



Management & Consulting, LLC  
15310 Amberly Drive Suite 175  
Tampa, Fl. 33647  
813-374-9105

***BALLANTRAE  
COMMUNITY DEVELOPMENT  
DISTRICT***

***Agenda Package***

***Board of Supervisors  
Regular Meeting***

***Date & Time:***

***Monday  
February 5, 2018  
6:30 pm***

***Location:***

***Ballantrae Community Center  
17611 Mentmore Blvd.  
Land O' Lakes, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Ballantrae Community Center, located at 17611 Mentmore Blvd.,  
Land O' Lakes, Florida 34638.

<b>District Board of Supervisors</b>	James Flateau Richard Levy Steve Bobick Tony Thomas Christopher Milano	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	DPFG
<b>District Attorney</b>	Vivek Babbar	Straley, Robin & Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones and pagers must be turned off during the meeting.**

**The District Agenda is comprised of seven different sections:**

The meeting will begin promptly at **6:30 p.m.** with roll call of the Board of Supervisors. Section **two** is **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The **third** section is called Staff Reports from **District Counsel, landscaping, field manager, pond manager and District Engineer Reports**. This section allows the staff to update the Board of Supervisors on any pending issues that are being researched for Board action. The **fourth** section is Administrative Matters section and contains meeting minutes and financial statements that require the review and approval of the District Board of Supervisors as a normal course of business. The **fifth** section is called **Business Matters**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The **sixth** section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The **seventh** section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Comment & Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

## **BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: **Monday, February 5, 2018**  
Time: 6:30 p.m.  
Location: Ballantrae Community Center  
17611 Mentmore Blvd.  
Land O'Lakes, Florida

Conference Call No.: (563) 999-2090  
Code: 686859#

### ***AGENDA***

#### **I. Roll Call**

#### **II. Audience Questions and Comments on Agenda items**

#### **III. Staff Reports**

A. District Counsel

B. Landscaping

➤ Yellowstone – Maintenance Report

Exhibit 1

C. DPFPG Field Report

➤ January Operations Report

Exhibit 2

➤ January Grade Sheet

➤ January Score Card

D. District Manager

➤ American EcoSystems January 2018 Report

Exhibit 3

➤ AACG Dock Removal Proposal

Exhibit 4

E. District Engineer

F. Pond Manager

#### **IV. Administrative Matters**

A. Approval of Minutes of January 8, 2018 Meeting

Exhibit 5

B. Acceptance of December 2017 Financial Statements

Exhibit 6

*(Bank statements not received; Financial Statements to follow)*

#### **V. Business Matters**

A. Old Business

B. New Business

a. Voting Site Approval (November)

**VI. Staff Reports**

A. Maintenance Supervisor

1. Shade Repair Proposals

Exhibit 7

a. Florida Playground & Steel

2. Tennis Court Resurfacing Proposals

Exhibit 8

a. Florida Courts - \$11,600

3. Hog Damage

**VII. Audience Comments on Other Items**

**VIII. Supervisor Comments and Request**

**IX. Adjournment**



## **EXHIBIT 1.**

January

**Ballentrae CDD**

**Land O' Lakes, FL**

**1/26/2018**

**DPFG**



### **Monthly Completed Services**

#### **Landscape Maintenance**

- 1 Routine mowing maintenance services for turf growing season
- 2 Mowing, Edging, Weed Eating, Clean Up
- 3 Shrub and Tree Trimming
- 4 Landscape Bed and Hardscape Weed Control

#### **Fertilization and Pesticide Maintenance**

- 1 Turf and Shrubs both fertilized with granular fertilizer throughout
- 2 All Shrubs treated with disease and insect control
- 3 All turf treated for weed control and fungicide treatments

#### **Irrigation Maintenance**

- 1 The irrigation is up and running.
- 2 Irrigation wet checked was preformed. No major issues found.

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#### **Work In Progress**

- 1 New pond maintenance schedule is still being completed.
- 2 We have started to trim back the conservation areas throughout the community. We are about 95% complete, two small areas left on the back side of ponds.
- 3 The oak trees along the blvd will be getting trimmed throughout remainder of the winter months.

**Please see the frost letter from Brett Perez.**



941.251.8080 tel  
941.251.8081 fax

6108 33rd Street East  
Bradenton, FL 34203

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

January 8, 2018

RE: Yellowstone Landscape Frost Damage Report

Dear Valued Clients:

On behalf of Yellowstone Landscape, Happy New Year. We started 2018 off with some extremely cold temperatures and did experience some significant frost events. Below are some of the steps our teams took to prevent further damage to your landscapes:

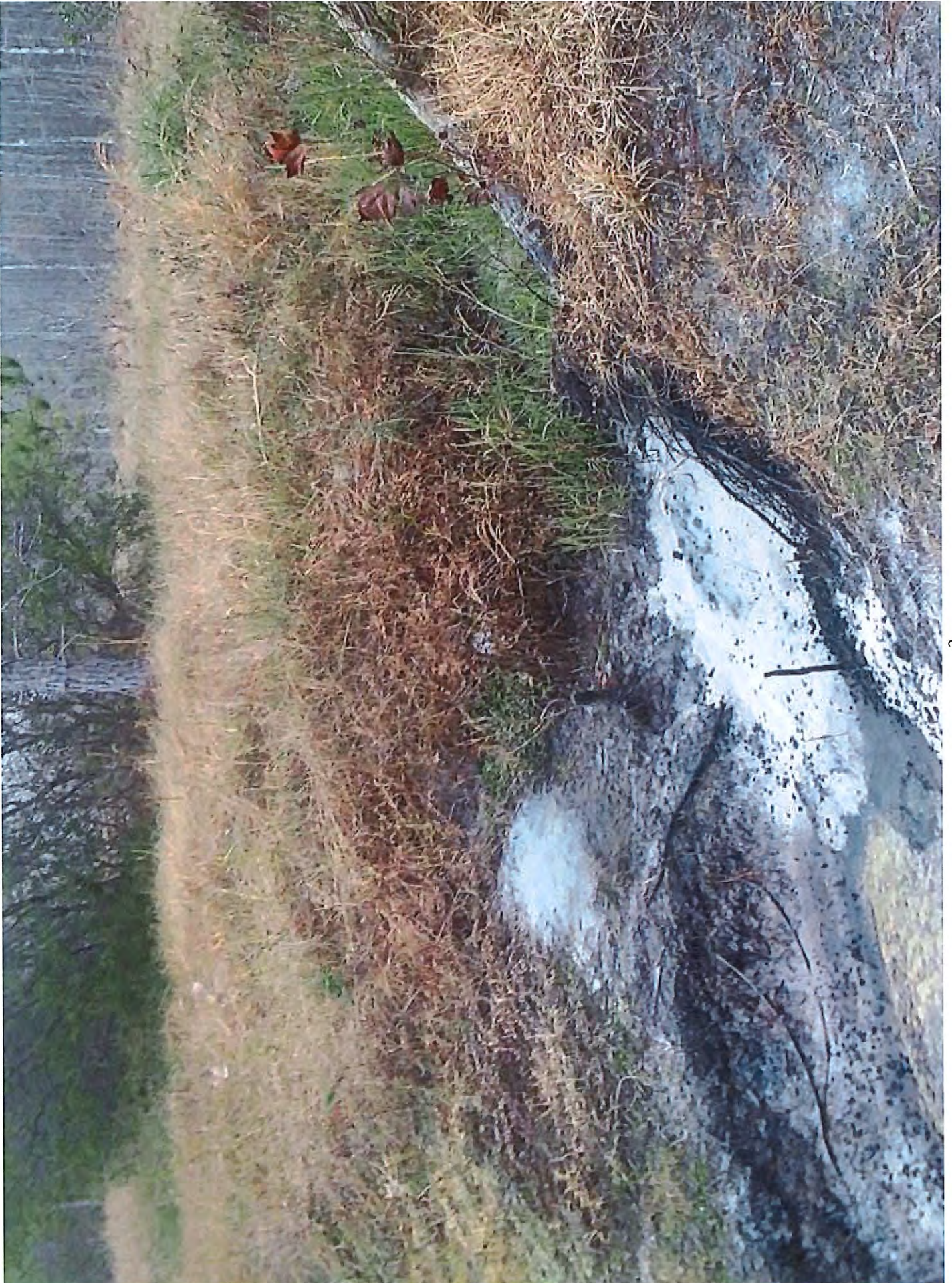
- Irrigation systems were shut off all last week to avoid "icing" of turf and plant material. The systems are being turned back on beginning Monday, January 8<sup>th</sup>.
  - *Clients in Sarasota did not have irrigation systems shut down.*
- Delayed start times were enacted to prevent crews from servicing in the early hours during the coldest temperatures. We wanted to allow ample time for the sun to come up and burn off the frost.
- Spot mowing and trimming took place on customers who were serviced last week. The cold weather halted growth of turf and plant material. We wanted to avoid adding stress to plant material that was already affected.
- Beginning the week of January 8<sup>th</sup>, our maintenance teams will look to continue to spot mow areas of turf that have grown. We will be limited on the hard cut-backs of frost damaged plant material. Light trimming will continue during normal maintenance visits. There is potential for further frost events and we want to protect the plant material from future damage.

Any questions can be forwarded to your Account Manager. Again, Happy New Year and stay warm.

Respectfully,

Brett Perez  
General Manager- West Florida







**EXHIBIT 2.**

# **BALLANTRAE**

## **COMMUNITY DEVELOPMENT DISTRICT**



**January 2018**  
**OPERATIONS REPORT**



# SUMMARY

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- Inspection date: January 19, 2018
- Mulch needs to be added/replaced in play area/swing set.
- Flowers and plants in village entrances dying due to cold weather
- Pond water levels low
- Sediment build up in collection reservoir / reservoir blocked off

# PLANT MATERIAL AT POOL



- Plant material inside pool area has been cleaned up



- Bushes along outside of fence are being grown out for a more even look



# VILLAGE ENTRANCES



- Flowers dying from winter freezes



- Plant material looking bare and uneven with harsh weather



# PONDS



Discussion of pond issues  
between engineer and pond  
maintenance needed



Pond levels low – Brown ring  
circling the edge of most  
ponds



# PLAYGROUND AND POOL AREA FIELD

Mulch needed around swings and turf brown from frost and lack of water





# RESERVOIR



- Dirt and sediment piling up in the reservoir



- Back side of reservoir blocked off until it is fixed



# JANUARY GRADE SHEET

## BALLANTRAE VISUAL GRADE SHEET

January 2017

	MAXIMUM VALUE	MONTHLY SCORE	AUG	JUL	JUN	Comments
TURF MOW (grass height 2-4 inches, patterns changed, free of grass clumps and landscape debris. No more than 1/3 of grass blade to be removed)	5	5	5	5	5	
TURF FERTILITY (dead/browning grass, nutrient levels tested 2 x yearly, fertilizer streaking)	15	10	12.5	11.5	12	Winter browning
TURF EDGING (sidewalks, curbs, pathways, utility boxes, and other paved surfaces, no discharge, no irregular lines)	5	5	5	5	5	
WEED CONTROL - TURF AREAS (reasonably free of weeds)	10	9	7.5	7	7.5	
TURF INSECT/DISEASE CONTROL (monitor for pests, disease, fungus)	10	10	9	8.5	10	
PLANT FERTILITY (dead/browning shrub, shrubbery shaping, rejuvenation pruning vs tabletop, yellowing)	5	3	4.5	4	4	Winter dying
WEED CONTROL - BED AREAS (reasonably free of weeds)	10	9	9	8.5	9	
PLANT BED INSECT/DISEASE CONTROL (monitor for pests, disease, fungus)	10	10	9	8.5	10	
PRUNING & TREE TRIMMING (15 feet over roadways, 10 feet sidewalks. Palms pruned at 90 degree angle and no "curb topping")	10	10	10	10	10	
ORNAMENTAL GRASS PRUNING (2-4 inches in height in February)						
CLEANLINESS (debris free, leaf litter, landscape debris)	10	8	9	9	10	debris/trash
MULCHING (distributed appropriately, bare areas, recommended is 1.5" no bare areas)	5	5	5	5	4.5	
WATER/IRRIGATION MANAGEMENT	15	14	13.5	14	13.5	
PRIOR MAINTENANCE ITEMS ADDRESSED	5	5	4	5	5	
MAINTENANCE ITEMS ADDRESSED						
VIGOR/APPEARANCE	10	9	8.5	9	8	
INSECT/DISEASE CONTROL	10	10	9	9	10	
DEADHEADING/PRUNING	10	10	10	10	10	
MAINTENANCE TOTAL	145	132	130.5	129	133.5	
		91%	90%	89%	92%	

DATE OF INSPECTION

1/18/18

CONTRACTOR SIGNATURE:

Brian Mahar

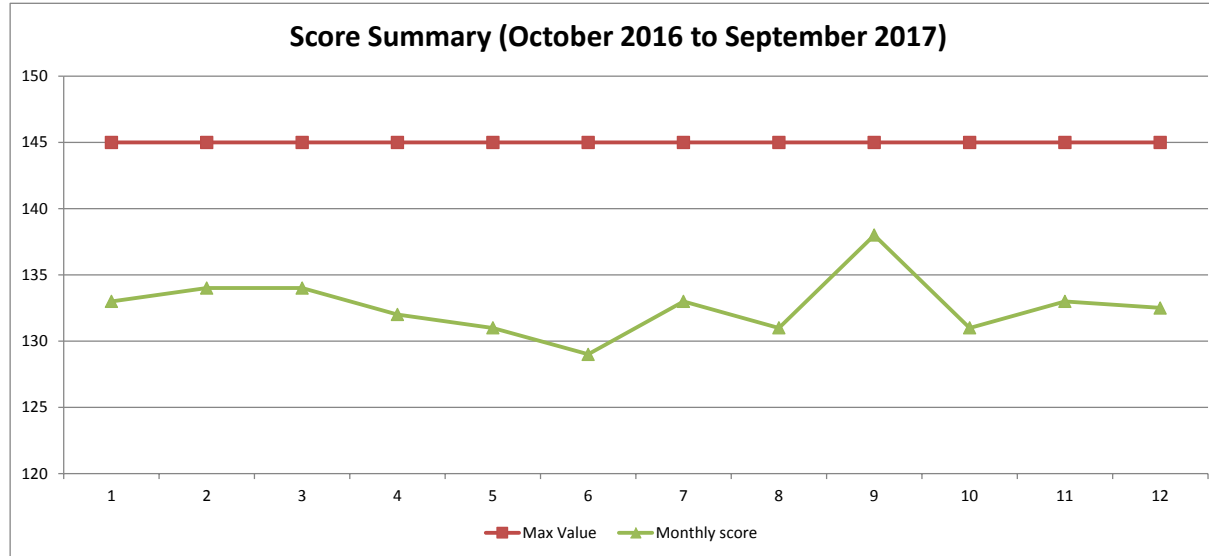
INSPECTOR SIGNATURE:

Austin Comings

(Promote Consistent Maintenance - Landscape Failure at 86%. Deduction based on Quality of Maintenance)

**BALLANTRAE SCORECARD FOR VISUAL GRADE SHEET FY 2017**

Score Summary (per month)	1	2	3	4	5	6	7	8	9	10	11	12
Max Value	145	145	145	145	145	145	145	145	145	145	145	145
Monthly score	133	134	134	132	131	129	133	131	138	131	133	132.5



LANDSCAPE MAINTENANCE	Max Value	Oct-17	Nov. 17	Dec. 17	Jan. 18	Fed. 18	Mar-17	Apr. 18	May-17	June 18	July 18	Aug. 18	Sept. 18	Avg. Score
Turf Mow	5	4	5	5	5	5	5	5	5	5	5	5	5	4.9
Turf Fertility	15	14	13	12	10	11	11.5	12.5	13	13	13	13	14	12.5
Turf Edging	5	5	5	5	5	5	5	5	5	5	5	5	4	4.9
Weed Control - Turf Area	10	9	8	9	9	8	7	7.5	8.5	9	8.5	7	8.5	8.3
Turf insect/Disease Control	10	9	9	9	10	9	8.5	9	9	10	9	9	10	9.2
Plant Fertility	5	4	4	5	3	4	4	4.5	4	4	4	4	5	4.1
Weed Control - Bed Area	10	8	9	8	9	9	8.5	9	9.5	9	9.5	9	9	8.9
Plant Bed Insect/Disease control	10	9	9	10	10	10	8.5	9	9	10	9	9	10	9.4
Pruning and Tree Trimming	10	9	10	10	10	9	10	10	10	10	10	10	10	9.8
Cleanliness	10	9	9	8	8	10	9	9	9.5	10	9.5	9	9	9.1
Mulching	5	5	5	5	5	5	5	5	5	5	5	5	5	5.0
Water/Irrigation management	15	14	14	14	14	13	14	13.5	12.5	15	12.5	15	14	13.8
Prior maintenance items	5	5	5	5	5	5	5	4	3	4	3	5	0	4.1
SEASONAL COLOR/MAINTENANCE														
Appearance	10	9	9	9	9	8	9	10	8.5	9	8.5	8	9	8.8
Insect/Disease Control	10	10	10	10	10	10	9	10	9.5	10	9.5	10	10	9.8
Misc.	10	10	10	10	10	10	10	10	10	10	10	10	10	10.0
<b>Total</b>	<b>145</b>	<b>133</b>	<b>134</b>	<b>134</b>	<b>132</b>	<b>131</b>	<b>129</b>	<b>133</b>	<b>131</b>	<b>138</b>	<b>131</b>	<b>133</b>	<b>132.5</b>	<b>132.6</b>

**EXHIBIT 3.**



American Ecosystems, Inc.  
AQUATIC MANAGEMENT SERVICES

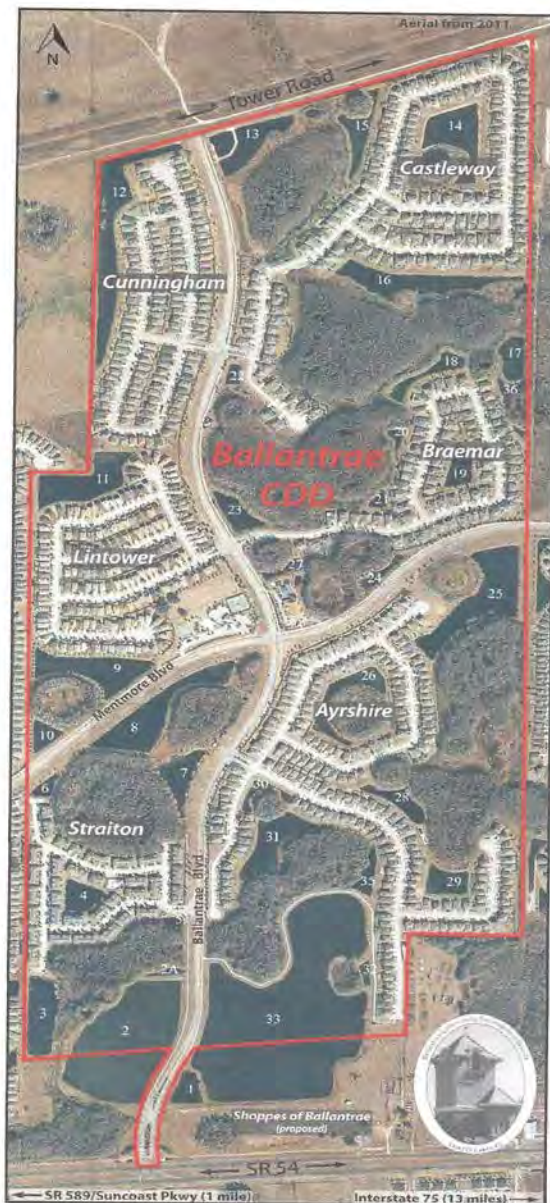
**Ballantrae CDD**

**Pond Maintenance Report**

**January 2018**



**Summary: Over all the ponds are in great shape despite the low water levels. This report will identify ponds with overall condition, what needs to be done in each pond, cost, when work should be done or reassessed , and any other status reports to be made.**



Locate pond # on map, click on # below for aerial with that pond:

#	Village/Street	Location/Description
1	Ballantrae Blvd.	Small pond on SE side @ SR 54 entrance
2	Ballantrae Blvd.	W main pond @ SR 54 entrance
2A	Ballantrae Blvd.	N of weir @ at NE corner of Pond 2
3	Straiton	SW of Straiton on CDD border
4	Straiton	Central pond
5	Ballantrae Blvd.	S of Straiton entrance
6	Mentmore Blvd.	NW of Straiton on CDD border
7	Ballantrae Blvd.	W side, across from Ayrshire entrance
8	Mentmore Blvd.	Across Mentmore Blvd. from clubhouse
9	Mentmore Blvd.	S of Lintower at Mentmore Blvd.
10	Mentmore Blvd.	N side at W end of CDD property
11	Lintower	N of Lintower
12	Cunningham	Along N & W borders of Cunningham
13	Ballantrae Blvd.	N E border of Ballantrae Blvd. at Castleway
14	Castleway	Central pond in Castleway
15	Castleway	N/W of Castleway
16	Castleway	S of Souler Lane
17	Braemar	NE of Braemar village
18	Braemar	N of Braemar village
19	Braemar	Central pond in Braemar
20	Braemar	W of Barnweill
21	Braemar	NW of Barnweill-Glenapp intersection
22	Ballantrae Blvd.	S of Castleway entrance
23	Ballantrae Blvd.	N of Braemar entrance
24	Mentmore Blvd.	S of Braemar
25	Mentmore Blvd.	S side, at E end of CDD property
26	Ayrshire	N central horseshoe-shaped pond
27	Ballantrae Blvd.	N of school property
28	Ayrshire	E of Ayrshire Blvd. @ N stormwater structure
29	Ayrshire	Behind Cunningham Court
30	Ayrshire	SE corner of Ayrshire-Downan intersection
31	Ayrshire	S central pond
32	Ayrshire	E side of E main pond #33
33	Ballantrae Blvd.	E main pond @ SR 54 entrance
34	Castleway	Extreme NE corner of CDD property
35	Ayrshire	NE of E main pond, abutting Ayrshire Blvd.
36	Braemar	Adjacent to Pond 17



### **Pond 1**

Condition is good. When water comes up allow club rush to meet grass line.



## **Pond 2**

Condition is good. When water comes up allow club rush to meet grass line.





Figure 1

## **POND 2a**

Condition is good. When water comes up allow club rush to meet grass line.



### **POND 3**

Condition is good. When water comes up allow club rush to meet grass line.





#### **POND 4**

Condition is medium. There is still a little algae around perimeter of pond. Plants that were planted on this pond appear to be there but are struggling. Reassess in the spring to see if a replanting is needed.



## **POND 5**

Condition is medium primarily because of depth there is a minor algae bloom. No additional work needed on this pond.





## **POND 6**

Condition is good. When water comes up allow club rush to meet grass line.



## **POND 7**

Condition is good. When water comes up allow club rush to meet grass line.





## **POND 8**

Condition is good. When water comes up allow club rush to meet grass line. There are a few areas where there are erosion issues on this site. Most of the issues are where there are tree stumps where trees were cut out.



## **POND 9**

Condition is good. There are significant gaps in plants on this pond especially on the north shoreline. We recommend adding additional club rush to fill in gaps. There are also a few minor erosion spots on the north shoreline as well. 475 bare root club rush at \$1.00 per plant total with instillation \$475.00. Recommend planting be done during late spring or during rainy season in the summer.





## **POND 10**

Condition is good. When water comes up allow club rush to meet grass line.



## **POND 11**

Condition is good. When water comes up allow club rush to meet grass line.





## **POND 12**

Condition is good. On the east and north shoreline there are very few plants that have survived. A removal of club rush was done to this site and replaced with pickerel weed 2 years ago in these areas. There are multiple erosion spots on this pond including the pipe that was discussed at a past board meeting coming off of a residents house that was never removed by the resident and has only gotten worse. I recommend club rush be reinstalled on this shoreline at the top of the slope. 1450 bare root club rush At \$1.00 per plant total with instillation \$1450.00. Recommend planting be done during late spring or during rainy season in the summer.



### **POND 13**

Condition is good. When water comes up allow club rush to meet grass line.





### **POND 14**

Condition is good. There are very few plants on this pond. There are also a few spots of erosion as well. Condition is good. . I recommend club rush be reinstalled on this shoreline at the top of the slope. 1550 bare root club rush At \$1.00 per plant total with instillation \$1550.00. Recommend planting be done during late spring or during rainy season in the summer.



### **POND 15**

Condition is good. Pond has very few plants on the shoreline. . I recommend club rush be reinstalled on this shoreline at the top of the slope. 1215 bare root club rush At \$1.00 per plant total with instillation \$1215.00. Recommend planting be done during late spring or during rainy season in the summer.





## **POND 16**

Condition is good. When water comes up allow club rush to meet grass line.



### **POND 17**

Condition is good. When water comes up allow club rush to meet grass line.





### **POND 18**

Condition is good. Pond has significant bare spots on shoreline. . I recommend club rush be reinstalled on this shoreline at the top of the slope. 825 bare root club rush At \$1.00 per plant total with instillation \$825.00. Recommend planting be done during late spring or during rainy season in the summer.



### **POND 19**

Condition is good. When water comes up allow club rush to meet grass line.





## **POND 20**

Condition is good. When water comes up allow club rush to meet grass line.



## **POND 21**

Condition is good. When water comes up allow club rush to meet grass line.





## **POND 22**

Condition is good. When water comes up allow club rush to meet grass line.



### **POND 23**

Condition is good. When water comes up allow club rush to meet grass line.





### **POND 24**

Condition is good. Pond has significant bare spots. . I recommend club rush be reinstalled on this shoreline at the top of the slope. 475 bare root club rush At \$1.00 per plant total with instillation \$475.00. Recommend planting be done during late spring or during rainy season in the summer.



## **POND 25**

Condition is good. When water comes up allow club rush to meet grass line.





## **POND 26**

Condition is good. Pond has bare spots along the shore line and a few minor erosion spots. . I recommend club rush be reinstalled on this shoreline at the top of the slope. 650 bare root club rush At \$1.00 per plant total with instillation \$650.00. Recommend planting be done during late spring or during rainy season in the summer.



**POND 27.**

Condition is good. When water comes up allow club rush to meet grass line.





## **POND 28**

Condition is good. When water comes up allow club rush to meet grass line. There are significant barespots where club rush is vacant. . I recommend club rush be reinstalled on this shoreline at the top of the slope. 600 bare root club rush At \$1.00 per plant total with instillation \$600.00.

Recommend planting be done during late spring or during rainy season in the summer. This pond could be reevaluated in the spring as well.



## **POND 29**

Condition is good. When water comes up allow club rush to meet grass line.





### **POND 30**

Condition is good. When water comes up allow club rush to meet grass line.



### **POND 31**

Condition is good. When water comes up allow club rush to meet grass line. Pond has minor algae on perimeter. Will be treated this week.





## **POND 32**

Condition is good. When water comes up allow club rush to meet grass line. Pond is dry



### **POND 33**

Condition is good. When water comes up allow club rush to meet grass line.





### **POND 34**

Condition is good. When water comes up allow club rush to meet grass line.



### **POND 35**

Condition is good. When water comes up allow club rush to meet grass line. Has one erosion area found.





### **POND 36**

Condition is good. When water comes up allow club rush to meet grass line. Pond has very few plants around perimeter and on spot of erosion. . I recommend club rush be reinstalled on this shoreline at the top of the slope. 315 bare root club rush At \$1.00 per plant total with instillation \$315.00. Recommend planting be done during late spring or during rainy season in the summer.



### **POND 37**

Condition is medium. Pond has algae bloom as a result of being apx 2 inches deep. Pond was never planted. If board chooses to plant . I recommend club rush be reinstalled on this shoreline at the top of the slope. 250 bare root club rush at \$1.00 per plant total with instillation \$250.00. Recommend planting be done during late spring or during rainy season in the summer.



**EXHIBIT 4.**



## An American Construction Group, Inc.

### BID PROPOSAL - DATED 1/23/2018

**TO: DPFG**

**RE: BALLANTRAE PROJECT**

15310 Amberly Drive Suite 175

TAMPA, FL 33647

PHONE: 813-418-7473

**ATTN: Paul Cusmano / District Manager**

THE FOLLOWING PROPOSAL IS SUBMITTED BASED ON INFORMATION FROM THE FOLLOWING DOCUMENTS;

FIELD SIT VISIT

DATED : DECEMBER 28, 2017

BALLENTRAE PROJECT

INFORMATION IS BASED ON VERBAL INSTRUCTIONS

SUPPLIED TO AACG BY DPFG

THIS PROPOSAL IS GOOD FOR 30 DAYS

	<b>Remove fixed dock / Wooden</b>				
<b>1</b>	REMOVE WOODEN DOCK & POST COLUMNS TO WATERLINE	<b>1</b>	<b>LS</b>	\$ 4,900.00	\$ 4,900.00
<b>2</b>	REPLACE OR REPAIR DAMAGED GRASS OR SOD AREAS FOR REMOVAL OF DOCK	<b>1</b>	<b>LS</b>	\$ 2,100.00	\$ 2,100.00
				<b>JOB TOTAL</b>	<b>\$ 7,000.00</b>

#### NOTES

1. CONSTRUCTION STAKING BY OTHERS
2. ALL PERMIT & INSPECTION FEES BY OTHERS
3. DEMO MATERIAL TO BE REMOVED FROM SITE
4. NO IMPORTED OR EXPORT FILL MATERIAL
5. NO LANDSCAPING, HARDSCAPE, IRRIGATION, TREE TRIMMING, SOD OR SEED
6. AACG ACCEPTS NO RESPONSIBILITY FOR AND SHALL NOT BE HELD LIABLE OR RESPONSIBLE IN ANY MANNER IN REGARDS TO SINKHOLES INCLUDING, BUT NOT LIMITED TO INVESTIGATION, IDENTIFICATION, TESTING OR REMEDIATION AT ANY TIME.
7. THIS PROPOSAL DOES NOT INCLUDE PAYMENT OR PERFORMANCE BONDS
8. ANY ALTERATIONS OR DEVIATIONS FROM THE PLANS PROVIDED, WILL RESULT IN EXTRA COST AND WILL BE BILLED ON A PER ITEM BASIS
9. ALL PAYMENTS AND INVOICES SHALL BE NET 30 DAYS
10. NO BUILDING OR STRUCTURAL DEMO
11. NO TRAFFIC CONTROL OR SIGNAGE

PAGE 1

info@aacgincw · www.aacginc.com  
Florida (813) 312-6744 | Texas (817) 776-3881  
Oklahoma | Nevada | California



**EXHIBIT 5.**

**MINUTES OF MEETING  
BALLANTRAE  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Ballantrae Community Development District was held on Monday, January 8, 2018 at 6:30 p.m. at the Ballantrae Community Center, 17611 Mentmore Boulevard, Land O' Lakes, Florida, 34638.

**FIRST ORDER OF BUSINESS – Roll Call**

Mr. Flateau called the meeting to order.

Present and constituting a quorum were:

James Flateau	Board Supervisor, Chairman
Richard Levy	Board Supervisor, Vice Chairman
Steve Bobick	Board Supervisor, Assistant Secretary
Tony Thomas	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager, DPFG
Bill Fletcher	Maintenance Supervisor
Brian Mahar	Yellowstone
Tonja Stewart	District Engineer
Tony Smith	American Ecosystems

*The following is a summary of the discussions and actions taken at the January 8, 2018 Ballantrae CDD Meeting.*

**SECOND ORDER OF BUSINESS – Audience Comments and Questions on Agenda Items**

Resident wanted to know the status of the shade structure replacement in the playground.

Discussion ensued.

**THIRD ORDER OF BUSINESS – Staff Reports**

**A. District Counsel**

There being none, next item followed.

**B. Landscaping**

Mr. Mahar presented the Landscaping Report as well as Items 1& 2 listed below and asked for any comments or questions.

Mr. Flateau requested an inspection around pond 12 after mowing to see if the grass was cut too low.

**1. Yellowstone - Maintenance Report.**

**2. Cold Weather Plant Tolerance**

**C. DPFG Field Report**

Mr. Cusmano presented the DPFG Field Report and asked for any comments or questions.



**1. December Operations Report**

Mr. Cusmano presented the November Operations Report and asked for any comments or questions.

**2. December Grade Sheet**

Mr. Cusmano presented the November Grade Sheet and asked for comments and questions.

**3. December Score Card**

Mr. Cusmano presented the November Score Card and asked for comments or questions.

**D. District Manager**

**1. Tax Audit Proposals**

Mr. Cusmano presented the Tax Audit Proposals listed below:

**a. LLS Tax Solutions**

**b. GNP Services**

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board accepted the LLS Tax Solutions Proposal for the Ballantrae Community Development District.
--

**2. Dock and Playground Pole Removal Cost**

Mr. Cusmano presented the Dock and Playground Pole Removal Costs and presented both proposals from American Construction Group.

Mr. Flateau suggested hiring American Construction Group for the removal and disposal of the playground pole for a total of \$4,900.

Mr. Flateau asked to have the Bids revised and have a separate bid for all costs associated with the playground area and a separate bid for all costs related with the Dock.

Mr. Cusmano stated he would have Ms. Stewart send an Engineer to check out the playground poles.

Discussion ensued.

**E. District Engineer**

Ms. Stewart presented the Engineers Report and asked for any comments or questions.

**F. Pond Manager**

Mr. Flateau asked for last month's pond report. Mr. Cusmano stated that the report will be put in the next meeting.

Ms. Stewart suggested increasing Torpedo Grass treatments.

Mr. Flateau requested an invoice for one annual inspection.

The Board agreed to add \$75.00 to the Maintenance Contract

Discussion ensued.

**FOURTH ORDER OF BUSINESS – Administrative Matters**

**A. Approval of Minutes of December 4, 2017 Meeting**

Mr. Flateau presented the Approval of Minutes of December 4, 2017 Meeting and asked for any comments, questions or corrections.

Mr. Flateau stated that corrections need to be made on line 53, adjust to “presented the letter.”, on line 62, adjust to Pond 34, on line 70, remove “chairman’s approval”, on line 92 adjust the spelling of Garry’s name.

On a MOTION by Mr. Bobick, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board accepted the Minutes of December 4, 2017 Meeting, as amended, for the Ballantrae Community Development District.

**B. Acceptance of November 2017 Financial Statements**

Mr. Cusmano presented the November 2017 Financial Statements and asked for any comments or questions.

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board accepted the November 2017 Financial Statements for the Ballantrae Community Development District.

**C. FY 2017 Proposals Approved in FY 2018**

Mr. Cusmano presented the FY 2017 Proposals Approved in FY 2018.

Discussion ensued.

**FIFTH ORDER OF BUSINESS – Business Matters**

**A. Old Business**

Mr. Flateau opened the floor for any old business.

Mr. Flateau asked about the status on the pool area shade proposal.

The Board discussed locations of the benches based off the picture plans, submitted by Mr. Flateau.

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved having benches placed near ponds 3, 9, 13, 24, 25, and on the right side of pond 33, for the Ballantrae Community Development District.

Mr. Flateau requested bids next month for power washing the front entrance tower and monuments in March.

Mr. Flateau suggested hiring CertaPro to paint the walls.

Discussion ensued.

**B. New Business**

Mr. Flateau opened the floor for any New Business matters.

**1. Consideration and Approval of Resolution 2018-01 Designating Administrative Office & Headquarters**



Mr. Cusmano presented Consideration and Approval of Resolution 2018-01 Designating Administrative Office & Headquarters.

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board adopted Resolution **2018-01** Designating Administrative Office & Headquarters the for the Ballantrae Community Development District.

**SIXTH ORDER OF BUSINESS –Staff Reports**

**A. Maintenance Supervisor**

Mr. Fletcher stated he had nothing to report.

Mr. Cusmano stated he sent a second letter (to UPS) about the \$500 owed, and said he would send another letter after this meeting.

**SEVENTH ORDER OF BUSINESS – Audience Comments on Other Items**

There being none, next item followed.

**EIGHTH ORDER OF BUSINESS - Supervisor Comments and Requests**

Mr. Flateau stated the Audit workshop will be held on January 18<sup>th</sup>.

Mr. Flateau asked if he should invite residents to the March, (April), May Meeting to suggest expenditures, and to work with DPFG to present a balance budget proposal.

Mr. Flateau stated he would not be able to make the May meeting as he will be out May 4<sup>th</sup>-9<sup>th</sup>.

The May Meeting for the Budget was moved from May 7<sup>th</sup> to the May 14<sup>th</sup>.

Discussion ensued.

**NINTH ORDER OF BUSINESS – Adjournment**

On a MOTION by Mr. Levy, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board adjourned the meeting for the Ballantrae Community Development District.

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**   ☐ Secretary      ☐ Assistant Secretary

\_\_\_\_\_  
**Printed Name**

**Title:**   ☐ Vice Chairman      ☐ Chairman

**EXHIBIT 6.**



**EXHIBIT 7.**

# Florida Playground & Steel Co.



Florida Playground & Steel Co.

4701 S. 50th Street  
Tampa, FL 33619

(813) 247-2812  
sales@fla-playground.com  
http://www.fl-playground.com/

## Estimate

Date	Estimate #
03/31/2017	3024
Exp. Date	
04/28/2017	

Address
Bill Fletcher Ballantrae CDD 17611 Mentmore Blvd Land O' Lakes, FL 34638 USA (813) 345-8565 ballantrae2@tampabay.rr.com

Ship To
Bill Fletcher Ballantrae CDD 17611 Mentmore Blvd Land O' Lakes, FL 34638 USA (813) 345-8565 ballantrae2@tampabay.rr.com

Ship Via	Sales Rep	Payment Method
Best Way	JMA	60% / 40%

Quantity	Product/Service ID	Description	Price	Amount
1	PSC2030S-8-FB	• Cantilever 20' x 30' Shade, 8' eave height, Powder Coated structure, Fabric Color: TBD, Frame/Column Color: TBD	7,038.00	7,038.00T
1	Delivery, Assembly and Installation	• Delivery, Assembly and Installation	9,656.00	9,656.00T
1	M-Engineer	• Signed and Sealed Engineering Drawings, Calculations and Footing Design	950.00	950.00T
1	01 Plans and Permits: 01.2 Building Permits	• Building Permits	1,500.00	1,500.00
1	Freight	• From Manufacturer to FPSC	3,000.00	3,000.00

I hereby accept this Estimate and acknowledge that I have authority to authorize payment for the order by means communicated to Florida Playground and Steel Co.. Florida Playground reserves the right to change pricing and/or materials specified.

SubTotal	\$22,144.00
Tax (0%)	\$0.00
<b>Total</b>	<b>\$22,144.00</b>

Accepted By

Accepted Date



**EXHIBIT 8.**



**FLORIDA COURTS, INC.**  
**6820 HUDSON AVE.**  
**HUDSON, FL 34667**  
**727-861-0004**

**www.floridacourtsinc.com**

**PROPOSAL A**  
**PAGE 1 OF 3**

**AGREEMENT**

**DATE 12/21/17**

**CONTACT:** Bill Fletcher ph# 813-345-8565 Email: ballantrae2@tampabay.rr.com

**LOCATION:** Ballantrae CDD – 17611 Mentmore Blvd. – Land O Lakes, FL 34638

**CONDITIONS:** Resurface 2 tennis courts with a 4 coat system – this is needed to cover the numerous low spot repairs. Re hog clip any fence to bottom tension wire where clips are missing.

1. Florida Courts will first **pressure wash** the courts to provide a proper base for adhesion of resurfacing materials.
2. Florida Courts will also **flood the courts** and check for low areas, then will correct, as best as possible, those areas where standing water covers 1/8" in depth (thickness of a nickel) after the surface has been able to dry under normal conditions for 1 hour.
3. Florida Courts will fill cracks with **crack filler**. We will **apply a 10" wide strip of fiberglass mesh covering the length of each existing crack** – this will help to keep the existing cracks from reappearing. We will then sand the courts to blend junctures prior to resurfacing.
4. Florida courts will resurface the existing 2 tennis court area using **Sport Master** specifications and materials with a 4 coat color system, in the colors chosen by the client, (no additional charge for two-tone). **2 coats of Acrylic Resurfacer, fortified with sand**, will first be applied to prepare the court surface for the following color coats. This will be followed by the application of **2 coats of Color Concentrate, fortified with sand**, to provide uniformity & depth of color.
5. Florida Courts will **re-stripe all game lines with 1 coat of Stripe Right Primer and 1 coat of heavy bodied Textured T/C White Line Paint** ( this will make for sharp edged clean lines ). Florida Courts **will re-paint net posts**. We will **re hog clip any fence to bottom tension wire where clips are missing**.
6. Florida Courts agrees to provide all tools, materials, labor and supervision to complete the above work For a sum of **\$11,600.** Payment schedule as follows: 50% (\$5,800.) due before work is to begin, 50% (\$5,800.) due upon completion.
7. Client agrees to **provide water and electricity** for construction purposes.
8. **Proper court maintenance to be the sole responsibility of client.**



**WARRANTY:**

Florida Courts guarantees workmanship and materials against defects for a period of one year, save normal wear and tear and any structural damage that may be pre-existing. This guarantee excludes normal wear and tear, abuse or neglect, including (but not limited to) acts of God or nature and/or any other conditions beyond our control; such as sub-base "settling", structural or shrinkage cracks, hydrostatic pressure bubbles, intrusion of grass or weeds, graffiti or other acts of vandalism, damage from roller blades, skateboards, bicycles, maintenance equipment and/or related fluids and/or other such implements and/or apparatus.

**CONDITION OF SALE:**

The Purchaser and Seller or its assigns agree to the purchase and sale of before described property on the following conditions:

- 1) That Purchaser will pay to Seller or its assigns the Total Contract Price in accordance with the terms set forth.
- 2) That if the Purchaser shall default in the payment of any installment or violate any of the provisions of this Contract the Seller or its assigns shall have the right to declare due the whole amount unpaid and without notice or demand, legal process, liability for trespass or damages, and without prejudice to other action, enter the premises where said property may be repossess and remove same.
- 3) That there are no agreements or warranties in connection with this transaction which are not expressly set forth in this Contract.
- 4) Buyer hereby assigns without recourse Florida Courts, Inc. the right and interests of the material and equipment in the above Contract and in the property described therein until paid in full.

IN WITNESS WHERE OF, the parties here to have executed this Contract by their proper officers or duly authorized agents on the day and year first above written.

The parties agree that in the event that payment is not made as provided herein, Contractor may terminate this contract, refuse to complete any work remaining pursuant to the contract, and any alternate proposals, amendments, changes, or modifications thereto, and sue for the payment due, plus any work performed by the contractor up until the date of termination, including a reasonable profit and overhead, court costs, attorney's fees ( including attorney's fees incurred in arbitration and administrative proceedings and all state and federal actions and appeals ), and interest at the rate of 1½% per month, 18% per year.

In the event of litigation of this contract, venue of same shall lie in Pasco County, Florida and the prevailing party shall be entitled to an award of reasonable attorney's fees and costs from the non-prevailing party. Insurance Certificates and Licenses Provided upon request \*any changes or additions to standard coverage at additional cost.

**PAGE 3 OF 3**

**\* Please note: a Start date** cannot be scheduled without our receipt of a fully executed signed contract.

**ACCEPTED BY** \_\_\_\_\_  
**CLIENT SIGNATURE**

**DATE ACCEPTED:** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

\_\_\_\_\_  
**GREGORY A. VIRCHAU**  
**PRESIDENT**  
**FLORIDA COURTS, INC.**

**Please email or mail signed agreement to:**

**floridacourts@verizon.net**

**Florida Courts, Inc.**  
**6820 Hudson Avenue**  
**Hudson, Fl. 34667**





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3277 E. Warm Springs Road,  
Suite 100  
Las Vegas NV 89120  
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F: (702) 629-5497

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950 West Bannock, 11th Floor  
Boise ID 83702  
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F: (602) 381-1203

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Austin TX 78754  
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F: (512) 732-0297

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Lake Mary FL 32746  
P: (321) 263-0132  
F: (321) 263-0136

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15310 Amberly Drive  
Suite 175  
Tampa FL 33647  
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F: (813) 374-9106

Research Triangle, NC  
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F: (919) 869-2508

Charleston, SC  
4000 S. Faber Place Drive  
Suite 300  
N. Charleston SC 29405  
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F: (919) 869-2508