Consultant, provides transaction management, analytical, and technical services.

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**

Senior Strategic, Client Management Services and Analytical Support



Administrative Support

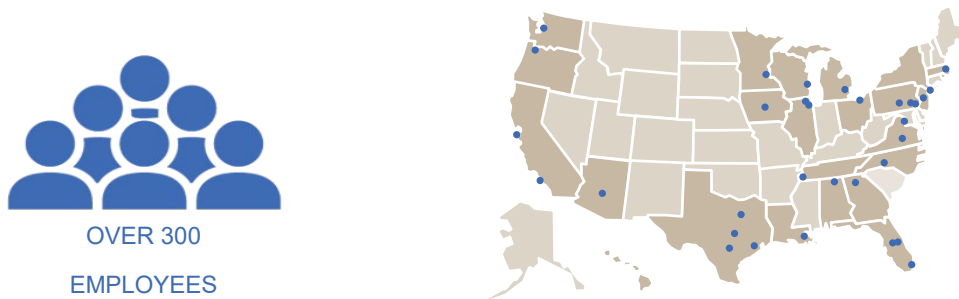




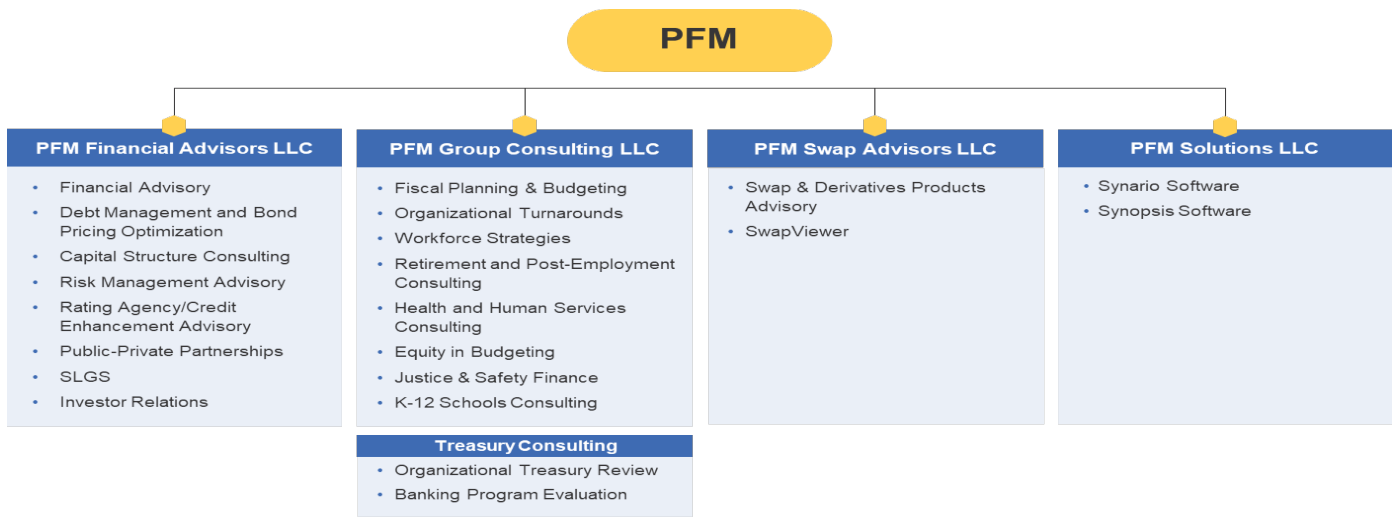
### Tab 5. Company Information

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.<sup>3</sup> 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.<sup>1</sup> 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 Harmony 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.<sup>2</sup>



<sup>1</sup>Number of employees, offices and locations estimated as of February 1, 2025.

<sup>2</sup>Services provided by PFM affiliates are offered pursuant to separate agreements, including separate scope and fees.



## Tab 6. Range of Services Available to Harmony 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:<sup>1</sup>

- 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

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<sup>1</sup>Services 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 in the Scope of Services based on the fee schedule below. The fees do not include *reimbursable expenses* (as described in Tab 8. of this proposal). Fees will be reviewed and may be adjusted annually as reflected in the DISTRICT’s approved budget.

<u>District Management</u>	<u>Annual Fee</u>
Management/Administrative/Accounting Services/Website Maintenance/ Recording Secretary	\$65,000 <sup>1</sup>
<u>Debt Issue Services</u>	<u>Annual Fee<sup>2</sup></u>
Special Assessment Administration	\$9,100 (\$4,550 per Series)
Continuing Disclosure Assistance	\$2,200 (\$1,100 per Series)
<u>Additional Services*</u>	<u>Fee per new debt issuance</u>
District Management Services (Cost of Issuance)	\$10,000
Continuing Disclosure Assistance (Cost of Issuance)	\$1,500

*The Fees outlined above may be increased or otherwise amended annually as reflected in the adopted Operations and Maintenance Budget for the District. New Fees will become effective on October 1 of the applicable budget year.*

**\*\*\*Total Proposed Annual Cost for all District Services\*\*\* is \$76,300 (inclusive of website maintenance) for a net savings of \$12,672 based on the District’s FY 2026 Approved Proposed Budget of \$88,972.**

<sup>1</sup> Annualized fee assuming 12 regularly scheduled Board meetings per year.

<sup>2</sup> Fee per debt issue is \$4,550 for Assessment Administration and \$1,100 for Disclosure Assistance


**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 & Letter

We encourage the District to contact the following references as a testament to our client service and expertise.

		
<p>Anne L. Ross, P.E. <i>(Lakewood Ranch Stewardship District)</i></p> <p>(941) 757.1606 <a href="mailto:anne.ross@lwrstewardshipdistrict.com">anne.ross@lwrstewardshipdistrict.com</a> 14400 Covenant Way Lakewood Ranch, FL 34202</p>	<p>Kenneth C. Blocker, District Manager <i>(The Villages CDD)</i></p> <p>(352) 751.3939 <a href="mailto:Kenneth.Blocker@DistrictGov.org">Kenneth.Blocker@DistrictGov.org</a> 3571 Kiessel Road The Villages, FL 32163</p>	<p>Dr. Richard Levy, Chairperson <i>(Sunbridge Stewardship District)</i></p> <p>(407) 408.4442 <a href="mailto:ssd1@sunbridgeds.com">ssd1@sunbridgeds.com</a> 6900 Tavistock Lakes Blvd., Suite 200 Orlando, FL 32827</p>
		
<p>Drew Dawson, Vice President of Finance <i>(Lake Nona Family of Districts)</i></p> <p>(407) 274.8442 <a href="mailto:ddawson@tavistock.com">ddawson@tavistock.com</a> 6900 Tavistock Lakes Blvd., Suite 200 Orlando, FL 32827</p>	<p>Mike Carroll, Jr., Principal <i>(Olympus Orlando Holdings)</i></p> <p>(407)319.2098 <a href="mailto:mike@olympusorlando.com">mike@olympusorlando.com</a> 3501 Quadrangle Blvd., Suite 270 Orlando, FL 32817</p>	<p>Sally Dickson, Chairperson <i>(University Park RD)</i></p> <p>(401) 742.0676 <a href="mailto:sally.dickson@universityparkrd.com">sally.dickson@universityparkrd.com</a> 7671 The Park Blvd. University Park, FL 34201</p>

# Sunbridge Stewardship District

3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817

Phone: 407-723-5900 Fax: 407-723-5901

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To Whom It May Concern,

I am writing with the highest level of enthusiasm to recommend Lynne Mullins for the District Manager position. Having had the privilege of working with Lynne for several years, I can confidently say that she is an outstanding professional who brings immense value to any organization she serves. Lynne has been an essential asset to both the Sunbridge Stewardship District since 2019 and the Florida Headwaters Foundation, where she currently contributes her expertise and leadership.

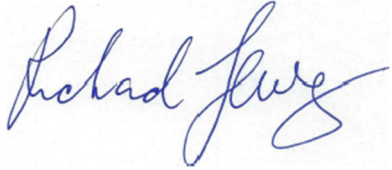
Lynne has consistently proven herself as a strategic leader, with a remarkable ability to drive success and foster growth within every community she manages. Her outstanding communication and organizational skills, combined with her strong work ethic and autonomy, make her an exemplary District Manager. Whether in person, on the phone, or through email, Lynne excels at maintaining open, productive, and professional relationships with residents, board members, and staff. Her rapport with multiple constituents is exceptional, and she continually demonstrates an unwavering commitment to providing excellent service.

One of Lynne's greatest strengths is her meticulous attention to detail and her dedication to follow-through. She never allows a task to go unnoticed and consistently goes above and beyond to ensure that each community receives the highest level of proactive, responsive support. Her strategic approach to building and nurturing relationships is a key factor in the continued success of the Sunbridge Stewardship District, where she plays a crucial role in overseeing the thoughtful management of Florida's special taxing districts.

Lynne's service-driven mindset, coupled with her ability to adapt to varying needs and situations, sets her apart as a leader who not only meets expectations but exceeds them. She is a trusted and dependable asset to any organization and would undoubtedly bring exceptional value to any client who is fortunate enough to work with her.

Without reservation, I strongly recommend Lynne Mullins for any role she pursues. I am confident that her contributions will be instrumental in achieving lasting success for your organization. Should you have any further questions, please feel free to contact me.

Yours truly,

A handwritten signature in blue ink that reads "Richard Levey". The signature is written in a cursive style with a large initial 'R' and a long, sweeping tail.

Richard Levey, Ph.D., AICP  
Chairman -Sunbridge Stewardship District  
E-mail: [ssd1@sunbridgesd.com](mailto:ssd1@sunbridgesd.com)



**Tab 10. Website Fees**

**Harmony CDD**

<ul style="list-style-type: none"> <li>For this proposal, PFM Management Fee shall include website maintenance fees. Below are the costs for a 3<sup>rd</sup> Party Company to provide website services*</li> </ul>	
Website - 3rd Party	
Website Conversion - One-Time	\$3,000* <sup>1</sup>
	\$185 monthly /
Monthly Maintenance Fee	\$2,220 yearly
	\$300 quarterly /
ADA Auditing Quarterly Fee	\$1,200 yearly
*Includes conversion of site to ADA & WCAG optimized template with ADA Compliance seal*	

<sup>1</sup> PFM will utilize the choice of the District Board as it relates to website oversight. For this proposal, the above fees are included in the District Management Fee. For the District Management Fee, please refer to Page 15.

***HARMONY  
COMMUNITY DEVELOPMENT DISTRICT  
OSCEOLA COUNTY, FLORIDA***

**INFORMAL  
REQUEST FOR PROPOSALS  
FOR  
DISTRICT MANAGEMENT SERVICES**

June 27, 2025

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### 1. **GENERAL INFORMATION FOR PROPOSERS**

Notice is hereby given that the Harmony Community Development District (the “District”) will accept proposals from qualified firms (“Proposers” or “Contractors”) interested in providing district management (“District Management”) services for the District. These services are considered contractual services under Florida Law and are not required to be competitively bid. Instead, the District intends to select the proposal(s) that is in the best interests of the District through direct negotiations.

In order to submit a proposal, each proposer must be authorized to do business in Florida, hold all required state and federal licenses in good standing, and should otherwise meet any applicable requirements set forth by the District.

All proposals should include the following information, among other things described herein:

- A. Completed and executed proposal forms as set forth herein.
- B. At least three references from projects of similar size and scope. The proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- C. A narrative description of the proposer's approach to providing the services for each of the tasks as described in the scope of services provided herein. Proposers must clearly explain proposed staffing levels and provide a suggested organizational chart with defined management and staffing positions. Proposer must clearly quantify individual positions and job responsibilities in its proposal.
- D. Complete pricing showing the total cost of providing the services, broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by proposer.

Proposers desiring to provide a proposal should submit one (1) electronic copy of the required proposal no later than **July 15, 2025 at 5:00 p.m.** (EDT), to Michael C. Eckert at Michael.Eckert@kutakrock.com. Proposals shall bear the name of the proposer in the header of the email and shall clearly identify the District. The District may choose not to evaluate any proposal not completed as specified or missing the required documents. By submitting a proposal, proposers acknowledge this is an informal solicitation of proposals for contractual services and there is no right to protest the Board's selection of the ultimate proposal.

The following information sets out the District's expectations of the responsibilities and services to be provided by a Contractor(s), and generally outlines a structure for the services to be provided. The District will be issuing a formal Request for Proposals for Amenity and Grounds Maintenance Management and Maintenance around July 8, 2025.

Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. Proposers are expected to keep their proposed prices firm for at least sixty (60) days following the submission deadline, with the understanding that the final contract terms are subject to negotiation. The District has the right to waive any technical errors, informalities or irregularities in the proposals if it determines in its discretion it is in the best interest of the District

to do so. The District's Board of Supervisors (the "Board") shall review and evaluate the proposals in their individual discretion, and make any final determination with respect to the award of a final contract that is in the best interests of the District. The District reserves the right to reject any and all proposals and make modifications to the scope of the work as it deems in the best interests of the District.

Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute or law.

Proposer is hereby notified that Section 287.05701, Florida Statutes, requires that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

Any and all written questions relative to this request shall be directed to Michael C. Eckert, at [Michael.Eckert@kutakrock.com](mailto:Michael.Eckert@kutakrock.com), with an e-mail copy to Kubra Metin, at [Kubra.Metin@kutakrock.com](mailto:Kubra.Metin@kutakrock.com). Michael Eckert can also be reached at 850-567-0558.

Harmony Community Development District  
Kutak Rock LLP, District Counsel

## **2. GENERAL DESCRIPTION OF THE DISTRICT AND FINANCING**

The District was established by Osceola County Board of County Commissioners Ordinance 00-05 in 2000. The lands within the District are mostly developed. The District includes both residential and non-residential land uses. All District Board supervisors are residents of the District and unaffiliated with the developer. The Board meets once per month.

The District issued its Series 2001 Bonds and its Series 2004 Bonds in order to finance the improvements for the first and second phases of the community. The District subsequently issued its Series 2014 Bonds in order to refinance the Series 2001 Bonds and then issued its Series 2015 Bonds in order to refinance the Series 2004 Bonds. The District may attempt to refinance its bonds again in the future.

## **3. GENERAL DESCRIPTION OF FACILITIES**

The District consists of approximately 1,023 acres of land located entirely within Osceola County, Florida. The District owns, operates and maintains various common areas, stormwater ponds and infrastructure, lakes and roadways, sidewalks, hardscaping, water, and landscaping and irrigation systems (collectively, including the Amenity Facilities described below the “Facilities”). Specifically, the District’s amenity and park Facilities include the following, together with their appurtenant areas, facilities, equipment, and other appurtenances (collectively, the “Amenity Facilities”):

- Swimming Pool Facilities (Swim Club and Ashley Park Pools; Splash pad)
- Harmony Town Square (Town Center Park)
- Lakeshore Park (sport fields, courts and pavilion)
- Community Garden
- Neighborhood Parks
- Docks, Piers and Boats at Buck Lake
- Dog Parks

Currently, Inframark, LLC provides District Management Services, Amenity Management Services and Grounds Maintenance Management Services. The district management contract currently in effect is a public record and can be obtained by contacting: Jennifer Goldyn at [publicrecords@inframark.com](mailto:publicrecords@inframark.com). Information regarding the Harmony CDD including but not limited to the budgets can be found on the District’s website at [www.harmonycdd.org](http://www.harmonycdd.org). Additional information regarding the District can be found at the website <https://www.historicalharmony.info/>; provided however, Proposers are informed that this website is not maintained by the District and therefore the District does not guarantee its accuracy or completeness. Proposers should familiarize themselves with the District’s operations, lands and Facilities prior to submitting a proposal.

#### **4. SCOPE OF DISTRICT MANAGEMENT SERVICES NEEDED**

##### **Task 1 - MANAGEMENT**

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Suggest actions, and implement actions approved by the Board, that lead to the efficient management of District meetings and workshops. Examples include increased communication with Supervisors, management of meeting discussions, etc.
- C. Suggest actions, and implement actions approved by the Board, that lead to prudent financial decisions. Examples include estimating future funding needs, suggesting consultants to improve investment returns, and suggesting processes to ensure appropriate maintenance, repair and replacement of capital assets.
- D. Ensure compliance with all statutes affecting the district which include but are not limited to:
  - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives.
  - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination.
  - 4. Provide Form 1 Financial Disclosure documents for Board Members.
  - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed.
  - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  - 8. Monitor and distribute updates to creation documents.
  - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.

- a. Provide written notice to owners of public hearing on the budget and its related assessments.
- 12. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
- 13. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
- 14. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
- 15. Provide for submitting the regular meeting schedule of the Board to County.
- 16. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County.
- 17. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections.
- 18. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
- 19. Provide for public records announcement and file document of registered voter data each June.
- 20. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
- 21. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
- 22. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
  - a. Provide for the appropriate ad templates and language for each of the above.
- 23. Respond to Bond Holders Requests for Information.
- 24. Implement the policies established by the Board in connection with the operations of the District.
- E. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- F. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.

- G. 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.
- H. Monitor certificates of insurance as needed per contracts.
- I. Answer Project Status Inquiries from Contractors Bonding Companies.
- J. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.
- K. Communicate with residents and landowners via email, phone and website, ensuring the District's website provides relevant information for residents and supervisors.
- L. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- M. Provide accurate minutes for all meetings and hearings.
- N. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
  - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- O. 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. (Fulfilling routine public records requests shall not result in additional charges to the District. See Task 6 below for Extraordinary Public Records Requests.)
- P. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.
- Q. Provide, implement and administer a computer-based tracking system for contacts with residents and resident complaints, whether generated by board members or residents, which is accessible by board members at all times. At a minimum, the system shall include the date the resident contact or complaint was brought to the attention of management, the source of the resident contact or complaint and contact information of the resident, the schedule addressing the resident complaint, the date the complaint was completely addressed, and the date the resident or board member was notified of resolution of the complaint.

## **Task 2 - ACCOUNTING**

- A. Financial Statements

1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
  - a) Chart of Accounts
  - b) Vendor and Customer Master File
  - c) Report creation and set-up.
2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
  - a) Cash Investment Account Reconciliations per fund
  - b) Balance Sheet Reconciliations per fund
  - c) Expense Variance Analysis
3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
5. Manage banking relations with the District's Depository and Trustee.
6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.

11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.

B. Budgeting

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

C. Accounts Payable/Receivable

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) Manage Vendor Information per W-9 reports
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.

D. Capital Program Administration

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals

- d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
  - 3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
  - 4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
  - 5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.
- E. Purchasing
- 1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
  - 2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
  - 3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.
- F. Risk Management
- 1. Prepare and follow risk management policies and procedures.
  - 2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
  - 3. Process and assist in the investigation of insurance and FEMA claims, in coordination with Counsel of the District.
  - 4. Review insurance policies and coverage amounts of District vendors.
  - 5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
  - 6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

### **Task 3 - FINANCIAL AND REVENUE COLLECTION**

- A. Administer Prepayment Collection:
  1. Provide payoff information and pre-payment amounts as requested by property owners.
  2. Monitor, collect and maintain records of prepayment of assessments.
  3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
  4. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.
- B. Administer Assessment Roll Process:
  1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
  2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
  3. Verify assessments on platted lots, commercial properties or other assessable lands.
  4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to County.
  5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.
- C. Administer Assessments for Off Tax Roll parcels/lots:
  1. Maintain and update current list of owners of property not assessed via the tax roll.
  2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
  3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.
- D. True-Up Analysis:
  1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
  2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

#### **Task 4 – WEBSITE ADMINISTRATION**

Contractor shall, ensure that the District’s web sites remain in compliance with all applicable Florida law regarding the content and functionality of such web site and provide for the long-term storage of all web-site content and email in compliance with all applicable Florida law for public entities regarding records retention.

#### **Task 5 – DISSEMINATION AGENT**

Contractor shall serve as the District’s dissemination agent under applicable Continuing Disclosure Agreements.

#### **Task 6 - “AS NEEDED” SERVICES**

- A. Financial Reports
  - 1. Modifications and Certification of Special Assessment Allocation Report;
- B. Bond Issuance Services
  - 1. 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
  - 2. Bond Validation;
    - a) 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.
    - b) Provide expert testimony at bond validation hearing in circuit court.
  - 3. Certifications and Closing Documents;
    - a) 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.
- C. Amendment to District boundary;

- D. Grant Applications;
- E. Escrow Agent;
- F. Community Mailings through the U.S. Mail e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.
- G. Extraordinary Public Records Requests Requiring Significant Effort to Fulfill
- H. Litigation Support

**Task 7 - SERVICES PROVIDED TO THIRD PARTIES:**

- A. Issue estoppel letters as needed for property transfers
  - 1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
  - 2. Issue lien releases for properties which prepay within in the District.
- B. Bond prepayment processing
  - 1. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
  - 2. Maintain collection log showing all parcels that have pre-paid assessments.
  - 3. Prepare, execute and issue release of lien to be recorded in public records.

**5. WHAT IS NOT INCLUDED IN THE RFP**

1. Performance of Primary Landscape Maintenance Services
2. Performance of Primary Aquatic Plant Maintenance Services
3. Performance of Primary Security Services
4. Performance of Maintenance Services
5. Performance of Amenity Management Services
6. Performance of Grounds Maintenance Management Services
7. Engineering Services
8. Legal Services
9. Auditing Services

6. PROPOSAL FORMS

6.A.

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF FLORIDA  
COUNTY OF ORANGE

Before me, the undersigned authority, appeared the affiant, Jennifer Walden, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Senior District Manager for PFM Group Consulting LLC (“Proposer”) and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer’s proposal (“Proposal”) provided in response to the Harmony Community Development District proposal for district management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information ninety (90) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: \_\_\_\_\_.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Harmony Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

*[Signature page to follow]*

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this 15<sup>TH</sup> day of JULY, 2025.

Proposer: [Signature]  
By: JENNIFER WARDEN  
Title: SENIOR DISTRICT MANAGER

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of JULY, 2025, by Jennifer Warden of PIM Group Consulting LLC, who is personally known to me or who has produced [Signature] as identification, and did  or did not [ ] take the oath.

[Signature]  
Notary Public, State of Florida  
Print Name: Guzman Kerr  
Commission No.: HH 45591  
My Commission Expires: 10/18/2027



**6.B.**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

- 1. This sworn statement is submitted to Harmony Community Development District.
- 2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Senior District Manager for PFM Group Consulting LLC (“Proposer”) and am authorized to make this Sworn Statement on behalf of Proposer.
- 3. Proposer’s business address is 1735 Market Street, 42<sup>nd</sup> Floor, Philadelphia, PA 19103

- 4. Proposer’s Federal Employer Identification Number (FEIN) is 81-1642478

(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

- 5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- 6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- 7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or,

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

\_\_\_\_\_ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law

Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 15<sup>th</sup> day of JULY, 2025.

Proposer: [Signature]  
By: JENNIFER L. WARDEN  
Title: SENIOR DISTRICT MANAGER

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of July, 2025, by Jennifer Warden of RFM Group Consulting, LLC who is personally known to me or who has produced \_\_\_\_\_ as identification, and did  or did not [ ] take the oath.

[Signature]  
Notary Public, State of Florida  
Print Name: Guzmin Kerr  
Commission No.: HH 455951  
My Commission Expires: 10/18/2027



**6.C.**  
**GENERAL PROPOSER INFORMATION**

- *Proposer General Information:*

Proposer Name PFM Group Consulting LLC

Street Address 3501 Quadrangle Blvd., Suite 270  
P. O. Box (if any)

City Orlando State Florida Zip Code 32817

Telephone 407-723-5900 Fax no. 407-723-5901

1st Contact Name Vivian Carvalho Title Senior District Manager

2nd Contact Name Jennifer Walden Title Senior District Manager

Parent Company Name (if any) PFM II, LLC

Street Address 1735 Market St. 42<sup>nd</sup> Floor

P. O. Box (if any)

City Philadelphia State PA Zip Code 19103

Telephone 215-567-6100 Fax no. 215-567-4180

1st Contact Name JoAnne Carter Title CEO

2nd Contact Name Brent Wilder Title Managing Director

- *Company Standing:*

Proposer's Corporate Form: Limited Liability Company  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Delaware Date 1/15/2016

Is the Proposer in good standing with that State? Yes  No

If no, please explain \_\_\_\_\_

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Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes  No

If no, please explain \_\_\_\_\_

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- *What are the Proposer's current insurance limits? **See Attached Tab with Proof of Insurance***

General Liability                    \$ \_\_\_\_\_  
Automobile Liability                \$ \_\_\_\_\_  
Workers Compensation              \$ \_\_\_\_\_  
Expiration Date                      \_\_\_\_\_

- *Licensure – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing: **See Attached Tab with licensure information.***

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## Insurance Statement

PFM Group Consulting LLC (“PFM”) has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains Professional (E&O)/Cyber Liability coverage which total \$5 million single loss/ aggregate.

Our Professional/Cyber Liability policies are a “claims made” policy and our General Liability policy claims would be made by occurrence.

### Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision

General Liability \$0

Professional (E&O)/ Cyber Liability \$250,000

Crime \$50,000

### Insurance Company & AM Best Rating

Professional Liability (E&O).....	AIG Specialty Insurance Company; (A; Stable)
Cyber Liability.....	AIG Specialty Insurance Company (A; Stable)
Crime.....	Berkley Regional Insurance Company; (A+; Stable)
General Liability.....	The Continental Insurance Company; (A Stable)
Automobile Liability.....	The Continental Insurance Company; (A Stable)
Excess /Umbrella Liability.....	The Continental Insurance Company; (A Stable)
Workers Compensation.....	The Continental Insurance Company; (A Stable)
& Employers Liability	



# CERTIFICATE OF LIABILITY INSURANCE

12/7/2025

DATE (MM/DD/YYYY)

12/3/2024

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 Lockton Companies, LLC 1185 Avenue of the Americas, Suite 2010 New York NY 10036 646-572-7300	CONTACT NAME:	
	PHONE (A/C No Ext):	FAX (A/C No):
INSURED PFM Group Consulting LLC 1735 Market St Fl 42 Philadelphia PA 19103	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The Continental Insurance Company	NAIC # 35289
	INSURER B: AIG Specialty Insurance Company	26883
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: XXXXXXXX

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 WAVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			7063595755	12/7/2024	12/7/2025	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 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7063597408	12/7/2024	12/7/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000 000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			7063597652	12/7/2024	12/7/2025	EACH OCCURRENCE \$ 20 000,000 AGGREGATE \$ 20 000 000 \$ XXXXXXXX
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 <input checked="" type="checkbox"/> N	N/A	7063614840	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> 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
B	Cyber/Tech E&O			02-329-89-64	12/7/2024	12/7/2025	Retention \$250K Limit \$5M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION See Attachments

EVIDENCE 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

rights reserved.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**COMMUNITY ASSOCIATION MANAGERS**

THE CAM Firm HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES

**PFM GROUP CONSULTING LLC**

1735 MARKET STREET 42ND FLOOR  
PHILADELPHIA PA 19103

**LICENSE NUMBER: CAB5554**

**EXPIRATION DATE: SEPTEMBER 30, 2025**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



FLORIDA DEPARTMENT OF STATE  
Division of Corporations

July 7, 2016

CORPORATE ACCESS

Qualification documents for PFM GROUP CONSULTING LLC were filed on July 6, 2016, and assigned document number M1600005388. Please refer to this number whenever corresponding with this office.

Your limited liability company is authorized to transact business in Florida as of the file date.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above. If the annual report is not filed by May 1st, a \$400 late fee will be added.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Apply today with the IRS online at:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>.

Please notify this office if the limited liability company address changes.

Should you have any questions regarding this matter, please contact this office at the address given below.

Deborah Bruce  
Regulatory Specialist II  
Registration/Qualification Section  
Division of Corporations

Letter Number: 216A00014192

APPLICATION BY FOREIGN LIMITED LIABILITY COMPANY FOR AUTHORIZATION TO TRANSACT BUSINESS IN FLORIDA

IN COMPLIANCE WITH SECTION 605.0902, FLORIDA STATUTES, THE FOLLOWING IS SUBMITTED TO REGISTER A FOREIGN LIMITED LIABILITY COMPANY TO TRANSACT BUSINESS IN THE STATE OF FLORIDA:

1 PFM GROUP CONSULTING LLC
(Name of Foreign Limited Liability Company, must include "Limited Liability Company," "L.L.C.," or "LLC.")

(If name unavailable, enter alternate name adopted for the purpose of transacting business in Florida. The alternate name must include "Limited Liability Company," "L.L.C.," or "LLC.")

2 DELAWARE 3. 81-1642478
(Jurisdiction under the law of which foreign limited liability company is organized) (EIN number, if applicable)

4 (Date first transacted business in Florida, if prior to registration)
(See sections 605.0904 & 605.0905, F.S. to determine penalty liability)

5 1679 S DUPONT HWY STE 100
DOVER, DE 19901
(Street Address of Principal Office)

6 (Mailing Address)

7. Name and street address of Florida registered agent. (P.O. Box NOT acceptable)

Name: Registered Agent Solutions, Inc
Office Address: 155 Office Plaza Dr, Suite A
Tallahassee, Florida 32301
(City) (/zip code)

Registered agent's acceptance:

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this application, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Jaclyn Wright, Asst, Secretary
(Registered agent's signature)

8 The name, title or capacity and address of the person(s) who has/have authority to manage is/are

Steve Boyle, Manager, 1735 Market Street - 43rd FL, Philadelphia, PA 19103

9. Attached is a certificate of existence, no more than 90 days old, duly authenticated by the official having custody of records in the jurisdiction under the law of which it is organized. (If the certificate is in a foreign language, a translation of the certificate under oath of the translator must be submitted)

Signature of an authorized person

This document is executed in accordance with section 605.0203 (1) (b), Florida Statutes. I am aware that any false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S.

Steve Boyle, Manager
Typed or printed name of signer

FILED
2018 JUL -6 A 8:27
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

# Delaware

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "PFM GROUP CONSULTING LLC" IS DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE TWENTIETH DAY OF JUNE, A.D. 2016.

AND I DO HEREBY FURTHER CERTIFY THAT THE SAID "PFM GROUP CONSULTING LLC" WAS FORMED ON THE FIFTEENTH DAY OF JANUARY, A.D. 2016.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL FRANCHISE TAXES HAVE BEEN ASSESSED TO DATE.



*Jeffrey W. Bullock*  
Jeffrey W. Bullock, Secretary of State

5937283 8300

SR# 20164543011

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

Authentication: 202521121

Date: 06-20-16

**6.D.**  
**PERSONNEL**

- *List the location of the Proposer’s office, which would perform work for the District.*

Street Address 3501 Quadrangle Blvd., Suite 270

P. O. Box (if any) \_\_\_\_\_

City Orlando State Florida Zip Code 32817

Telephone 407-723-5900 Fax no. 407-723-5901

1st Contact Name Lynne Mullins Title District Manager

2nd Contact Name Blake Firth Title Assistant District Manager

- *Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel, and attach resumes for any Supervisory Personnel listed.*
- *Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes \_\_\_ No X For each subcontractor, please provide the following information (attach additional sheets if necessary):*

Subcontractor Name \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Proposed Duties / Responsibilities: \_\_\_\_\_

Please describe the subcontractor’s role in other projects on behalf of the Proposer:

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Proposer's Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

- *Security Measures - Please describe any background checks or other security measures that were taken with respect to the hiring and retention of the Proposer's personnel who will be involved with this project, and provide proof thereof to the extent permitted by law: Background checks are conducted prior to all personnel starting with company.*

**OFFICERS**

PROPOSER:PFM Group Consulting LLC DATE:7/15/2025

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Brent Wilder	Managing Director	Oversee the District Management Practice within PFM Group Consulting LLC	Orlando, FL
<b>FOR PARENT COMPANY (if applicable)</b>			
JoAnne Carter	CEO	CEO and Managing Director at PFM	Philadelphia, PA

**SUPERVISORY PERSONNEL  
WHO WILL BE INVOLVED WITH THE WORK  
\*\*NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW\*\***

PROPOSER:PFM Group Consulting LLC DATE:7/15/2025

INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Lynne Mullins	District Manager	Responsible to oversee the District and all the responsibilities associated with operating the District.	Orlando, FL	100%	5 years	7 years
Blake Firth	Assistant District Manager	Assist the District Manager to oversee the District and all the responsibilities associated with operating the District.	Orlando, FL	100%	1 year	1 year
Ashley Quiros	Administrative Assistant	Maintaining the website and records for the District.	Orlando, FL	100%	1 year	1 year

Verona Griffith	Accountant	Responsible to generate monthly financial statements and any additional requested reports. Furthermore, complete weekly accounts payables and receivables as well as monthly review of the general ledger.	Orlando, FL	100%	5 years	5 years
Stedman Valentine	Bookkeeper	Responsible to enter accounts payable and assist the Accountant as needed.	Orlando, FL	100%	2 years	2 years
Amy Champagne	Lien Book & Assessment Administration	Responsible for the upkeep of the lien books, filing of the tax roll and execution of estoppels.	Orlando, FL	100%	2 years	20 years
Ynayah Boyd	Senior Disclosure Analyst	Responsible for any disclosure requirements for the District.	Orlando, FL	100%	4 years	4 years



# LYNNE MULLINS

## District Manager

### PROFESSIONAL SUMMARY

Strategic and solutions driven District Manager with extensive experience in vendor management, financial operations, and cross-functional leadership. Adept at building trusted relationships with stakeholders, including developers, legal counsel, and residents, while driving operational efficiency and compliance. Recognized for clear communication, seamless project execution, and a strong ability to resolve challenges in high-impact environments.

### KEY COMPETENCIES

♦ *Portfolio Oversight* ♦ *Financial Management* ♦ *Public Bond Issuance* ♦ *Expenditure Reduction* ♦ *Vendor Relations* ♦ *Budget Management* ♦ *Stakeholder Collaboration* ♦ *Problem Resolution* ♦ *Budget Administration* ♦ *Strategic Planning* ♦ *Team Leadership & Management* ♦ *Financial Reporting* ♦ *Legal Compliance* ♦ *Client Success Strategies*

### WORK EXPERIENCE

#### PUBLIC FINANCIAL MANAGEMENT

*(Jan 2021 – Present)*

##### *District Manager*

Inaugurated effective management of a diverse district portfolio, steering the successful issuance of public bonds and implementing strategic cost-saving measures. Proficiently supervised budgets, financial presentations, and vendor management, and fostered collaborative relationships in District management.

- Collaborate with the accounting team to ensure timely payment of bills in accordance with contractual obligations.
- Provide comprehensive oversight in vendor management, spanning set-up, bid processes, contract negotiations, and ongoing monitoring.
- Actively participate in and facilitate all Board of Supervisors meetings and workshops, recording key proceedings for transparent documentation.
- Ensure districts adhere rigorously to administrative and financial reporting requirements, maintaining compliance with standard.
- Navigate and resolve escalated operational challenges through effective coordination with various departments, ensuring swift resolutions.
- Cultivate profound cross-functional relationships with district counsel, developers, and residents, fostering collaborative partnerships.

#### PUBLIC FINANCIAL MANAGEMENT

*(Mar 2018 – Dec 2020)*

##### *Assistant District Manager*

Revolutionized community engagement by implementing cutting-edge strategies and initiatives. Propelled operational excellence by optimizing third-party processes, contributing to budget formulation, and adeptly resolving challenges.

- Successfully implemented and enhanced company visibility in the area, fostering relationships with organizations, leading to a significant 20% rise in community engagement.
- Managed and optimized the coordination of third-party maintenance functions, resulting in a notable 15% increase in efficiency for common areas and facilities.
- Ensured legal compliance within the district, overseeing adherence to all legal requirements and maintaining regulatory standards.
- Contributed to the preparation of annual operations and maintenance budgets for districts, ensuring financial accuracy and viability.

## **J DEAN COLE, MD ORTHOPEDIC TRAUMA**

**(Apr 2011 – Mar 2028)**

### ***Billing Liaison***

Pioneered strategic oversight in medical practice operations, optimizing efficiency and prioritizing top-tier patient care. Spearheaded team leadership, insurance management, process innovation, and organizational efficiency, embodying a steadfast commitment to excellence in healthcare administration.

- Directed the recruitment, training, and performance assessments of the medical office team, resulting in a remarkable 20% boost in operational efficiency.
- Innovated office procedures, slashing response times to patient inquiries by an impressive 30%, fostering a more responsive and patient-centric environment.
- Demonstrated expert proficiency in abstracting clinical information, contributing to a substantial 25% enhancement in coding accuracy using established ICD-9/ICD-10 and/or CPT codes.
- Engineered organizational efficiency by introducing streamlined filing systems and ensuring swift review and approval of supply requisitions.


## **EDUCATION**

### **High School Diploma**

**(2006)**

*Lyman High School*

# Blake Firth

 (813) 454-6211

 blakefirth@gmail.com

 Orlando, FL

## Education

### University of Central Florida

Bachelor's in Political Science  
Bachelor's in Communications  
December 2023

### Awards & acknowledgments

Consistently received positive feedback from supervisors and community leaders. Became leader of my own ground team, while receiving great feedback from Orange County Administration for facilitating multiple focus groups and presentations.

Received endorsement by Mayor Buddy Dyer, gained connections with multiple elected officials in the Central Florida area.

### Skills & Expertise

- Client Relations
- Government Relations
- Customer Service
- Policy Writing
- Microsoft 365 (Excel, Word, Etc.)
- Google Systems (Drive, Sheets, Docs, Etc.)
- Typing

## Experience

### Assistant District Manager

PFM | Orlando, FL  
January 2025 - Present

- Assisted in managing the daily operations of over thirty special taxing Districts in the state of Florida.
- Engaged daily with residents and local elected officials within each District to ensure a smooth operation of District functions.
- Managed multiple databases of District information, and District websites including financials, District records, etc. while maintaining compliance.
- Collected and scored RFPs and RFQs for projects within each District.
- Ensured that all operations within each District complied with all local, state, and federal statutes.

### Public Policy Coordinator

Central Florida Public Affairs | Orlando, FL  
December 2023 - January 2025

- Created and managed public policy strategy for the benefit of CFPA clients, aimed at advocacy.
- Managed CRM platforms for multiple client profiles to keep track of tasks and deadlines.
- Maintained and established relationships with elected officials on the local, state, and federal level.
- Managed fundraising databases for multiple campaigns while establishing effective budgets for each candidate.

### Administrative Assistant/Team Lead

Polis Institute | Orlando, FL  
August 2022 - January 2025

- Maintained non-profit databases using Microsoft and Google products.
- Put together deliverables and presentation for superiors, grant rewards, and community events.
- Participated and led multiple community outreach projects in Eatonville, East Winter Garden, West Lakes, and I-Drive
- Gathered data from multiple events, used that data to complete spreadsheets and clean transcripts.

# ASHLEY QUIROS

**Business Administration**

(407) 218-9957 | quiros560@gmail.com | 4536 Waterside Pointe Cir, Orlando, FL, 32829

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## CAREER SUMMARY

Detail-oriented administrative assistant with over 5 years of experience in customer service, office administration, and team support. Proven ability to manage tasks efficiently and provide exceptional service in a fast-paced environment.

## SKILLS

Customer Service Excellence | Microsoft Office Suite | Adobe Acrobat & Canva | POS System Operations | Time Management & Multitasking | Critical Thinking & Problem Solving | Adaptive Learning

## PROFESSIONAL EXPERIENCE

**ADMINISTRATIVE ASSISTANT | PFM Group Consulting | Orlando, FL**

**Feb 2025 – Present**

- Provides general support to the District Management team, including administrative, customer support and coordination roles.
- Works enthusiastically within a team to deliver detail-oriented, proficient and adequate service in an organized and timely manner.

**ADMINISTRATIVE ASSISTANT | Orlando Office Center | Orlando, FL**

**August 2023 – Feb 2025**

- Welcome visitors and direct them to appropriate personnel.
- Manage phone calls professionally and ensure efficient communication within the office.
- Handle incoming and outgoing mail, packages, and deliveries.
- Respond to inquiries via phone, email, and in-person with accurate information or redirects to appropriate resources.

**SERVER | Bonchon | Orlando, FL**

**Nov 2023 – May 2024**

- Served an average of 30-40 customers per shift, ensuring customer satisfaction through attentive service and swift handling of requests.
- Processed payments accurately using POS systems, maintaining a consistent record of error-free transaction.
- Handled customer complaints with professionalism, effectively resolving issues to maintain a positive dining experience.

**ADMINISTRATIVE ASSISTANT | Resort Options International | Orlando, FL**

**Jan 2018 – Apr 2023**

- Managed communications, including emails, phone calls, and mail.
- Scheduled appointments and meetings, coordinating availability and ensuring efficient use of resources.
- Created and verified contract details with clients, maintaining confidentiality with sensitive information.
- Handled payments and reconciled records, maintaining up-to-date logs to support financial tracking and reporting.

## EDUCATION

**ASSOCIATE'S DEGREE | Business Administration | Valencia College**

**2017 – 2022**

**TECHNICAL CERTIFICATION | Business Administration & Real Estate | Valencia College**

**2020 – 2022**

**Verona Griffith, MBA, ACCA**  
 Orlando, FL 32817  
 407-723-5900, email: [griffithv@pfm.com](mailto:griffithv@pfm.com)

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## Professional Summary

Highly experienced and results-driven District Accountant with over two decades of progressive experience leading financial operations across multi-district environments. Currently managing over 14 districts with budgets exceeding \$40 million at PFM Group Consulting LLC. Adept fund accounting, budget planning, audit readiness, and regulatory compliance with local, state and federal regulations. Holds an MBA and is a member of the Association of Chartered Certified Accountants (ACCA).

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## Professional Experience:

District Accountant  
 PFM Group Consulting LLC Mar 2020 - present

- Lead financial operations for several districts, including budgeting, forecasting, reconciliation and monthly reporting.
- Manage and monitor a budget portfolio ensuring proper fund allocation and use.
- Coordinate external and internal audits with consistent clean results and strict compliance with government standards.
- Partner with district leadership and finance staff to deliver data driven insights and strategic budget recommendations.
- Provide training and oversights to district level personnel on reporting procedures and system usage.

Accountant  
 Oakley Signs & Graphis Sept 2017 – Sept 2019

- Managed daily accounting operations for dynamic signage and graphics groups of companies including general ledger maintenance, reconciliations and month-end close.
  - Prepared and analyzed financial statements to inform business decisions and ensure fiscal health.
  - Oversaw accounts payable and receivable processes, improving cashflow tracking and vendor payment accuracy.
  - Assist with budgeting, forecasting and cost control
  - Oversaw Inventory management processes, maintaining accurate records of raw material and finish goods to support production efficiency and cost control.
  - Maintaining strict confidentiality and integrity while handling sensitive financial data with both diplomatic and political implications.
- 

## Education:

Master of Business Administration (MBA)  
 University of London (2016)

Association of Certified Chartered Accountant  
 London (2012)

## STEDMAN VALENTINE

Saint Cloud, FL • (407) 723-5900 • [valentines@pfm.com](mailto:valentines@pfm.com)

### SUMMARY

Dependable and driven accounting professional eager to apply a keen eye for accuracy, a passion for numbers, and a strong work ethic to excel in the industry. A fast learner who thrives in dynamic environments, combining exceptional organizational skills, integrity, and clear communication to deliver precise and efficient results. Committed to leveraging experience and versatility to drive growth, achieve tangible outcomes, and contribute to long-term success.

### SKILLS & CERTIFICATIONS

- Adaptable to independent and collaborative work styles
- Proficient in Microsoft 365
- Efficient in task prioritization and deadline management
- Intuit Certified Bookkeeper
- Cyma NFP Accounting Software Proficiency
- Experienced in multiple electronic payment platforms

### PROFESSIONAL EXPERIENCE

#### **PFM Group Consulting; Orlando, FL**

**May 2023 – Present**

#### **District Bookkeeper**

- Ensure correct and timely remittance of vendor invoices through daily processing, coding, and approval in compliance with company procedures.
- Effectively communicate with vendors and internal teams to resolve invoice discrepancies, guaranteeing payment accuracy.
- Collaborated in the implementation of new workflows and procedures to accelerate and optimize 1099 processing.
- Efficiently process monthly account statements for multiple accounts, maintaining accuracy and timely completion.
- Manage a comprehensive list of recurring utility service providers to facilitate timely invoice receipt and efficient payment processing.
- Drove key aspects of the department's transition to new accounting software as a pivotal team member, specifically managing the data migration process, ensuring data integrity and minimal disruption to daily operations.
- Guide coworkers through challenges with the new system, offering practical troubleshooting steps and clarifying complex processes to assure smooth operation.

#### **Multiple Clients; St. Cloud, FL**

**August 2022 – May 2023**

#### **Bookkeeper**

- Managed the financial records of multiple small businesses, including A/P, A/R and reconciliations.
- Collaborated with clients to develop comprehensive budgets and financial forecasts, resulting in a 5% reduction in expenses.
- Created and maintained accurate financial reports, such as balance sheets, income statements, and cash flow statements.

**Infusion: A Rollin' Creamery; Royal Palm Beach, FL****February 2021 – May 2022****Assistant Manager**

- Effectively oversaw accounts payable while driving a 10% improvement in turnover ratio.
- Enhanced training processes resulting in an 11% shrinkage reduction and improved productivity.
- Monitored and recorded financial transactions to ensure precise and up-to-date accounting records.
- Ensured optimal satisfaction with a customer-centric approach by offering superior service, promptly addressing inquiries, and effectively resolving concerns.

**VIP Holdings; Houston, TX****January 2018 – March 2021****Accounts Payable Clerk**

- Managed and processed vendor invoices through the full accounts payable process, resulting in timely and accurate vendor payments.
- Negotiated favorable payment terms and increased utilization of early payment discounts, reduced costs by 3%.
- Utilized three-way matching to verify and reconcile invoices, ensuring accuracy prior to payment submission.
- Maintained accurate financial records by reconciling vendor statements and resolving discrepancies.

***Prior Experience: Phone Repair Technician; Cig-O-Rama, Supervisor; Lowes, Cashier; Fast Trixx Powersports, Sales Associate/Cashier***

**EDUCATION****Valencia College; Orlando, FL**

A.S. in Accounting Technology

**Ongoing****Thurgood Marshall High School; Missouri City, TX**

High School Diploma

**May 2007**

# Amy Champagne

## Experienced Accountant/CPA

Orlando, FL 32833

[amypeters40@yahoo.com](mailto:amypeters40@yahoo.com)

+1 407 493 8619

Authorized to work in the US for any employer

## Work Experience

---

### Senior District Accountant and Lien Book Manager

PFM Group Consulting, LLC-Orlando, FL

March 2019 to Present

- Prepare and review monthly financial statements, including income statements, balance sheets, and budget to actual for 20 districts.
- Reconcile and review accounts, including bank statements, general ledgers, and other financial records for 20 districts.
- Assist in the preparation of external audit materials and provide support to external auditors
- Prepare and file annual compliance document for bonds.
- Prepare and file 1099s for 20 districts.
- Maintain, update and balance lien books for all districts we manage.
- Verify prepayments and debt service payments.
- Analyze any overages or shortages in revenue accounts.
- File Tax Rolls for all Districts.
- Maintain Lien books for all Districts.
- Prepare Estoppel Letters for all requests.

### Controller

Fishkind & Associates-Orlando, FL

July 2011 to March 2019

Orlando, FL

- \* Supervise accounts receivable and accounts payable activities
- \* Bank Reconciliations and credit card reconciliations
- \* Prepare monthly billing and cash flow reports for president
- \* Prepare and submit quarterly payroll tax returns
- \* Prepare and file quarterly and annual municipal advisor reports
- \* Track paid time off for 45 employees
- \* Assist in end of year cash/tax planning with corporate CPA
- \* Work with broker to ensure proper corporate insurance as well as health insurance
- \* Assist with hiring process
- \* Balance monthly billings and track employee billing amount.
- \* Process paperwork for all new employees
- \* Manage front desk admin staff as well as bookkeeper
- \* Full cycle district accounting, bank reconciliations, financial statements, accounts payable accounts receivable

- \* Review bank statements for more than 75 districts monthly
- \* Implemented a new time keeper system to save time and money on time tracking process
- \* Cleaned up existing accounting software so invoices could be properly created directly from time keeper system.
- \* Track new contracts to ensure all fixed fee contracts are invoiced

## **Controller**

Genicon-Winter Park, FL

June 2006 to July 2011

Winter Park, FL

(GENICON is a manufacturing company, selling to 44 countries world wide, that makes laporoscopic medical equipment for minimally invasive surgeries.)

Controller (promoted in 6/2007)

- \* Supervise daily accounting activities, bank reconciliations, credit card analysis and review, fixed assets, record retention, foreign currency transactions.
- \* Manage all human resources processes, including preparing payroll.
- \* Prepare monthly financial statements ( income statement, balance sheet, and statement of cash flows), including account reconciliations, expense accruals, and all adjusting journal entries.
- \* File annual report, 1020, monthly sales tax returns and tangible tax return.
- \* Extensive use of excel for data analysis as well as graph preparation to demonstrate easily the financial results of the company.
- \* Create, monitor, analyze variances and balance company budget.
- \* Analyze and monitor cost of goods sold to ensure proper margins.
- \* Hired and trained staff accountants.
- \* Track and depreciate all fixed assets, as well as creating analysis on new large purchases to ensure a return on our investment.
- \* Prepare documents for bank to ensure we are abiding by all covenants.
- \* Ensure we have proper liability and property insurance coverage.
- \* Work with outside CPA firm on annual review.
- \* Constantly monitor and manage cash flow.
- \* Analyzed contracts and eliminated \$10,000 in future payments.
- \* Renegotiated internet contracts to save \$7,500 annually.
- \* Filed two years of past tangible tax returns and got penalties and interest abated.
- \* Analyzed bank charges and saved company approximately \$500 per month.

Accounting Manager

- \* Full cycle accounting, bank reconciliation, accounts receivable, accounts payable, analyze financial information, and assist in preparing financial statements, payroll, and tax returns.
- \* Filed 3 years worth of past Sales Tax Returns and convinced State of Florida to abate approximately \$17,000 in interest and penalties.
- \* Cleaned up 3 years of un-reconciled bank statements.
- \* Saved company \$15,000 in insurance costs by analyzing and changing plan.

## **Staff Accountant**

Linda M. Elerick & Co-Orlando, FL

January 2003 to June 2006

- \* Prepared approximately 150 corporate and partnership federal tax returns, tangible personal property tax returns and intangible personal property tax returns.
- \* Prepared monthly financial statements for 10 corporations, including one corporation with 25 individual departmental statements.
- \* Prepared state and federal payroll tax returns quarterly for approximately 50 companies, as well as assist client in calculation of payroll checks and payroll tax deposits.

- \* Assist in over 150 personal tax returns.
- \* Prepared multi-state sales tax returns
- \* Assisted in a software conversion.

## Education

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### **Master's in Accounting**

Florida Atlantic University-Boca Raton, FL  
August 2009

### **Bachelor's in Accounting**

Florida Atlantic University-Boca Raton, FL  
May 2003

### **Bachelor's in Mathematics**

University of Florida-Gainesville, FL  
May 1998

## Skills

---

- Accounting
- Organizational skills
- Account reconciliation
- Payroll
- Journal entries
- Accounts receivable
- Microsoft Excel
- Technical accounting
- Accounts Payable
- accounting
- Communication skills
- Quickbooks
- GAAP
- Financial report writing
- Office management
- Financial statement preparation
- Data entry
- Budgeting
- Accounting software
- Manufacturing
- Employee Relations
- Gaap
- ACH

- CPA
- Customer service
- Analysis skills
- Team management
- Management
- Bank reconciliation
- QuickBooks
- Bookkeeping
- Balance sheet reconciliation
- Accounts payable
- Non-profit accounting
- Tax experience
- Account analysis

## Certifications and Licenses

---

### **CPA**

**A valid CPA CMA or other related accounting designation**

# Ynayah M. Boyd

[ynayahboyd@gmail.com](mailto:ynayahboyd@gmail.com)

(321) 370-6426 | Orlando

## EDUCATION

**Master of Business Administration** | Southern New Hampshire University | June 2026

**Bachelor of Science in Economics** | Florida A&M University | April 2021 | Top 15%

**Minor in Business Administration**

## EXPERIENCE

**Senior Disclosure Analyst** | PFM Financial Advisors LLC *January 2025-Present*  
*The nation's leading financial management firm for local and state governments | \$60M revenue | 350 employees*

- Perform financial and compliance analysis to ensure adherence with ongoing regulatory standards (i.e. FDTA)
- Prepare and maintain records of compliance reviews, for clients and management to ensure practices remain compliant
- Create and review agreements for existing clients and prepare agreements for new clients
- Assist in the development of the compliance and reporting process to improve efficiency and increase revenue

**Disclosure Assistant** | PFM Financial Advisors LLC *May 2021- December 2024*

- Implemented a system for the organization of over \$1B of Municipal Bond Disclosures
- Report quarterly, interim, and annual information for over 100 municipal bonds to MSRB
- Ensure that over 100 Bond Disclosures remain in compliance with SEC regulations
- Monitor the credit rating of over 100 bonds through S&P Capital IQ and Moody's
- Track the receipt of Public User Fees and Forms through Excel
- Compose collections letters to companies out of compliance with Public User Fees
- Monitor the Arbitrage Rebate for over 100 municipal bonds to ensure compliance
- Assist accountants in performing bank reconciliations and billing for various accounts

**Intake Analyst** | Innocence Project of Florida *August 2020-April 2021*  
*One of 70 U.S. organizations founded to overturn wrongful convictions. Over 300 overturned cases in FL.*

- Reviewed criminal cases in which meritorious innocence claims were made
- Outlined thousands of pages of trial documents to present to attorneys monthly
- Briefed attorneys on cases where meritorious innocence claims were identified
- Organized Florida Department of Law Enforcement reports by relevance to case for attorneys

**Assistant to Director of Human Resources** | Calvary Christian Academy *May 2018-August 2018*  
*Short-term summer contract with private school of 500 students between pre-school-12<sup>th</sup> grade*

- Reviewed documents to ensure student qualification for government awarded scholarships
- Ensured daily classroom compliance with The Department of Children and Families guidelines
- Itemized thousands of student documents by subject matter to streamline previous organization

## SKILLS

- Microsoft Office Certified (Word, Excel, PowerPoint, Outlook)
- Power BI Certified (AICPA)
- Compliance with regulatory agencies (SEC)

**6.E.**  
**EXPERIENCE**

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 500 acres previously? Yes X No \_\_\_ If yes, please provide the following information for each project (attach additional sheets if necessary; if there are more than five districts or communities that are responsive, please provide the information requested for the five most similar to the Harmony CDD):*

Project Name/Location: North River Ranch Improvement Stewardship District

Contact: Pete Williams Contact Phone: 813-625-4082

Project Type/Description: Stewardship District

Dollar Amount of Contract: \$142,000.00 Annually

Scope of Services for Project: North River Ranch Improvement Stewardship District was approved by Manatee County Board of County Commissioners. There is approximately of 2,012 acres of land in the jurisdiction of Manatee County. The project has over (3) amenity centers and the recent addition of the main clubhouse and pool.

Dates Serviced: Manage since inception of 2019 for a total of 6 years.

Project Name/Location: Big Cypress Stewardship District

Contact: Pat Utter Contact Phone: 239-434-4015

Project Type/Description: Stewardship District

Dollar Amount of Contract: \$55,000 Annually

Scope of Services for Project: Big Cypress Stewardship District was established on June 17, 2004. The lands that are encompassed by the District are located in Collier County, FL and consist of approximately 22,211 +/- acres. The District will be designed mixed-use community, featuring a blend of residential and commercial properties, along with dedicated public spaces and preserved conservation areas.

Dates Serviced: Manage since inception of 2004 for a total of 21 years.

Project Name/Location: Sunbridge Stewardship District

Contact: Dr. Richard Levey Contact Phone: 407-408-4442

Project Type/Description: Stewardship District

Dollar Amount of Contract: \$70,000 Annually

Scope of Services for Project: Sunbridge Stewardship District was established on June 6, 2017, and spans approximately 21,700+/- acres in Osceola County, Florida. The District is recently expanded its boundaries to include an additional 7,310 +/- acres within the City of Orlando. Upon full buildout, the District will feature a thoughtfully planned mixed-use of residential and non-residential development, including parks, schools, open space, hotels, Basecamp (activity hub), and multi-use trails.

Dates Serviced: Manage since inception of 2017 for a total of 8 years.

Project Name/Location: Parker Road Community Development District

Contact: Tara Ezzell Contact Phone: 352- 514-6895

Project Type/Description: District

Dollar Amount of Contract: \$52,500 Annually

Scope of Services for Project: Parker Road Community Development District was approved by Alachua County Board of County Commissioners. There is approximately 556 acres of land in the jurisdiction of Alachua County. The project has 1 amenity center which includes but no limited to a lap swimming pool, clubhouse, tennis courts, fitness center and playground.

Dates Serviced: Manage since inception of 2009 for a total of 16 years.

Project Name/Location: Boggy Branch Community Development District

Contact: Kelly White Contact Phone: 386-527-3940

Project Type/Description: District

Dollar Amount of Contract: \$52,500 Annually

Scope of Services for Project: Boggy Branch Community Development District was approved by Duval County Board of County Commissioners. There is approximately 556.56 acres of land in the jurisdiction of Duval County. The project has 1 amenity center which includes but no limited to a swimming pool, clubhouse, pickleball courts, fitness center, firepit, pocket parks and playground area.

Dates Serviced: Manage since 2019 for over 6 years,

- *List the Proposer’s total annual dollar value of district management completed for each of the last two (2) years starting with the latest year and ending with the most current year:*

2024 = \$2.8 million

2023 = \$2.7 million

- *Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. (attach additional sheets if necessary; if there are more than five projects that are responsive, please provide the information requested for the five most similar to the Harmony CDD):*

Project Name/Location: North River Ranch Improvement Stewardship District

Contact: Pete Williams Contact Phone: 813-625-4082

Project Type/Description: Stewardship District

Dollar Amount of Contract: \$142,000.00 Annually

Your Company’s Scope of Services for Project: North River Ranch Improvement Stewardship District was approved by Manatee County Board of County Commissioners. There is approximately of 2,012 acres of land in the jurisdiction of Manatee County. The project has over (3) amenity centers and the recent addition of the main clubhouse and pool. Our company provides district management, accounting, lien book/ tax roll maintenance, vendor management, capital program administration, special assessment methodologies and field management services.

List of subcontractors used: TRIAD is the company that provides field management services for this community.

Is this a current contract? Yes X No     

Duration of contract: Manage since inception of 2019 for a total of 6 years.

Project Name/Location: Parker Road Community Development District

Contact: Tara Ezzell Contact Phone: 352 514-6895

Project Type/Description: District

Dollar Amount of Contract: \$52,500 Annually

Your Company's Scope of Services for Project: Parker Road Community Development District was approved by Alachua County Board of County Commissioners. There is approximately 556 acres of land in the jurisdiction of Alachua County. The project has 1 amenity center which includes but no limited to a lap swimming pool, clubhouse, tennis courts, fitness center and playground. Our company provides district management, accounting, lien book/ tax roll maintenance, vendor management, capital program administration, and special assessment methodologies services.

List of subcontractors used: None

Is this a current contract? Yes X No     

Duration of contract: Manage since inception of 2009 for a total of 16 years.

Project Name/Location: Boggy Branch Community Development District

Contact: Kelly White Contact Phone: 386-527-3940

Project Type/Description: District

Dollar Amount of Contract: \$52,500 Annually

Your Company's Scope of Services for Project: Boggy Branch Community Development District was approved by Duval County Board of County Commissioners. There is approximately 556.56 acres of land in the jurisdiction of Duval County. The project has 1 amenity center which includes but no limited to a swimming pool, clubhouse, pickleball courts, fitness center, firepit, pocket parks and playground area. Our company provides district management, accounting, lien book/ tax roll maintenance, vendor management, capital program administration, and special assessment methodologies services.

List of subcontractors used: None

Is this a current contract? Yes X No     

Duration of contract: Manage since 2019 for over 6 years.

Project Name/Location: Charles Cove CDD

Contact: Jim Smith Contact Phone: 941-451-3335

Project Type/Description: District

Dollar Amount of Contract: \$58,000 Annually

Your Company’s Scope of Services for Project: Charles Cove CDD was established on December 5, 2019, encompassing approximately 184 +/- acres in Polk County, Florida. The District includes 550 residential homes and features a lap pool, amenity center, and open recreational space. Our company provides district management, accounting, lien book/ tax roll maintenance, vendor management, capital program administration, special assessment methodologies and field management services.

List of subcontractors used: TRIAD is the company that provides field management services for this community.

Is this a current contract? Yes X No     

Duration of contract: Manage since inception of 2019 for a total of 6 years.

Project Name/Location: University Park Recreation District

Contact: Sally Dickson Contact Phone: 401-742-0676

Project Type/Description: Recreation District

Dollar Amount of Contract: \$85,000 Annually

Your Company’s Scope of Services for Project: University Park Recreation District was approved by Manatee County Board of County Commissioners. There is approximately 3.76 acres of land in the jurisdiction of Manatee County. The project consist of golf course and clubhouse that is owned and maintained by the District. There is a onsite management company that operates and maintain the the Distrct property and there is a separate Country Club Enterprise Fund/ Budget for this project. Our company provides district management, lien book/ tax roll maintenance, record of proceedings, capital program administration, and special assessment methodologies services.

List of subcontractors used: None

Is this a current contract? Yes X No     

Duration of contract: Manage since 2019 for over 6 years.



- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management contract within the past 3 years? Yes \_\_\_\_\_ No X For each such termination, please provide the following information (attach additional sheets as needed):*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes \_\_\_ No X If yes, please provide:*

The names of the entities \_\_\_\_\_  
 \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_  
 \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_  
 \_\_\_\_\_

Also, please explain the basis for any bar or suspension:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer’s role in the action, and the status and/or resolution of the action.*

PFM Group Consulting LLC is not subject to any governmental enforcement action (e.g., any action taken to impose fines or penalties, licensure issues, permit violation, consent orders, etc.) in the last five (5) years.

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer’s role in the litigation, and the status and/or resolution of the litigation.*

PFM Group Consulting LLC is not subject to any litigation in the last five (5) years.

**6.F.****SUPPLEMENTAL QUESTIONS FOR DISTRICT MANAGEMENT SERVICES**

1. Referencing a specific community(s), what Best Practices are now being implemented due to the suggestion of your company? Some of the Best Practices incorporated and implemented by us to our clients is the introduction of AvidXchange which is used to process and approve invoices. The process allows us to streamline timely approvals while keeping internal controls intact.
2. Referencing a specific community(s), what changes have you suggested to Boards to improve the efficiency of their meetings? In numerous occasion, the District Chair has requested the District Manager to chair the meetings for efficiency and effectiveness. In addition, certain Distrits have implemented processs as it relates to audience comments. Which include utilizing a timer to ensure proper timing and caping each comments at 3 minutes and only utilizing public comment at the beginning of the meeting.
3. Referencing a specific community(s), how have you guided Boards on how to address speeding and parking challenges? The North River Ranch Improvement Stewardship District, Charles Cove CDD, and Lakeside Landings CDD Boards worked with the District Manager to assess the parking issues and incorporate parking rules through a rulemaking process allowing the tow company to tow non-compliant vehicles based on the parameters set forth by the District and coordinated with the local agencies to set up throughout the community to address speeding.
4. In terms of size and complexity, please identify the community with needs most similar to Harmony to which you are currently providing district management services. There are various Districts similar to Hamorny CDD, however as to complexity below is a list of Districts:

North River Ranch Improvement Stewardship District  
Boggy Branch Community Development District  
Parker Road Community Development District  
Charles Cove Community Development District  
Sunbridge Stewardship District

5. Please provide appropriate contact information for every community referenced in your answers.  
North River Ranch ISD- Pete Williams 813-625-4082  
Boggy Branch CDD- Kelly White 386-527-3940  
Parker Road CDD- Tara Ezzell 352-514-6895  
Charles Cove CDD- Jim Smith 941-451-3335  
Sunbridge SD- Dr. Richard Levey 407-408-4442

**6.G.**  
**PRICING – DISTRICT MANAGEMENT SERVICES**

**IF THE PROPOSER IS SUBMITTING A PROPOSAL FOR DISTRICT MANAGEMENT SERVICES, PLEASE COMPLETE THE FOLLOWING.**

Proposed Fee

Task	Detail	Pricing		
		Year 1	Year 2	Year 3
Task 1	Management	\$ 65,000.00	\$ 68,500.00	\$ 72,050.00
Task 2	Accounting	Included	Included	Included
Task 3	Financial and Revenue Collection **	\$ 9,100.00	\$ 9,100.00	\$ 9,100.00
Task 4	Website Administration	Included	included	Included
Task 5	Disclosure Services **	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
<b>TOTAL</b>		<b>\$ 76,300.00</b>	<b>\$ 79,800.00</b>	<b>\$ 83,350.00</b>
Task 6	Additional Services *			
Task 7	Additional Services Provided to Third Parties *			
Task 3 & 5	<i>The Tasks are based on current bond issuances and future issuances could result in an increase.</i>			
Task 6	<i>Such services may be billed on a hourly or fixed fee basis and will be determined with client on case by case basis. Such services may be provided by PFM affiliates such as PFMFA via separate agreement.</i>			
Task 7	<i>Estoppel fees to be billed to end buyer and will not be an obligation of the District.</i>			

**6.H.**  
**ACKNOWLEDGEMENT**

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

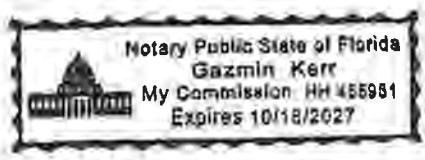
Dated this 15<sup>TH</sup> day of July, 2025.

Proposer: Jennifer L. Walden  
By: JENNIFER L. WALDEN  
Title: SENIOR DISTRICT MANAGER

STATE OF Florida  
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of July, 2025, by Jennifer Walden of PFM Group Consulting LLC personally known to me or who has produced \_\_\_\_\_ as identification, and did [] or did not [] take the oath.

Gazmin Kerr  
Notary Public, State of Florida  
Print Name: Gazmin Kerr  
Commission No.: HT 755951  
My Commission Expires: 10/18/2027





Rizzetta & Company  
Professionals in Community Management



# PROPOSAL

Harmony Community Development District

Prepared for: Board of Supervisors

**REGIONAL OFFICE**

8529 South Park Circle, Suite 330

Orlando, FL 32819

407.472.2471 | [rizzetta.com](http://rizzetta.com)

FIRSTLY

---

THANK YOU

---

FOR CONSIDERING US!



Rizzetta & Company  
Professionals in Community Management

July 03, 2025

Michael C. Eckert  
District Counsel  
Harmony CDD

RE: Community Development District Management Services

Dear Daniel,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Harmony 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 Brian Mendes as your proposed Lead District Manager. He'll have the support of Melissa Dobbins as 2nd Chair and Regional 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 fulfils 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](mailto: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

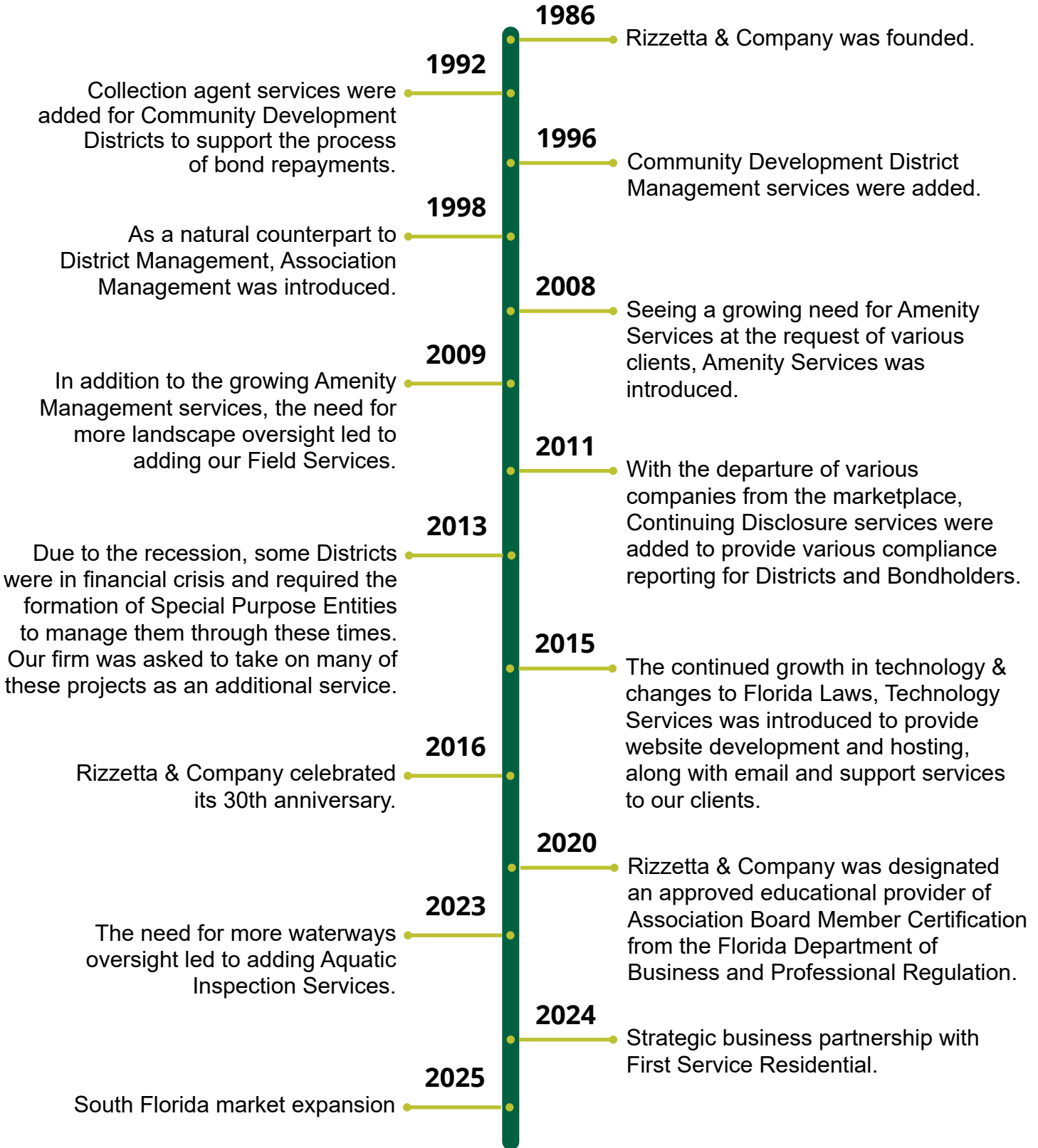


#### HEADQUARTERS

3434 Colwell Avenue, Suite 200  
Tampa, FL 33614



# OUR MILESTONES





# BY THE NUMBERS



**39**  
YEARS OF  
EXPERIENCE  
EST. 1986



**150+**  
ASSOCIATION  
SERVICES  
CLIENTS



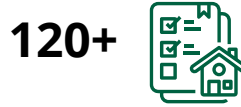
**55**  
ASSOCIATION  
SERVICES TEAM  
MEMBERS



**20+**  
AMENITY  
SERVICES  
CLIENTS



**100**  
AMENITY  
SERVICES TEAM  
MEMBERS



**120+**  
DISTRICT  
SERVICES  
CLIENTS



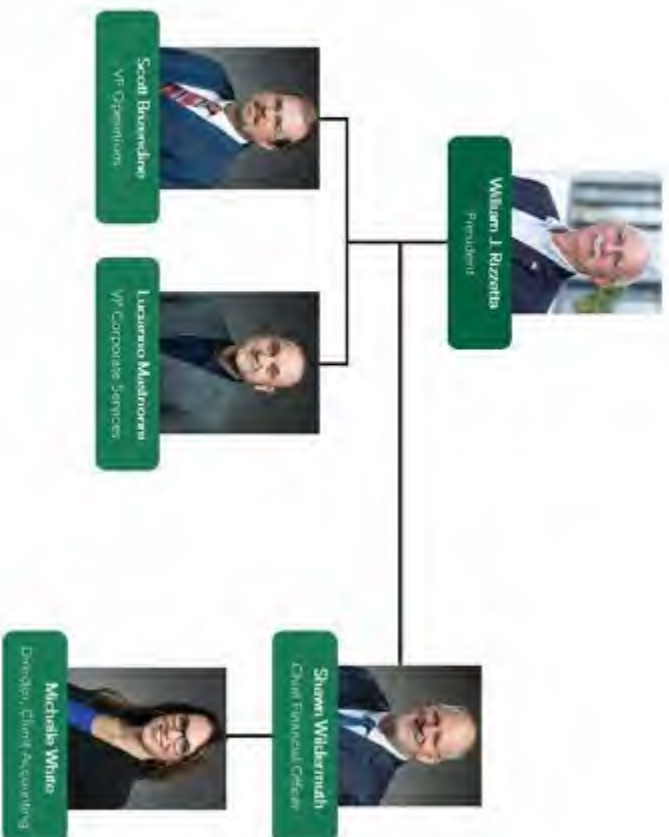
**50**  
DISTRICT  
SERVICES TEAM  
MEMBERS



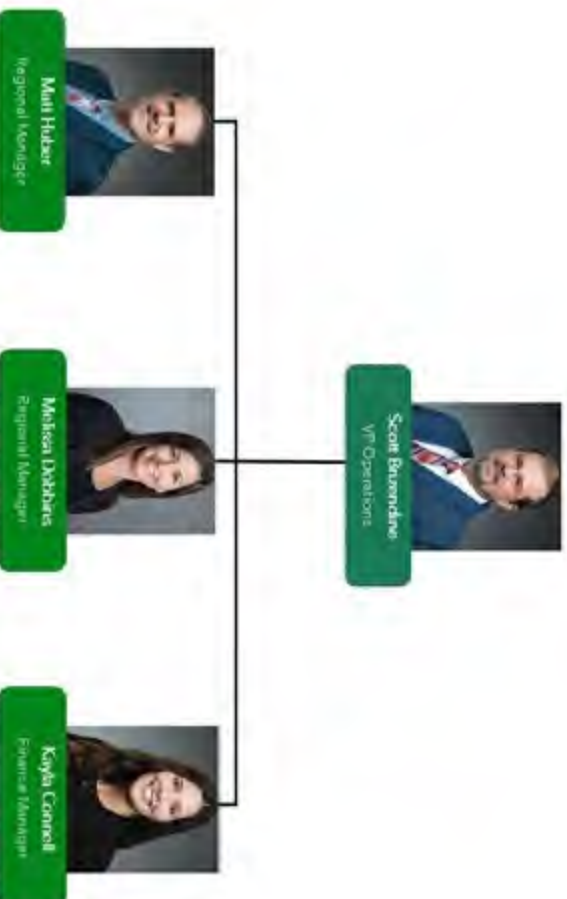


# ORGANIZATIONAL

# 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 Harmony 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 Provider report of estimates to address all liquidation Discretionary and direct report board as part of the Bond Resolving Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules

Assessment Methodology Consultant.

Related to the bond issue that are required by District Manager or District 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.

### 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.

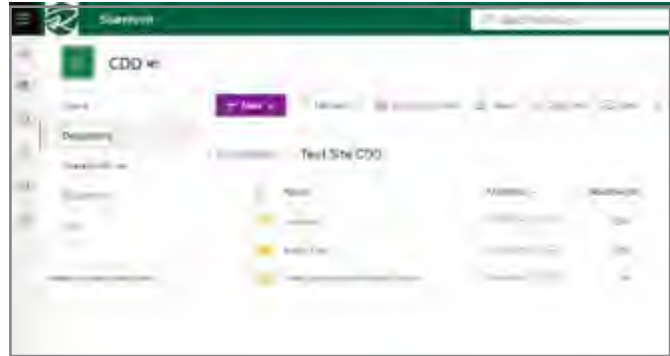




### Document Management System

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		2026 Budget	2026 Fees
<b>District Management</b>			
Attend and Conduct up to 12 Meetings and 1 Budget Workshop per Year. Administration of District Functions. Compliance Management. Budget Prep and Presentation. Implement Policies. Manage District Contracts. Obtain Proposals or Bids. Advise the Board on District Matters. Respond to Inquires from Board, Staff and Public.	Administrative Fees:		
For all meetings exceeding 3 hours	\$175/per hour		
For additional meetings	\$175/per hour		
(includes drafting agenda, meeting attendance, and drafting of minutes)			
<b>Administrative Services</b>		\$4,456	\$ 4,010
Provide Minutes for All Meetings and Workshops. Public Records Repository. Preparation of 14-day Tentative and 7-day Final Agendas.	<b>District Accounting</b>		
Monthly Financial Package per GASB. Administration of Accounts Payable/Receivable. Asset and Investment Tracking. Audit Support. Filing of Required Reports and Disclosures. Capital Program Administration.	<b>Annual Finance and Revenue Collections</b>		
Estoppel Issuance. Debt Management	<b>Continuing Disclosure Services</b>	\$ 2,000	\$ 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)	<b>Assessment Roll Administration</b>	\$9,360	\$ 5,000
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers. Create and Maintain the Assessment Rolls	<b>Technology Services</b>		
Website Compliance Monitoring and Monthly Content Uploads	<b>Included</b>		
<b>TOTAL</b>		\$89,284	\$77,130



**PRICING**

District Services Provided		2027 Fees	2028 Fees
<b>District Management</b>			
Attend and Conduct up to 12 Meetings and 1 Budget Workshop per Year. Administration of District Functions. Compliance Management. Budget Prep and Presentation. Implement Policies. Manage District Contracts. Obtain Proposals or Bids. Advise the Board on District Matters. Respond to Inquires from Board, Staff and Public.			
Administrative Fees:			
For all meetings exceeding 3 hours	\$175/per hour		
For additional meetings	\$175/per hour		
(includes drafting agenda, meeting attendance, and drafting of minutes)			
<b>Administrative Services</b>		\$ 4,010	\$ 4,010
Provide Minutes for All Meetings and Workshops. Public Records Repository. Preparation of 14-day Tentative and 7-day Final Agendas. Monthly Financial Package per GASB. Administration of Accounts Payable/Receivable. Asset and Investment Tracking. Audit Support. Filing of Required Reports and Disclosures. Capital Program Administration.			
<b>District Accounting</b>		Included	Included
Annual Finance and Revenue Collections		Included	Included
Estoppel Issuance. Debt Management			
<b>Continuing Disclosure Services</b>		\$ 2,000	\$ 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)			
<b>Assessment Roll Administration</b>		\$ 5,000	\$ 5,000
Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers. Create and Maintain the Assessment Rolls			
<b>Technology Services</b>		Included	Included
Website Compliance Monitoring and Monthly Content Uploads			
<b>TOTAL</b>		<b>\$77,130</b>	<b>\$77,130</b>



## HARMONY CDD 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.

### Lead District Manager



**Brian  
Mendes**

Brian Mendes is a District Manager at our Orlando office. He spearheads the management and ongoing administration of districts spanning Brevard, Lake, Osceola, Polk and St. Lucie counties. These districts, comprising both developer and resident-controlled boards, benefit from Mr. Mendes' strategic vision and operations.

Mr. Mendes is a seasoned executive who has served as the Chief Operating Officer for his previous company, overseeing multiple departments and orchestrating seamless coordination among them to drive organizational efficiency and effectiveness. Prior to joining the Rizzetta team, Mr. Mendes also excelled as an executive leader in the hospitality industry, accumulating over eight years of experience optimizing systems, achieving financial goals and enhancing client satisfaction.

Mr. Mendes holds an A.S. in Business Administration from Daytona State College and is a licensed notary public in Florida.



**Melissa  
Dobbins**

### Regional District Manager

Melissa Dobbins is a Regional District Manager for Rizzetta & Company and is responsible for oversight of the St. Augustine, Orlando, Ft. Myers and Panama City offices. Ms. Dobbins started with Rizzetta & Company in 2006 as a District Manager and has managed districts located in Brevard, Clay, Duval, Flagler, Nassau, St. Johns and St. Lucie County.

Prior to joining Rizzetta & Company, Ms. Dobbins worked several years as an Education Administrator at the University of Florida. Ms. Dobbins' diverse experience and responsibilities include development, training, evaluation, fiscal management, remediation, and retention. She prides herself in creating safe and professional working environments while ensuring the highest standards and quality service.



Ms. Dobbins received a bachelor's degree in business administration and master's degree in education administration from the University of Florida. She is also a licensed 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 Orlando office.

### *Clients in the area*

- Estates at Cherry Lake CDD
- Greater Lakes / Sawgrass Bay CDD
- Gramercy Farms CDD
- Town of Kindred CDD II
- Hammock Oaks CDD
- Grace Key Groves CDD
- Town of Kindred CDD





# IMMEDIATE SUPPORT FOR HARMONY CDD TEAM MEMBERS

## THE TEAM

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.



**Scott  
Brizendine**

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 playing golf. Kayla received her Bachelor of Science in Finance from the University of Central Florida.



## THE TEAM



**Michelle White**

Michelle White is our Director of Client Accounting Services and oversees the accounting cycle associated with Rizzetta's 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 Feill**

Zachary Feill 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 HARMONY CDD

# 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 Development 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.




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**THE TEAM**

**Luciano Mastrianni**

Luciano Mastrianni is Rizzetta & Company's Vice President of Corporate Services. Luciano oversees and supports the company's strategic planning processes, development, operations leadership, talent expansion and retention, oversight, and growth. Luciano 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, Luciano oversees functions, focusing on planning, development, and delivery of all programs, and services.

Before joining our team, Luciano 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 Luciano 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. Luciano 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 

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**SERVICES**  

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 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.

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.

# AQUATIC INSPECTION | SERVICES





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 **Harmony** CDD 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, Executive Vice President of Operations  
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](mailto:seat1@lakepadgettisd.org)

P: 813-500-4772

W: [www.lakepadgettisd.org](http://www.lakepadgettisd.org)

## Stanley Haupt, Chair

The Verandahs CDD

E: [shaupt.cdd@gmail.com](mailto:shaupt.cdd@gmail.com)

P: 727-378-8447

W: [www.theverandahscdd.org](http://www.theverandahscdd.org)

## Debra Johnson, Vice Chair

Paseo CDD

E: [seat2@paseocdd.org](mailto:seat2@paseocdd.org)

P: 617-840-7133

W: [www.paseocdd.org](http://www.paseocdd.org)

## TJ Pyche, Chair

Waterset North CDD

E: [tpyche@watersetnorthcdd.org](mailto:tpyche@watersetnorthcdd.org)

[tpyche@outlook.com](mailto:tpyche@outlook.com)

P: 352-467-3950

W: [www.watersetnorthcdd.org](http://www.watersetnorthcdd.org)

## Daniel Smith, Chair

Panther Trails CDD

E: [danielsmith@itsdanielsmith.com](mailto:danielsmith@itsdanielsmith.com)

P: 813-928-2413

W: [www.panthertrailscdd.org](http://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.



# BID FORMS



6. PROPOSAL FORMS

6.A.

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF FLORIDA  
COUNTY OF Hillsborough

Before me, the undersigned authority, appeared the affiant, William Rizzetta and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President for Rizzetta & Company, Inc. (“Proposer”) and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer’s proposal (“Proposal”) provided in response to the Harmony Community Development District proposal for district management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information ninety (90) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: N/A.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Harmony Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

[Signature page to follow]

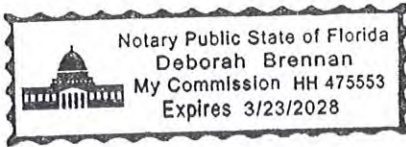
Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this 15 day of July, 2025.

Proposer: William A. Ryzh  
By: William J. Rizzetta  
Title: President

STATE OF FLORIDA  
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me this 15 day of July, 2025, by William J. Rizzetta of Rizzetta + Co., who is personally known to me or who has produced known to me as identification, and did [] or did not [] take the oath.



Deborah Brennan  
Notary Public, State of Florida  
Print Name: Deborah Brennan  
Commission No.: HH 475553  
My Commission Expires: March 23, 2028

**6.B.**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Harmony Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President for Rizzetta & Company ("Proposer") and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer's business address is 3434 Colwell Ave ste. 200 Tampa, FL 33614  
\_\_\_\_\_
4. Proposer's Federal Employer Identification Number (FEIN) is 59-3075187  
  
(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or,

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)



Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

\_\_\_\_\_ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The

final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

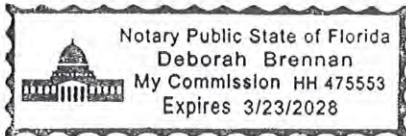
Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 15 day of July, 2025.

Proposer: William J. Rizzetta  
By: William J. Rizzetta  
Title: President

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this 15 day of July, 2025, by William J. Rizzetta of Rizzetta & Company who is personally known to me or who has produced known to me as identification, and did [] or did not [] take the oath.



Deborah Brennan  
Notary Public, State of Florida  
Print Name: Deborah Brennan  
Commission No.: HH 475553  
My Commission Expires: March 23, 2028

6.C.  
**GENERAL PROPOSER INFORMATION**

• *Proposer General Information:*

Proposer Name Rizzetta & Company

Street Address 8259 Southpark Circle Suite 330

P. O. Box (if any) \_\_\_\_\_

City Orlando State Florida Zip Code 32819

Telephone 813-658-6048 Fax no. \_\_\_\_\_

1st Contact Name Taylor Nielsen Title Business Dev Manager

2nd Contact Name Lucianno Mastrionni Title Vice President

Parent Company Name (if any) n/a

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

• *Company Standing:*

Proposer's Corporate Form: Corporation  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 1986

Is the Proposer in good standing with that State? Yes  No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes X No \_\_\_

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- *What are the Proposer's current insurance limits?*

General Liability	\$ 1,000,000
Automobile Liability	\$ 1,000,000
Workers Compensation	\$ 1,000,000
Expiration Date	5/1/26

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.D.**  
**PERSONNEL**

- *List the location of the Proposer’s office, which would perform work for the District.*

Street Address 8259 Southpark Circle Suite 330

P. O. Box (if any) \_\_\_\_\_

City Orlando State Florida Zip Code 32819

Telephone 813-658-6048 Fax no. \_\_\_\_\_

1st Contact Name Taylor Nielsen Title Business Dev Manager

2nd Contact Name Lucianno Mastrionni Title Vice President

- *Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel, and attach resumes for any Supervisory Personnel listed.*

- *Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes \_\_\_ No  For each subcontractor, please provide the following information (attach additional sheets if necessary):*

Subcontractor Name n/a

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Proposed Duties / Responsibilities: \_\_\_\_\_

Please describe the subcontractor’s role in other projects on behalf of the Proposer:

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Proposer's Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

- *Security Measures - Please describe any background checks or other security measures that were taken with respect to the hiring and retention of the Proposer's personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:*

\_\_\_\_\_

Employees receive a background check and drug screen prior to employment.

\_\_\_\_\_

**OFFICERS**

PROPOSER: Rizzetta & Company

DATE: 7/3/2025

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
William J. Rizzetta	President	President	Tampa, FL
FOR PARENT COMPANY (if applicable)			
n/a			

**SUPERVISORY PERSONNEL  
WHO WILL BE INVOLVED WITH THE WORK**  
**\*\*NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW\*\***

PROPOSER: Rizzetta & Company

DATE: 7/3/2025

INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Lucianno Mastrianni	Vice President	Corporate Services	Tampa, FL	as needed	3	20+
Scott Brizendine	Vice President	CDD Operations	Tampa, FL	as needed	20+	20+
	see attached sheet					

**6.E.**  
**EXPERIENCE**

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 500 acres previously? Yes  No  If yes, please provide the following information for each project (attach additional sheets if necessary; if there are more than five districts or communities that are responsive, please provide the information requested for the five most similar to the Harmony CDD):*

Project Name/Location: Triple Creek CDD

Contact: Marc Carlton Contact Phone: boardmember1@triplecreekcdd.com

Project Type/Description: 2300+ Single Family Units and 3 Amenity Centers

Dollar Amount of Contract: In excess of \$600k

Scope of Services for Project: District Management and Amenity Management

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

- *List the Proposer's total annual dollar value of district management completed for each of the last two (2) years starting with the latest year and ending with the most current year:*

2024 = \_\_\_\_\_

2023 = \_\_\_\_\_

- *Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. (attach additional sheets if necessary; if there are more than five projects that are responsive, please provide the information requested for the five most similar to the Harmony CDD):*

Project Name/Location: see attached sheet

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Your Company's Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Attached Sheet:**

- *Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. (attach additional sheets if necessary; if there are more than five projects that are responsive, please provide the information requested for the five most similar to the Harmony CDD):*
1. Solterra Resort CDD  
Polk County  
District Management  
Awarded to Rizzetta & Company in July 2025  
Chairman Brian Meert – [seat3@solterraresortcdd.com](mailto:seat3@solterraresortcdd.com)
  2. Cypress Creek CDD  
Hillsborough County  
District Management and Amenity Management  
Awarded to Rizzetta & Company in June 2025  
Chairman Jason Hepburn – [seat2@cypresscreekcdd.com](mailto:seat2@cypresscreekcdd.com)
  3. Lake St. Charles CDD  
Hillsborough County  
District Management and Amenity Management  
Awarded to Rizzetta & Company in June 2025  
Chairman Ginny Gianakos – [ggianakos@lakestcharles.org](mailto:ggianakos@lakestcharles.org)
  4. Villasol CDD  
Osceola County  
District Management  
Awarded to Rizzetta & Company in March 2025  
Chairman Herman Perez – [hperez@villasol.org](mailto:hperez@villasol.org)
  5. Acacia Fields CDD  
Pasco County  
District Management  
Awarded to Rizzetta & Company in June 2025  
Chairman Kelly Evans – [Kelly.evans@lennar.com](mailto:Kelly.evans@lennar.com)

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management contract within the past 3 years? Yes  No  For each such termination, please provide the following information (attach additional sheets as needed):*

Project Name/Location: see attached sheet

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attached Sheet:**

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management and/or facility maintenance management contract within the past three (3) years? Yes  No  For each such incident, please provide the following information and attach additional sheets if necessary:*

**2025 terminations:**

None

**2024 terminations:**

1. Concord Station CDD - District Management Services: Board transitioned to new residents who elected to move several contracts from those whom the developer employed, including management.
2. Eagle Pointe CDD - District Management Services: Board transitioned from developer to residents. The residents elected to move several contracts from those whom the developer employed, including management.
3. Summer Woods CDD - Amenity Management Services: Board terminated our amenity contract; we only provided them one part-time employee at 15 hours/week, who was found no longer to be necessary.
4. Riverwood Estates CDD - District Management Services: Board transitioned to builder from developer, builder moved the account to their preferred management partner.
5. Palmetto Ridge CDD - District Management Services: Board transitioned to builder from developer, builder moved the account to their preferred management partner.
6. Southpointe of Manatee County CDD - District Management Services: Board transitioned to builder from developer, builder moved the account to their preferred management partner.
7. Bridgewater CDD - District Management Services: Board terminated because they felt there were too many assigned District Manager transitions.
8. Nature Walk CDD – Amenity Management Services: Board eliminated the maintenance position we were providing.

**2023 terminations:**

1. Heritage Harbor South CDD - District Management Services: A competitor company recruited our District Manager assigned to this account, and the client moved to that competitor upon our employee moving there.
2. Highlands CDD - District Management Services: A competitor company recruited our District Manager assigned to this account, and the client moved to that competitor upon our employee moving there.
3. Mira Lago West CDD - District Management Services: A competitor company recruited our District Manager assigned to this account, and the client moved to that competitor upon our employee moving there.
4. Diamond Hill CDD - District Management Services: This client left in 2023, and is currently requesting a proposal from us to provide services again.

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes  
 \_\_\_ No  \_\_\_ If yes, please provide:*

The names of the entities \_\_\_\_\_  
 \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_  
 \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_  
 \_\_\_\_\_

Also, please explain the basis for any bar or suspension:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer’s role in the action, and the status and/or resolution of the action.*

none  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer’s role in the litigation, and the status and/or resolution of the litigation.*

We have been named secondarily as manager of clients, but not primarily in the last five years.

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**6.F.**  
**SUPPLEMENTAL QUESTIONS FOR DISTRICT MANAGEMENT SERVICES**

1. Referencing a specific community(s), what Best Practices are now being implemented due to the suggestion of your company?  
*A: We have implemented a quarterly newsletter for several of our communities with high resident engagement to ensure clear and consistent communication. This is complemented by timely project update memos distributed via HOA email blasts. These practices have strengthened overall community culture and increased resident trust in the CDD.*
  
2. Referencing a specific community(s), what changes have you suggested to Boards to improve the efficiency of their meetings?  
*A: In larger communities (Town of Kindred CDD, Town of Kindred II CDD, Villasol CDD, Heritage Isle at Viera CDD) where multiple projects can compete for attention, we have introduced a project management process to help Boards prioritize effectively. Items are only presented when all proposals have been gathered and the necessary research completed. Additionally, before each meeting, the District Manager works closely with the Board Chair to develop an agenda that streamlines discussions and promotes productive meetings.*
  
3. Referencing a specific community(s), how have you guided Boards on how to address speeding and parking challenges?  
*A: At Westridge CDD, we worked with the Board to establish clear Parking Rules and Procedures to enhance resident safety. The community consists of three distinct subdivisions, each with unique needs. A no-street-parking policy was adopted, supported by an overflow parking system to accommodate residents during special events. Residents receive parking passes for overflow areas, managed jointly with the HOA. Designated overflow spaces are clearly marked throughout the community. Additionally, we recently completed a project to install 28 speed humps across the CDD to further enhance safety. Please find the attached PDF ("Do's & Don'ts") which provides residents with clear visual guidance on parking rules.*
  
4. In terms of size and complexity, please identify the community with needs most similar to Harmony to which you are currently providing district management services.  
*A: Attached you will find sample images of trackers used by our field operations team for Town of Kindred CDD, Town of Kindred II CDD, and Villasol CDD. These communities have onsite teams that coordinate daily with our staff to manage operations and projects. We also provide Boards with weekly operational reports to ensure consistent updates and strong communication.*

5. Please provide appropriate contact information for every community referenced in your answers.

- *Chairman, Villasol CDD: \*\* Herman Perez | [hperez@villasolcdd.org]*
- *Vice Chair, Heritage Isle CDD: \*\* Ken Walter | [kwalter38@cfl.rr.com]*
- *Chairman, Town of Kindred CDD: \*\* Jason Torres | [jaytcdd@gmail.com]*
- *Vice Chair, Town of Kindred II CDD: \*\* Lou Aveli | [lavelli@drhorton.com]*
- *Chairman, Veranda II CDD: \*\* Austin Burr | [aburr@greenpointellc.com]*
- *Chairman, Westridge CDD: \*\* Chris Brown | [cbwestridgecdd@gmail.com]*

Item	Assigned To	Status	Start Date	Due Date
Annual Goals	TK1	Recuring		
Pool Irrigation Issues	TK1	In Progress		
Signage	TK1	In Progress		
Pool Chair Lift Requirements	TK1	In Progress		
Financial Contribution	TK1	In Progress		
DE Nov Items	TK1	In Progress		
Public Hearing Amending Rules	TK1	In Progress		
TOHO Notice	TK1	In Progress		
Landscape RFP	TK1	In Progress		
Proposed Budget	TK1	In Progress		
County Roads	TK1	Ready to Start		
Towing Hour Signs	TK1	Ready to Start		
No soliciting Signs TK2	TK1	Ready to Start		
Utility Negotiations	TK1	Ready to Start		
Flood Lights for Monuments	TK1	Ready to Start		
Adjust Pool Hours of Operations	TK1	Ready to Start		
Pool Deck Pavers	TK1	Pending Review		

Project Management Board

Discover AI | Integrate | Automate / 1 | Invite / 1

Main table | Kanban | Calendar | File gallery | Map

New item | Search | Person | Filter | Sort | Hide | Group by

Item Name	Assigned To	Status	Start Date	Due Date
> Estates at Cherry Lake CDD 5 Items	EACL	[Progress bar]	[Start Date]	[Due Date]
> Greater Lakes Sawgrass Bay CDD 13 Items	GLSB	[Progress bar]	[Start Date]	[Due Date]
> Gramercy Farms CDD 22 Items	GF	[Progress bar]	[Start Date]	[Due Date]
> Heritage Isle at Viera CDD 13 Items	HIAV	[Progress bar]	[Start Date]	[Due Date]
> LTC Ranch West CDD 4 Items	LTC	[Progress bar]	[Start Date]	[Due Date]
> Town of Kindred CDD 23 Items	TK1	[Progress bar]	[Start Date]	[Due Date]
> Town of Kindred II CDD 14 Items	TK2	[Progress bar]	[Start Date]	[Due Date]
> Veranda II CDD 10 Items	V.II	[Progress bar]	[Start Date]	[Due Date]
> VillaSol CDD 18 Items / 38 Subitems	VS	[Progress bar]	[Start Date]	[Due Date]
> Woodlawn CDD		[Progress bar]	[Start Date]	[Due Date]

Help

6.G.  
**PRICING – DISTRICT MANAGEMENT SERVICES**

**IF THE PROPOSER IS SUBMITTING A PROPOSAL FOR DISTRICT MANAGEMENT SERVICES, PLEASE COMPLETE THE FOLLOWING.**

Proposed Fee

- Task 1 - Management **and Admin**
  - o Year 1 - \$66,120 + \$4,010
  - o Year 2 - \$66,120 + \$4,010
  - o Year 3 - \$66,120 + \$4,010
- Task 2 - Accounting
  - o Year 1 - included
  - o Year 2 - included
  - o Year 3 - included
- Task 3 – Financial and Revenue Collection **and Assessment Roll**
  - o Year 1 - \$5,000
  - o Year 2 - \$5,000
  - o Year 3 - \$5,000
- Task 4 – Website Administration
  - o Year 1 - included
  - o Year 2 - included
  - o Year 3 - included
- Task 5 – Dissemination Agent
  - o Year 1 - \$2,000
  - o Year 2 - \$2,000
  - o Year 3 - \$2,000
- Task 6 – “As Needed” Services
  - o To Be Negotiated
- Task 7 – Services Provided to Third Parties
  - o To Be Negotiated

**Total: Year 1 - \$77,130**

**Year 2 - \$77,130**

**Year 3 - \$77,130**

**6.H.**  
**ACKNOWLEDGEMENT**

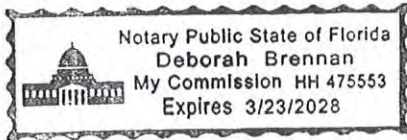
Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this 15 day of July, 2025.

Proposer: William J. Rizzetta  
By: William J. Rizzetta  
Title: President

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this 15 day of July, 2025, by William Rizzetta of Rizzetta & Company who is personally known to me or who has produced Known to me as identification, and did [] or did not [] take the oath.



Deborah Brennan  
Notary Public, State of Florida  
Print Name: Deborah Brennan  
Commission No.: HH 475553  
My Commission Expires: March 23, 2025

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.



# Governmental Management Services

*Serving Florida's Communities*

July 15<sup>th</sup>, 2025

Harmony Community Development District  
 c/o Michael Eckert, District Counsel  
 Kutak Rock, PLLC  
 107 W. College Avenue  
 Tallahassee, Florida 32301  
 Via email to [Michael.Eckert@kutakrock.com](mailto:Michael.Eckert@kutakrock.com)

RE: Proposal for District Management Services

Dear Mr. Clark:

Governmental Management Services-Central Florida L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing District Management Services to the Harmony Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 275+ CDDs across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (407) 841-5524 x 103 or via email at [Gflint@gmscfl.com](mailto:Gflint@gmscfl.com) if you have any questions or need additional information.

Sincerely,

*George Flint*

George Flint  
 Senior Vice President

Enclosures

ORLANDO

219 E. Livingston St.  
 Orlando, FL 32801  
 (407) 841-5524

ORLANDO

6200 Lee Vista Boulevard  
 Suite 300  
 Orlando, FL 32822  
 (407) 841-5524

ST. AUGUSTINE

475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092  
 (904) 940-5850

FT. LAUDERDALE

5385 N. Nob Hill Road  
 Sunrise, FL 33351  
 (954) 721-8681

TAMPA

219 E. Livingston Street  
 Tampa, FL 33619  
 (813) 344-4844

PALM COAST

393 Palm Coast Parkway SW  
 Suite 4  
 Palm Coast, FL 32137  
 (904) 940-5850

KNOXVILLE

1001 Bradford Way  
 Kingston, TN 37763  
 (865) 717-7700

# Proposal For District Management Services Prepared For The Harmony Community Development District:



## **GOVERNMENTAL MANAGEMENT SERVICES-CENTRAL FLORIDA, LLC**

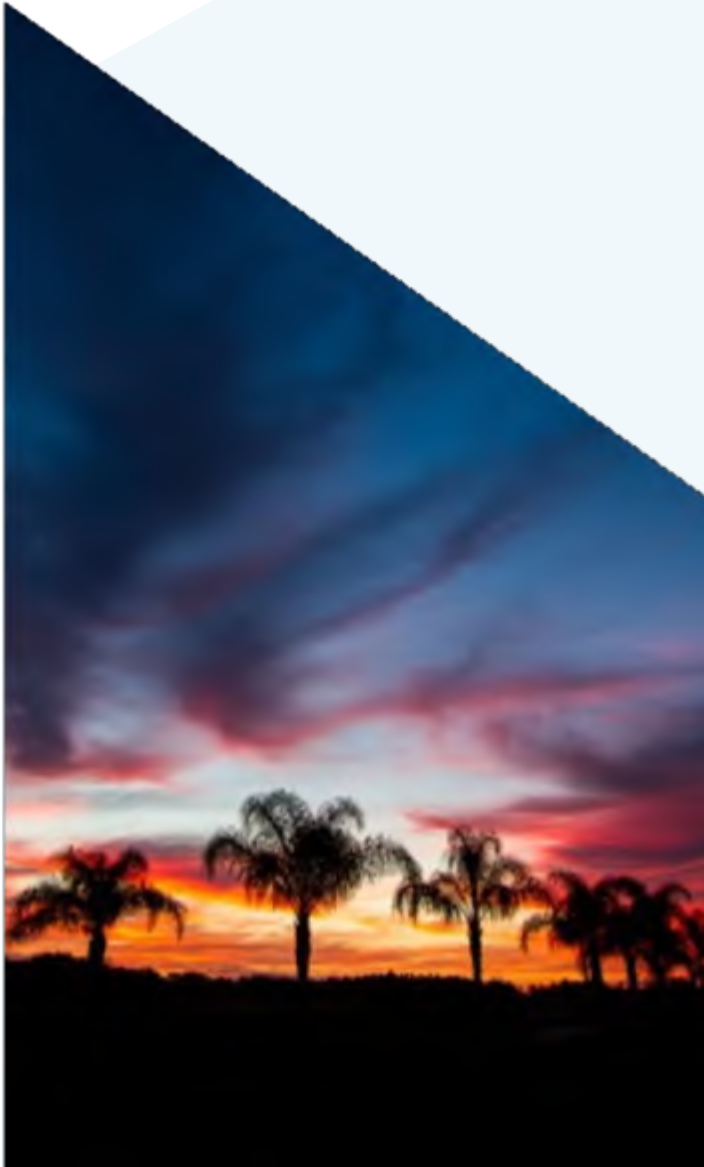


DISTRICT  
MANAGEMENT  
SERVICES

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

Submitted  
July 15<sup>th</sup>, 2025

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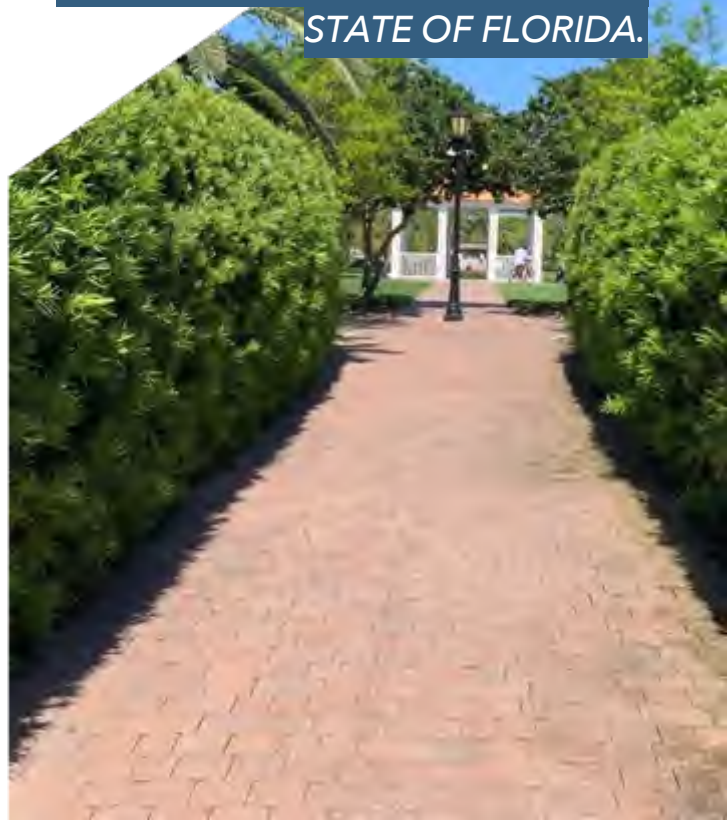
# COMPANY INFORMATION

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**Governmental Management Services ("GMS")** is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 275 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 275 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

**GMS WAS ESTABLISHED TO PROVIDE THE MOST EFFICIENT, EFFECTIVE AND COMPREHENSIVE MANAGEMENT SERVICES FOR COMMUNITY DEVELOPMENT DISTRICTS IN THE STATE OF FLORIDA.**



# HOW WE WORK

Established in 2004, Governmental Management Services has over 250 full time and part time employees and has offices across the State of Florida. Services are provided by seasoned professionals with well over 1,000 person years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

## Statement of Qualifications

GMS is the best qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the management, administrative, accounting and financial reporting, field operations, and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Field Operations Management
- Amenity Management
- Preventative Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services

## FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 275 Community Development Districts across the State of Florida.

# OUR VALUES

## MISSION

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



## CORE VALUES

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



### Customer Commitment

*We keep customer needs at the center of all that we do to provide a superior customer experience.*



### Integrity

*We are honest, open, ethical, and fair.*

*People trust us to do what's right.*



### Teamwork

*We win together, not alone.*

*We work together, across divisions, to meet the needs of our customers.*



### Passion and Drive

*We are proud of the services we provide.*

*We play to win and strive to help our customers do the same.*



### Empower Individuals

*Our employees set us apart.*

*We value our employees, encourage their development, and reward their performance.*



### Quality

*Details matter.*

*We provide consistent and unsurpassed service that, together, deliver premium value to our customers.*

# CONTACT INFORMATION

---

**Corporate Office:**

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

---

As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.

**GMS -  
Central Florida**

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

6200 Lee Vista Blvd  
Ste. 300  
Orlando, FL 32822

**GMS - Tampa**

219 E. Livingston Street  
Tampa, Florida 33619  
(863)-225-1186

**GMS - South  
Florida**

5385 Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

**GMS - North  
Florida**

475 West Town Place,  
Suite 114  
St. Augustine, FL 32092  
(904) 940-5850

393 Palm Coast  
Parkway SW, Suite 4  
Palm Coast, FL 32137

We have additional satellite offices throughout the State of Florida

# GOVERNMENTAL MANAGEMENT SERVICES

**DARRIN MOSSING**

PRESIDENT

**KEITH NELSON**

CHIEF OPERATING OFFICER

HUMAN RESOURCES ♦ RECRUITING ♦ TRAINING  
COMPLIANCE ♦ CORPORATE FINANCE

**RIVERSIDE (NF)**

ALISON MOSSING  
VICE PRESIDENT

**SOUTH FLORIDA**

PATTI POWERS  
VICE PRESIDENT

**CENTRAL FLORIDA**

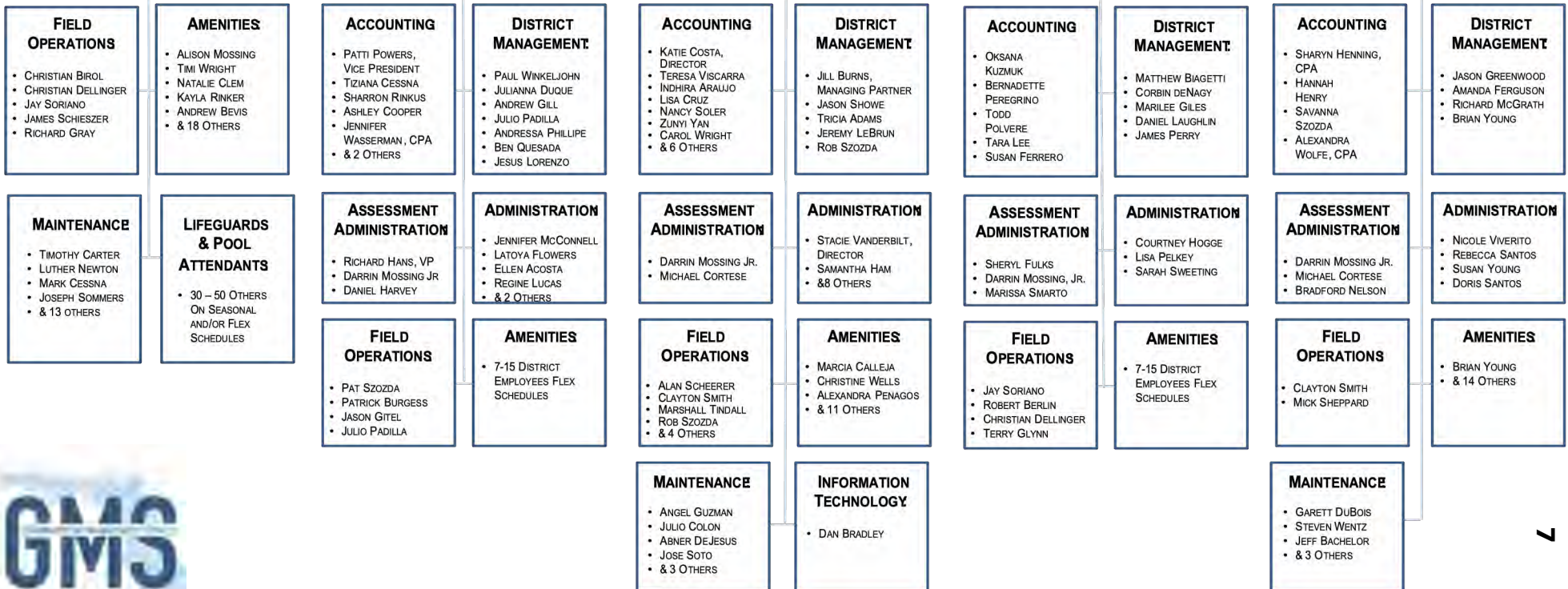
GEORGE FLINT  
VICE PRESIDENT

**NORTH FLORIDA**


JIM OLIVER  
MANAGING PARTNER

**TAMPA**

JASON GREENWOOD  
MANAGING PARTNER



# OUR TEAM



**Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client's needs, it is most certain to fail. It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry**

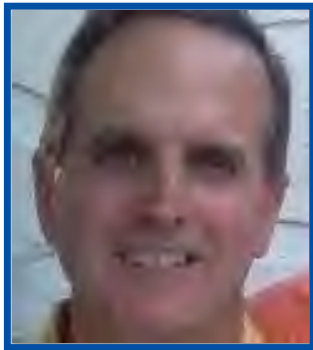
## STATEMENT OF STAFF CONSISTENCY

The District Management Team proposed remains the same for the duration of the contracts. Any changes in the District Management Team will be discussed and approved by the Boards of Supervisors. Members of the management team have worked together for years, and there is complete trust and loyalty in their abilities to provide the most efficient, effective and professional management services possible. In addition, these types of long-term personal relationship among GMS staff are reassuring to our clients because personnel turnover in any organization is extremely detrimental to its ability to provide the necessary services.

*"GMS realizes an organization is only as good as the individuals working within it."*

# Proposed **GMS District Management Service Team**

**Trusted & Service Oriented**



**George Flint**

**GMS-CF Founder,  
Managing Partner,  
District Manager**



**Jason Showe**

Senior District  
Manager



**Katie Costa**

District Accounting



**Stacie Vanderbilt**

District Administration

See Page 7  
Of Our Proposal  
For The Rest Of The **GMS**  
Organization

# DARRIN MOSSING

## PRESIDENT

### EDUCATION

Ohio University, 1988,  
Bachelor of Science,  
Major: Accounting

### EXPERIENCE

36+ Years

- President and Founder – GMS Organization
- Corporate Operations & District Management

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor’s degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 275 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

# GEORGE FLINT

## MANAGING PARTNER

Mr. Flint is a shareholder in GMS and oversees all aspects of the Central Florida office. Mr. Flint manages numerous special districts in the Central Florida region. George graduated from Princeton University with a Bachelor’s Degree in Politics/Economics and holds a Master’s in Public Administration from Florida State University with a focus of public budgeting and financial management. He has an extensive background in the public and private sectors. Prior to opening the GMS Central Florida office in 2005, he served as an Assistant County Administrator, Budget Officer, Water and Sewer Authority Executive Director, and Management Consultant/Regional Manager for an environmental engineering firm.

### EDUCATION

B.A., Politics/  
Economics,  
Princeton  
University, 1990

MPA, Public  
Budgeting and  
Financial  
Management,  
Florida State  
University, 1994

### EXPERIENCE

- 30+ Years District Management

### EDUCATION

University of Central  
Florida, Bachelor of  
Liberal Studies

### EXPERIENCE

- 18+ Years
- \$300M+ Bond Issuance In The Last 5 Years
- Corporate Operations & District Management

# JILL BURNS

## MANAGING PARTNER

Jill Burns has a Bachelor’s Degree in Liberal Studies from the University of Central Florida. She has over sixteen years of experience in the establishing, financing, and managing of special districts across the state of Florida. Jill is dedicated to working with residents, developers, and the boards of supervisors in order to bring the highest level of service to each District she manages. Ms. Burns has been responsible for overseeing and managing over 30 CDDs across Florida including Districts in Manatee, Sarasota, Polk, St. Johns, Duval, Nassau, Flagler, Volusia, Alachua, and Orange Counties.

# JASON SHOWE

## SR. DISTRICT MANAGER

Mr. Showe has a Bachelor’s Degree in Public Administration from Florida International University and a Master’s Degree in Public Administration from the University of Central Florida. He has over twenty-five years of experience in customer service, budgeting, revenue coordination, training, and program analysis in government agencies throughout the state of Florida. Additionally, he obtained the Certified Public Manager Certification through Florida State University and is designated as a Competent Speaker and a Competent Leader through Toastmasters International. He is involved in all facets of District Management including Field Management, Budgeting, and the Assessment Administration. He provides the highest level of service to the clients of GMS.

### EDUCATION

Bachelor of Public Administration, FIU

Master of Public Administration, Univ. of Central Florida

### EXPERIENCE

25+ Years

- District Management
- Assessment Administration

# TRICIA ADAMS

## DISTRICT MANAGER

Ms. Adams has a Bachelor's Degree in Management and Marketing, as well as a graduate degree in Public Administration. During graduate coursework, she researched emerging issues related to Community Development Districts in Florida. For over 15 years, Ms. Adams has had the opportunity to work with Districts that own and operate exceptional aquatic facilities, clubhouses, restaurants, and wellness centers. She has recently assisted a District acquiring top-tier golf club facilities and on-boarded golf management services.

### EDUCATION

B.A., Marketing and Management  
Graduate Degree in Public Administration

### EXPERIENCE

15+Years

- District Management
- Amenity Management

### EDUCATION

Bachelor of Arts, History & Education, Univ. of North Florida

Masters in Educational Leadership, Univ. of Central Florida

### EXPERIENCE

- Public Education Principal

# JEREMY LEBRUN

## DISTRICT MANAGER

Mr. Lebrun joined the GMS organization in early 2022. He has a passion for customer service and consultancy. His background as a public-school principal for many years serves him well to offer excellent customer service to a varied constituency in the Community Development District business.

# DISTRICT MANAGEMENT SERVICES

**THE FOLLOWING MANAGEMENT SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:**

- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.



# ADMINISTRATIVE SERVICES

**Stacie Vanderbilt, Samantha Ham,** and the rest of our GMS administration support team will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. Ms. Vanderbilt has 17+ years of GMS experience and has a Bachelor's of Science in Business Administration. Ms. Ham has a Bachelor's of Science in Animal Nutrition from the Ohio State University. Our GMS administrative services department has an excellent reputation in the industry for providing timely, accurate and professional administrative services to our Community Development District clients.

**THE FOLLOWING ADMINISTRATIVE SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:**

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners' meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA.



# ACCOUNTING & FINANCIAL SERVICES

**Katie Costa** leads our accounting and financial reporting department. She has over 12 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Costa and her teams provide financial statement preparation, payroll, budget preparation, preparation of annual audit reports, statutory and bond compliance. She has a dual major Bachelors of Science Degree in Accounting and Finance from the University Of Central Florida. Ms. Costa and her team currently provide services as District Accountants to 100+ Community Development Districts in the state of Florida.

## EDUCATION

B.S. Dual Major  
Accounting & Finance  
University of Central  
Florida

## EXPERIENCE

12+ Years  
• Accounting  
• Financial Reporting



- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.

- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end.
  - Circulate annual financial audit report and annual financial report to appropriate government agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Report to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

# OPERATIONS MANAGEMENT SERVICES

GMS provides operations/field management services to over 30 Districts throughout Central Florida under the direction of **Clayton Smith** and **Alan Scheerer**. Our field/operations managers also oversee maintenance projects and the teams providing maintenance services. **Mr. Scheerer** currently provides operations/field management for 17 CDDs and has over 25 years of business experience including 15 years as a chief engineer for several resorts and hotels in the Central Florida Area. **Mr. Smith** has a deep, and lengthy family history connected to CDD management, and has owned and operated his own maintenance company in the Central Florida area which carried out various undertakings, primarily for CDDs. He is a proud alumnus of the Florida State University.

## PROPER OPERATION OF THE DISTRICTS INCLUDE:

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board.
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also develop landscaping RFPs as requested

# PREVENTATIVE REPAIR & MAINTENANCE SERVICES

GMS has an in-house preventative repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.

# ASSESSMENT ROLL **CERTIFICATIONS & ADMINISTRATION**

**Darrin Mossing Jr.** and **Michael Cortese** perform our assessment administration services for the Tampa, Central, and North Florida Divisions.

## **Our GMS Services Include:**

- 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.
- Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary
- Issue estoppel letters as needed for property transfers.
- 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 Tampa and Central Florida Divisions.



# REFERENCES

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients and other CDD industry stakeholders have come to recognize and appreciate the quality of the services that we provide. GMS encourages its prospective clients to contact our references and learn what other district supervisors, developers, attorneys, engineers, and financial professionals are saying about us. The following table contains just a few of the clients and professionals who are pleased to serve as our references:

---

## Aaron Struckmeyer

Pulte Group  
4901 Vinelands Road, Suite 460  
Orlando, FL 32811  
(352) 339-5824

[Aaron.Struckmeyer@pultegroup.com](mailto:Aaron.Struckmeyer@pultegroup.com)

## Lauren Schwenk

Cassidy Homes  
346 East Central Avenue  
Winter Haven, FL 33880  
(863) 287-1197

[loakley@cassidyhomes.com](mailto:loakley@cassidyhomes.com)

---

## Tony Iorio

EVP of Land Development,  
Hanover Land Company, LLC  
605 Commonwealth Ave  
Orlando, FL 32893  
(321) 229-0396

[Tiorio@hcpland.com](mailto:Tiorio@hcpland.com)

## Mark McDonald

SVP of Land Operations  
Lennar Orlando Division  
6675 Westwood Blvd, 5<sup>th</sup> Floor  
Orlando, FL 32821  
(813) 316-3349

[Mark.McDonald@lennar.com](mailto:Mark.McDonald@lennar.com)

---

## Mike Liquori

Chairman  
Gentry Land Company  
3850 Canoe Creek Road  
St. Cloud, FL 34772  
(321) 805-4830

[Mike@gentryland.com](mailto:Mike@gentryland.com)

## Chuck Bell

Director of Land Development,  
Mattamy Homes  
2450 Maitland Center Parkway, #300  
Maitland, FL 32751  
(407) 607-8718

[Chuck.Bell@mattamyhomes.com](mailto:Chuck.Bell@mattamyhomes.com)

---

## Brian Walsh

COO of Highland Homes  
3020 S. Florida Ave, Suite 101  
Lakeland, FL 33803  
(863) 619-7103

[b.walsh@highlandhomes.org](mailto:b.walsh@highlandhomes.org)

## Andre Vidrine

Tohoqua Development Group  
401 Beloit Avenue  
Winter Park, FL 32789  
(312) 303-0893

[AndreVidrine@gmail.com](mailto:AndreVidrine@gmail.com)

# GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management &amp; Client Management Experience Summary

GMS Client #	GMS Client Name As of 2025 06 30	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		
2	Academical Village	Broward	✓	✓	✓		✓
3	Acree	Duval	✓	✓	✓		
4	Amelia Concourse	Nassau	✓	✓	✓		✓
5	Amelia Walk	Nassau	✓	✓	✓		✓
6	Anabelle Island	Clay	✓	✓	✓		✓
7	Armstrong	Clay	✓	✓	✓		
8	Astonia	Polk	✓	✓	✓		✓
9	Auburn Lakes	Brevard	✓	✓	✓		
10	Bahia Mar	Broward	✓	✓	✓		
11	Ballentrae Hillsborough( Billing ne	Hillsborough	✓	✓	✓		✓
12	Bannon Lakes	St. Johns	✓	✓	✓		
13	Banyan Drive Security Guard Spec	Miami-Dade	✓	✓			
14	Bartram Park	Duval	✓	✓	✓		
15	Bartram Springs	Duval	✓	✓	✓		
16	Bauer Drive	Miami-Dade	✓	✓	✓		
17	Bay Laurel Center	Marion	✓	✓	✓	✓	
18	Baytree	Brevard	✓	✓	✓		✓
19	Baywinds	Miami-Dade	✓	✓	✓		✓
20	Beacon Tradeport	Miami-Dade	✓	✓	✓		
21	Bella Collina	Lake	✓	✓	✓	✓	✓
22	Bella Tara	Osceola	✓	✓	✓		
23	Bellagio	Miami-Dade	✓	✓	✓		
24	Belmont	Hillsborough	✓	✓	✓		✓
25	Belmont- Interlocal	Hillsborough	✓	✓	✓		
26	Bent Creek	St. Lucie	✓	✓	✓		
27	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
28	Bonita Village	Lee	✓	✓	✓		
29	Bonnet Creek	Orange	✓	✓	✓		✓
30	Botaniko	Broward	✓	✓	✓		
31	Bradbury	Polk	✓	✓	✓		✓
32	Brandy Creek	St. Johns	✓	✓	✓		
33	Bridgewalk	Osceola	✓	✓	✓		✓
34	Bridgewater	Polk	✓	✓	✓		✓
35	By-The-Sea Security Guard Specia	Miami-Dade	✓	✓			
36	Campo Bello	Miami-Dade	✓	✓	✓		
37	Candler Hills East	Marion	✓	✓	✓		
38	Canopy	Leon	✓	✓	✓		
39	Capital Region	Leon	✓	✓	✓		
40	Central Lake	Lake	✓	✓	✓	✓	
41	Centre Lake	Miami-Dade	✓	✓	✓		✓
42	ChampionsGate	Osceola	✓	✓	✓		
43	ChampionsGate Condominium Pro	Osceola	✓	✓	✓		
44	ChampionsGate Villas Building 1 C	Osceola	✓	✓	✓		
45	Chapel Creek	Pasco	✓	✓	✓		✓

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2025 06 30	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Cheswick South	Clay	✓	✓	✓		
47	City of Coral Gables**	Miami-Dade	✓	✓			
48	Coastal Ridge	Duval	✓	✓	✓		
49	Coconut Cay	Miami-Dade	✓	✓	✓		✓
50	Cocoplum Lights	Miami-Dade	✓	✓			
51	Cocoplum Security Roving Special	Miami-Dade	✓	✓			
52	Copper Creek	St. Lucie	✓	✓	✓		✓
53	Copper Oaks	Lee	✓	✓	✓		
54	Coquina Shores	Flagler	✓	✓	✓		
55	Coral Bay	Broward	✓	✓	✓		✓
56	Coral Keys Homes	Miami-Dade	✓	✓	✓		
57	Cordova Palms	St. Johns	✓	✓	✓		✓
58	County Road 33	Polk	✓	✓	✓		
59	Creek Preserve	Hillsborough	✓	✓	✓		✓
60	Creekside	St. Lucie	✓	✓	✓		
61	Crossings	Osceola	✓	✓	✓		✓
62	Crossroads Village Center	Polk	✓	✓	✓		
63	Crosswinds East	Polk	✓	✓	✓		✓
64	Crystal Cay	Miami-Dade	✓	✓	✓		
65	Cypress Bluff	Duval	✓	✓	✓		
66	Cypress Cove	Broward	✓	✓	✓		✓
67	Cypress Park Estates	Polk	✓	✓	✓		✓
68	Cypress Ridge	Hillsborough	✓	✓	✓		✓
69	Darby	Duval	✓	✓	✓		
70	Davenport Road South	Polk	✓	✓	✓		✓
71	Davis Reserve	Polk	✓	✓	✓		✓
72	Deer Island	Lake	✓	✓	✓		✓
73	Deer Run	Flagler	✓	✓	✓		✓
74	Dewey Robbins	Lake	✓	✓	✓		
75	Double Branch	Clay	✓	✓	✓		
76	Dowden West	Orange	✓	✓	✓		✓
77	Downtown Doral	Miami-Dade	✓	✓	✓		
78	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
79	Dunes	Flagler	✓	✓	✓		
80	Dupree Lakes	Pasco	✓	✓	✓		✓
81	Durbin Crossings	St. Johns	✓	✓	✓		
82	Eagle Hammock	Polk	✓	✓	✓		✓
83	Eagle Pointe	Manatee	✓	✓	✓		✓
84	East 547	Polk	✓	✓	✓		✓
85	Eden Hills	Polk	✓	✓	✓		✓
86	Elevation Pointe	Orange	✓	✓	✓		
87	Enclave At Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
88	Epcore	Miami-Dade	✓	✓	✓		
89	Estancia at Wiregrass	Pasco	✓	✓	✓		✓
90	Eureka Grove	Miami-Dade	✓	✓	✓		

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2025 06 30	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Falcon Trace	Orange	✓	✓	✓		✓
92	Forest Brooke	Hillsborough	✓	✓	✓		✓
93	Founders Ridge	Lake	✓	✓	✓		
94	Fronterra (Starts Oct 1)	Collier	✓	✓	✓		
95	Gardens at Hammock Beach	Flagler	✓	✓	✓		
96	GIR East	Osceola	✓	✓	✓		
97	Golden Gem	Lake	✓	✓	✓		
98	Grand Oaks	St. Johns	✓	✓	✓		
99	Grande Pines	Orange	✓	✓	✓		✓
100	Green Corridor	Multiple	✓	✓			
101	Griffin Lakes	Broward	✓	✓	✓		✓
102	Hamilton Bluff	Polk	✓	✓	✓		
103	Hammock Lake Banyan Dr. Security	Miami-Dade	✓	✓			
104	Hammock Lakes Security Guard Station	Miami-Dade	✓	✓			
105	Hammock Oaks Golf and RV Resort	Sumter	✓	✓	✓		✓
106	Hammock Oaks Harbor Security Guard Station	Miami-Dade	✓	✓			
107	Hammock Reserve	Polk	✓	✓	✓		✓
108	Harbor Bay	Hillsborough	✓	✓	✓		
109	Hartford Terrace	Polk	✓	✓	✓		✓
110	Hemingway Point	Broward	✓	✓	✓		✓
111	Heritage Park	St. Johns	✓	✓	✓		✓
112	Heron Isles	Nassau	✓	✓	✓		
113	Hickory Tree	Osceola	✓	✓	✓		
114	Hicks Ditch	Lake	✓	✓	✓		
115	Highland Meadows	Polk	✓	✓	✓		✓
116	Highland Meadows West	Polk	✓	✓	✓		✓
117	Holly Hill Road East	Polk	✓	✓	✓		✓
118	Hollywood Beach 1	Broward	✓	✓	✓		
119	Horseshoe Creek	Polk	✓	✓	✓		
120	Hunt Club Grove	Polk	✓	✓	✓		✓
121	Indigo	Volusia	✓	✓	✓		
122	Indigo East	Marion	✓	✓	✓		
123	Islands of Doral III	Miami-Dade	✓	✓	✓		
124	Isle of Bartram Park	St. Johns	✓	✓	✓		
125	Jennings Farms HOA	Clay	✓				
126	Kepler Road	Volusia	✓	✓	✓		
127	Kingman Gate	Miami-Dade	✓	✓	✓		✓
128	Kings Bay Security Guard Station	Miami-Dade	✓	✓			
129	Knightsbridge	Osceola	✓	✓	✓		✓
130	Lake Ashton	Polk	✓	✓	✓		
131	Lake Ashton II	Polk	✓	✓	✓		
132	Lake Deer	Polk	✓	✓	✓		✓
133	Lake Emma	Lake	✓	✓	✓		✓
134	Lake Harris	Lake	✓	✓	✓		✓
135	Lake Lizzie	Osceola	✓	✓	✓		✓

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# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2025 06 30	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Lake Mattie Preserve	Polk	✓	✓	✓		
137	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
138	Lakeside Plantation	Sarasota	✓	✓	✓		
139	Landings	Flagler	✓	✓	✓		
140	Landings At Miami Beach	Miami-Dade	✓	✓	✓		
141	Lawson Dunes	Polk	✓	✓	✓		✓
142	Live Oak Lake	Osceola	✓	✓	✓		✓
143	Lucaya	Lee	✓	✓	✓		
144	Lucerne Park	Polk	✓	✓	✓		✓
145	Mainstreet at Coconut Street	Miami-Dade	✓	✓	✓		
146	Majorca Isles	Miami-Dade	✓	✓	✓		
147	Mayfair	Brevard	✓	✓	✓		
148	McJunkin At Parkland	Broward	✓	✓	✓		
149	Meadowview At Twin Creeks	St. Johns	✓	✓	✓		
150	Mediterranea	Palm Beach	✓	✓	✓		
151	Metropica	Broward	✓	✓	✓		
152	Middle Village	Clay	✓	✓	✓		
153	Mirada (Lee)	Lee	✓	✓	✓		
154	Mirada (Pasco)	Pasco	✓	✓	✓		✓
155	Narcoossee	Orange	✓	✓	✓		✓
156	Newtown Road	Miami-Dade	✓	✓	✓		
157	North Boulevard	Polk	✓	✓	✓		✓
158	North Dade	Miami-Dade	✓	✓	✓		
159	North Powerline Road	Polk	✓	✓	✓		✓
160	North Springs	Broward		✓	✓	✓	
161	Northern Riverwalk	Palm Beach	✓	✓	✓		
162	Oakridge	Broward	✓	✓	✓		
163	Ocean Gate	Miami-Dade	✓	✓	✓		
164	Old Cutler Bay Security Guard Spe	Miami-Dade	✓	✓			
165	Old Hickory	Osceola	✓	✓	✓		✓
166	Orchid Grove	Broward	✓	✓	✓		✓
167	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
168	OTC	Duval	✓	✓	✓		
169	Palm Coast Park	Flagler	✓	✓	✓		
170	Palm Glades	Miami-Dade	✓	✓	✓		✓
171	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
172	Park Creek	Hillsborough	✓	✓	✓		✓
173	Parkside Trails	Lake	✓	✓	✓		
174	Peace Creek	Polk	✓	✓	✓		✓
175	Peace Creek Village	Polk	✓	✓	✓		✓
176	Pine Air Lakes	Collier	✓	✓	✓		✓
177	Pine Bay Estates Security Roving &	Miami-Dade	✓	✓			
178	Pine Isles	Miami-Dade	✓	✓	✓		
179	Pine Ridge Plantation	Clay	✓	✓	✓		
180	Poinciana	Polk	✓	✓	✓		✓

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# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2025 06 30	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	Poinciana West	Polk	✓	✓	✓		✓
182	Pollard Road	Polk	✓	✓	✓		
183	Portofino Isles	St. Lucie	✓	✓	✓		
184	Portofino Landings	St. Lucie	✓	✓	✓		✓
185	Portofino Shores	St. Lucie	✓	✓	✓		✓
186	Portofino Springs	Lee	✓	✓	✓		
187	Portofino Vineyards	Lee	✓	✓	✓		
188	Portofino Vista	Osceola	✓	✓	✓		
189	Preston Cove	Osceola	✓	✓	✓		✓
190	Princeton Commons	Miami-Dade	✓	✓	✓		
191	Quail Roost	Miami-Dade	✓	✓	✓		✓
192	Ranches at Lake McLeod	Polk	✓	✓	✓		✓
193	Randal Park	Orange	✓	✓	✓		✓
194	Randal Park POA *	Orange	✓	✓			
195	Randal Park THOA *	Orange	✓	✓			
196	Randal Walk HOA-	Orange	✓	✓			
197	Remington	Osceola	✓	✓	✓		✓
198	Reserve	St. Lucie	✓	✓	✓	✓	
199	Reserve II	St. Lucie	✓	✓	✓		
200	Residences at Tohoqua Communit	Osceola	✓	✓			
201	Reunion East	Osceola	✓	✓	✓		✓
202	Reunion West	Osceola	✓	✓	✓		✓
203	Rhodine Road North	Hillsborough	✓	✓	✓		✓
204	Ridges at Apopka	Orange	✓	✓	✓		✓
205	Ridgewood Trails	Clay	✓	✓	✓		
206	River Place On The St. Lucie	St. Lucie	✓	✓	✓		✓
207	Riverbend	Hillsborough	✓	✓	✓		
208	Rivercrest	Hillsborough	✓	✓	✓		✓
209	Rivers Edge	St. Johns	✓	✓	✓		
210	Rivers Edge II	St. Johns	✓	✓	✓		
211	Rivers Edge III	St. Johns	✓	✓	✓		
212	Riverwalk	Orange	✓	✓	✓		✓
213	Rolling Hills	Clay	✓	✓	✓		
214	Rolling Oaks	Osceola	✓	✓	✓		✓
215	Sabal Palm	Broward	✓	✓	✓		✓
216	Sampson Creek	St. Johns	✓	✓	✓		
217	San Simeon	Miami-Dade	✓	✓	✓		✓
218	Sandmine Road	Polk	✓	✓	✓		✓
219	Sawyer's Landing	Miami-Dade	✓	✓	✓		
220	Scenic Highway	Polk	✓	✓	✓		✓
221	Scenic Terrace North	Polk	✓	✓	✓		✓
222	Scenic Terrace South	Polk	✓	✓	✓		✓
223	Seaton Creek Reserve	Duval	✓	✓	✓		✓
224	Sedona Point	Miami-Dade	✓	✓	✓		
225	Seminole Palms of Flager*	Flagler	✓	✓			

## CLIENT LISTING



# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2025 06 30	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Shingle Creek	Osceola	✓	✓	✓		✓
227	Shingle Creek At Bronson	Osceola	✓	✓	✓		✓
228	Siena North	Miami-Dade	✓	✓	✓		
229	Silver Palms	Miami-Dade	✓	✓	✓		
230	Six Mile	Clay	✓	✓	✓		✓
231	Snapper Creek Lakes Security Gua	Miami-Dade	✓	✓			
232	Solterra	Miami-Dade	✓	✓	✓		
233	South Village	Clay	✓	✓	✓		
234	South-Dade Venture	Miami-Dade	✓	✓	✓		
235	St. Augustine Lakes	St. Johns	✓	✓	✓		
236	Stillwater	St. Johns	✓	✓	✓		
237	Stoneybrook South	Osceola	✓	✓	✓		✓
238	Stoneybrook South At CG	Osceola	✓	✓	✓		✓
239	Stoneybrook West	Orange	✓	✓	✓		✓
240	Storey Creek	Osceola	✓	✓	✓		✓
241	Storey Drive	Orange	✓	✓	✓		✓
242	Storey Park	Orange	✓	✓	✓		✓
243	Summit View	Pasco	✓	✓	✓		✓
244	Summit View II	Pasco	✓	✓	✓		
245	Sunrise Harbour Security Guard S	Miami-Dade	✓	✓			
246	Talis Park	Collier	✓	✓	✓		✓
247	Tapestry	Osceola	✓	✓	✓		✓
248	Terra Bella	Pasco	✓	✓	✓		✓
249	Tesoro	St. Lucie	✓	✓	✓		✓
250	The Crossings At Fleming Island	Clay	✓	✓	✓	✓	
251	TIFA	Brevard	✓	✓	✓		
252	Tison's Landing	Duval	✓	✓	✓		
253	Tohoqua	Osceola	✓	✓	✓		✓
254	Tohoqua Crossings Townhomes H	Osceola	✓	✓			
255	Tohoqua Master Association *	Osceola	✓	✓			
256	Tohoqua Reserve *	Osceola	✓	✓			
257	Tolomato	St. Johns	✓	✓	✓		
258	Towne Park	Polk	✓	✓	✓		✓
259	Townhomes at Tohoqua *	Osceola	✓	✓			
260	Tranquility	Brevard	✓	✓	✓		
261	Turnbull Creek	St. Johns	✓	✓	✓		
262	Turtle Run	Broward	✓	✓	✓		✓
263	Valencia Water Control District	Orange	✓	✓	✓		
264	Veranda Landing	St. Lucie	✓	✓	✓		
265	Verano #1	St. Lucie	✓	✓	✓		
266	Verano #2	St. Lucie	✓	✓	✓		
267	Verano #3	St. Lucie	✓	✓	✓		
268	Verano #4	St. Lucie	✓	✓	✓		
269	Verano #5	St. Lucie	✓	✓	✓		
270	Verano Center	St. Lucie	✓	✓	✓		

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# GOVERNMENTAL MANAGEMENT SERVICES

GMS Client #	GMS Client Name As of 2025 06 30	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
271	Viera East	Brevard	✓	✓	✓		
272	Villa Portofino East	Miami-Dade	✓	✓	✓		
273	Villa Portofino West	Miami-Dade	✓	✓	✓		
274	Villages of Biscayne Park**	Miami-Dade	✓	✓			
275	Villages of Bloomingdale	Hillsborough	✓	✓	✓		✓
276	Villages of Westport	Duval	✓	✓	✓		
277	Villamar	Polk	✓	✓	✓		✓
278	Water Tank Road	Polk	✓	✓	✓		
279	Water's Edge	Manatee	✓	✓	✓		✓
280	Waterford Estates	Charlotte	✓	✓	✓		
281	Waterleaf	Hillsborough	✓	✓	✓		
282	Waterstone	St. Lucie	✓	✓	✓		
283	Weiberg Road	Polk	✓	✓	✓		
284	Wellness Ridge	Lake	✓	✓	✓		✓
285	Westside	Osceola	✓	✓	✓		✓
286	Westside Haines City	Polk	✓	✓	✓		
287	Westview North	Miami-Dade	✓	✓	✓		✓
288	Westwood OCC	Orange	✓	✓	✓		
289	White Clay	Polk	✓	✓	✓		
290	Wilford Preserve	Clay	✓	✓	✓		✓
291	Willow Creek	Brevard	✓	✓	✓		✓
292	Willow Creek II	Brevard	✓	✓	✓		
293	Willowbrook	Polk	✓	✓	✓		
294	Wind Meadows South	Polk	✓	✓	✓		✓
295	Windsor at Westside	Osceola	✓	✓	✓		✓
296	Windsor Cay	Lake	✓	✓	✓		✓
297	Windward	Osceola	✓	✓	✓		✓
298	Woodland Crossing	Sumter	✓	✓	✓		
299	Woodland Ranch Estates	Polk	✓	✓	✓		
300	Woodlands Section 9	Broward	✓	✓	✓		
301	Wynnfield Lakes	Duval	✓	✓	✓		
302	Wynnmere West	Hillsborough	✓	✓	✓		✓
303	Yarborough Lane	Polk	✓	✓	✓		
304	Zephyr Ridge	Pasco	✓	✓	✓		✓
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## CLIENT LISTING



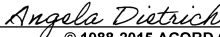


# RISK MANAGEMENT REQUIREMENTS

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>07/14/2025</b>		
<p><b>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.</b></p>						
<p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>						
<b>PRODUCER</b> Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220			<b>CONTACT NAME:</b> Holly Howe <b>PHONE (A/C No. Ext):</b> (904) 262-8080 <b>FAX (A/C No.):</b> (904) 262-1444 <b>E-MAIL ADDRESS:</b> holly@zelenrisk.com			
<b>INSURED</b> Governmental Management Services-Central Florida, LLC 1001 Bradford Way Kingston TN 37763-3146			<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Northfield Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		<b>NAIC #</b>	
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>		
<p>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.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY		WS623406	09/02/2024	09/02/2025	EACH OCCURRENCE \$ <b>2,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ <b>5,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ <b>2,000,000</b>
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PROJECT	<input type="checkbox"/> LOC			GENERAL AGGREGATE \$ <b>3,000,000</b>
	AUTOMOBILE LIABILITY					PRODUCTS - COM/OP AGG \$ <b>3,000,000</b>
	<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS					BODILY INJURY (Per accident) \$
	UMBRELLA LIAB					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$				AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A					WC STATU-TORY LIMITS OTH-FR \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Certificate holder is additional insured when required by written contract.						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
Harmony CDD 219 E Livingston St  Orlando, FL 32801				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 <i>Vicky M. Zelen</i> <HH>		
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Any additional insurance requirements will be treated as reimbursable expenses and invoiced to the District on an annual basis.

# RISK MANAGEMENT REQUIREMENTS

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 05/27/2025		
<p><b>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.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>						
<b>PRODUCER</b>  Edie Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082		<b>CONTACT</b> NAME: Angela Dietrich PHONE: 904-425-4054 (A/C. No. Ext): 904-425-4054 E-MAIL ADDRESS: Angela@EdieWilliams.com FAX (A/C. No): 904-425-4049		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: State Farm Mutual Automobile Insurance Company NAIC #: 25178 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		
<b>INSURED</b> Governmental Management Services Central FL LLC 1001 Bradford Way Kingston, TN 37763						
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>		
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
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		K20 4805-B15-59	02/15/2025	08/15/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
Harmony CDD 219 E. Livingston Street Orlando, FL 32801				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)				The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.		
1001486 132849.12 03-16-2016						

Any additional insurance requirements will be treated as reimbursable expenses and invoiced to the District on an annual basis.

# COST OF SERVICES

## MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

*See Exhibits "A" and "B"*

Reimbursable expenses such as copies, postage, courier services, printing, and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of the invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing levels of service.





# Governmental Management Services

## EXHIBIT "A" – DISTRICT MANAGEMENT FEE SCHEDULE

Services Descriptions	FY '26 Adopted Budget	GMS Fees	GMS Annual Savings
<b>Management, Administrative, Financial and Revenue Collection, and Accounting Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Our Agreement contemplates 12 meetings per year</li> </ul>	<b>\$77,672</b>	<b>\$70,000</b>	<b>\$7,672</b>  <b>9.9%</b>
<b>Annual Assessment Administration</b> <ul style="list-style-type: none"> <li>(Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)</li> </ul>	<b>\$9,100</b>	<b>\$6,000</b>	<b>\$3,100</b>  <b>34.1%</b>
<b>Information Technology Fees &amp; Annual Website Maintenance</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (Does not include the cost of the creation of an ADA-compliant website, if applicable. No overage fees due to the number of pages stored by GMS.)</li> </ul>	<b>\$0</b>	<b>\$3,600</b>	<b>\$-3,600</b>  <b>-100.0%</b>
<b>Dissemination Agent Services</b> <ul style="list-style-type: none"> <li>Annual Fee for 1st Bond Issuance</li> <li>(\$1,000 for each additional series of Bonds)</li> </ul>	<b>\$2,200</b>	<b>\$6,000</b>	<b>\$-3,800</b>  <b>-172.7%</b>
<b>The GMS Proposal Compared To The Adopted Fiscal Year '26 Budget For The Harmony Community Development District</b>	<b>\$88,972</b>	<b>\$85,600</b>	<b>\$3,372</b>  <b>3.8%</b>  <b>Savings</b>



# Governmental Management Services

## EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE

Item	Cost
<b>Agenda Package Hardcopy (if Applicable)</b>	<b>\$2.50 per regular Agenda Mtg.</b>
<b>Copy</b>	<b>\$0.15 / black and white page</b>
<b>Binders, Envelopes, Storage Boxes, and other Office Supplies</b>	<b>Actual Cost</b>
<b>USPS / FedEx / UPS / Conference Calls</b>	<b>Actual Cost</b>
<b>Offsite Physical Records Storage and Archival</b>	<b>\$50.00 / Month</b>
<b>Additional Services Available:</b>	<b>Cost</b>
<b>Other Services **</b> <ul style="list-style-type: none"> <li>• New Bond Issuance Cost (per bond issue) <b>\$ 17,500</b></li> <li>• Refinance Bond Issuance Cost (per bond issue) <b>\$ 15,000</b></li> <li>• Debt Service Assessment Methodology Preparation <b>\$ 17,500</b></li> <li>• SERC Preparation &amp; Assistance w/ Petition <b>\$ 6,000</b></li> <li>• Prepaid Estoppel Letter - One Lot <b>\$ 100</b></li> <li>• Prepaid Estoppel Letter - Multiple Lots <b>\$ 250</b></li> <li>• Prepaid Estoppel Letter - Partial Payoffs <b>\$ 299</b></li> <li>• Annual Construction Accounting Fee (while active) <b>\$ 5,000</b></li> <li>• Request For Proposal Scope Preparation Documents (per RFP request - Landscaping, Irrigation, Aquatic, etc.) <b>\$ 3,500</b></li> </ul>	
<b>Other Requested Administrative Services As Requested By Bondholders, Dissemination Agent, District Counsel, or Boards of Supervisors</b> <ul style="list-style-type: none"> <li>▪ District Manager <b>\$ 175/Hour</b></li> <li>▪ District Accountant <b>\$ 125/Hour</b></li> <li>▪ District Administration <b>\$ 80/Hour</b></li> <li>▪ Field Operations Manager <b>\$ 85/Hour</b></li> </ul>	
<b>One-Time Conversion Fee:</b> <ul style="list-style-type: none"> <li>• To recreate historical Accounting and Administrative Records Needed For The Transition.</li> </ul>	<b>Included</b>


Miscellaneous fees are reviewed annually by GMS. An itemization of all miscellaneous fees and units consumed is included in the monthly invoice and presented to the Board of Supervisors for approval as part of the agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches. Any additional insurance requirements will be treated as reimbursable expenses and invoiced to the District annually.

TO THE BOARD OF SUPERVISORS OF THE

# Harmony CDD



SERVING  
FLORIDA'S  
COMMUNITIES

 **Addresses:**  
219 East Livingston Street  
Orlando, Florida 32801

 **Direct Phone Line:**  
(407) 841-5524 x 103

 **George Flint,**  
Senior Vice President  
[GFLINT@GMSFCL.COM](mailto:GFLINT@GMSFCL.COM)



## Governmental Management Services

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### *EXHIBIT "C" – RFP Questions*

#### 6. A. AFFIDAVIT OF ACKNOWLEDGMENTS

**As provided on the following page(s)**

6. PROPOSAL FORMS

6.A.

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Florida  
COUNTY OF Orange

Before me, the undersigned authority, appeared the affiant, George Flint, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Recording Supervisor for GMS-CF (“Proposer”) and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer’s proposal (“Proposal”) provided in response to the Harmony Community Development District proposal for district management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information ninety (90) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: Not Applicable.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Harmony Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

*[Signature page to follow]*

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this 14<sup>th</sup> day of July, 2025.

Proposer: [Signature]  
By: George S. Flint  
Title: Vice-President

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 14<sup>th</sup> day of July, 2025, by George S. Flint of GMS-LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [  ] or did not [  ] take the oath.



[Signature]  
Notary Public, State of Florida  
Print Name: Stacie M. Vanderbilt  
Commission No.: HH 522891  
My Commission Expires: 7/29/2028



## Governmental Management Services

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### *EXHIBIT "C" – RFP Questions*

6. B.

SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES

**As provided on the following page(s)**

**6.B.**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to Harmony Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Recording Supervisor for GMS-CF ("Proposer") and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer's business address is 219 East Livingston Street, Orlando, FL 32801

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4. Proposer's Federal Employer Identification Number (FEIN) is 595-0905425  
(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or,

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

\_\_\_\_\_ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The

final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

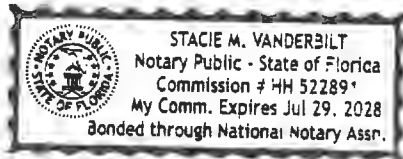
Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 14 day of July, 2025.

Proposer: \_\_\_\_\_  
By: George S. Flint  
Title: Vice-President

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 14th day of July, 2025, by George S. Flint of GMS-CF, LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [  ] or did not [  ] take the oath.



Stacie M. Vanderbilt  
Notary Public, State of Florida  
Print Name: Stacie M. Vanderbilt  
Commission No.: HH 522891  
My Commission Expires: 7/29/2028



# Governmental Management Services

## EXHIBIT "C" – RFP Questions

### 6. C. GENERAL PROPOSER INFORMATION

Proposer General Information:

Proposer Name Governmental Management Services-Orlando Florida LLC

Street Address 219 E Livingston Street

P. O. Box (if any) \_\_\_\_\_

City Orlando State Florida Zip Code 32811

Telephone (904)940-5830 Fax no. (904)940-5830

1st Contact Name George Flint Title Managing Director

2nd Contact Name Darrin Muscare Title President

Parent Company Name (if any) Not Applicable

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Company Standing:

Proposer's Corporate Form: Limited Liability Company  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date June 9, 2005

Is the Proposer in good standing with that State? Yes  No

If no, please explain \_\_\_\_\_

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida?

Yes  No

If no, please explain \_\_\_\_\_

What are the Proposer's current insurance limits?

General Liability	\$ <u>2,000,000</u>	Expires <u>2025-09-02</u>
Automobile Liability	\$ <u>1,000,000</u>	Expires <u>2025-08-15</u>
Workers' Compensation	\$ <u>1,000,000</u>	Expires <u>2025-08-15</u>

Licensure – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

<u>Osceola County Business</u>	<u>Yes - In Good Standing</u>
<u>Orange County Business</u>	<u>Yes - In Good Standing</u>
<u>City of Orlando Business</u>	<u>Yes - In Good Standing</u>

Does the Proposer intend to use any subcontractors in connection with this work? YES NO

Proposer subcontractor General Information:

Proposer Name \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Parent Company Name (if any) \_\_\_\_\_



## Governmental Management Services

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### *EXHIBIT "C" – RFP Questions*

#### 6. D. PERSONNEL

**Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel, and attach resumes for any Supervisory Personnel listed.**

- **Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes \_\_\_ No X\_\_\_**  
For each subcontractor, please provide the following information (attach additional sheets if necessary):

**Security Measures - Please describe any background checks or other security measures that were taken with respect to the hiring and retention of the Proposer’s personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:**

- **GMS has a robust hiring and retention strategy, which includes background check processes conducted in collaboration with an external vendor. We are happy to discuss further if GMS is contracted for services.**



# Governmental Management Services

## EXHIBIT "C" – RFP Questions

### 6. D. PERSONNEL

#### OFFICERS

PROPOSER: Governmental Management Services-Central Florida, LLC. DATE: July 15<sup>th</sup>, 2025

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Darrin Mousing	President	All Business Operations	Palmy Coast, Florida
George Flint	Senior Vice President	All Business Operations	Orlando, Florida
FOR PARENT COMPANY (if applicable)			

#### SUPERVISORY PERSONNEL WHO WILL BE INVOLVED WITH THE WORK

**\*\*NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW\*\***

PROPOSER: Governmental Management Services-Central Florida, LLC. DATE: July 15<sup>th</sup>, 2025

INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
George Flint	Senior Vice President	District Management	Orlando, Florida	Varies Based On Needs	20+ Years	30+ Years
Jason Shreve	Senior District Manager	District Management	Orlando, Florida	Varies Based On Needs	17+ Years	25+ Years
Katie Costa	Director District Accounting	District Accounting	Orlando, Florida	Varies Based On Needs	10+ Years	12+ Years
Suzie Vannestrib	Director District Administration	District Administration	Orlando, Florida	Varies Based On Needs	19+ Years	19+ Years



# Governmental Management Services

## EXHIBIT "C" – RFP Questions

### 6. E. EXPERIENCE

**Has the Proposer performed work for a community development district or master planned residential community in excess of 200 acres previously? Yes X No \_\_\_ If yes, please provide the following information for each project (attach additional sheets if necessary): (attach additional sheets as needed):**

#1	Project Name/Location	Reunion East Community Development District (Osceola County)
	Contact Name	Michael Greenstein, Chair gmark10@msn.com
	Contact Phone:	(407) 744-8344
	Project Description	Master planned community of approximately 1,279 acres with 1,024 single-family units, 1,601 multifamily units, and 751 Commercial units.
	Annual Dollar Amount Of Contract:	\$120,562.00
	Scope of Services For Project	CDD Management Services; Field Operations Management services who manage contracts, Dissemination Services, Annual Assessment Services, and District Website services.
	Dates Served:	This client joined GMS on November 10, 2005 and they have been a client for 19 years and 8+ months.
#2	Project Name/Location	Reunion West Community Development District (Osceola County)
	Contact Name	Graham Staley, Chair gdstaley@gmail.com
	Contact Phone:	(321) 307-5566
	Project Description	Master planned community of approximately 930 acres with 1,581 single-family units, 398 multifamily units, and 25 golf units.
	Annual Dollar Amount Of Contract:	\$109,247.00
	Scope of Services For Project	CDD Management Services; Field Operations Management services who manage contracts, Dissemination Services, Annual Assessment Services, and District Website services.
	Dates Served:	This client joined GMS on November 10, 2005 and they have been a client for 19 years and 8+ months.
#3	Project Name/Location	Poinciana Community Development District (Polk County)
	Contact Name	Jon Cameron, Chair jcameron@poincianaadd.org
	Contact Phone:	(Email Address Provided)
	Project Description	Master planned community of approximately 3,029 acres with 3,605 single-family units, 0 multifamily units, and 72.15 Commercial Units.
	Annual Dollar Amount Of Contract:	\$63,980.00
	Scope of Services For Project	CDD Management Services; Field Operations Management services who manage contracts, Dissemination Services, Annual Assessment Services, and District Website services.
	Dates Served:	This client joined GMS on December 13, 2017 and they have been a client for 7 years and 7+ months.
#4	Project Name/Location	Poinciana West Community Development District (Polk County)
	Contact Name	Peggy Gregory, Chair pgregpwcd@yahoo.com
	Contact Phone:	(314-583-2812)
	Project Description	Master planned community of approximately 947 acres with 1,605 single-family units and a recreation center.
	Annual Dollar Amount Of Contract:	\$65,492.00
	Scope of Services For Project	CDD Management Services; Field Operations Management services who manage contracts, Annual Assessment Services, and District Website services.
	Dates Served:	This client joined GMS on December 13, 2017 and they have been a client for 7 years and 7+ months.
#5	Project Name/Location	Remington Community Development District (Osceola County)
	Contact Name	Kenneth Soukup, Chair ken@spiespool.com
	Contact Phone:	(407) 709-2248
	Project Description	Master planned community of approximately 734 acres with 2,413 single-family units, and a golf course with clubhouse facilities, 4,000 square feet of commercial space, a 15-acre elementary school, and a one-acre site for the construction of a fire station.
	Annual Dollar Amount Of Contract:	\$123,965.00
	Scope of Services For Project	CDD Management Services; Field Operations Management services who manage contracts, Annual Assessment Services, and District Website services.
	Dates Served:	This client joined GMS on December 20, 2005 and they have been a client for 19 years and 6+ months.



# Governmental Management Services

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## *EXHIBIT "C" – RFP Questions*

### 6. E. EXPERIENCE

List the Proposer's total annual dollar value of district management completed for each of the last two (2) years, starting with the latest year and ending with the most current year:

2024 = Fiscal Year 2024 - \$7,400,000

2023 = Fiscal Year 2023 - \$5,900,000

Rounded





# Governmental Management Services

## EXHIBIT "C" – RFP Questions

### 6. E. EXPERIENCE

Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts?

Yes \_\_\_\_\_ No X For each such termination, please provide the following information (attach additional sheets as needed):

The names of the entities \_\_\_\_\_

\_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

\_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_

\_\_\_\_\_

Also, please explain the basis for any bar or suspension:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer’s role in the action, and the status and/or resolution of the action.

Not Applicable \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Governmental Management Services

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## *EXHIBIT "C" – RFP Questions*

### 6. E. EXPERIENCE

List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.

The proposer has been named in various lawsuits for our CDD clients. In each of these occurrences, the District Counsel for our client has been notified. Most often, the District is also named as a party to the lawsuit, and we communicate directly with the District Insurance, their claims team, and/or their assigned litigation counsel as defined in our Indemnification and notifications sections of our Management Agreements. The nature of such lawsuits ranges from slip-and-fall accidents in the community to accidents involving District vendors. In these cases, we provide periodic updates to all appropriate stakeholders so that they are aware of the current and planned status of litigation matters.

Proposer is happy to discuss this matter in more detail if contracted for services.



## Governmental Management Services

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### *EXHIBIT "C" – RFP Questions*

#### 6. F. SUPPLEMENTAL QUESTIONS FOR DISTRICT MANAGEMENT SERVICES

##### **QUESTION #1**

- Referencing a specific community(s), what Best Practices are now being implemented due to the suggestion of your company?

##### **ANSWER:**

- Adopted a transparent financial reporting process, providing monthly financial statements to our CDD websites available to all stakeholders and residents..
- Implemented a digital document management system for Board and public records.
- Established a resident communication practice for timely updates and feedback.



## Governmental Management Services

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### *EXHIBIT "C" – RFP Questions*

6. F.

### SUPPLEMENTAL QUESTIONS FOR DISTRICT MANAGEMENT SERVICES

#### **QUESTION #2**

- Referencing a specific community(s), what changes have you suggested to Boards to improve the efficiency of their meetings?

#### **ANSWER:**

- Recommended a consent agenda for routine items to streamline meetings.
- Provided Board members with pre-meeting packets and executive summaries.
- Introduced a timed agenda to facilitate public comments to ensure meetings remain focused and within schedule.



## Governmental Management Services

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### *EXHIBIT "C" – RFP Questions*

6. F.

### SUPPLEMENTAL QUESTIONS FOR DISTRICT MANAGEMENT SERVICES

#### **QUESTION #3**

- Referencing a specific community(s), how have you guided Boards on how to address speeding and parking challenges?

#### **ANSWER:**

- Facilitated a traffic study and collaborated with local law enforcement for targeted patrols.
- Suggested installation of additional signage and speed humps in problem areas.
- Organized community forums to educate residents on parking policies and safe driving.



## Governmental Management Services

### EXHIBIT "C" – RFP Questions

## 6. F. SUPPLEMENTAL QUESTIONS FOR DISTRICT MANAGEMENT SERVICES

### QUESTIONS #4 & #5

- 4) In terms of size and complexity, please identify the community with needs most similar to Harmony to which you are currently providing district management services.
- 5) Please provide appropriate contact information for every community referenced in your answers.

### ANSWER:

Reunion East Community  
Development District

Michael Greenstein, Chair  
[gmark10@msn.com](mailto:gmark10@msn.com)  
(407) 744-8344

Reunion West Community  
Development District

Graham Staley, Chair  
[gdstaley@gmail.com](mailto:gdstaley@gmail.com)  
(321) 307-5566

Poinciana Community Development  
District

Jon Cameron, Chair  
[jcameron@poincianacdd.org](mailto:jcameron@poincianacdd.org)

Poinciana West Community  
Development District

Peggy Gregory, Chair  
[pgregpwccd@yahoo.com](mailto:pgregpwccd@yahoo.com)  
(314-583-2812)

Remington Community Development  
District

Kenneth Soukup, Chair  
[ken@spiespool.com](mailto:ken@spiespool.com)  
(407) 709-2248



# Governmental Management Services

## EXHIBIT "C" – RFP Questions

### 6. G. PRICING – DISTRICT MANAGEMENT SERVICES

**IF THE PROPOSER IS SUBMITTING A PROPOSAL FOR DISTRICT MANAGEMENT SERVICES, PLEASE COMPLETE THE FOLLOWING.**

Proposed Fee

<b>Task 1 - Management</b>			
Year 1	\$	70,000.00	
Year 2	\$	74,200.00	
Year 3	\$	78,652.00	
<b>Task 2 - Accounting</b>			
Year 1	\$	-	Included In The Management Fee
Year 2	\$	-	Included In The Management Fee
Year 3	\$	-	Included In The Management Fee
<b>Task 3 - Financial &amp; Revenue Collection</b>			
Year 1	\$	-	Included In The Management Fee
Year 2	\$	-	Included In The Management Fee
Year 3	\$	-	Included In The Management Fee
<b>Task 4 - Website Administration</b>			
Year 1	\$	3,600.00	
Year 2	\$	3,816.00	
Year 3	\$	4,044.96	
<b>Task 5 - Dissemination Agent</b>			
Year 1	\$	6,000.00	
Year 2	\$	6,360.00	
Year 3	\$	6,741.60	
<b>Task 6 - "As Needed" Services</b>			
Year 1	\$	-	To Be Negotiated
Year 2	\$	-	To Be Negotiated
Year 3	\$	-	To Be Negotiated
<b>Task 7 - Services Provided To Third Parties</b>			
Year 1	\$	-	To Be Negotiated
Year 2	\$	-	To Be Negotiated
Year 3	\$	-	To Be Negotiated
<b>Annual Assessment Administration</b>			
Year 1	\$	6,000.00	
Year 2	\$	6,360.00	
Year 3	\$	6,741.60	
<b>Totals:</b>			
Year 1	\$	85,600.00	
Year 2	\$	90,736.00	Reflects The Anticipated 6% COLA Increase For Year 2
Year 3	\$	96,180.16	Reflects The Anticipated 6% COLA Increase For Year 3

**Notes:**

The Adopted Budget For Years 2 & 3 Will Guide Actual District Approved GMS Fee Amounts.  
 Year 2 reflects that anticipated 6.0% cost of living increase for same services from the prior year approved amounts.  
 Year 3 reflects that anticipated 6.0% cost of living increase for same services from the prior year approved amounts.



## Governmental Management Services

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### *EXHIBIT "C" – RFP Questions*

#### 6. H. ACKNOWLEDGMENTS

**As provided on the following page(s)**

**6.H.**  
**ACKNOWLEDGEMENT**

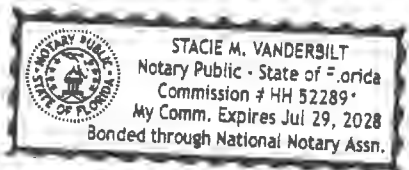
Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this 14th day of July, 2025.

Proposer: \_\_\_\_\_  
By: George S. Flint  
Title: Vice-President

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 14th day of July, 2025, by George S. Flint of GMS-LF, LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [  ] or did not [  ] take the oath.



Stacie M. Vanderbilt  
Notary Public, State of Florida  
Print Name: Stacie M. Vanderbilt  
Commission No.: HH 522891  
My Commission Expires: 7/29/2028